



RFQ NUMBER

CENTRAL/JHB/26/2009

DESCRIPTION

**PROVISION OF POINT OF SALE EQUIPMENT,
REQUIRED AT 15 GIRTON ROAD, PARKTOWN**

ISSUE DATE : 12 MAY 2009
CLOSING DATE : 19 MAY 2009
CLOSING TIME (10H00)

**CLOSING VENUE: TENDER BOX (ALLOCATED AT THE ASO OFFICE)
TRANSNET FREIGHT RAIL TENDER ADVICE CENTRE, LEVEL 100,
150 COMMISSIONER STREET, CARLTON CENTRE, JOHANNESBURG.**

REQUEST FOR QUOTATION

MESSRS:

ADDRESS :

.....

Tel (011)

Fax (011)

ISSUE DATE 12.05.2009

CLOSING DATE 19.05. 2009 (10h00)

SUPPLY CHAIN SERVICES

Contact Zakhele Nxumalo

TEL:

(011) 584-0605

Prices in South African currency, including all costs.

ITEM NO:	DESCRIPTION	QTY	Unit Price Excluding VAT
1.	Electronic Cash Register, two Rolls (Receipt or Journal) , 70 One touch keys, 3000 PLU's EAN Barcodes, Stock Control, Heavy Duty thermal Printer, Daily and Monthly reports.	2	R
2.	Symbol desk scanner	2	R
3.	Vector Back Office Profit and Management Software & till Licences	2	R
4.	Hand Scanner for stock control	1	R
5.	1000 KVA UPS	3	R
	The price should include delivery, training and full installation		
	TOTAL		R

PREVIEW COPY ONLY

Delivery Address: Parktown, JHB, No.15 Girton Road

Contact Person/s: Mr. Johan Basson: 011 584-0697

Mr. Cobus Viljoen : 011 584-1014

FRAUD HOTLINE

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are: -

Hotline telephone: 0800 003 056

Email: transnet@tip-offs.com

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

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Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
2. Copy of cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (ABVA Member).

NB:

- **Failure to submit the above documentation will delay the vendor creation process.**
- *Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent ABVA Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent ABVA Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent ABVA Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)		< R5 Million	R5-35 million		> R35 million		
Does Your Company Provide		Products	Services		Both		
Area Of Delivery		National	Provincial		Local		
Is Your Company A Public Or Private Entity			Public		Private		
Does Your Company Have A Tax Directive Or IRP30 Certificate			Yes		No		
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
BEE Ownership Details							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate			Yes	No			
What is your broad based BEE status (Level 1 to 8 / Unknown)							
How many personnel does the firm employ		Permanent		Part time			
Name of person procuring your services/products							
Contact number							
Transnet operating division							
Duly Authorized To Sign For And On Behalf Of Firm / Organisation							
Name				Designation			
Signature				Date			
Stamp And Signature Of Commissioner Of Oath							
Name				Date			
Signature				Telephone No.			

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

Internal Transnet Departmental Questionnaire *(for office use only)*

NB: "Once-off vendor" will only be created for extraordinary circumstances, i.e. derailments and other emergency situations. Note that only one (1) purchase order must be created against a "once-off vendor". Should the need arise to use a "once-off vendor" again, then an updated SDF together with the required documentation, is required for a "trade vendor" to be created

Section 1: To be completed by the Transnet Requesting / Sourcing Department													
Vendor Name						Vendor Number							
TFR	TRE	TPT	TPL	TNPA	TCP	TRN							
Create	Unblock	Amend	Extend	Once-Off / Emergency Request									
Supplier's trading name													
Supplier's registered name													
Please indicate if the Supplier has a contract with sourcing Transnet OD						Yes	No						
If yes please submit / furnish details of such a contract (together with the SDF)													
a) What is being procured from the supplier?													
i. Products only		Yes		No									
ii. Services only		Yes		No									
iii. Labour only		Yes		No									
iv. Mix of services and products		Yes		No									
v. Mix of services and labour		Yes		No									
b) If your answer is YES to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant PAYE questionnaires have been forwarded to the appropriate Transnet Operational Divisions' decision making bodies / Strategic Supply Management team for a directive /decision on tax withholding from payments to this supplier.													
Yes		No											
c) If your reply to (b) is " NO ", please furnish reasons:													
d) Advise on the Detailed Procurement Process (DPP) / Procurement Mechanism that was followed <i>(Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2008 on the Intranet)</i>													
Name			Grade			Date				Signature			
						Y	Y	Y	Y	M	M	D	D
Section 2: To be completed by the BEE Department <i>(this section is for Confirmation/Determining of BEE Status)</i>													
NARROW BASED (NB)				BROADBASED (BBBEE)									
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m		LARGE: >R35m		VALIDITY DATE			
Name			Grade			Date				Signature			
						Y	Y	Y	Y	M	M	D	D
						Y	Y	Y	Y	M	M	D	D
Section 3: To be completed by Supplier Management													
I hereby approve		disapprove		this application									
Name			Grade			Date				Signature			
						Y	Y	Y	Y	M	M	D	D
Vendor Number			Date captured on SAP				Recon Account						

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