



RFQ NUMBER
CENTRAL/JHB/29/2009

DESCRIPTION

**QUALITY MANAGEMENT SYSTEM RE-
CERTIFICATE FOR A
PERIOD THREE YEARS.**

ISSUE DATE: 02 JUNE 2009

**CLOSING DATE: 09 JUNE 2009
(10H00)**

**CLOSING VENUE : (TENDER BOX) ALLOCATED AT
THE CHAIRPERSON, TRANSNET FREIGHT RAIL, ACQUISITION COUNCIL.
GROUND FLOOR, INYANDA HOUSE 1
21 WELLINGTON ROAD
PARKTOWN, JOHANNESBURG**



SUPPLY CHAIN SERVICES
BEVERLIE RAMARU
TEL: 011 584 0611
FAX: 011 774 9841

REQUISITION FOR QUOTATION

MESSRS:

ADDRESS:
.....
.....

Tel (011)

Fax (011)

Issue 02 JUNE 2009

CLOSING DATE: 09 JUNE 2009 (10H00)

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Item No.	Description	Price Per
	QUALITY MANAGEMENT SYSTEM RE-CERTIFICATE	
	Re assessment cost	
	Six monthly surveillance audits cost	
	Total Price For the project	R

Price Must Be VAT Excluded.

CONTACT PERSON: Ms Beverley Ramaru 011 584 0611

Mr Felix Nel: (011) 584 0518

NB:

Please attach the following documents :

Valid Tax Clearance Certificate

BBBEE Scoring Card

Signature of the Tenderer _____

Date _____

The details with regard to the certification is as follows:

1. Company particulars

Name: Transnet Freight Rail a division of Transnet Limited.

Area involved: Durban Complex

Controlling office: Area Production Manager, Bayhead
Loliwe House
51 South Coast Road
Rossburg

Sites included: *Yards:* Bayhead, Kingsrest, Maydon Wharf and Mason's Mill.
Movement: Umbilo, Wentworth and Mason's
Train Control: Durban Station
Mill

SPECIFICATION

Certification Status: Certified Quality Management System in terms of ISO 9001:2000 since 2003

Exclusions: Clause 7.3 / 7.5.2

Process to be listed (scope): The delivery and collection of consignments by rail.

Complexity of the process: The process to be listed is relatively simple as the provision and maintenance of services/equipment, such as data lines, wagons and traction power falls outside the scope of these listings. The departments responsible for the provision of these services are thus treated as mere sub-contractors.
Services rendered, are executed in the various marshalling yards situated within the area, however, all the planning and monitoring activities take place on a centralized basis.

Staff complement: 1240, located in the various sites

Activities: The area's activities consist of a management component and supporting operational and administrative personnel.
Supervisory and execution personnel works shifts on a 24/7 basis.

Re-certification

Requirements: Obtain a single certification for the entire area in accordance with the ISO 9001(2008) Standard

Pricing:

Fees for the re-assessment and the six-monthly surveillance audits should be separated in the fees schedule.

Terms and subsequent price adjustments should also be covered.

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. **Original** 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 (SANAS 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 SANAS 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 SANAS 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 SANAS 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.**

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							
Bank Name					Bank Account Number		
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 9 / Unknown)							
How many personnel does the firm employ	Permanent		Part time				
Transnet Contact Person							
Contact number							
Transnet operating division							
Duly Authorised 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)

Section 1: To be completed by the Transnet Requesting / Sourcing Department										
TFR		TRE		TPT		TPL		TNPA		TRN
Create		Amend		Block		Unblock		Once-Off / Emergency		
Extend		Delete		Undele						

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 a copy of the letter of award						

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	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	
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c) If your reply to (b) is **"NO"**, please furnish reasons :

d) Certification and Approval of proposed Vendor Creation/Unblocking/Other Changes by Transnet Official with Appropriate Delegated Authority:

I HEREBY CERTIFY THAT THE TRANSNET DETAILED PROCUREMENT PROCESS (DPP) / PROCUREMENT MECHANISM HAS IN ALL RESPECTS BEEN ADHERED TO AND I THEREFORE APPROVE THE PROPOSED VENDOR CREATION/APPROVAL/OTHER CHANGES TO BE EFFECTED ON THE VENDOR MASTER

	Grade	Date	Signature
		Y Y Y Y M M D D	

Tel No:		Fax	
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Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)											
NARROW BASED (NB)				BROADBASED (BBBEE)							
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE			
				Grade	Date				Signature		
					Y Y Y Y M M D D						
					Y Y Y Y M M D D						