



RFQ:CRAC/HO/5905

DESCRIPTION

SUPPLY AND DELIVERY OF RATION PACKS TO VARIOUS DEPOTS, CENTRAL GAUTENG REGION FOR TWO YEARS

PREVIEW COPY ONLY

ISSUE DATE : 08 FEBRUARY 2010

CLOSING DATE: 02 MARCH 2010 (10H00)

OPTION DATE : 28 MAY 2010

TENDER BOX

ALLOCATED AT THE CHAIRPERSON TRANSNET FREIGHT RAIL, ACQUISITION COUNCIL ,GROUND FLOOR, INYANDA HOUSE 1, 21 WELLINGTON ROAD PARKTOWN, JOHANNESBURG.

TENDER ENVELOPE TO BE MARKED AS FOLLOWS:

TENDER NUMBER: RFQ: CRAC/HO/5905 SUPPLY AND DELIVERY OF RATION PACKS



REQUISITION FOR QUOTATION

SUPPLY CHAIN SERVICES
 Contact: Sarah Assegai
 Tel: 011 584 0668

MESSRS:

Tel (011)
 Fax (011)

ISSUE DATE: 08 February 2010

CLOSING DATE: 02 March 2010 (10h00)

Prices in South African currency, including all costs.		
Direct to consignee		
ITEM NO:	DESCRIPTION	Price per pack
1.	Ration pack A	
2.	Ration pack B	
3.	Ration pack C	
4.	Ration pack D	
5.	Ration pack E	
6.	Ration pack F	
8.Prices must be V.A.T. exclusive		
9. Direct delivered to:	Various depots	
10.Contact person:	See Annexure B	

11. ANNEXURE A

Specification

RATION PACKS (A)	BRAND NAMES
1. Bully Beef (190 gram tin)
2. Baked Beans (215 gram tin)
3. Fruit Cocktail (225 gram tin)
4. Fruit Juice (250 ml)
5. Biscuits (75 gram) WITH FILLING IN BETWEEN
RATION PACKS (B)	BRAND NAMES
1. Meat Balls (190 gram tin)
2. Sweet corn (215 gram tin)
3. Fruit Cocktail (225 gram tin)
4. Fruit Juice (250 ml)
5. Biscuits (75 gram) WITH FILLING IN BETWEEN
RATION PACKS (C)	BRAND NAMES
1. Viennas (190 gram tin)
2. Spaghetti (215 gram tin)
3. Fruit Cocktail (225 gram tin)
4. Fruit Juice (250 ml)
5. Biscuits (75 gram) WITH FILLING IN BETWEEN

RATION PACKS (D)	BRAND NAMES
1. Pilchards fish (155 gram tin)
2. Baked beans (215 gram tin)
3. Fruit Cocktail (225 gram tin)
4. Fruit Juice (250 ml)
5. Biscuits (75 gram) WITH FILLING IN BETWEEN

RATION PACKS (E)	BRAND NAMES
1. Spaghetti (215 gram tin)
2. Sweet corn (215 gram tin)
3. Fruit Cocktail (225 gram tin)
4. Fruit Juice (250 ml)
5. Biscuits (75 gram) WITH FILLING IN BETWEEN

RATION PACK (F) DIABETIC	BRAND NAMES
1. Pilchards fish (155 gram tin)
2. Baked beans (215 gram tin)
3. Fruit Cocktail (225 gram tin)
4. Fruit Juice (250 ml) "No sugar added"
5. Sugar free choc chip biscuits (200 gram)

12. ANNEXURE B

The following particulars with regard to the estimated requirements are furnished to the Tenderer, for his information only:

DEPOT	DEILERY POINT	CONTACT PERSON	PHONE	QTY PER MONTH
Sentrarand Springs Bethal Welgedagth	Senrarand Loco	Wendy Feni	(011) 960-2145	2000 Each
Leeuhof	Leeuhof Loco	Estelle Ferguson	(016) 420-6216	200 Each
Kroonstad	Kroonstad Loco	Hein Olivier	(056) 268-2158	150 Each
Klerksdorp	Klerksdorp Loco	Trysie Nieuwoudt	(018) 406-2546	20 Each
Krugersdorp Coligny Lichtenburg Mafekeng	Millsite Loco	Ronel Greyling	(011) 668-5004	150 Each
Kaserne Germiston	Kaserne Loco	Jason Greef	(011) 820-2167	1500 Each



13. 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

14.PACKING:

The ration packs are to be shrink wrapped with a contents and used by date label. Also stated if the pack is normal / vegetarian or diabetic.

15. DAMAGE GOODS:

All the products delivered are to be fresh and undamaged. Any dented or damaged goods will be returned. Tenders are to advise what means of credit will apply should there be any damaged goods received

16. COMPULSORY DOCUMENTS

NOTE:

16.1.Return of tender documents

The tender documents must be submitted on the closing date in **duplicate** and failure to do so will automatically disqualify your offer.

16.2.The following satisfied documents are compulsory, and they must be attached to the tender document

If **Not** your tender will not be considered.

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).

17. PRICE BASIS :

(i)The Tenderer must state hereunder whether the price(s) quoted, is/are firm for the currency of any resulting contract

.....

If "NO" for what period are you prepared to hold the price(s) firm.

.....



(ii) Tenderers are to note that tenders in which firm prices quoted for the duration of any resulting contract or order will receive precedence over prices which are subject to adjustment.

(iii) If price(s) is/are subject to adjustment, such adjustment shall not be effective until accepted by Transnet Limited and in this connection the attention of the Tenderer is specially directed to clause 9(1) of the general conditions of Transnet tenders, contracts and orders form US7 (revised August 2008).

18. NEGOTIATIONS :

Transnet Limited reserves the right to negotiate prices and commercial aspects after the closing date of the tender.

19. BUSINESS ADJUDICATION CRITERIA :

19.1. "Order winning criteria"

19.1.1. Total price per pack

19.2. "Technical"

19.2.1. Specification compliance

19.3. "BBBEE"

19.3.1. Provide BBBEE level Certification

PRIEVIEW COPY ONLY

SIGNATURE OF TENDERER: _____ Date: _____

20. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)

TRANSNET fully endorses and supports the South African Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would accordingly allow a “preference” in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended) to companies who provide a BBBEE accreditation Certificate. All procurement and disposal transactions in excess of R30000 will be evaluated accordingly. All transactions below R30000 will as far as possible be earmarked for EME’s.

TRANSNET consequently urges Respondents (Large enterprises and QSE’s – see below) to have themselves duly accredited by any one of the Accreditation Agencies [approved](#) by SANAS (South African National Accreditation System, under the auspices of the DTI).

In terms of Government Gazette No. 32094, Notice No. 354 dated 23 March 2009, as from 1 August 2009, only BBBEE accreditation Certificates issued by SANAS approved verification agencies will be valid.

However accreditation certificates issued before 23 March 2009 and which are still within their one (1) year validity period will still be acceptable, until their expiry date provided that the accreditation was done in accordance **with the latest codes (i.e. those promulgated on 9 February 2007)**.

BBBEE Accreditation Certificates issued after the published date i.e. 23 March 2009, by a Verification Agency not approved by SANAS, will **NOT** be acceptable as from 23 March 2009.

20.1. Enterprises will be rated by such Accreditation Agencies based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
- Rating level based on all 7 (seven) elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
- Rating based on any 4 (four) of the elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**
- Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition
 - Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
 - EME’s should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers



20.2. In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Proposals the percentage

of the total contract value which would be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

20.3 Each Respondent is required to furnish proof of its BBBEE status (Certificate and Detailed Scorecard) as stipulated above to TRANSNET.

<p>Turnover: Indicate your company's most recent annual turnover:</p> <p>R.....</p>
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- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

20.4. The DTI has created an online **B-BBEE Registry** (<http://www.dti.gov.za>) in order to provide a central and standardized source of the B-BBEE status of all entities, and to facilitate the flow of this information amongst entities by providing a Unique Profile Number (UPN) per each listing. Existing and prospective suppliers are therefore urged to list their B-BBEE status on the DTI Registry. Hence, entities verified by DTI, will receive the following benefits:

- Their BBBEE status will be verified and confirmed by the DTI, before listing on the Registry
- Listing on the Registry will provide suppliers the option to market themselves on the DTI B-BBEE Opportunities Network. This is a search engine that is designed to help businesses find B-BBEE compliant entities who match specific requirements in terms of the nature of services/goods provided, region, B-BBEE status or other search criteria.

Transnet supports this DTI initiative and will use the DTI Registry to verify prospective and existing suppliers' BBBEE credentials.

20.5. Kindly provide Transnet with your DTI B-BBEE UNIQUE PROFILE NUMBER with all tender submissions.

<p>DTI BBBEE UNIQUE PROFILE NUMBER:</p> <p>.....</p>

20.6. Failure to submit your BBBEE information in terms of 15.3 and/or 15.5 (above) will result in a score of zero being allocated for BBBEE evaluation.

SIGNATURE OF TENDERER: _____ **Date:** _____



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:

9. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
10. Copy of cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
11. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
12. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
13. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
14. A letter with the company's letterhead confirming physical and postal addresses
15. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
16. 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 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)

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 (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)															
Name		Grade		Date				Signature							
				Y	Y	Y	Y	M	M	D	D				
				Y	Y	Y	Y	M	M	D	D				
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					
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									

delivering on our commitment to you



Suppliers Code of Conduct

PREVIEW COPY ONLY



Suppliers Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This, however, must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support.

These are:

- >> Transnet Procurement Policy - A guide for tenderers;
- >> Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- >> The Public Finance Management Act (PFMA);
- >> The Broad Based Black Economic Empowerment Act (BBBEE); and
- >> The Anti-Corruption Act.

This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

Transnet will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.

- >> Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.



- » Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

- » There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056.

Transnet is firmly committed to free and competitive enterprise.

- » Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices
- » Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.

- » Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.



These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
 - Collusion;
 - Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
 - Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.
- >> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.
- >> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.



Conflict of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Examples are:

- >> Doing business with family members.
- >> Having a financial interest in another company in our industry.

Show that you support good business practice by logging onto www.transnet-suppliers.net and completing the form.

This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

TIP-OFFS ANONYMOUS HOTLINE
0800 003 056