



TRANSNET FREIGHT RAIL  
a Division of  
TRANSNET LIMITED  
(Registration No. 1990/000900/06)

**REQUEST FOR QUOTATION ("RFQ")**

**RFQ NO. : CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

**ISSUE DATE : 17 MAY 2011**  
**CLOSING DATE : 07 JUNE 2011**  
**OPTION DATE : 31 AUGUST 2011**  
**CLOSING TIME : 10H00**  
**BRIEFING DATE : 26 MAY 2011**  
**BRIEFING TIME : 09H00**  
**VENUE : Paul Kruger Road, Capital Park, Pretoria.**

**FOR DIRECTIONS PLEASE CONTACT : MR SIVUYILE NGUMA : 083 252 8550-**

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

**TENDER ENVELOPE TO BE MARKED AS FOLLOWS:**

**RFQ NUMBER: CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

**Please note that late responses and those Delivered or posted to the wrong address will be disqualified.**



**REQUEST FOR QUOTATION (“RFQ”)**

**RFQ NO. : CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

**SCHEDULE OF DOCUMENTS**

- 1. Notice to Bidders**
- 2. Requisition for quotation**
- 3. Certificate of Attendance of RFQ Information meeting**
- 4. Scope of Work and General specification**
- 5. Returnable Schedules / Documents**
- 6. Supplier Declaration Form**
- 7. General Tender Conditions (CSS5 – goods)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Non-Disclosure Agreement**
- 10. Supplier Code of Conduct**

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**SECTION 1**

**REQUEST FOR QUOTATION ("RFQ")**

**RFQ NO. : CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

**NOTICE TO BIDDERS**

**Refer Document attached hereto**

Quotations are requested from interested Respondents to supply the above-mentioned requirement to TRANSNET FREIGHT RAIL.

On or after 17/05/2011 the RFQ documents may be inspected at, and are obtainable from the office of TRANSNET Freight Rail Tender Advice Centre, Ground Floor, Inyanda 1, 21 Wellington Road, Park town.

A non-refundable tender fee of R100.00 (inclusive of Vat) is applicable per tender (listed below). Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203158598, Branch code 004805. The deposit slip must reflect the tender number and the Company Name.

NOTE: This amount is not refundable.

Receipts to be presented prior to collection of the RFQ

A **COMPULSORY** information meeting will be held at the following venue:

VENUE : **Paul Kruger Road, Capital Park, Pretoria.**

Time **09h00**

Date : **26 MAY 2011**

The site meeting is compulsory and companies not attending **will be overlooked** during the tender awarding process.

Please bring the valid document on the day of briefing and also make sure that you bring your safety shoes and reflective vest on site

**NAME** : **Esther Tyam/**  
**Tel** : **(011) 773 8557**  
**Email** : **Esther.Tyam@transnet.net**

Tenders in duplicate must reach the Chairperson, TRANSNET Freight Rail Acquisition Council, Po box 4244, Johannesburg 2000 before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

<b>Tender No</b>	: <b>CRAC-JHB-7430</b>
<b>Description</b>	: <b>CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.</b>
<b>Closing date and time</b>	: <b>07 JUNE 2011 at 10h00</b>
<b>Closing address (refer options below)</b>	

## DELIVERY INSTRUCTIONS FOR THIS RFQ:

- 1** If posted, the envelope must be addressed to the Chairperson, TRANSNET Freight Rail Acquisition Council, P .O. Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Chairperson before the closing time of the RFQ. In the event of the late receipt of a Proposal, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 2** If delivered by hand, the envelope is to be deposited in the TRANSNET tender box which is located at the main entrance, Inyanda House, 21 Wellington road, Park town, Johannesburg and should be addressed as follows:

<p><b>THE CHAIRPERSON TRANSNET FREIGHT RAIL ACQUISITION COUNCIL INYANDA HOUSE 21 WELLINGTON ROAD PARKTOWN JOHANNESBURG 2001</b></p>
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The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please ensure that response documents or files are not larger than the above dimensions. Responses which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes.

**It should also be noted that the above tender box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.**

- 3** If dispatched by courier, the envelope must be addressed as follows and delivered to the Office of The Chairperson, TRANSNET Freight Rail Acquisition Council and a signature obtained from that Office.
1. Please note that this RFQ closes punctually at 10:00 on Tuesday **07 JUNE 2011**
  2. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
  3. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
  4. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
  5. TRANSNET shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
  6. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.
  7. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.
  - 8. 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.

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. 100% 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

8.1 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.

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

*Failure to submit your BBBEE Certificate and Detailed Scorecard will result in a score of zero being allocated for BBBEE evaluation.*

**Turnover:** Indicate your company's most recent annual turnover:

R.....

- 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.

8.3 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.

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

**DTI BBBEE UNIQUE PROFILE NUMBER:**  
.....

*Failure to submit your UPN will result in a score of zero being allocated for BBBEE evaluation.*

8.5 Failure to submit your BBBEE information in terms of 14.3 and/or 14.5 (above) will result in a score of zero being allocated for BBBEE evaluation.

8. **COMMUNICATION**

9.

Respondents are warned that a response will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of TRANSNET in respect of an RFQ between the closing date and the date of the award of the business.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFQ to the TRANSNET employee as indicated in (2) above.

10. **RFQ SCHEDULE**

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with TRANSNET representatives. Respondents are to provide a list of persons who are mandated to negotiate on behalf of their company, together with their contact details.

10.1 **INSTRUCTIONS FOR COMPLETING THE RFQ**

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set can be a copy of the original signed Proposal.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Proposals:
  - The Respondent's latest audited financial statements;
  - The Respondent's valid Tax Clearance Certificate.
  - A CD copy where applicable

## 11. COMPLIANCE

The Respondent shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

## 12. ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Proposal must be legally authorized by the Respondent to do so (Refer Section 4). A list of those person(s) authorized to negotiate on your behalf must be submitted along with the Proposal
- All prices must be quoted in South African Rand
- TRANSNET reserves the right to undertake post-tender negotiations with the preferred Respondent or any number of short-listed Respondents

**NB: Unless otherwise expressly stated, all Proposals furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. TRANSNET reserves the right to reject any or all offers.**

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**FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS  
MAY RESULT IN THE PROPOSAL BEING REJECTED.**

**13. DISCLAIMERS**

Respondents are hereby advised that TRANSNET is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Proposal in response to it. In particular, please note that TRANSNET reserves the right to:

- modify the RFQ's Goods or Services and request Respondents to re-bid on any changes
- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFQ's closing date
- award only a portion of the proposed Goods or Services which are reflected in the scope of this RFQ
- split the award of the contract between more than one Supplier
- make no award of a contract

Kindly note that TRANSNET will not reimburse any Respondent for any preparation costs or other work Performed in connection with the Proposal, whether or not the Respondent is awarded a contract.

**14. Any PROPOSAL submitted by a Respondent is subject to negotiation and review of the proposed contract by Trans net's Legal Counsel.**

NAME OF RESPONDENT:

PHYSICAL ADDRESS:

Indent's contact person:

Name:

Designation:

Telephone:

Cell phone:

Facsimile:

Email:

**TRANSNET urges its clients and suppliers to report  
Any fraud or corruption  
On the part of Transnet' employees to  
TIP-OFFS ANONYMOUS: 0800 003 056**



SECTION 2

REQUEST FOR QUOTATION ("RFQ")

RFQ NO. : CRAC-JHB-7430

**REQUISITION FOR QUOTATION**

COMPANY NAME: .....

.....

.....

.....

SUPPLY CHAIN SERVICES
Contact: Esther Tyam
Tel: 011 773 8557
Fax:011 773-2020

Tel (011)  
Fax (011)

ISSUE DATE 17 MAY 2011

CLOSING DATE 07 JUNE 2011 (10h00)

Prices in South African currency, including all costs.			
Direct to consignees			
ITEM NO:	DESCRIPTION		
1.	CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.		
Total price for the service			
2.Prices must be V.A.T. exclusive			
3. Direct delivered to:	CAPITAL PARK		
4.Contact person:	Esther Tyam 011 773-8557/083 252 8550 SIVUYILE		

**5.COMPULSARY DOCUMENTS**

**NOTE**

:5.1.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.

5.2.The following documents are compulsory, and they must be attached to the tender document If **Not** your tender will not be considered.

- a) Tax Clearance Certificate
- b) Supplier Declaration Form
- c) Current Vat Registration No.
- d) BBBEE level certification and Score Card

**SIGNATURE OF TENDERER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**6. 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](mailto:transnet@tip-offs.com)

**Fax:** 0800 007 788

**All information received will be treated with the utmost confidentiality**

**7. BUSINESS ADJUDICATION CRITERIA:**

7.1. "Order winning criteria"

7.1.1. Total Price for the service

7.2. "Technical"

7.2.1 Previous reference

7.3. "BBBEE"

7.3.1. Provide BBBEE level Certification

**SIGNATURE OF TENDERER:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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SECTION 3

REQUEST FOR QUOTATION (“RFQ”)

RFQ NO. : CRAC-JHB-7430

CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.

CERTIFICATE OF ATTENDANCE

8. RFQ SITE MEETING:

A **COMPULSORY** information meeting will be held at the following venue:

**PPE SAFETY CLOTHING MUST BE WORN ON SITE**

- > **SAFETY SHOES.**
- > **REFLECTOR VEST.**

VENUE : PAUL KRUGER ROAD, CAPITAL PARK, PRETORIA.  
 Time : 09H00  
 Date : 26 MAY 2011

The site meeting is compulsory and companies not attending will be overlooked during the tender awarding process.

Contact people on sites: (Esther Tyam)

8.1. **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

TENDERER’S REPRESENTATIVE

DATE :.....

**VERY IMPORTANT**

ANY TENDERER NOT ATTENDING THE INFORMATION MEETING WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS

**SIGNATURE OF TENDERER:** \_\_\_\_\_

**Date:** \_\_\_\_\_



REFERENCES \_\_\_\_\_

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**COMPANY INFORMATION**

**9. STATEMENT OF WORK (S) SUCCESSFULLY CARRIED OUT BY THE TENDERER:**

Tenderes are to advise which other companies have they successfully provided or are currently providing similar services.

Service Description	For whom done	Period	Contact person and Telephone or Cell number

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**SIGNATURE OF TENDERER:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**SECTION 4**

**REQUEST FOR QUOTATION ("RFQ")**

**RFQ NO.: CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

**SCOPE OF WORK**

**"PREVIEW COPY ONLY"**

**SIGNATURE OF TENDERER:**

**Date:** \_\_\_\_\_



**TRANSNET LIMITED**  
(REGISTRATION NO. 90/000900/06)  
TRADING AS TRANSNET FREIGHT RAIL

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**PROJECT SPECIFICATION**  
**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT**  
**BUILDINGS AND ABLUTION BUILDING IN CAPITAL PARK, PRETORIA.**  
**Asset No: 02AF020P; 02AF041p; 02AF045P; AND 02AF211P**

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## **APPENDIX 1**

- 1.0 SCOPE**
- 2.0 GLOSARY TERMS**
- 3.0 INFORMATION REQUIRED FROM TENDERERS**
- 4.0 REFERENCES**
- 5.0 INSTALLATION**
- 6.0 CIVIL WORK**
- 7.0 ELECTRICAL WORK**
- 8.0 ELECTRICAL SUPPLY SYSTEM**
- 9.0 SERVICE CONDITIONS**
- 10.0 TENDERING PROCEDURE**
- 11.0 GUARANTEE**
- 12.0 MAINTENANCE SCHEDULE**

## **APPENDIX 2**

### **PROJECT SPECIFICATION**

- 1.0 SCOPE**
- 2.0 GENERAL CIVIL WORKS**
- 3.0 GENERAL ELECTRICAL WORKS**
- 4.0 SITE INSPECTION**
- 5.0 GENERAL**

## **APPENDIX 3**

### **TECHNICAL DATA SHEET**

## **APPENDIX 4**

### **SCHEDULE OF REQUIREMENTS & DEVIATIONS**

## **APPENDIX 5**

### **LABOUR RATES AND COST**

## **APPENDIX 6**

### **SCHEDULE OF WORK AND PRICES**

## **APPENDIX 1**

### **1.0 SCOPE**

This appendix together with accompanying appendix 2 and 3 calls for the Civil and Electrical upgrade of Various Control Point Buildings (02AF020p / 02AF041p / 02AF045p) and Ablution Building (02AF211p) at Capital Park, Pretoria and shall in all respects comply with all regulations.

### **2.0 GLOSSARY OF TERMS**

- 2.1 MOS Act means the Machinery and Occupational Safety Act (Act 6 of 1983)
- 2.2 OHS Act means the Occupational Health and Safety Act (Act 85 of 1993).
- 2.3 SANS means the South African National Standards.
- 2.4 SANS 10142-1 means the code of practice for wiring of premises, part 1: Low voltage installations, and edition 1.01 of 2003.
- 2.2 SANS 10400 means the code of practice for Building regulation standard of 1999 2 2.6.

### **3.0 INFORMATION REQUIRED FROM TENDERERS.**

- 3.1 Company Business profile.
- 3.2 SARS TAX clearance certificate.
- 3.3 Letter of good standing.
- 3.4 VAT registration certificate.
- 3.5 Company registration certificate copy CK1.
- 3.6 CIDB certificate grade 1GB and 1EE.
- 3.7 BBBEE accreditation certificate copy.
- 3.7 All information to be in order as listed in SABS.
- 3.8 Descriptive pamphlets and brochures of equipment offered.
- 3.9 All information requested in appendix 3 accompanying this schedule.
- 3.10 Failure to submit the above information may preclude a tender from consideration.

### **4.0 REFERENCES.**

The following publications (latest edition) are referred to herein and used to compile this specification:

- 4.1 **Occupational Health and Safety Act.** Act 85 of 1993 - OHS Act
- 4.2 Act 6 of 1983 - MOS Act
- 4.3 **SABS:-**
  - SANS 10142-2
  - SANS 4; 22; 174; 274; 678; 681; 10400.

### **5.0 INSTALLATION.**

Unless otherwise stated in appendix 2, the contractor shall be responsible to restore all walls and floor waterproofing that where overturned during construction.

### **6.0 CIVIL WORK**

- 6.1 Openings in the walls, floors, roofs etc for the fan extraction equipment will be the responsibility of the contractor.
- 6.2 The contractor shall ensure that all openings are made weatherproof and that the paintwork be restored to the original colour.
- 6.2 The contractor will be responsible to seal off and weatherproof all openings where old equipment has been removed.
- 6.3 The contractor will prepare all surfaces before any paint work and paint the building as specified on specification.
- 6.4 The contractor will build 2 **new showers**. Build a one brick wall next at 850mm apart; the wall must be 1m x 2m high. Cut out index joints to the existing wall at each and every four bricklayer to join the new wall. At the front end build 2 brick - layer. Apply a water proofing coat and fit wall tiles.
- 6.5 The contractor will build a single ladies toilet complete with all toilet system fittings, refer to spec.
- 6.6 All Civil work shall comply with SANS 101400, refer to item 4.

## **7.0 ELECTRICAL WORK**

- 7.1 Electrical/control cables exposed within occupied spaces shall be concealed in a suitable duct such as "Egaduct" or similar and on the outside of the building in a suitable PVC or Steel Metal duct.
- 7.2 Electrical/control cables shall be properly secured to ceilings, walls, floors, etc. by means of saddles /Polly saddles /cable clips or suitable Trunking and shall be protected against any form of mechanical damage.
- 7.3 Suitable cable glands shall be used to all electrical and control cables, enter/exit the unit and or switch boxes.
- 7.4 Unless otherwise stated in appendix 2, the contractor shall provide openings in the walls, roofs or floors for pipes and cables as well as making good thereafter.
- 7.5 Unless otherwise stated in appendix 2, others will provide an electrical supply. Full detail at the time of tendering.
- 7.6 All electrical work shall comply with SANS 10142-1.
- 7.7 The contractor shall, when working on distribution boards label all new circuits as well as any circuits that have been altered or added during the electrical works.
- 7.9 The contractor shall, when making terminations of any kind, do so in suitable termination boxes, junction boxes or equivalent so that during maintenance or repair work, all connections can be accessed.

## **8.0 ELECTRICITY SUPPLY SYSTEM**

- 8.1 The electricity supply system will be a Three-phase, 4-wire system, 50Hz Alternating Current with Earthed Neutral, at a nominal voltage of 380/220v.
- 8.2 The voltage may vary within 5 percent (5%) of the Nominal Voltage and equipment offered shall be suitable for successful operation at any voltage within this range.
- 8.3 The contractor shall separate circuits for lighting, socket outlets etc, so as to be able to balance loads over the phases.

## **9.0 SERVICE CONDITIONS**

- 7.1 The equipment shall be designed and rated for continuous operation under the following conditions: -

Altitude	: 0 to 1800 meters above sea level
Ambient temperature	:-5degrees to + 40 degrees Celsius (daily Average of +35degrees Celsius)
Humidity	: As high as 86 percent.

## **10.0 TENDERING PROCEDURE**

- 10.1 Tenderers shall indicate clause-by-clause compliance with the specification. This shall take the form of a separate document listing all the specifications clause numbers indicating the individual statement of compliance or non-compliance. Tenderers to elaborate on their response to a clause can use this document.
- 10.2 The tenderer shall motivate a statement of non-compliance.
- 10.3 Equipment type test certificates as specified shall be submitted with the tender. These shall be in English or a certified translation.
- 10.4 Tenderers shall submit descriptive literature consisting of detailed technical Specifications, general construction details and principal dimensions, together with clear illustrations of the equipment offered.
- 10.5 The tender shall provide a breakdown in prices stating the tender price and work to be done for each major portion of the contract.

## **11.0 GUARANTEE**

11.1 All equipment shall be guaranteed against faulty workmanship and/or material for a period of **1 year** or **12 months** after acceptance of the contract. The contractor shall be responsible for servicing of the equipment during that period.

## **12.0 MAINTENANCE SCHEDULE**

12.1 Contractors must submit with their tenders, a maintenance schedule as per the Manufacturer's recommendation for the specific products supplied. The schedule will include the cleaning (taking into the account the operational environment of the premises) and the replacement cycle of the given device for the duration of their guarantee period.

## **APPENDIX 2**

### **1.0 PROJECT SPECIFICATION SCOPE**

1.1 This specification calls for the repair and Maintenance work, Civil and Electrical upgrade of Various Control Point Buildings and Ablution Building (02AF020p / 02AF041p / 02AF045p / 02AF211p).at Capital Park, Pretoria.

### **2.0 GENERAL CIVIL WORKS**

#### **2.1 3 x Control Point Buildings (02AF020p / 02AF041p / 02AF045p).**

- 2.1.1 The contractor will prepare roof sheeting including gutters and down pipes by cleaning, removing all loose flakes, tree debris, repair and fit loose or missing nails, seal and prepare it for any leaks before any paint work.
- 2.1.2 The contractor will prepare interior and exterior walls by removing all loose flakes, repairer any wall cracks, holes or broken plaster, and then apply 1 Universal white undercoat and Dulux Wash N Wear Silk, Grey Gost Code 50BG/004.
- 2.1.3 The contractor will replace any cracked or broken window sills, remove and replace damaged putty in all building windows (see schedule of work).
- 2.1.4 The contractor will remove and repair damaged ceiling and paint ceiling with a 2/ coats Dulux Dura 55 PVA white Code M3701700. The contractor will prepare walls well, remove and replace damaged wall-tiles where necessary (see schedule of work).
- 2.1.5 The contractor shall tile floor and walls. (Detail will be discussed on site) Fit new water pipes, taps and toilet system. Work should be of Good workmanship, Brickwork/Plastering, Plumbing, Tiling and Carpentry; certified trade test certificate will be required.
- 2.1.6 The contractor shall Chip remove and replace wall ceramic tiles. Provide tile bonding to floor and tile all floors. First grade (size 330 x 330mm Johnson; Code: GN572); granite mid Grey grouting. Joints 6mm tile-work to be straight and level and must be of good workmanship.

#### **2.2 Ablution Building (02AF211p)**

- 2.2.1 The contractor will prepare roof and window sills by Clean, removing all loose flakes, seal and close all bolted nails and apply 1coat grey primer and final Greacian Grey Nuroof (D174/3771).
- 2.2.2 The contractor will prepare Facia boards, Barge boards, Sprockets, Purlins, Gutters, Down pipes, all pipes, doors, door frames and windows by Clean, removing all loose flakes, seal and close all bolted nails and apply 1coat grey primer and final White Gloss Enamel (D260-0734).
- 2.2.3 The contractor will prepare Facia boards, Barge boards, Sprockets, Purlins, Gutters, Down pipes, all pipes, doors, door frames and windows by Clean, removing all loose flakes, seal and close all bolted nails and apply 1coat grey primer and final White Gloss Enamel (D260-0734).
- 2.2.4 The contractor shall wash external walls of the building by power splashing machine all round.
- 2.2.5 The contractor shall clean roof, gutters and down pipes, make shore that they are clear of any debris.
- 2.2.6 The contractor shall prepare interior walls by removing all loose flakes, repairer any wall cracks, holes or broken plaster, and then apply 1 Universal white undercoat and Dulux Wash N Wear Silk, Grey Gost Code 50BG/004.
- 2.2.7 The contractor will remove and repair damaged ceiling and paint all ceiling with a Two coats Dulux Dura 55 PVA white Code M3701700.
- 2.2.8 The contractor shall fit and install water supply to showers by chasing wall and fit shower taps and pipes, repair walls, plaster and tile were it is required.
- 2.2.9 The contractor shall fit and install muzaic tiles on the showers.
- 2.2.10 The contractor shall paint windows, walls and ceiling do refer to paint spec Appendix 3.

- 2.2.11 The contractor shall paint ceiling with a 2/ coats Dulux Dura 55 PVA white Code M3701700.
- 2.2.12 The contractor shall repair and sand the skirting well and paint skirting as per attached paint spec.
- 2.2.13 Door and frames paint work, contractor will refer to paint spec attached.
- 2.2.14 Remove and disconnect water cooling system, deliver it to TFR SCS main store Koedoespoort.
- 2.2.15 Work should be of Good workmanship, Brickwork/Plastering, Plumbing, Tiling and Carpentry; certified trade test certificate may be required.

### **2.3 Demolishing for scrap**

- 2.3.1 The contractor shall demolish a 1 brick wall 2,840 x 2,0m (6m<sup>2</sup>).
- 2.3.2 The contractor shall remove all floor mosaic tiles on the showers.
- 2.3.3 The contractor shall remove water pipes for the showers.
- 2.3.4 The contractor shall remove 2 hand wash basin on the wall and restore them to be used.
- 2.3.5 The contractor shall remove water pipe system supplying water and drainage pipes to the basins restore them to be used.

### **2.4 Showers**

- 2.4.1 The contractor shall build a (12m<sup>2</sup>) 1 brick wall by a using stock bricks.
- 2.4.2 The contractor shall chase the wall for water pipes fittings for the showers.
- 2.4.3 The contractor shall water proof, plaster and tile the walls with First grade (size 330 x 330mm) Johnson; Code: GN572); granite mid Grey grouting. Joints 6mm tile-work to be straight and level and must be of good workmanship.
- 2.4.4 The contractor shall fit and install Tile edging in all corners of tiled walls.
- 2.4.5 Tile floor and provide tile bonding. First grade (size 330 x 330mm) Johnson; Code: GN572); granite mid Grey grouting. Joints 6mm tile-work to be straight and level and must be of good workmanship. Aluminium tile edge protector at door entrances and on the floor edges.
- 2.4.6 The contractor will provide and fit doorstops Satin chrome finish Code 2390.
- 2.4.7 The contractor will fit and provide and chrome plated indicator bolt Code B2578 from Buchel's.
- 2.4.8 Provide and fit frosted vinyl sheeting to window panes. 610 mm wide.
- 2.4.9 The contractor will drill holes 15-25mm  $\Phi$  through 230 mm brick wall for water pipes and make good.
- 2.4.10 Drill holes 50 mm  $\Phi$  through 230mm brick wall for basin 560 x 405 (Code: 7007/20) waste pipes and make good.
- 2.4.11 Provide water point 15 mm  $\Phi$  (Copper) to inside of the building include all fittings and pipe but exclude accessories i.e. stopcocks etc.
- 2.4.12 Provide material and install 50 mm  $\Phi$  PVC waste pipe from behind bottle trap to gulley include all fittings on the showers, holder-bats.
- 2.4.13 Fit new water pipes, taps and toilet system.

### **4.0 SITE INSPECTION**

- 4.1 A site inspection will be arranged, which must be attended by tenderers. Further details regarding date and time will appear in the covering letter.

### **5.0 GENERAL**

- 5.1 Should any technical information be required, tenderers may contact Sivuyile Nguma on his cell phone: 083 252 8550, Office: 011 773-7683, Fax: 011 774 9551 or [E-mail: sivuyile.nguma@transnet.net](mailto:sivuyile.nguma@transnet.net)
- 5.2 Tenderers shall quote their earliest completion time.
- 5.3 Brochures of equipment shall be submitted with tenders.

**APPENDIX 3**

**PAINT SPECIFICATION**

**ROOF:**

Primer \_\_\_\_\_ NS4 grey  
Finale coat \_\_\_\_\_ Dulux roof guard Grecian grey code D174/3771

**Facia boards, Barge boards, Sprockets, Purlins, Gutters, Down pipes, all pipes, doors, door frames and windows.**

**Painted surface \_\_\_\_\_ universal white undercoat**

Primer on wood/steel \_\_\_\_\_ Pink primer (wood) NS4 (steel)

Final coat \_\_\_\_\_ Dulux enamel white code D2320734

Asbestos components \_\_\_\_\_ Two coats Dulux Dura 65 PVA white code M3701600

**Exterior walls:**

**Raw walls \_\_\_\_\_ Three coats Dulux Dura 65 PVA Air Stream code 50BG62/007 Lime Gold.**

**Painted walls \_\_\_\_\_ Two coats Dulux Dura 65 PVA Air Stream code 8077-5 Lime Gold.**

**Interior Walls:**

Painted surface \_\_\_\_\_ Universal white undercoat.

**Final coat \_\_\_\_\_ Dulux Wash N Wear Silk, Grey Gost Code 50BG/004**

**Ceilings:**

**Primer and final coat \_\_\_\_\_ Two coats Dulux Dura 55 PVA white Code M3701700**

**Window Sills and Plinth:**

Painted surface \_\_\_\_\_ Universal white undercoat

Final coat \_\_\_\_\_ Dulux Roof guard Grecian Grey Code D174/3771

Painted skirtings \_\_\_\_\_ Dulux Roof guard Grecian Grey Code D174/3771

Varnished skirtings \_\_\_\_\_ Woodhoc no. 5 (two coats)

Varnished doors and door frames \_\_\_\_\_ Woodhoc no. 5.(two coats)

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**APPENDIX 4**  
**LABOUR RATES AND COST**

**SCHEDULE OF LABOUR RATES**  
*Sched5074*

Work will be carried out at the following rates:

*Civil Normal Time*

Skilled Labour Rate R \_\_\_\_\_/hour

Semi Skilled Labour Rate R \_\_\_\_\_/hour

Unskilled Labour Rate R \_\_\_\_\_/hour

Traveling Costs Outside A radius Of 50KM R \_\_\_\_\_/km

To a maximum of \_\_\_\_\_KM (To be completed by Contractor)  
(Traveling within a radius of 50KM to be included in Labour rates)

Mark Up on Material Purchased \_\_\_\_\_%

I/We undertake to start each order within 24 hours after placing thereof for the duration of the contract i.e. .... and/or ..... whichever occurs first as specified in the special conditions from the date of notification of the acceptance of my/our tender.

I/We declare that this tender holds good until \_\_\_\_\_ (a minimum period of 90 days from the closing date is required)

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2011

COMPANY NAME \_\_\_\_\_

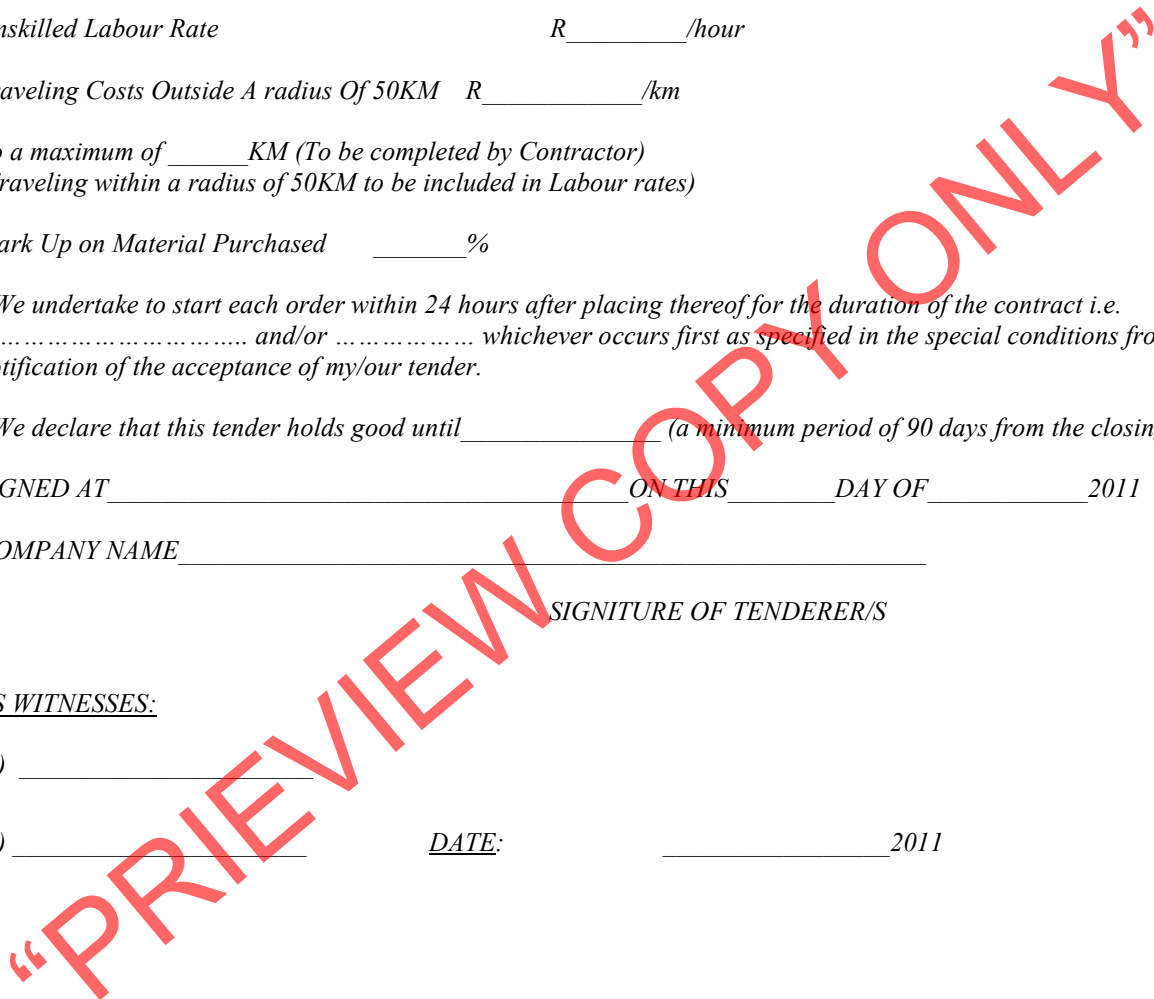
SIGNITURE OF TENDERER/S

AS WITNESSES:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

DATE: \_\_\_\_\_ 2011






**TRANSNET LIMITED**

(REGISTRATION NO. 90/000900/06)

TRADING AS TRANSNET FREIGHT RAIL

**3 X CONTROL POINT BUILDINGS SCHEDULE OF WORK AND PRICES – CIVIL WORKS  
(02AF020P / 02AF041P / 02AF045P)**

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>AMOUNT</u>
<b>(A1) Exterior building Work</b>				
A1.1) Clean roof, seal nails and remove loose flakes.	<b>48</b>	<b>m<sup>2</sup></b>		
A1.2) Clean and remove loose flakes 100mm <b>gutters</b> .	<b>39</b>	<b>m</b>		
A1.3) Paint <b>roof</b> as per Appendix 3 of paint spec.	<b>48</b>	<b>m<sup>2</sup></b>		
A1.4) Paint <b>down pipes</b> 2.7m long.	<b>12</b>	<b>ea</b>		
A1.5) Paint all exterior sills with 2 cts. 1 coat universal white undercoat + 1 coat Dulux roofguard Grecian grey.	<b>25.2</b>	<b>m<sup>2</sup></b>		
A1.6) Paint window CIH.	<b>3</b>	<b>ea</b>		
A1.7) Paint window EIH.	<b>3</b>	<b>ea</b>		
A1.8).Paint window D4H.	<b>3</b>	<b>ea</b>		
A1.9) Paint window D2H.	<b>6</b>	<b>ea</b>		
A1.10) Paint window C2H.	<b>3</b>	<b>ea</b>		
A1.11) Paint <b>sprocket</b> .	<b>3</b>	<b>Job</b>		
A1.12) Ditto to <b>purling</b> (114mm x 300mm)	<b>42</b>	<b>ea</b>		
A1.13) Clean, remove all loose flakes on <b>fascia boards</b> and paint with 2 cts PVA. Dura 65 white.	<b>195</b>	<b>m<sup>2</sup></b>		
A1.14) Paint <b>walls</b> with 2 cts Dulux Wash n wear silk, Grey Gost Code 50BG/004. (Office & Toilet)	<b>14.4</b>	<b>m<sup>2</sup></b>		
A1.15) Paint <b>ceilings</b> 2 cts pva Dura 65 Dulux.	<b>165</b>	<b>m<sup>2</sup></b>		
A1.16) Prepare & Sand <b>doors and door-frames</b> and paint them with a white high gloss.	<b>99</b>	<b>m<sup>2</sup></b>		
A1.17) Remove wall tiles and tile with 250mmx250mm	<b>6</b>	<b>m<sup>2</sup></b>		
A1.18) Fit and installs <b>tile edging</b> .	<b>30</b>	<b>m</b>		
A1.19) Clean, remove all loose flakes on the exterior water pipes and paint them with 2cte. PVA. Dura. White paint.	<b>3</b>	<b>au</b>		
A1.20) Clean, remove all loose flakes and paint burglar security gates with 2cte epoxy grey.	<b>42</b>	<b>m<sup>2</sup></b>		
A1.21) Paint veranda patio. floor	<b>42</b>	<b>m<sup>2</sup></b>		

**(A1) CIVIL WORK Sub TOTAL: R. \_\_\_\_\_**

TENDERER'S SIGNATURE ..... DATE.....2011



**TRANSNET LIMITED**

(REGISTRATION NO. 90/000900/06)

TRADING AS TRANSNET FREIGHT RAIL

**SCHEDULE OF WORK AND PRICES – ELECTRICAL WORKS**

**(02AF020P / 02AF041P / 02AF045P)**

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>AMOUNT</u>
<b>(A2) General Work</b>				
A2.1) 1Φ 60A earth leakage with overload protection.	3	ea		
A2.2) 4ft Fluorescent Fittings – Splash proof, with tubes.	18	Ea		
A2.3) Water-tight Fittings with CFL's.	9	Ea		
A2.4) Industrial Swivel Fan with Controls	3	ea		
A2.5) Earthing & Bonding, Labelling and CoC.	3	Job		
A2.6) Fit and install heaters.	3	ea		
A2.7)				
A2.8)				
A2.9)				
A2.10)				
A2.11)				
A2.12)				
A2.13)				

<b>(A2) ELECTRICAL WORK:</b>	Sub Total R _____
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**TRANSNET LIMITED**  
 (REGISTRATION NO. 90/000900/06)  
 TRADING AS TRANSNET FREIGHT RAIL

**(02AF211P) ABLUSION SCHEDULE OF WORK AND PRICES – CIVIL WORKS**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>PRICE</b>	<b>AMOUNT</b>
<b>(B1) Remove / Demolish</b>				
B1.1) Brake down a 1 brick wall	<u>6</u>	<u>m<sup>2</sup></u>		
B1.2) Remove hand wash basins.	<u>2</u>	<u>ea</u>		
B1.2) Remove shower taps and pipes fittings.	<u>1</u>	<u>Job</u>		
B1.3) Remove Mozaic tills on the shower.	<u>12</u>	<u>m<sup>2</sup></u>		
B1.4) Disconnect and remove a hot plate stove. (item to be delivered at SCS store Koedoespoort)	<u>1</u>	<u>ea</u>		
B1.4) Labour cost for removing and rearrange furniture and lockers on site.	<u>1</u>	<u>Job</u>		
<b>(B2) General contract work</b>				
B2.1) Paint <b>roof</b> as per Appendix 3 of paint spec.	<u>180</u>	<u>m<sup>2</sup></u>		
B2.2) Paint <b>gutters</b> 100mm wide.	<u>58</u>	<u>m</u>		
B2.3).Paint rain <b>down pipes</b> . (3.2 x 90°)	<u>8</u>	<u>ea</u>		
B2.4) Paint <b>sprocket</b> around building.	<u>1</u>	<u>Job</u>		
B2.5) Ditto to <b>purling</b> (400x114 x 75).	<u>50</u>	<u>ea</u>		
B2.6) Paint <b>security steel door</b> bars and frames	<u>3</u>	<u>ea</u>		
B2.7) Prepare <b>internal walls</b> , remove all loose flakes and patch all cracked wall.	<u>273</u>	<u>m<sup>2</sup></u>		
B2.8) Apply 1 under ct primer on walls.	<u>273</u>	<u>m<sup>2</sup></u>		
B2.9) Finally apply 2 ct double velvet paint finishing on walls.	<u>273</u>	<u>m<sup>2</sup></u>		
B2.10) Build a 1 Stock brick wall and join walls with by English bonding to the existing wall.	<u>12</u>	<u>m<sup>2</sup></u>		
B2.11) Plaster walls with a rhino light on both sides.	<u>26</u>	<u>m<sup>2</sup></u>		
B2.12) Tile walls with First grade (size 330 x 330mm) Johnson; Code: GN572); granite mid Grey grouting	<u>9</u>	<u>ea</u>		
B2.13) Tile shower floors with Mozaic Tiles	<u>6</u>	<u>m<sup>2</sup></u>		
B2.14) Fit 1002 PVC <b>shower trap</b> 50mm, PVC waste pipe and connect it to the main drainage.	<u>6</u>	<u>ea</u>		
B2.15) Prepare floor well and lay cement screed +-75mm thick if needed. ( <b>subject to approval</b> by a Site inspector)	<u>1</u>	<u>Job</u>		
B2.16) Paint Industrial type windows SS32.	<u>16</u>	<u>ea</u>		
B2.17) Remove old paint and Paint windows D4F	<u>5</u>	<u>ea</u>		
B2.18) Remove old paint and Paint windows C2H.	<u>1</u>	<u>ea</u>		
B2.19) Remove old paint and Paint E22 window.	<u>1</u>	<u>ea</u>		
<b>Total price</b>			→	<b>R</b> _____





**TRANSNET LIMITED**

(REGISTRATION NO. 90/000900/06)

TRADING AS TRANSNET FREIGHT RAIL

**(02AF211P) ABLUSION SCHEDULE OF WORK AND PRICES – ELECTRICAL WORKS**

DESCRIPTION	QTY	UNIT	PRICE	AMOUNT
<b>(B3) Disconnect and Remove</b>				
B3.1) Disconnect and remove hot-plate stove.	<u>1</u>	<u>ea</u>		
<b>(B4) General Work</b>				
B4.1) 1Φ 60A earth leakage with overload protection	<u>1</u>	<u>ea</u>		
B4.2) 4ft Fluorescent Fittings – Splash proof, with tubes	<u>14</u>	<u>Ea</u>		
B4.3) Water-tight Fittings with CFL's	<u>2</u>	<u>Ea</u>		
B4.4) Earthing & Bonding, Labelling and CoC.	<u>1</u>	<u>Job</u>		
B4.5)				
B4.6)				
B4.7)				
B4.8)				
B4.9)				
B4.10)				
B4.11)				
B4.12)				

<b>Electrical Work</b>	<b>(B3 &amp; B4)</b>	SUB TOTAL: R, _____, _____
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(Civil Work)	<b>(A1; B1; B2)</b>	SUB TOTAL: R, _____, _____
(Electrical Work)	<b>(A2; B3; B4)</b>	SUB TOTAL: R, _____, _____
		TOTAL: R _____
		14% R _____
		TOTAL AMOUNT R _____

TENDERER'S SIGNATURE ..... DATE.....2011



2. **CERTIFICATE OF ACQUAINTANCE WITH CONTRACT DOCUMENTS**

I/We \_\_\_\_\_ do

Hereby certify that I/we acquainted myself/ourselves with the E5, E5 (MW) or E160 Contract Conditions, Special Conditions of Contract and specifications, and bills of quantities/schedule of quantities/schedule of prices, together with the drawings enumerated therein, as laid down by Transnet for the carrying out of the proposed works for which I/we submitted my/our tender.

I/We furthermore agree that Transnet will recognize no claim from me/us for relief based on an allegation that I/we overlooked any tender condition or failed to take it into account for the purpose of calculating my/our tender prices or otherwise.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2011 .

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
**TENDERER(S)**

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**SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE  
WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT  
(ACT 85 OF 1993) AND APPLICABLE REGULATIONS**

**1. General**

- 1.1 The Contractor and Transnet Limited (hereinafter referred to as “Transnet”) are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (the Act) and applicable Regulations.
- 1.2 The Contractor accepts, in terms of the General Conditions of Contract and in terms of the Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his control. He shall, before commencement with the execution of the contract work, comply with the provisions set out in the Act, and shall implement and maintain a Health and Safety Plan as described in the Construction Regulations, 2003 and as approved by Transnet, on the Site and place of work for the duration of the Contract.
- 1.3 The Contractor accepts his obligation to complying fully with the Act and applicable Regulations notwithstanding the omission of some of the provisions of the Act and the Regulations from this document.
- 1.4 Transnet accepts, in terms of the Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Contractor and Technical Officer or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the Works.
- 1.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

**2. Definitions**

- 2.1 In this Specification any word or expression to which a meaning has been assigned in the Construction Regulations, shall have the meaning so assigned to it, unless the context otherwise indicates: -
- 2.2 The work included in this Contract shall for the purposes of compliance with the Act be deemed to be "**Construction Work**", which, in terms of the Construction Regulations, 2003 means any work in connection with: -
- (a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
  - (c) the installation, erection, dismantling or maintenance of fixed plant where such work includes the risk of a person falling;
  - (d) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
  - (e) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;
- 2.3 “**competent person**” in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered as per the South African Qualifications Authority Act, 1995 these qualifications and training shall be deemed to be the required qualifications and training;
- 2.4 “**contractor**” means principal contractor and “**subcontractor**” means contractor as defined by the Construction Regulations, 2003.
- 2.5 “**fall protection plan**” means a documented plan, of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods applied to eliminate the risk;

- 2.6 “**health and safety file**” means a file, or other record in permanent form, containing the information required to be kept on site in accordance with the Act and applicable Regulations;
- 2.7 “**Health and Safety Plan** ” means a documented plan which addresses the hazards identified and include safe work procedures to mitigate, reduce or control the hazards identified;
- 2.8 “**Risk Assessment**” means a programme to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;
- 2.9 “**the Act**” means the Occupational Health and Safety Act No. 85 of 1993.

### 3. Procedural Compliance

3.1 The Contractor who intends to carry out any construction work shall, before carrying out such work, notify the Provincial Director in writing if the construction work:-

- (a) includes the demolition of a structure exceeding a height of 3 metres; or
- (b) includes the use of explosives to perform construction work; or
- (c) includes the dismantling of fixed plant at a height greater than 3m,

and shall also notify the Provincial Director in writing when the construction work exceeds 30 days or will involve more than 300 person days of construction work and if the construction work:-

- (a) includes excavation work deeper than 1m; or
- (b) includes working at a height greater than 3 metres above ground or a landing.

3.2 The notification to the Provincial Director shall be on a form similar to Annexure A of the Construction Regulations, 2003, also shown in Annexure 1 of this Specification. The Contractor shall ensure that a copy of the completed notification form is kept on site for inspection by an inspector, Technical Officer or employee.

3.3 The Contractor shall, in accordance with the Act and applicable Regulations, make all the necessary appointments of competent persons in writing on a form similar to Annexure 2 of this Specification and deliver copies thereof to the Technical Officer. Copies should also be retained on the health and safety file.

3.4 Subcontractors shall also make the above written appointments and the Contractor shall deliver copies thereof to the Technical Officer.

3.5 In the case of a self-employed Contractor or any subcontractor who has the appropriate competencies and supervises the work himself, the appointment of a construction supervisor in terms of regulation 6.1 of the Construction Regulations, 2003 will not be necessary. The Contractor shall in such a case execute and sign a declaration, as in Annexure 3, by which he personally undertakes the duties and obligations of the "Chief Executive Officer" in terms of section 16(1) of the Act.

3.6 The Contractor shall, before commencing any work, obtain from the Technical Officer an access certificate as in Annexure 4 executed and signed by him, permitting and limiting access to the designated site or place of work by the Contractor and any subcontractors under his control.

3.7 Procedural compliance with Act and Regulations, as above, shall also apply to any subcontractors as employers in their own right. The Contractor shall furnish the Technical Officer with full particulars of such subcontractors and shall ensure that they comply with the Act and Regulations and Protekon's safety requirements and procedures.

### 4. Special Permits

Where special permits are required before work may be carried out such as for hotwork, isolation permits, work permits and occupations, the Contractor shall apply to the Technical Officer or the relevant authority for such permits to be

issued. The Contractor shall strictly comply with the conditions and requirements pertaining to the issue of such permits.

## 5. Health and Safety Programme

5.1 The Tenderer shall, with his tender, submit a Health and Safety Programme setting out the practical arrangements and procedures to be implemented by him to ensure compliance by him with the Act and Regulations and particularly in respect of: -

- (i) The provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees and subcontractors in terms of section 8 of the Act;
- (ii) the execution of the contract work in such a manner as to ensure in terms of section 9 of the Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;
- (iii) ensuring, as far as is reasonably practical, in terms of section 37 of the Act that no employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.

5.2 The Contractor's Health and Safety Programme shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.

5.3 The Contractor shall cause a risk assessment contemplated in clause 5.2 above to be performed by a competent person, appointed in writing, before commencement of any Construction Work and reviewed during construction. The Risk Assessments shall form part of the Health and Safety programme to be applied on the site and shall include at least the following:

- (a) The identification of the risks and hazards that persons may be exposed to;
- (b) the analysis and evaluation of the hazards identified;
- (c) a documented Health and Safety Plan, including safe work procedures to mitigate, reduce or control the risks identified;
- (d) *a monitoring and review plan.*

5.4 The Health and Safety Plan shall include full particulars in respect of: -

- (a) The safety management structure to be instituted on site or place of work and the names of the Contractor's health and safety representatives and members of safety committees where applicable;
- (b) the safe working methods and procedures to be implemented to ensure the work is performed in compliance with the Act and Regulations;
- (c) the safety equipment, devices and clothing to be made available by the Contractor to his employees;
- (d) the site access control measures pertaining to health and safety to be implemented;
- (e) the arrangements in respect of communication of health and safety related matters and incidents between the Contractor, his employees, subcontractors and the Technical Officer with particular reference to the reporting of incidents in compliance with Section 24 and General Administrative Regulation 8 of the Act and with the pertinent clause of the General Conditions of Contract forming part of the Contract and
- (f) the introduction of control measures for ensuring that the Safety Plan is maintained and monitored for the duration of the Contract.

- 5.4 The Health and Safety programme shall be subject to the Technical Officer's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothes be issued which, in the Technical Officer's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms of the Act and Regulations. The Technical Officer or his deputy shall be allowed to attend meetings of the Contractor's safety committee as an observer.
- 5.5 The Contractor shall take reasonable steps to ensure that each subcontractor's Health and Safety Plan is implemented and maintained on the construction site: Provided that the steps taken shall include periodic audits at intervals mutually agreed to between them, but at least once every month.
- 5.6 The Contractor shall stop any subcontractor from executing any construction work, which is not in accordance with the Contractor's, and/or subcontractor's Health and Safety Plan for the site or which poses a threat to the health and safety of persons.
- 5.7 The Contractor shall ensure that a copy of the Health and Safety Plan is available on site for inspection by an inspector, Technical Officer, agent, subcontractor, employee, registered employee organisation, health and safety representative or any member of the health and safety committee.
- 5.8 The Contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the Risk Assessment.
- 5.9 The Contractor shall ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.10 The Contractor shall ensure that all subcontractors are informed regarding any hazard as stipulated in the Risk Assessment before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.11 The Contractor shall ensure that all visitors to a construction site undergoes health and safety induction pertaining to the hazards prevalent on the site and shall be provided with the necessary personal protective equipment.

## **6. Fall Protection Plan**

- 6.1 In the event of the risk and hazard identification, as required in terms of clause 5.3 of this Specification, revealing risks relating to working from an elevated position the contractor shall cause the designation of a competent person, responsible for the preparation of a fall protection plan;
- 6.2 The Contractor shall implement, maintain and monitor the fall protection plan for the duration of Contract. The Contractor shall also take such steps to ensure the continued adherence to the fall protection plan.
- 6.3 The fall protection plan shall include:-
- (a) A Risk Assessment of all work carried out from an elevated position;
  - (b) the procedures and methods to address all the identified risks per location;
  - (c) the evaluation of the employees physical and psychological fitness necessary to work at elevated positions;
  - (d) the training of employees working from elevated positions; and
  - (e) the procedure addressing the inspection, testing and maintenance of all fall protection equipment.

## **7. Hazards and Potential Hazardous Situations**

The Contractor and the Technical Officer shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the Contract by the Contractor or any subcontractor and, in particular, of such hazards as may be caused by the design, execution and/or location and any other aspect pertaining to the contract work.

**8. Health and Safety File**

- 8.1 The Contractor shall ensure that a health and safety file is opened and kept on site and shall include all documentation required as per the Act and applicable regulations, and made available to an inspector, the Technical Officer, or subcontractor upon request.
- 8.2 The Contractor shall ensure that a copy of the both his Health and Safety Plan as well as any subcontractor's Health and Safety Plan is available on request to an employee, inspector, contractor or the Technical Officer.
- 8.3 The Contractor shall hand over a consolidated health and safety file to the Technical Officer upon completion of the Construction Work and shall in addition to documentation mentioned in the Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed structure.

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**ANNEXURE 1****OCCUPATIONAL HEALTH AND SAFETY ACT, 1993****Regulation 3(1) of the Construction Regulations****NOTIFICATION OF CONSTRUCTION WORK**

- 
- 
- 1 (a) Name and postal address of principal contractor:  
\_\_\_\_\_
- (b) Name and tel. no of principal contractor's contact person:  
\_\_\_\_\_
2. Principal contractor's compensation registration number: \_\_\_\_\_
- 3 (a) Name and postal address of client: **TFR PRODUCTION MANAGER, PROPERTY TECHNICAL JOHANNESBURG**
- (b) Name and tel no of client's contact person or agent:  
**Sivuvile Nguma Tel: 011 773 7186 or Mobile: 083 252 8550**
4. (a) Name and postal address of designer(s) for the project:  
\_\_\_\_\_
- (b) Name and tel. no of designer(s) contact person:  
\_\_\_\_\_
5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 6(1). \_\_\_\_\_
6. Name/s of principal contractor's construction sub-ordinate supervisors on site appointed in terms of regulation 6(2). \_\_\_\_\_
7. Exact physical address of the construction site or site office:  
\_\_\_\_\_
8. Nature of the construction work:  
\_\_\_\_\_
9. Expected commencement date: \_\_\_\_\_
10. Expected completion date: \_\_\_\_\_

11. Estimated maximum number of persons on the construction site: \_\_\_\_\_

12. Planned number of contractors on the construction site accountable to the principle contractor:

\_\_\_\_\_

13. Name(s) of contractors already chosen.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\* THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR  
**PRIOR TO COMMENCEMENT** OF WORK ON SITE.

\* **ALL PRINCIPAL CONTRACTORS** THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF  
ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE  
COMMENCEMENT OF WORK.

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**ANNEXURE 2**

**(COMPANY LETTER HEAD)**

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993) :**

**SECTION/REGULATION:** \_\_\_\_\_

**REQUIRED COMPETENCY:** \_\_\_\_\_

In \_\_\_\_\_ terms \_\_\_\_\_ of \_\_\_\_\_ I, \_\_\_\_\_

representing the Employer) do hereby appoint \_\_\_\_\_

As the Competent Person on the Transnet premises at \_\_\_\_\_

(physical address) to assist in compliance with the Act and the applicable Regulations.

Your designated area/s is/are as follows: -

**Transnet Yard Capital Park**

**Date:** \_\_\_\_\_

**Signature: -** \_\_\_\_\_

**Designation: -** \_\_\_\_\_

**ACCEPTANCE OF DESIGNATION**

I, \_\_\_\_\_ do hereby accept this Designation and acknowledge that I understand the requirements of this appointment.

**Date:** \_\_\_\_\_

**Signature: -** \_\_\_\_\_

**Designation: -** \_\_\_\_\_



**ANNEXURE 3**

**(COMPANY LETTER HEAD)**

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993):**

**DECLARATION**

In terms of the above Act I, \_\_\_\_\_ am personally assuming the duties and obligations as Chief Executive Officer, defined in Section 1 of the Act and in terms of Section 16(1), I will, as far as is reasonably practicable, ensure that the duties and obligations of the Employer as contemplated in the above Act are properly discharged.

**Signature: -** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**SECTION 5**

**REQUEST FOR QUOTATION (“RFQ”)**

**RFQ NO.: CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

**RETURNABLE DOCUMENTS**

**C.1.Returnable Schedules / Documents required for tender evaluation purposes (By e.g.**

	<b>Returnable Schedules / Documents</b>	<b>YES/NO/N/A</b>	
1	Certificate Of Authority For Joint Ventures (Where Applicable	X	
2	Schedule of the Tenderers Experience	X	
3	Certificate of Attendance at Clarification Meeting	X	
4	Labour Payment Schedule	X	
5	Supplier Declaration form (version2)	X	
6	Letter of Good Standing with the Compensation Commissioner	x	
7	Original / Certified BBBEE Rating Certificate With Detailed Scorecard	X	
8	Statement Of Compliance With Requirements Of The Scope Of Work	x	
9	Certified Copy of Financial Statements (for the past 3 years) including Balance SHEETs where BBBEE not provided.	x	
10	Certified Copy of Share Certificates CK1 & CK2	x	
11	Certified Copy Of Certificate Of Incorporation and CM29 and CM9	x	
12	Certified Copy of Identity Documents of Shareholders/Directors/Members (Where Applicable)	x	
13	Cancelled Cheque	X	
14	Original current Tax Clearance Certificate	X	
15	Original Vat Registration Certificate	X	
16	Copy of BEE Policy/BEE Plan/Employment Policy/Procurement Policy	X	

**SIGNATURE OF TENDERER:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## SECTION 6

### REQUEST FOR QUOTATION ("RFQ")

RFQ NO.: CRAC-JHB-7430

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

### SUPPLIER DECLARATION FORM

## 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.**

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							
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)							
<b>BEE Ownership Details</b>							
% 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.

### 2. VENDOR TYPE OF BUSINESS

(Please tick as applicable)

(\* - Minimum requirements)

#### 2.1 Indicate the business sector in which your company is involved/operating:

Agriculture		Mining and Quarrying	
Manufacturing		Construction	
Electricity, Gas and Water		Finance and Business Services	
Retail, Motor Trade and Repair Services		Wholesale Trade, Commercial Agents and Allied Services	
Catering, accommodation and Other Trade		Transport, Storage and Communications	
Community, Social and Personal Services		Other (Specify)	
Principal Business Activity *			
Types of Services Provided			
Since when has the firm been in business?			

#### 2.2 What is your company's annual turnover (excluding VAT)? \*

<R20k	>R20k <R0.3m	>R0.3m <R1m	>R1m <R5m	>R6m <R10m	>R11m <R15m	>R16m <R25m	>R26m <R30m	>R31m <R34m	>R35m

#### 2.3 Where are your operating/distribution centres situated \*


### 3. VENDOR OWNERSHIP DETAIL

(Please tick as applicable)

(\* - Minimum requirements)

#### 3.1 Did the firm previously operate under another name? \*

YES		NO	
-----	--	----	--

**3.2 If Yes state its previous name:\***

Registered Name	
Trading Name	

**3.3 Who were its previous owners / partners / directors?\***

SURNAME & INITIALS	ID NUMBERS

**3.4 List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant: \***

SURNAME & INITIALS	IDENTITY NUMBER	CITIZENSHIP	HDI	DIS - ABLED	GENDER	DATE OF OWNERSHIP	% OWNED	% VOTING

**3.5 List details of current directors, officers, chairman, secretary etc. of the firm: \***

SURNAME & INITIALS	IDENTITY NUMBER	TITLE	DIS - ABLED	GENDER	% OF TIME DEVOTED TO THE FIRM	CONTACT NUMBER

**3.6 List details of firms personnel who have an ownership interest in another firm: \***

SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM

**4. VENDOR DETAIL**

(Please tick as applicable) (\* - Minimum requirements)

**4.1 How many personnel does the firm employ? \***

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL

Permanent						
Part Time						

**4.1.1** In terms of above kindly provide numbers on women and disabled personnel? \*

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

**4.2** Provide Details of Contact Person/s Responsible for Broad Based Black Economic Empowerment (BBBEE) in the Company \*

SURNAME	INITIALS	DESIGNATION	TELEPHONE NO.

**4.2.1** Is your company a value adding supplier (i.e. registered as a vendor under the VAT Act of 1991, where NPAT + total labour cost > 25% of total revenue)?

YES		NO	
-----	--	----	--

**4.2.2** Is your company a recipient of Enterprise Development Contributions?\*

YES		NO	
-----	--	----	--

**4.2.3** May the above mentioned information be shared and included in Transnet Supplier Database for future reference? \*

YES		NO	
-----	--	----	--

**4.2.4** If you are successful in the tender/contract (where applicable) and this is awarded to your company / organisation, will this have a positive impact on your employment plans? \*

YES		NO	
-----	--	----	--

**4.2.5** If yes (above) kindly provide the following information:

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

**4.2.6** In terms of above kindly provide numbers on woman and disabled personnel:

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

**4.2.7** Are any of your members/shareholders/directors ex employees of Transnet?

YES		NO	
-----	--	----	--

**4.2.8** Are any of your family members employees of Transnet?

YES		NO	
-----	--	----	--

**4.2.9** If Yes to points 4.2.7 & 4.2.8, list details of employees/ex-employees

SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM



**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 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) 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*

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	

Tel No:		Fax	
---------	--	-----	--

**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 7**

**REQUEST FOR QUOTATION (“RFQ”)**

**RFQ NO.: CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

GENERAL TERMS AND CONDITIONS (CSS5 – GOODS)

**“PREVIEW COPY ONLY”**



**SECTION 8**

**REQUEST FOR QUOTATION ("RFQ")**

**RFQ NO.: CRAC-JHB-7430**

**CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.**

**STANDARD TERMS AND CONDITIONS OF CONTRACT (US7 – SERVICES)**

**"PREVIEW COPY ONLY"**



## SECTION 9

### REQUEST FOR QUOTATION ("RFQ")

RFQ NO.: CRAC-JHB-7430

CIVIL AND ELECTRICAL UPGRADE OF VARIOUS CONTROL POINT BUILDINGS (02AF020P / 02AF041P / 02AF045P) AND ABLUTION BUILDING (02AF211P) IN CAPITAL PARK, PRETORIA.

#### NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made the ..... day of ..... 2011

#### BETWEEN:

- (1) **Transnet Limited** ("Transnet") (Registration Number 1990/000900/06) whose registered office is at 49<sup>th</sup> Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001, and
- (2) [.....] ("the Company") (Registration Number .....) whose registered office is at [.....]

WHEREAS

Transnet and the Company wish to exchange Information (as defined below) and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Proposal.

#### IT IS HEREBY AGREED

##### 1. Interpretation

##### 1.1 In this Agreement:-

"Agents" means directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;

"Confidential Information" means Information relating to one party (the "Disclosing Party") and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Proposal to the other party (the "Receiving Party") or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:-

- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or
- (ii) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or

- (iii) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

“**Group**” means any subsidiary, any holding company and any subsidiary of any holding company of either party;

“**Information**” means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium;

“**Proposal**” means the aggregation of Transnet’s Request for Information (RFI) and Request for Proposal (RFP).

## 2. Confidential Information

2.1 The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party’s written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.

2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Proposal or for the subsequent performance of any contract between the parties in relation to the Proposal.

2.3 Notwithstanding clause 2.1, the Receiving Party may disclose Confidential Information:

- (i) To those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
- (ii) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.

2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 (ii) above, it shall promptly notify the Disclosing Party and co-operate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.

2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.

2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights, over the Confidential Information whatsoever beyond those contained in this Agreement.

## 3. Records and return of Information

3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof to at least the same standard as the Receiving Party keeps its own Confidential Information. The Receiving Party shall not make any copies or reproduce in any form any Confidential Information except for the purpose of disclosure as permitted in accordance with this Agreement.

- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Receiving Party shall, within seven days of receipt of a written demand from the Disclosing Party or of its ceasing to be interested in the Proposal:
- (i) Return all written Confidential Information (including all copies); and
  - (ii) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Receiving Party or on its behalf (including by any person to whom disclosure has been made as permitted under clause 2.3(i) above).

The obligations in this clause 3.3 shall not apply to the extent that (but only for so long as) it is necessary to retain copies for the purpose of providing information to any regulatory authority in accordance with clause 2.3 (ii) above.

- 3.4 The Receiving Party shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3 (ii) above.

#### **4. Announcements**

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Proposal without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

#### **5. Duration**

The obligations of each party and its Agents under this Agreement shall [be continuing and shall survive the termination of any discussions or negotiations between the parties regarding the Proposal continue for a period of 3 (three) years.

#### **6. Principal**

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Proposal and in complying with the terms of this Agreement.

#### **7. Representations**

- 7.1 Each party agrees that any Information made available to the Receiving Party or its Agents for the purpose of negotiations or discussions in relation to the Proposal will not form the basis of, or any representation in relation to, any contract, nor constitute an offer or invitation by the Disclosing Party.
- 7.2 Except in the case of fraudulent misrepresentation, the Disclosing Party accepts no responsibility for nor makes any representation or warranty, express or implied, with respect to the accuracy, reliability or completeness of any Information made available to the Receiving Party or its Agents.

#### **8. Adequacy of damages**

- 8.1 Without prejudice to any other rights or remedies of the Disclosing Party, the Receiving Party acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the Disclosing Party shall be entitled to seek the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such provision by the Receiving Party or its Agents, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement.

8.2 Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available by it, either at law or in equity, for any such threatened or actual breach of this Agreement including specific performance, recovery of damages or otherwise.

**9. Data Protection**

The Receiving Party warrants that it and its Agents have the appropriate technical and organizational measures in place against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data held or processed by them.

**10. General**

10.1 Neither party may assign the benefit of this Agreement or any interest hereunder except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.

10.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.

10.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.

10.4 This Agreement may only be modified by a written agreement duly signed by persons authorized on behalf of each party.

10.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.

10.6 This Agreement will be governed by, and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**TRANSNET LIMITED:**

By: .....

(Signature)

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
[Insert company name]:

By: .....

(Signature)

**Print name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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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 anti-trust 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](http://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**