



RFQ NUMBER
CENTRAL/JHB/30/2009

DESCRIPTION

**CLEANING OF WAGONS AND DISPOSAL
OF WASTE AT RUSTENBURG FOR A
PERIOD ONE YEAR.**

ISSUE DATE: 23 JUNE 2009

CLOSING DATE: 07 JULY 2009 at 10:00 AM

INFORMATION SESSION: 01 JULY 2009

RUSTENBURG STATION AT 11: 00am

CONTACT: GRAHAM PROCTER 083 286 1350

**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 23 JUNE 2009

SITE VISIT: 01 JULY 2009

CLOSING DATE: 07 JULY 2009

Description	Price Per Wagon handled
Cleaning of wagons and disposal of waste	R
Wagon per each	R
Please Quote as per Specification Attached (Annexure A)	

Price Must Be VAT Excluded.

CONTACT PERSON: Ms Beverley Ramaru 011 584 0611

Mr Graham Procter: (013) 658 2354

Signature of the Tenderer _____ Date _____

NB: PLEASE BRING YOUR SAFETY SHOES AND SAFETY VEST DURING THE INFORMATION SESSION.

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

ADJUDICATION CRITERIA

Adjudication will be based on the criteria mentioned hereunder.

COMMERCIAL:

Provide total price for each wagon handled

TECHNICAL:

References

- Provide current and previous references.

Compliance to statutory cleaner’s minimum wage

- Provide salary scales of the cleaning staff

Safety

- Provide safety plan

BBBEE:

Broad Based Black Economic Empowerment Credentials

- Provide BBBEE certification

The briefing session is compulsory and companies not attending **might be overlooked** during the tender process.

Contact person for site inspection attendance and directions:

Contact Person : Graham Procter Tel.: 013 658-2208 / 083 286 1350.

1 ATTENDANCE CERTIFICATE

This is to certify
that.....

Representative/s
of.....

Has/have today attended the Tender briefing in respect of the proposed:

.....
.....

TRANSNET’S REPRESENTATIVE
REPRESENTATIVE

TENDERER’S

DATE :.....

ANNEXURE A

Background

Due to the increasing demand for capacity for chrome and ferrochrome exports in the Rustenburg area a need was identified to have wagons swept clean in the Rustenburg area. These two products, although produced by the same customers are chemically incompatible and wagons need to be separated. As they share a wagon type and fleet these do get mixed up. By the time they reach Rustenburg from mainly Richards Bay it is too late to send them back to Richards Bay for cleaning.

Dirty wagons arise in 2 possible ways:

- “other “ commodities are discharges in the Rustenburg area and then offered to Chrome for use. These entail mostly lime and coal wagons.
- The chief cleaning requirement is when in the process of off-loading in the port or building the loads in the yards for dispatch the chrome & ferrochrome wagons are mixed.

Contractually we need to supply an exporter a clean wagon fit for commodity use. This means a wagon that is swept clean. As a rule, if a chrome train set is returned and re-supplied to a chrome exporter, no cleaning takes place.

Wagons types: CFR, CAR, CMR, DGLJ TO A LESSOR EXTENT BA CA CR

At present the wagon set is identified en-route (usually at Ermelo or Pyramid South) and the previous use and Port terminal determined by Client Co-ordinator.

If wagons can be re-supplied directly to a same source exporter this is done.

If however the wagons are mixed, it is reported to the Customer Services Manager, who verifies the urgency of the load and that no “swoops” can be made.

If cleaning is deemed necessary a wagon list is used to instruct the cleaners of the wagon type, number and location for cleaning. A tracking number is issued.

After cleaning the wagon list and tracking number are used on the invoice which is submitted.

Wagons are mostly cleaned at the Rustenburg Goods Area and at present no waste disposal forms part of this process. Where possible the cleaning Team move to suitable stations to clean on site e.g. Marikana, Boshhoek etc.

Thus we require an ad hoc mobile cleaning Team that can safety sweep the identified wagons (these vary significantly and we require the service on an as required basis only). We might need to include some sort of waste collection process whereby all waste cleaned from wagons is brought back to a “dump” in Rustenburg for further disposal.

PLEASE NOTE THAT IT IS COMPULSORY FOR CONTRACTORS TO PROVIDE THEIR STAFF WITH THE APPROPRIATE UNIFORM.

-ooOoo-

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	CONTR. 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				

PREVIEW COPY ONLY