



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

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

**RFQ NUMBER CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**ISSUE DATE : 15 APRIL 2011**  
**CLOSING DATE : 10 MAY 2011**  
**OPTION DATE : 30 AUGUST 2011**  
**CLOSING TIME : 10H00**  
**BRIEFING DATE : 04 MAY 2011**  
**BRIEFING TIME : 10H00**  
**VENUE : KLERKSDORP  
STATION**

**FOR DIRECTION PLEASE CONTACT : EUGENE DE JAGER  
(083 704 1794)**

**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-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

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



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

**RFQ NUMBER CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**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**

**“PREVIEW COPY ONLY”**



**SECTION 1**

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

**RFQ NUMBER : CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**NOTICE TO BIDDERS**

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

On or after 15/04/2011 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 : **KLERKSDORP STATION**  
Time : **10h00**  
Date : **04 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-KQG-7371</b>
<b>Description</b>	: <b>RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J</b>
<b>Closing date and time:</b>	<b>10 MAY 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:

**THE CHAIRPERSON  
TRANSNET FREIGHT RAIL ACQUISITION COUNCIL  
INYANDA HOUSE  
21 WELLINGTON ROAD  
PARKTOWN  
JOHANNESBURG  
2001**

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 10 MAY 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 R 30,000 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. 32467, Notice No. 810 dated 31 July 2009, as from 1 February 2010 only BBBEE certificates issued by Accredited Verification Agencies of Verification Agencies that are in possession of a valid pre-assessment letter from South African National Accreditation System will be valid.**

**However accreditation certificates issued by non-accredited verification agencies before 01 February 2010 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. 01 February 2010, by a Verification Agency not approved by SANAS, will NOT be acceptable as from 01 February 2010.**

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

(a) **Large Enterprises (i.e. annual turnover >R35 million):**

- Rating level based on all 7 (seven) elements of the BBBEE scorecard
- Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)

(b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**

- Rating based on any 4 (four) of the elements of the BBBEE scorecard
- Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)

(c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**

- Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition

- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
- EME's should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers

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.

**Each Respondent is required to furnish proof of its BBBEE status (Certificate and Detailed Scorecard) and ensure that the documentation is valid at the date of Tender Submission 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.*

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

**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.

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

<p><b>DTI BBBEE UNIQUE PROFILE NUMBER:</b></p> <p>.....</p>
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Failure to submit your BBBEE information in terms of the above-mentioned clauses will result in a score of zero being allocated for BBBEE evaluation.

## 9 COMMUNICATION

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.**

**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 NUMBER :CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**REQUISITION FOR QUOTATION**

**COMPANY NAME:** .....

.....

.....

.....

**Tel (011)**  
**Fax (011)**

**ISSUE DATE 15 -04- 2011**

**CLOSING DATE 10- 05- 2011 (10h00)**

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

<b>Prices in South African currency, including all costs.</b>			
<b>Direct to consignees</b>			
<b>ITEM NO:</b>	<b>DESCRIPTION</b>		
1.	RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J		
<b>Total price for the service</b>			
<b>2.Prices must be V.A.T. exclusive</b>			
3. Direct delivered to:	<b>KLERKSDORP STATION</b>		
4.Contact person:	Esther Tyam 011 773-8557/083 7041794 EUGENE		

**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 it's a copy must be certified.

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. competitive pricing

7.2. "Technical"

7.3. Compliance to specification

7.4. Delivery/ schedule

7.2.1 Previous reference

7.3. "BBBEE"

7.3.1. Provide BBBEE level Certification

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

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



SECTION 3

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER : CRAC-KQG-7371

RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J

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**

VENUE : KLERKSDORP STATION  
Time : 10H00  
Date : 04 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

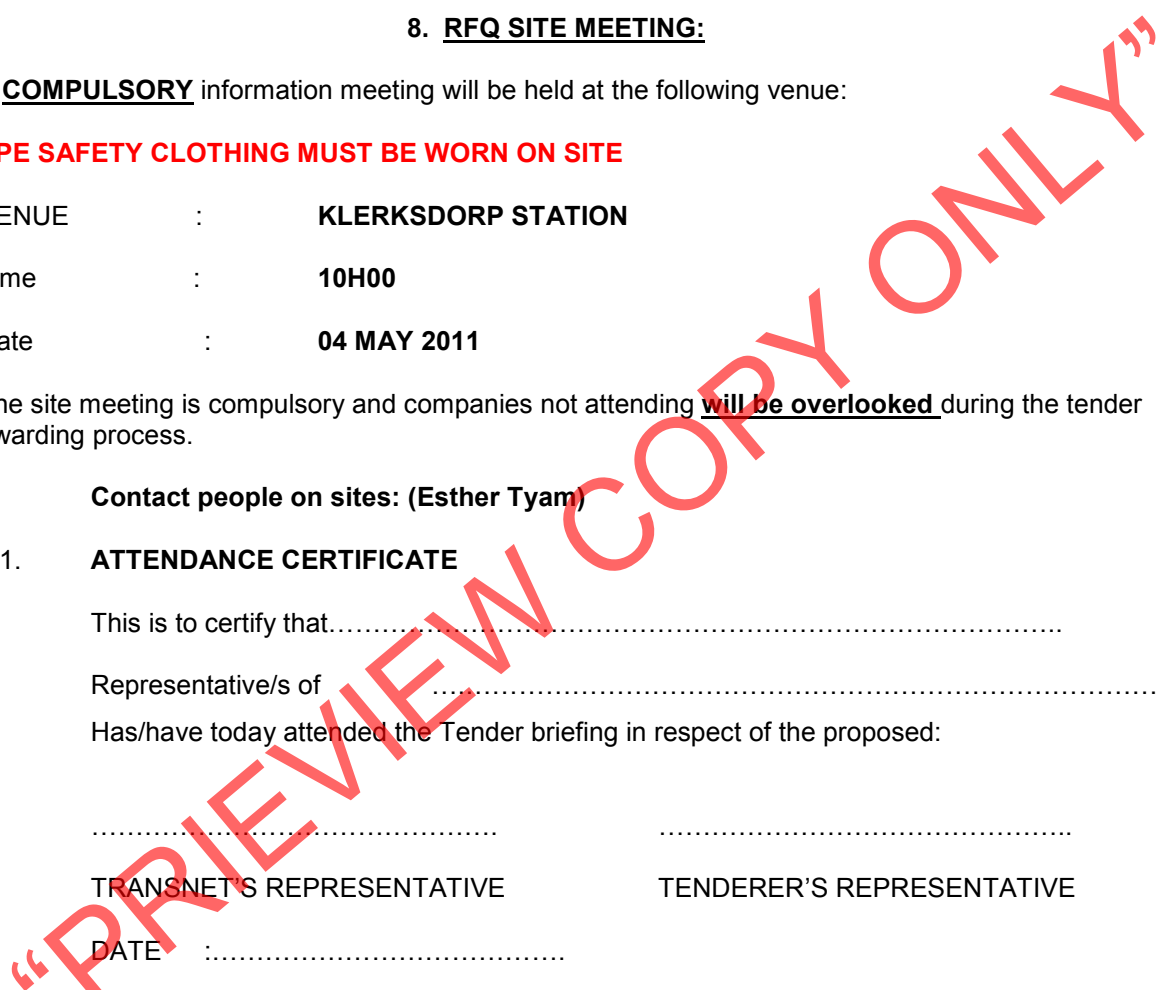
DATE : .....

**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

**SIGNATURE OF TENDERER:**

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

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

**RFQ NUMBER : CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**SCOPE OF WORK**

**"PREVIEW COPY ONLY"**

**SIGNATURE OF TENDERER:**

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



## CONTRACTOR TENDER PRICE LIST PER ITEM

BUILDING DESC: CTC BUILDING

CITY/TOWN: KLERKSDORP

CONTRACTOR TENDER PRICE LIST FOR INTERIOR AND EXTERIOR WORK

### CONTRACTOR TENDER PRICE LIST PER ITEM

MEASUREMENTS AND OR QUANTITIES DO NOT INCLUDE OFFCUTS OR WASTE , ALL MEASUREMENT OF MATERIAL IS MEASURE AS NETT FIXED. CONTACTOR TO ADD HIS OWN % CONTRACTOR IS RESPONSIBLE TO CHECK ALL MEASUREMENTS AND QUANTITIES FOR AS SUPPLIED ON WORK AND PRICE LIST FOR TENDER PURPOSE AND BEFORE ORDER ANY

To be supplied by the Contractor:

The Contractor shall provide all labour, material, transport, consumable stores, plant, equipment, tools, services, materials and ingredients of every description required for the carrying out and completion of the WORK as per the attached worklist and specification and as may be ordered by the Project Manager.

GENERAL: The Building will be occupied during renovations, The Project manager, contractor and manager of the personal using the building will discuss and agree on site the maintenance plan for the building. The necessary move of furniture in same room if necessary is included in all items. All normal cleaning, preparation include sanding, stopping and wash of items to be painted as specified by paint manufacturer is included in all the paint items, Were abnormal cleaning is required it will be specified. All scaffolding and use of ladders up to 4.50m high interior and exterior if and as necessary is part of all the items. All work shall be done according to the attached specifications and shall comply with the National building regulations. ALL Materials shall be SABS approved. All material shall be fitted, install or applied as specified by the manufacturer. Contractor to measure and check all quantities before order any material, measurement and quantities is only a guid for tender purpose. Contractor shall be liable to any damage, paint spills on carpets and to furniture or equipment

Value Added Tax (VAT) shall be excluded in the Schedule of Rates and Prices

SAFTEY: The contractor shall comply with the Occupational Health Safety Act, 1993 (Act 85 of 1993). Special attention should be given to the Scaffolding clause.

ASSET NO: 02AJ094K	QUANTITY	UNIT	PRICE	AMOUNT
<b>CEILING</b> Paint ceiling 2 coats super acrylic PVA. apply paint only after preparation as per attached specification.	85	M <sup>2</sup>		
<b>WALLS INTERIOR</b> Paint new plaster walls, 1 coat plaster primer (test wall for moisture before painting new plaster, cover section with plastic sheet to test). allow paint to dry overnight, primer must be over coated within 14 days. (see attached specification)	2	M <sup>2</sup>		
Paint wall 1 coat universal undercoat (use item to change paint finish from gloss/egg shell enamel to water based paint). apply paint only after preparation as per attached specification.	2	M <sup>2</sup>		
Paint smooth plaster walls 2 coats Dulux wash 'n wear or Plascon double velvet silk finish paint. apply paint only after preparation as per attached specification. colour: barely beige code 3h1-1	156	M <sup>2</sup>		
Apply two coats brick dressing to face brick walls after all preparations, as specified, was done	2	M <sup>2</sup>		
Chip 80% of wall area to be tiled and apply key coat to wall before laying ceramic tiles. key coat shall be apply according the manufacturer specification on container	10	M <sup>2</sup>		
Replace glazed wall tiles, between existing tiles to match existing tiles, if same type and colour tiles are available	25	EA		
Lay 1st grade 200 x 250mm white ceramic glazed wall tiles. use 3mm spacers. item include walls, reveals, soffits, sills and the top of shower walls. use white grout. use only Tylon wb11 adhesive or adhesive approved by project manager	37	M <sup>2</sup>		

Fit white round plastic tile edge strip for ceramic wall tiles, all corners shall be neat mitre joints, no section shall be shorter than 450mm in a long straight section	10	M		
Create new opening in existing 110 mm brick wall. for new door or window frame and lintel. item includes the forming of a 225mm long lintel-seating in wall on both sides, the fitting a new lintel and the removal of all rubble from site.	6	M <sup>2</sup>		
Lay damp proof course 220 mm wide x 375 micron	2	M		
Drill holes in wall and insert 8mm x 250mm steel dowels to join new wall to existing walls, insert steel dowels, every 4 layers of bricks	12	EA		
Place in position 100mm precast concrete lintel above doorframe, window frame or opening when building new wall (for 220mm wall x 2 distance)	3	M		
Build 110mm stock brick wall with approved clay bricks, item includes brick force every 4 layers. (mix for building 1 part cement and 4 parts approved building sand) (read attached detailed specification)	13	M <sup>2</sup>		
Build 110mm face brick wall with specified and approved face bricks, item include brick force every 4 layers. (mix for building 1 part cement and 4 parts approved building sand)	6	M <sup>2</sup>		
Plaster interior wall +/- 15mm thick one coat smooth finish plaster. item does not include soffits and reveals, see item for soffits and reveals (mix for plaster 1 part cement and 5 parts approved plaster sand) (read all attached detailed specifications)	12	M <sup>2</sup>		
Item extra over to plaster, plaster reveals and soffits up to 300mm wide (reveal of wall is the side of openings which is at right angle to the general face of the wall. soffits area is the top horizontal area of openings (lintel section)	33	M		
Install rhino dry-wall, install system number 1. use rhino 12.5mm thick (3.1M High) long boards both sides. Item do not include doorframes or paint, item is only to erect wall as per attached specification	3	M		
<b>WINDOWS INT AND EXT</b>				
Fit window panes obscure. size 350 mm x 450mm x 3mm thick as per attached specification. area up to 0.75m <sup>2</sup> use 3mm, up to 1.50m <sup>2</sup> use 4mm, up to 2.10m <sup>2</sup> use 5mm.	5	EA		
Build in new window frame in new wall (SS51)	1	M <sup>2</sup>		
<b>DOORS/SECURITY GATES</b>				
Fit or replace standard round rubber type door stop	3	EA		
Fit 2 lever sabs approved mortice lock with new handles and 3 keys to new door. if more than 1 lock to be installed keys shall not be interchangeable. sabs mark shall be stamped on lock. see attached detail specifications	3	EA		
Fit indicator locking bolt to new door complete. (specify type)	1	EA		
Replace sapele veneer hollow core door. clearance to frame and floor as per attached detailed specifications: edges must be conceal type, hollow core light duty door	3	EA		
Fit SECOND HAND meranti flash back fl & b door. clearance to frame and floor as specified in attached specifications	1	EA		
Varnish door complete both sides, side edges and top edge, 2 coats varnish. use exterior varnish on exterior side. door 810mm x 2.03m door = 3.66m <sup>2</sup> . door 750mm x 2.03m door = 3.42m <sup>2</sup> . after preparations as per attached detailed specifications	4	M <sup>2</sup>		
<b>DOORFRAMES</b>				
Break out doorframe wood to build in new position complete from brick wall	1	EA		
Install single 110mm wide steel door frame in new opening. door frame metal shall be at least 1.2mm thick. read all the attached specifications. (breaking of opening in wall and build in of lintels not	3	EA		

included in item see separate item at walls)				
Build in second hand single meranti wood door frame in new opening	1	EA		
Paint door frame 1 coat undercoat and 2 coats Dulux pearl glo lockness code-311-5. single steel frame. 115mm=1.150m <sup>2</sup> . single 230mm=1.750m <sup>2</sup> . double 1511mm x 115mm=1.29 m <sup>2</sup> . double 1511mm x 230mm=1.96 m <sup>2</sup> . after preparation as per specification has been done.	5	M <sup>2</sup>		
Paint door frame with fan light. undercoat and 2 coats Dulux pearl glo lockness code-311-5. item includes the paint of fan light window. single frame.115mm=1.85m <sup>2</sup> . 230mm=2.50m <sup>2</sup> . double frame 1511mmx115mm =2.1 m <sup>2</sup> . 230mm=3.00 m <sup>2</sup> . preparation included	8	M <sup>2</sup>		
<b>FLOORS</b>	26	M <sup>2</sup>		
Remove vinyl floor tiles complete and clean floor from all adhesive				
Chip 80 % of concrete floor area. supply and apply Tylon or tal key coat to floor for ceramic tiles (please read the manufacture specifications on container on how to mix and apply the key coat)	85	M <sup>2</sup>		
Lay 1st grade ceramic tiles on floor (use 10 x 6mm notched trowel) joints 5mm wide) use only Tylon wb11 tile adhesive or adhesive approved by project manager. tender on tiles as per sample tile shown at site meeting (read attached detailed specifications)	85	M <sup>2</sup>		
Provide expansion joint for tiles. clean joint of all adhesive. leave adhesive to dry, fill joint with grey silicone sealer (tiles should be installed providing for adequate movement joints) read attached detailed specifications	3	M		
Lay ceramic tile skirting 100mm wide, without tile edge strip on top edge of tiles, item include the chip of 80% of wall area for the tile skirting and to apply key coat to chipped wall area 100mm wide. use tiles as specified for floor tiles	82	M		
Build shower floor wall, 2 bricks high. form concrete shower floor 1.0m x 1.0m. in side shower cubicles, floor shall have fall towards outlet. make sure to leave space for ceramic floor tiles and adhesive to be level with top of outlet grid.	2	EA		
Tile shower floor with 50mm x 50mm dark grey mosaic tiles. tile shall have fall towards outlet. top of tiles shall be level with the top of outlet trap grid. fit 2 rows of mosaic tiles as skirting. mix grout with Tylon Tal bond it, not water	2	M <sup>2</sup>		
Break out 75 to 100 mm thick concrete surface bed. remove all rubble from site to an approved dumping site as per general specification	11	M <sup>2</sup>		
Cast 80 mm thick concrete floor (concrete mix 1 part cement, 3 parts clean sand and 5 parts 19mm stone) as per attached specification, 20mpa strong. concrete shall be mixed with concrete mixer or shall be ready mixed. see attached specification	1	M <sup>2</sup>		
<b>CUPBOARDS</b>	2	M		
Fit 600mm wide natural oak Formica post form top one side bull nose, length as specified (2,000M) or specify different type work top				
<b>PLUMBING INTERIOR</b>				
Install approved type porcelain wash hand basin, 2 cobra heavy pattern pillar taps with star handle, 2 braided flex connectors, chrome plated brass outlet, chain, plug and rubber trap (install basin 800mm high from floor to front top edge of basin)	2	JOB		
Fit toilet complete, include wc pan, 9 litre porcelain cistern, cobra angle valve, flex connector and heavy duty plastic seat (not close couple).	1	EA		
Install shower outlet. fit brass p trap/plastic with chrome plated outlet and PVC waste pipe complete to outside of building include all necessary fittings	2	EA		
Install heavy pattern cobra under tile shower tap with star handle (item does not include pipe work and water point. see item for pipes and to provide water point)	4	EA		
Fit / replace shower rose with swivel type complete with cobra brass chrome plated extension pipe with cover plate	2	EA		
Install kal/wespeco or approved pivot glass and aluminium shower door with obscure/frosted glass. silicone sealer shall be applied between tiles and aluminium frame before fitting frame and not after frame has been fixed.	2	EA		
Replace stopcock/ballo stop 15 mm with cobra brand chrome plated brass stopcock	1	EA		



# **SPECIFICATION**

## **CEILINGS**

40 Work description: Paint ceiling complete with 2 coat super acrylic PVA.

Paint work to ceilings include the cover strips, cornices and the priming of nail heads or screws with universal undercoat for new ceiling sections. Apply two coats acrylic PVA. All surfaces not being painted, such as brickwork, sills, floors, joinery work and the like must be covered up and protected against spotting before any painting is commenced with. No sweeping or dusting shall be done while painting is in progress or while paint is still wet.

## **WALLS INTERIOR**

59 Work description: Paint new plaster walls with one coat plaster primer.

Ensure that all surfaces are clean and dry before painting. Allow new plaster to dry for at least 14 days under dry weather conditions. The areas under repair must be rubbed down to a smooth even finish. Brush down the surface, removing all loose particles of dust and ensure that the surface is sound. Apply one coat plaster primer. Allow plaster primer to dry for 16 hours before over coating with specified paint. Thin 5 parts Plaster Primer with 1 part Plascon Mineral Turpentine (AZH 1). Apply a full coat evenly by brush or roller. Allow to dry overnight. Must be over coated within 14 days. No sweeping or dusting shall be done while painting is in progress or while paint is still wet.

61 Work description: Paint walls smooth plaster 1 coat UNIVERSAL UNDERCOAT

All paint work shall be done according to the specifications of the manufacturer. Over coating shall be done as specified by the manufacturer. All surfaces not being painted, such as brickwork, sills, floors, joinery work and the like must be covered up and protected against spotting before any painting is commenced with. No sweeping or dusting shall be done while painting is in progress or while paint is still wet. All items that are more cost effective to remove from wall and to re-fix must be removed to avoid cutting in against items, such as notice boards, towel rails and other such items.

62 Work description: Paint smooth plaster walls, 2 coats silk paint.

All paint work shall be done to the specification of the manufacturer. Over coating shall be done as specified by the manufacturer. All surfaces not being painted, such as brickwork, sills, floors, joinery work and the like must be covered up and protected against spotting before any painting is commenced with. No sweeping or dusting shall be done while painting is in progress or while paint is still wet. All items that are more cost effective to remove from wall and to re-fix must be removed to avoid cutting in against items, such as notice boards, towel rails and other such items.

69 Work description: Paint brick wall 1 coat BRICK DRESSING.

All paint work shall be done to the specification of the manufacturer. Over coating shall be done as specified by the manufacturer. All surfaces not being painted, such as brickwork, sills, floors, joinery work and the like must be covered up and protected against spotting before any painting is commenced with. No sweeping or dusting shall be done while painting is in progress or while paint is still wet. All items that are more cost effective to remove from wall and to re-fix must be removed to avoid cutting in against items such as notice boards, towel rails and other such items. Work description: Chip 80% of wall and provide key coat on wall for ceramic tiles

Apply Tylon Key it or Tal primer and keying agent to smooth surfaces. Surface must be firm, free of dust, wax polish and organic growth. Painted and gypsum plastered surfaces need to be chipped to remove 80% of paint or gypsum. Apply Tylon Key it or Tal keying agent as specified by the manufacturer.

**BEFORE ANY TILING MAY COMMENCE, THE REPRESENTATIVE MUST FIRST APPROVE THE SURFACE.**

72 Work description: Replace broken, loose or cracked glazed wall tiles, in between Item only for standard plain white 150 x 150mm tiles. Remove all broken, loose or cracked tiles. Clean surface thoroughly. New tiles shall be even in shape and size, free from cracks, twists or blemishes. Apply new tiles with cement type tile adhesive as recommended by the manufacturer of the tiles. New tiles must be fixed flush and joints should be in line with existing tiles. Tiles must be pointed with waterproofed white cement.

74 Work description: Lay glazed wall tiles.

\*BEFORE TILING COMMENCES, THE REPRESENTATIVE MUST FIRST APPROVE THE SURFACE, IN SITE BOOK. \*ALL HOLLOW SOUNDING TILES SHALL BE REMOVED AND RE-FIXED. \*USE ONLY TYLON CM11 OR TAL PROFESSIONAL ADHESIVE OR TYPE APPROVED BY PROJECT MANAGER. \*NEVER USE SPOT OR BLOB METHODS. \*NEVER BUTT JOINT TILES.

Glazed ceramic wall tile and fittings shall comply with (SABS 22). Tiles should be even in shape and size, free from cracks, twists or blemish and uniform in colour. Tiles shall be fixed in accordance with (SABS 0107). Tiles should be fixed with a cement based adhesive. The adhesive shall be as recommended by the manufacturer of the tiles. Joints shall be level, straight, continuous and with 2mm spacers for tiles up to 250 x 200mm and 3mm for bigger sizes as recommended by the tile manufacturer. Symmetrical arrangements of tiling, with cutting along both sides of panels, to avoid cutting of tiles smaller than 50mm wide, shall be done. Cutting and fitting of tiles against walls and around doorframes, etc must be neat, with a gap between 2 and 5 mm. Tiling is to be returned into reveals of openings, onto window sills, and onto top of screen walls, etc. Do not stack tiles outside, exposed to dust, dirt and rain. Store under cover and not in direct contact with soil. Use only approved cement based tile adhesive. Follow adhesive manufacturer's instructions. Use notched trowel to apply adhesive 6mm X 6mm notches at 6mm intervals. The BLOB and SPOT method must not be used. Joint widths shall be 3mm. Tiles must be dry before being bedded. Tap tiles level with a rubber mallet. All tiles must make 100% contact with adhesive, make sure there are no voids. Allow the adhesive to cure for 2 to 3 days before grouting. Use only approved grout. Mix grout with Tylon or Tal Bond-it in shower areas. Fill joints to lower edge of bevel and not level with the top of the tile. The work must be kept very clean during grouting as dried grout is almost impossible to remove from textured tiles. DO NOT USE ACIDS, SPIRITS OF SALTS, AMMONIA, OTHER STRONG CHEMICALS OR STEEL WOOL TO CLEAN TILES.

80 Work description: Fit Plastic edge strip to ceramic tile edge.

Provide tile edge trim to conceal raw tile edges. Use right size trim for tile. Cut strips into correct lengths allowing neat mitres joint corners. Bed tile edge trim firmly into adhesive, allowing adhesive to penetrate the cut out sections. Place tiles on top making sure they are flush with the leading edge of the tile edge trim. Proceed with grouting as recommended by the manufacturer. No piece shall be shorter than 450mm in a long straight section. Work description: Create new opening in existing 110mm BRICK wall. Cut or break opening in the existing wall to allow for the fitting of a door frame, where shown or mentioned. Measure, mark opening and cut with angle grinder from both sides. Create opening in existing wall. Remove all rubble from site. Form opening in this position according to size shown on drawings or as specified. Form seating in walls to suit the lintels as specified.

92 Work description: Lay damp proof course 220mm wide x 375 micron

Supply and place in position Brick grip SABS 952-1985 type B Damp proof course to resist rising damp. In solid wall construction the Brick grip DPC must be at least 3 courses above finished ground level on the inner leaf In cavity construction the Brick grip DPC must be at least 2 courses above ground level on the inner skin. The cavity below the damp-course must be filled and splayed to the underside of the stepped DPC. The omission of this detail can lead to chronic inward capillary movement of moisture at the interface of the slab and the brickwork.

93 Work description: Drill holes in wall and insert 10mm steel dowels.

Drill 10mm diameter and 70mm deep, holes in brick wall. Insert 250mm long, 10mm diameter round bar in holes to anchor new wall to existing wall. Provide anchor at every fourth layer. To anchor new doorframes build into new opening in existing wall. Insert fist anchor 150mm from floor and then at +- every FOURTH LAYER both sides of opening.

99 Work description: Place in position pre-cast concrete lintel

Supply and place pre-cast lintel in position on mortar bed. The lintels may be in a single width to the thickness of wall or may be in two widths, placed side by side, and shall have a depth of not less than 60 mm. Top surface of lintels shall be suitably roughened, indented or shaped to give a good bond between the lintels and the mortar for the first course of brickwork above, Lintels shall have bearings of not less than 225 mm on walls at each end. The number of reinforcing wires in lintels for the various wall thickness and spans shall be not less than specified by the SABS Lintels shall be built in 3:1 cement mortar

with all joints filled solid with mortar.

102 Work description: Build 110mm Common Brick wall.

Supply approved cement or clay bricks. Clay brick shall comply with SABS 227 and cement bricks shall comply with SABS 1215. The mortar for wall shall be 1 part PPC cement and 4 parts clean approved building sand. All masonry shall be plumb, level, straight and true, correctly bonded and shall rise uniformly with no portion exceeding 1,2m above any other part of the work. Brick force shall be installed on every 4 layers of brick. Bricks of different composition are not to be mixed and build into the same wall.

104 Work description: Build 110mm Face brick wall

Supply approved as specified Clay face bricks. Clay face brick shall comply with SABS 227 . The mortar for wall shall be 1 part PPC cement and 4 parts clean approved building sand. All masonry shall be plumb, level, straight and true, the joint thickness shall be as specified the joints shall be even in thickness and in a straight line. The bricks shall be correctly bonded and shall rise uniformly with no portion exceeding 1,2m above any other part of the work. Brick force shall be installed on every 4 layers of brick. Work description: Plaster wall.

Interior plaster: Surface shall be clean and thoroughly wetted directly before plastering commences. Concrete surface shall be slashed with a mixture of one part of cement and one part of coarse sand. Cement plaster should be composed of one part of cement and five parts of plaster sand. Otherwise, where plaster must match existing plaster, plaster should not be less than 10mm and more than 20mm thick. Internal plaster, except where walls are to be tiled, shall be steel towelled to a smooth, even and true finish. Where walls are to be tiled plaster finish should be wood float finished. Plaster must be returned into reveals and soffits of openings and all angles shall be true and straight with salient angle slightly rounded. All chases must be cut and electrical conducting and boxes or plumbing pipes fixed before any plastering is done. On no account will chasing in finished plaster be allowed and if such chasing is necessary, the entire wall surface shall be hacked off and re plastered. No re-tempering of partly set or dried plaster mixes shall be attempted and such material shall be discarded. Each coat of plaster shall be approved by the Manager before the next is applied and notice shall be given to that officer when it is ready for inspection.

110 Work description: Plaster reveals up to 265mm wide.

Plaster must be returned into reveals and soffits of openings and all angles shall be true and straight with salient angle slightly rounded.

116 Work description: Install dry-wall partition

Supply and install Rhino drywall system Number one 63.5mm Drywall steel stud, Non load bearing 12,5mm Rhino wallboard, one layer each side, fix to steel stud with 25mm Dry-wall screws. All joints finished with Rhino joint tape and Rhino glide. Joint shall be neat and shall be flush with board. All work shall be done according to the manufacture specifications.

#### **WINDOWS INT AND EXT**

190 Work description: Fit windowpanes to new frame (OBSCURE)

Remove broken windowpane, clean frame from all rust and dirt. Clean frame from all rust and dirt. Paint frame with anti rust metal primer. Fixing of glass shall comply with part N of section 3 of SABS 0400 The glass for glazing shall comply with (cks 55). The thickness of panes related to its area shall be in accordance with (SABS 0137). Glazing putty shall comply with (SABS 680). Back putty shall not exceed 3mm. Glazing shall be executed in accordance with (SABS 0137). Front putty must be straight and in line with the top of the frame profile. Glass panes shall have adequate clearance between the edges of glass and the rebates as no glass to metal/wood contact at any point will be permitted.

214 Work description: Build in window frame in new wall

Window frames shall comply with SABS 727 and fittings shall be brass or chromium plated. Windows of single construction shall have weather bars at transoms above opening sashes. Except where galvanized frames are specified on fault list, frames shall be treated with one coat primer complying with SABS 909 before leaving the factory. Where windows are specified with burglar bars, these shall be standard type fitted over opening sashes. Remove existing window frame and build in new frame to match existing work with regard tot brickwork, plaster and windowsill.

#### **DOORS/SECURITY GATES**

Work description: Fit / replace rubber type door stop.

Fit rubber type door stop to prevent door handle from hitting the wall / wall tiles. Fit/ Replace damaged or missing door stops with new 38mm diameter rubber door stops, each properly fixed to floor with a steel screw, screwed to plug in floor. Fix door stop to floor with 8mm fisher plug and screw not shorter than 40mm.

236 Work description: Fit indicator locking bolt to new door

Fit indicator locking bolt, type as specify on work list. Screws for fixing of barrel bolts shall be of matching metal and finish

248 Work description: Fit 2 lever mortise lock with handles to new door.

Mortise locks and mortise lock furniture shall comply with (SABS 4) and shall have SABS mark on each lock. Each lock shall have two keys and lock shall not have interchangeable keys. Lock and handles must fit precise and shall be straight and parallel to door. Locks and handles shall be fixed with the right type of screw for the type of lock.

264 Work description: Replace sapele veneer flush panel door.

Cutting, chiselling, drilling and fitting the door to the hinges. Sapele veneer hollow core door shall have solid timber edge with no joints. The veneer and edge strips shall be of the same species and as far as possible of matching colour. The clearance on top and on sides shall be 3mm. The clearance at the bottom shall be 6mm. Any door that is too wide or tall to fit the door frame shall be reduced in size by removing material equally, from each edge — removing material from one edge only to obtain a fit, is unacceptable. . The door shall be fixed with no 8 x 40mm wood screws. The hinges shall be recessed and the recess shall be square to the edge. The door shall open and close easy, without any hinge bound.

266 Work description: Fit / Replace meranti FL & B door

SA Meranti flash back frame and ledged door. The clearance on top and on sides shall be 3mm and 6mm at bottom. Any door that is too wide or tall to fit the door frame shall be reduced in size by removing material equally from each edge — removing material from one edge only to obtain a fit is unacceptable. Hinges shall be fixed with no 8 x 40mm woodscrews to door. The hinges shall be recess and the recess shall be square to the edge.

272 Work description: Varnish door complete, 2 coats.

Previously varnished doors: Wash thoroughly with a suitable detergent to remove all dirt and rinse with clean water. Remove defective paint/varnish and repair all holes and defective places with a suitable wood filler. Sand complete door and wipe off all sanding dust with a damp cloth. Allow to dry and apply two coats of varnish on varnished doors.

New doors to be varnished: Sand smooth and wipe sanding dust off with damp cloth.

Allow to dry and apply one coat wood primer, one coat universal undercoat and one coat gloss enamel. Apply three coats varnish on doors to be varnished.

Allow paint to dry between coats as per specification.

#### **DOORFRAMES**

297 Work description: Break out wood or steel doorframe complete

Take out the existing doors and frames where shown or specified and remove from the site. Enlarge openings as required. Work description: Replace wood frame with steel doorframe.

As required, cut toothings for the full height of openings. Set new frames in position, and build in. Make good in all trades. INCLUDE PLASTER to match the existing WALL FINISH.

Pressed steel doorframes shall be mild steel, complying with SABS 1129. Joints shall be properly mitred, welded and reinforced at angels, and with welding neatly cleaned off on all faces. Frames shall be treated with one coat primer, complying with SABS 909, before leaving the factory. Frames shall be of 1,2mm metal with single rebates with widths required to suit the thickness of wall into which they are to be build in and fitted with tie bars and braces at the bottom, and lugs for building in, three to each jamb. Frames for single doors shall be provided with two 100mm steel butt hinges and an adjustable chromium plated striking plate as a mortise lock. Frames shall project not less than 20mm into floor finish and the space between jamb and wall shall be filled with mortar.

307 Work description: Build in meranti doorframe in new wall.

311 Work description: Paint frame complete 2 coats.

Previously painted wooden door frame: Wash thoroughly with a suitable detergent to remove all dirt, rinse with clean water. Remove defective paint/varnish and repair all holes and defective places with a suitable wood filler. Sand complete frame and wipe off all sanding dust with a damp cloth. Allow too dry and apply one coat universal and one coat gloss enamel on painted frames. Previously painted steel doorframes: Clean door frame

from all rust and dirt by means of scraping, steel wire brush or sanding. Sand frame complete and wipe off all sanding dust with damp cloth. Allow too dry. Spot prime all exposed metal surfaces with an approved metal primer. Apply one coat universal undercoat and 2 coats Dulux pearglo . New wooden door frames to be painted/varnished: Sand smooth, wipe sanding dust off with damp cloth, allow to dry and apply one coat wood primer, one coat universal undercoat and one coat gloss enamel. As per specification, allow paint to dry between coats.

312 Work description: Paint frame with fan light, complete 2 coats.

Previously painted wooden door frame: Wash thoroughly with a suitable detergent to remove all dirt, rinse with clean water. Remove defective paint and repair all holes and defective places with a suitable wood filler. Sand complete frame and wipe off all sanding dust with a damp cloth. Allow too dry and apply one coat universal and one coat gloss enamel on painted frames . Previously painted steel doorframes: Clean doorframe from all rust and dirt by means of scraping, steel wire brush or sanding. Sand frame complete and wipe off all sanding dust with damp cloth. Allow too dry. Spot prime all exposed metal surfaces with an approved metal primer. Apply one coat universal undercoat and one coat gloss-enamel. New wooden door frames to be painted: Sand smooth, wipe sanding dust off with damp cloth, allow to dry. Apply one coat wood primer, one coat universal undercoat and 2 coats Dulux pearglo on doors frames. Allow paint to dry between coats as per manufacturer specifications

#### FLOORS

325 Work description: Remove vinyl floor tiles and clean floor

Remove tiles completely and remove all debris from site.

343 Work description: Chip 80% and provide key coat on floor for ceramic tiles.

Chip floor to 80%. Before tiling, clean floor, apply Tylon (Tylon key it mixed with Tylon plaskey) or Tal primer and keying agent for use on smooth surfaces. Mix and apply primer and keying agent as recommended by manufacturer. Work description: Lay first grade ceramic tiles on floor.

**\*BEFORE TILING COMMENCES, THE REPRESENTATIVE MUST FIRST APPROVE THE SURFACE, IN SITE BOOK.\*ALL TILES THAT SOUND HOLLOW SHALL BE REMOVED AND RE-FIXED. \*\*\*USE ONLY TYLON WB11, TAL PROFESIONAL ADHESIVE OR TYPE APPROVED BY PROJECT MANAGER. \*\*\*NEVER USE SPOT OR BLOB**

**METHODS.\*\*\*NEVER BUT JOINT TILES.** Thoroughly clean surfaces before any tiling commences. Smooth or painted surfaces must be chipped to 80% of area. KEY IT from TAL or TYLON must be applied over whole area. Glazed floor tiles shall comply with (SABS 1449). Tiles shall be even in shape and size, free from cracks, twists or blemishes and uniform in colour. The adhesive shall be Tylon CM11 tile adhesive or Tal professional. The use of any other type shall not be allowed if not approved by the Project manager. Joints shall be straight, continuous with 5mm widths and pointed with waterproofing grout compound from TAL, Tylon or Alcolin. Symmetrical arrangement of tiling with cutting along both sides of panels to avoid cutting of tiles smaller than 75mm wide shall be done.

Cutting and fitting of tiles against walls and around doorframes, sanitary fittings, etc must be neat, with a gap between 4 and 6mm. Replace one broken or cracked floor tile between existing tiles. Use notched trowel to apply adhesive 10mm X 10mm notches at 6mm intervals. The BLOB and SPOT method must not be used. All excess adhesive shall be removed from joints before drying has occurred. Tiles must be dry before being bedded. Tap tiles level with a rubber mallet. All tiles must make 100% contact with adhesive, make sure there are no voids. Any tile that sound hollow, if tapped, shall be removed. Allow the adhesive to cure for 2 to 3 days before grouting. Use only approved grout, mix grout with Tylon or Tal Bond-it in areas specified. Fill joints to lower edge of bevel and not level with the top of the tile. The work must be kept very clean during grouting as dried grout is almost impossible to remove from textured tiles. **DO NOT USE ACIDS, SPIRITS OF SALTS, AMMONIA, OTHER STRONG CHEMICALS OR STEEL WOOL TO CLEAN TILES.**

350 Work description: Apply silicone sealer in tile joint to allow for expansion or movement at joint.

Tiles should be installed providing for adequate movement joints. Movement and expansion joints to be provided for at maximum  $\pm 3$  m centres externally or at  $\pm 4$  m centres internally, in both directions or as per the tile manufacturers instructions. All expansion and movement joints must extend through the adhesive bed and tiles. Apply masking tape to both sides of joints, fill joint with silicone sealer, finish neatly and remove masking tape

before silicone starts to set.

378 Work description: Supply and fit aluminium skirting to Space wall partition

384 Work description: Form floor in shower cubicle.

Lay the surface bed in shower cubicles with Class C-concrete, 100mm thick, at the required levels and with falls towards outlet in floor. Form a raised kerb across opening to each cubicle, 75mm wide and 75mm above finished surface of floor. Work description: Lay ceramic floor tiles on shower floor.

Grout for shower floor tiles shall be mixed with Tylon or Tal bond it, not with water.

Ceramic mosaic is to be of approved manufacturer and colour as specified. Tile size approximately 50 x 50 x 4 mm thick, fixed to paper in squares about 316 x 316 mm or 330 x 330 mm. Bed to 3:1 cement screed. Finish to a lightly scratched surface in mortar, composed of 1 part white cement to 3 parts of marble dust. After setting, remove paper and flush-up joints with waterproof grout.

TILE SHALL HAVE FALL TOWARDS OUTLET. TOP OF TILE SHALL BE LEVEL WITH TOP OF TRAP GRID. TILES SHALL BE IN STRAIGHT LINES. NO PONDING OF WATER SHALL BE ALLOWED.

390 Work description: Break out concrete floor 80 to 100mm thick.

Break out concrete floor and remove all rubble from site.

393 Work description: Cast concrete floor 80mm thick, use concrete mixer on site.

Just enough water shall be added to permit mixing and working, at which stage the concrete shall continue to be mixed until it is of uniform colour and consistency. Quality PPC cement with the SABS mark on the bag shall be used with clean river or pit sand and 20mm washed crusher stone. The concrete must be mixed by volume with a 1-3-5 mix (Remember 2 bags cement fills 1 wheelbarrow) 1 part cement, 3 parts sand and 5 parts stone. The placing of concrete shall be completed within half an hour after mixing.

CURING OF CONCRETE: After the concrete has been placed, all exposed surfaces shall be kept damp, continuously, for at least 10 days by methods as may be approved by the Representative/Agent, such as covering with approved building paper, or by means of wet canvas, wet sacks, wet sand, by continuous hosing or ponding with water.

#### **CUPBOARDS**

430 Work description: Supply/replace Formica post form top

#### **PLUMBING INTERIOR**

442 Work description: Install/replace wash hand basin, 2 taps, connector, outlet and rubber trap.

Wash hand basins white porcelain/glazed ceramic and shall comply with (SABS 497). Pillar taps shall be chromium plated brass and of heavy pattern Cobra brand and shall comply with (SABS 226). Taps for hot water shall be marked with red coloured plastic inserts and fixed on the left hand side of all basins, sinks, showers, etc. Taps for cold water with green/blue plastic inserts on the right hand side. Waste outlet shall be chromium plated brass with plug, chain and of Cobra brand and shall comply with (SABS 226). Rubber trap shall comply with (SABS 1321). Installation of basin, taps, waste outlet and trap shall be done in accordance with the relevant manufacturer's instructions. Basin shall be fixed with silicone layer between basin and wall. Basin shall be level and shall be 800mm from finished floor level to top front section of basin if no pedestal basin is specified. Work description: Fit toilet complete, include WC pan, cistern 9l, angle valve, flex connector and toilet seat.

Pedestal water closet pans shall be of the wash down type, approximately 400 mm high, of white glazed fire clay or vitreous china, complying with the requirements of SABS Specification 497. The pans shall have "P" traps with straight outlets or right or left hand side outlets, as required. Pans shall be bedded onto the floors in 3:1 cement mortar. Pan shall be level and parallel with wall next to Pan. Installation of the cistern shall be done in accordance with the relevant manufacturer's instructions. Use approved porcelain low level cistern that complies with the requirements of SABS Specification 821, and complies with the requirements of SABS Specification 497. Low level cisterns shall be of the valve less siphon type or of the flushing valve type, each with body and removable cover – NB: Flush pipes to flushing cisterns shall have an internal diameter of not less than 34 mm. Install Cobra brand angle valve with chrome plated or braided flex connector, any other brand make shall first be approved by project manager. The pan shall be fitted with approved solid plastic double flap seats having closed fronts of size and shape, required to fit the pan. Fix to pan with non-ferrous metal fixing bolts or plastic bolts.

473 Work description: Replace shower outlet, trap and waste pipe complete  
Provide and set in the concrete filling 50mm diameter brass shower trap with brass chromium-plated grating. Grating shall be level with tile finish. From trap take 50mm diameter PVC waste pipe through wall to outside, fit inspection bend and continue down and along walls as required and connect to inlet on gully head or direct to sewer.

475 Work description: Install under tile shower taps.

Taps shall be level and installed at right depth. Taps for hot water shall be marked with red coloured plastic inserts and fixed on the left hand side of all basins, sinks, showers, etc. Fit taps for cold water with green/blue plastic insets on the right hand side.

477 Work description: Fit / Replace shower rose

Provide and fix in each shower cubicle an approved 50mm diameter brass chromium plated shower rose connected with short length of 15mm diameter chromium-plated pipe taken down on wall to height required and connect to 15mm brass chromium-plated stop cock to cold water supply.

480 Work description: Install shower door (pivot)

Supply and install pivot shower door from Kal Aluminium or Wespeco or type approved by project manager. Install according to the manufacture's specifications.

492 Work description: Replace stopcock

Provide and fix in "HOT" and "COLD" water supply pipes inside the building where shown or directed approved brass chromium-plated screwed down stop cocks Work description: Install new 150 litre geyser complete with all necessary valves.

Installation to be conducted by a professional and registered plumber. All hot water cylinders to be installed according to balanced hot and cold water principles and in compliance with SABS 0252 and SABS 0254 codes of practice. Fit SABS 400 KPA approved geyser with 400 KPA kwikflo or approved pressure reducing valve. Fit complete with all safety valves and 2 vacuum breakers. Supply stop cock and pressure control valve for geyser where pipes enter building. Geyser legs to stand on supports in a drip tray when in roof. Geyser must have separate stop cock. Do not fit stop cock between geyser and pressure control valve. Fit drain valve to geyser. Fit vacuum breaker to cold water supply on 300 mm riser on anti siphon loop. Fit vacuum breaker to hot water supply on 300 mm riser. Fit separate discharge pipes for expansion relieve valve and for safety valve. Pipes must be same diameter as valve outlet. These discharge pipes must be copper. Discharge expansion relief valve where water would not be a nuisance. Discharge safety valve pipe to safe area.

507 Work description: Drill hole through 300mm wide wall for 40-50mm PVC waste pipe. All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

508 Work description: Holes for pipes

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

509 Work description: Vertical or Horizontal chasing for pipes.

All necessary holes shall be cut in walls, floors, roofs, ceilings, etc. for pipes, brackets, etc. and any damage shall be made good in all trades, after pipes, etc. have been built in, all to the satisfaction of the Representative/Agent.

511 Work description: Install / replace water pipes 15mm copper pipes

Copper pipes for domestic water services in all cases shall comply with the requirements of SABS Specification 460 Class 2 and 3. For applications below ground only Class 2 or 3 shall be used. Pipe work shall be of Class 2 or 3. Provision must be made for union couplings in strategic places. No exposed surface mounted piping will be permitted on wall surfaces except where it is avoidable and provided it is not unsightly, all to the approval of the Manager. A proper inclination shall be maintained in fixing pipes so that no air can be lodged in them. All pipe work to be installed in compliance with manufacturers specification and SABS 0252 code of practice. Provision must be made for thermal expansion and the proper anchoring there of. All pipe runs should be flushed, fastened and pressure tested, prior to the application of any terminal fittings. Work description: Install / replace water pipes 22mm copper pipes.

Copper pipes for domestic water services in all cases shall comply with the requirements of SABS Specification 460 Class 2 and 3. For applications below ground only Class 2 or

3 shall be used. Pipe work shall be of Class 2 or 3. Provision must be made for union couplings in strategic places. No exposed surface mounted piping will be permitted on wall surfaces except where it is unavoidable and provided it is not unsightly, all to the approval of the Manager. A proper inclination shall be maintained in fixing pipes so that no air can be logged in them. All pipe work to be installed in compliance with manufacturers specification and SABS 0252 code of practice. Provision must be made for thermal expansion and the proper anchoring there of. All pipe runs should be flushed, fastened and pressure tested, prior to the application of any terminal fittings.

516 Work description: Supply a water point.

Provision must be made for union couplings in strategic places. Fittings shall be approved capillary solder type fittings or and brass compression fittings, each joint being formed by cutting the pipe-ends square with a pipe cutter. For capillary fittings use only 2 mm solid core wire solder and approved self cleaning paste. Joint shall be wiped clean with a damp cloth after jointing. All necessary couplings, connectors, bends, elbows, tees and other fittings as may be required, shall be provided to supply a water point.

518 Work description: Locate building water stop valve

521 Work description: Install Replace waste pipe

Work description: Install or Replace waste pipe with holder bats complete

Replace hand washbasin waste pipe with 40mm or 50mm and all other with 50mm u PVC waste and vent pipes and fittings

### **FIT/REPLACE ITEMS/ FURNITURE**

533 Work description: Fit/Replace mirror.

Mirrors shall comply with the requirements of SABS Specification 1236, Class A. Unframed mirrors shall have polished edges (Bevelled edges are not permitted). Provide mirrors where shown or mentioned, size as specified in work list, side shall be rounded and polished edge silvered plate glass. Each mirror to be drilled four (4) times and countersunk screwed to plugs in wall with 38 mm long screws, fitted with domed chromium-plated cups. Provide at each fixing point a felt washer between wall and mirror or if specified on work list with mirror adhesive.

538 Work description: Install single soap dish, type as specified in work list

Porcelain soap dish. Form openings in wall over bath and sink, where specified and provide and build in, in cement mortar 152 x 152mm approved white glazed earthenware soap receptacle. Soap receptacles are to be thoroughly wetted in water prior to fixing and neatly finished off with neat white cement grout.

540 Work description: Fit/Replace towel rail

Provide chrome plated towel rail and brackets. Towel rail shall be 1m long and fix with fisher plugs and at least 35mm long countersunk self-tapping screws. REFIX TOWEL RAILS: Remove loose towel rails from wall. Drill out the existing wall plugs and replace with new patent plastic or hardwood wall plugs. Refit towel rails with 38mm long chromiumplated round-headed screws, securely screwed to plugs in wall. Work description: Fit/Replace hat and coat hooks.

Provide and fix in the position indicated or directed, 100 x 22mm thick oiled and polished hardwood rails with chamfered edges, screwed to plugs in walls and provide hat and coat hooks as sample No. 173, at approximately 200mm centres, securely screwed to hardwood rails. Replace missing hooks with new hat and coat hooks to match existing type.

546 Work description: Manufacture shower bench. SHOWER BENCH MANUFACTURE

Manufacture bench from two 50mm x 50mm x 3mm mild steel angle iron, cut angle iron to make L shape bracket 300mm x 300mm long, weld corner and cut and weld 50mm x 5mm flat bar stay at 45 degree angle at 150mm to strengthen L bracket. Cut vertical ends of angle iron brackets 45 degree and grind smooth all sharp edges. Drill two holes per bracket to fit brackets with 10mm rawl bolts to wall, drill holes 70mm from top and from bottom, drill five x 6mm dia holes to fit five each slats. Paint bracket anti rust primer, universal undercoat and white gloss enamel. Fit bracket to wall with 2 each per bracket 10mm rawl bolts, fit brackets at 800mm centre. Supply and fit five each 44mm x 44mm hardwood rounded slats 950mm long. Fit slats to brackets with 6mm round head brass wood screws. Sand wood slats smooth and varnish two coats.

### **PLUMBING EXTERIOR**

734 Work description: Lay above ground sewer pipes

Only registered plumbers and drain layers shall be employed on any plumbing and drainage

work.

Drains shall be accurately laid to lines and gradients shown on the drainage drawings as approved by the local authority. All drains shall be tested and passed in accordance with the National Building Regulations and the deemed-to-satisfy rules of part of SABS 0400, before the property may be occupied and the drains put into use. Barrels of pipes shall rest on solid ground

736 Work description: Install or Replace waste pipe with holder bats, complete.

Replace or fit sink, hand wash basin, urinal, shower or bath waste pipe. If only one basin pipe can be 40mm dia all other shall have 50mm u PVC waste, vent pipes and fittings as per SABS 791 and according to National Building Regulations (SABS 0400-1990). All bends and junctions shall have access. URINAL WASTE PIPES SHALL ALWAYS BE COUPLED DIRECTLY TO SEWER AND NOT TO GULLEY.

**PAINT PIPES/STEEL/STRUCTURE**

751 Work description: Paint pipes against wall 15 to 120mm DIA.

Remove all loose and defective paint, sand and wipe off all sanding dust with damp cloth.

Apply 1 coat universal undercoat and 2 coats Dulux pearglo paint

“PREVIEW COPY ONLY”



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

**NOTICE TO TENDERERS**

**TENDERS ARE INVITED FOR THE: RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

On or after **15 APRIL 2011** tender documents may be inspected at and are obtainable from the RECEPTION of the Tender Advise Centre , 21 Wellington Road , Inyanda 1 Ground Floor Parktown.

NOTE: No facsimile tenders/quotations will be accepted.

2. A site inspection can be arranged by contacting Mr. E. De Jager Tel: 083 704 1794
3. Tenders must reach the RECEPTION of the Tender Advise Centre, Ground Floor, 21 Wellington Road, Parktown before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:
  - (a) Tender No. **CRAC-KQG-7371**
  - (b) Description of work. **RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**
  - (c) Closing date of tender.: **10 MAY 2011**
4. 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 this office before the closing time of the tender. In the event of the late receipt of a tender, the Tenderer's franking machine impression will not be accepted as proof that the tender was posted in time.
5. If delivered by hand, the envelope must be addressed to the Tender Advise Centre, Ground Floor, 21 Wellington Road, and handed in at this address before the closing time during the following office hours:

Mondays to Fridays:	07:30 to 12:45
	13:30 to 15:50
6. Please note that this tender closes punctually at **10:00 on 10 MAY 2011**
7. If tenders are not posted or delivered as stipulated herein, such tenders will not be considered and will be returned as "late" tenders.
8. Any telegraphic or telex tender stating clearly therein the tender number, name of Tenderer, the service and the amount of the tender, must be dispatched in time for delivery to the destination by the South African Post Office Limited before the closing hour of the tender, and be confirmed by the submission of the official tender documents posted or delivered by courier not later than the day before the closing date of the tender.

9. N/A
10. Telegraphic or telex tenders from sources outside the Republic of South Africa will be considered on the aforementioned conditions, provided that the confirmation is forwarded by the quickest means, viz., by airmail where possible.
11. Transnet does not bind itself to accept the lowest or any tender/quotation nor will it disclose the successful tenderer's tender price or any other tendered prices, as this is regarded as confidential information, moreover Transnet reserves the right to accept the whole or part of a tender. Transnet also reserve the right to negotiate terms and conditions with all, or a short listed group of contenders, should it be deemed necessary.

All unsuccessful Tenderers will, however, on award of business to the successful Tenderer, be informed of the reason for the rejection of their tender, for example, price, quality, delivery period, etc.

12. Envelopes must not contain documents relating to any tender other than that shown on the envelope.
13. No slips are to be attached to the tender documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Tenderer to the actual tender documents.
14. The attention of Tenderers is directed to all the various documents comprising these tender documents and including, inter alia, General Conditions of Contract, Special Conditions of Contract and Specifications and Bills and/or Schedule of Quantities and/or Prices. Particular attention must be given to -  
  
Clauses 6, 25 and 26 of the General Conditions of Contract (Minor Works) (Transnet 287) and other clauses dealing with sufficiency of tenders and terms of payment which will be applicable to the contract to be concluded as a consequence of this tender enquiry.
15. Unless otherwise stated in any of these tender documents, Tenderers are required to submit an offer, complete in every respect and fully in compliance with the specifications. If, in a Tenderer's opinion, justification exists for the submission of one or more alternative tender(s) such offer(s) must, as in the case of the main tender(s), be completed in every respect.
16. The attention of Tenderers is also directed to the General Conditions of Contract, in terms of which Transnet Limited will effect and pay for insurance of the WORKS and/or Public Liability (third party) Insurance.
17. N/A
18. Tenderers are required to give a list of major items of plant and/or equipment to be used in the execution of the WORKS and must complete the plant statement E.4D **where this is attached to the tender documents.**
19. No tender will be considered unless certificate E.4A is signed by the tenderer stating that he has acquainted himself with the contract documents.
20. Tenderers must furnish proof that they have had actual experience in the class of work for which

- 21 they are tendering and must submit with the tender, on form E4c, a statement of works recently and successfully carried out.
- 22 Tenders will be opened in public as soon as practicable after the expiry of the time advertised for receiving them and the name of each Tenderer will be read out.
- 23 Tenderers are warned that a tender will be liable to disqualification should any attempt be made by a Tenderer either directly or indirectly to canvass any officer(s) or employees of Transnet Limited in respect of a tender between the date the tender is submitted and the date of the award.
- 24 A Tenderer may, however, at any time communicate with the Tender Advise Centre, at telephone no. (011) 584-9231 on any matter relating to his tender.
- 25 When a Tenderer has been notified by telegraph or letter of the acceptance of his tender the South African Post Office Limited and/or Telkom SA Limited shall be regarded as the agent of the Tenderer, and delivery of such acceptance to the South African Post Office Limited and/or Telkom SA Limited shall be considered as delivery to the Tenderer unless the Tenderer should indicate to the contrary in any letter accompanying the tender.
- 26 Compliance of tender(s) with Transnet's Limited requirements is the sole responsibility of the Tenderer and any costs incurred in subsequent modifications to or replacement of equipment accepted by Transnet Limited in good faith on the grounds of certified compliance with specified standards by the contractor and in fact found to be inadequate in such respects, will be to the relevant Tenderer's account.
- 27 Tenderers shall give a clause-by-clause comment as to whether or not their tender complies. If not, how it differs from the specification(s). Failure to do so may preclude a tender from consideration.
- 28 The attention of Tenderers is particularly directed to the necessity to complete the "**Labour Payment Schedule**", "**The Tender form**" and "**Resolution of Board of Directors**", where these documents are included in the tender.
- 29 Tenders submitted by Tenderers must be neatly bound and the inclusion of loose documents must be avoided.
- 30 Tenderer's must state in their tenders the percentage, of the total contract value, that will be allocated to previously disadvantaged/underprivileged enterprises and /or communities in the vicinity where contract works are to be executed, should they be successful in winning this tender. A breakdown of the distribution of the aforementioned percentage must also be furnished.
- 31 It is specifically recorded that this contract is awarded to the contractor/supplier on the unequivocal understanding by the parties that



- 31.1 black and/or BEE contractors/suppliers shall for purpose of this contract mean South African companies (business entities) owned by, or in part owned by, South African citizens of African, Coloured or Indian origin;
- 31.2 the black ownership constitutes \_\_\_\_\_ percent (%) of the business concern of the contractor/supplier;
- 31.3 the contractor/supplier shall furnish proof of 30.2 above to Transnet;
- 31.4 the contractor/supplier has familiarized itself with Transnet's Black Economic Empowerment Policy and undertakes to abide by the requirements thereof during the currency of this contract;
- 31.5 should the aforesaid degree of black ownership, at any time after the awarding of the contract, change, and this change reflects a decrease from that specified in the sub-clause 30.2, above, then and in such event the contractor/supplier, shall be obliged to inform Transnet (Freight Rail) thereof in writing within two (2) weeks of such change. Failure on the part of the contractor/supplier to do so shall constitute a material breach of the contract which shall entitle Transnet (Freight Rail) to unilaterally cancel the contract and enforce such other rights as it may in law have arising out of such breach of contract; and
- 31.6 in the event of the black ownership of the contractor/supplier being changed and the contractor/supplier duly informing Transnet (Freight Rail) thereof in accordance with Sub-clause 30.5 above, then Transnet (Freight Rail) shall have the right to (1) continue with the contract on the same terms and conditions, or (2) propose such amendments as it may deem fit for the remaining period of the contract or (3) resile from the contract.
- 32 Transnet fully endorses and supports the Government's Black Economic Empowerment Programme. We are strongly of the pinion that all South African Business Enterprises have an obligation to redress the imbalances of the past and Transnet will therefore prefer to do business with local business enterprises, which share these same values. To this end Transnet will seriously reconsider continued business relationships with such local business enterprises who do not at least have a 26% Shareholding by previously disadvantaged individuals/groups, or who are not prepared to channel at least 26% of the contract value to such BEE Companies by means of legitimate sub-contracting or JV agreements. Transnet therefore reserves the right to request documentary proof of such BEE empowerment endeavors and to verify and monitor that such endeavors in fact materialize into real development and upliftment of the historically disadvantaged individuals and groups.



**Tender No.: CRAC-KQG-7371**  
**(To be completed by tenderers)**

**NAMES OF DIRECTORS OF COMPANIES/MEMBERS OF CLOSE CORPORATIONS OR PARTNERS OF PARTNERSHIPS**

Tenderers must disclose hereunder the full name/s and address/es of the director/s of the company, member/s of the close corporation or partner/s of the partnership on whose behalf the tender is submitted.

Registration number of \*company/close corporation/partnership: -

\_\_\_\_\_

Date of incorporation: - \_\_\_\_\_

NB. *IT IS COMPULSORY IN THE CASE OF A FEMALE DIRECTOR/MEMBER OR PARTNER TO FURNISH HER MAIDEN NAME AND IF APPLICABLE, HER PREVIOUS MARRIED NAMES*

FULL NAME OF DIRECTOR/MEMBER OR PARTNER:-                      ADDRESS:

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

Is there any family or direct relationship between any of the above-mentioned directors, members or partners and any employee of Transnet Limited? :-

\* YES/NO If so, full particulars of such relationship should be furnished separately.

Failure to furnish all or correct information may lead to the disqualification of a tender. If the space is insufficient for all the relevant information, tenderers must furnish the required information separately.

SIGNATURE OF TENDERER/S : \_\_\_\_\_

ADDRESS OF REGISTERED OFFICE : \_\_\_\_\_  
\_\_\_\_\_

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

\* (Delete whichever is not applicable)



**TRANSNET LIMITED**  
(REGISTRATION NO. 90/000900/06)

**TRADING AS TRANSNET FREIGHT RAIL**

**TENDER No: CRAC-KGQ-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**RESOLUTION OF BOARD OF DIRECTORS**

Name of firm \_\_\_\_\_

It was resolved at a meeting of the Board of Directors held on \_\_\_\_\_ that

**FULL NAME(S)**

**SIGNATURE**

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

in his/her/their capacity of \_\_\_\_\_ is/are hereby authorised to enter into, sign and execute and complete any documents relating to Tenders and/or Contracts for the supply of goods and services.

Confirm: DATE \_\_\_\_\_

**FULL NAME** \_\_\_\_\_

\_\_\_\_\_  
**CHAIRMAN**

**FULL NAME** \_\_\_\_\_

\_\_\_\_\_  
**SECRETARY**

Certified true copy

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**COMMISSIONER OF OATHS**



E4A (August 1996)

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)

“PREVIEW COPY ONLY”



**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:  
**E. De Jager Tel: 011 773 7186 or Mobile: 083 704 1794**
- 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.

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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 premises at \_\_\_\_\_

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

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

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**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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## GENERAL CONDITIONS OF CONTRACT (PETTY CONTRACT)

1. The Contractor shall carry out the work in accordance with the attached Contract Specifications and in a thorough and workmanlike manner. The final acceptance of the work rests with Transnet's designated manager.
2. The Contractor shall supply all necessary labour, tools, equipment and material.
3. Should Transnet provide or make available any material and/or equipment, the Contractor shall be responsible for the correct and economical transport, storage and usage thereof. The cost of any loss or damage to Transnet equipment other than through normal wear and tear, and any uneconomical usage or loss of material provided by Transnet, will be recovered from the Contractor.
4. Should the Contractor fail to complete the work by the date or within the period stipulated in this agreement or by such extended date as may be allowed by Transnet in terms of clause 8, he shall pay to Transnet as penalties in terms of the Conventional Penalties Act of 1962 (as amended) the amount stated in the Tender Enquiry/Contract Document for each day or part thereof during which the work remains uncompleted.

Application for relief from the obligation to pay a penalty will only be considered by Transnet if the Contractor can prove to the reasonable satisfaction of Transnet that the penalty is out of proportion to the prejudice suffered by Transnet by reason of the act or omission in respect of which the penalty was stipulated.

5. No transport concessions will be allowed.
6. The obligation to take care of and protect the contract work and everything connected therewith shall rest solely with the Contractor who shall take all necessary precautions to protect the public, the property of the public, and the property and personnel of Transnet and all other persons from damage or injury, and to protect adjoining properties from trespass or damage during the progress of the work.

The risk of physical loss of or damage to the contract work, temporary works, materials and equipment to be incorporated into the works shall be borne by the Contractor and he shall arrange such insurances as may be necessary for the protection thereof.

Transnet will, in the case where a risk of legal liability for accidental death of or injury to third party persons and/or accidental loss of or damage to third party property may arise out of the carrying out of the contract work, arrange for such public liability insurance in the joint names of Transnet and the Contractor as is deemed necessary by Transnet.

The Contractor shall be responsible for obtaining insurance against loss of or damage to his own machinery tools, equipment, materials and site establishment and any consequential financial losses arising from such damage. The Contractor shall likewise arrange his own insurances in respect of motor vehicle liability and common law liabilities of the Contractor as an employer.

- 7.a) The Contractor shall comply with the Occupational Injuries and Diseases Act. (Act 130 of 1993) and any amendment thereof.
- 7.b) \*
  - (i) The Contractor shall observe and comply with the provisions of the Explosives Act. No. 26 of 1956 and any amendment thereof and with any regulations framed hereunder.
  - (ii) Blasting in the vicinity of open lines will be permitted only during intervals between trains. It will be controlled by a person appointed by Transnet, who will be in telephonic communication with the nearest station and whose instructions the Contractor shall carry out implicitly. The Contractor shall have labour available to clear any stones or debris deposited on the track by blasting and to repair any damage to the track immediately after occurrence thereof.

(\* **Delete if not applicable.**)

- 7.c) The Contractor shall comply with the Occupational Health and Safety Act (Act No. 85 of 1993). The Contractor is, in terms of section 37(2) of Act 85 of 1993 deemed to be an employer in his own right with duties as prescribed in the said Act and agrees to ensure that all work will be performed or machinery and plant used in accordance with the provisions of the Act in respect of all persons in his employ, other persons on the premises or the site or place of the works or on the works to be executed by him and under his control in terms of the contract. The agreements in this contract and all documents attached or referred to, form an integral part of the arrangements and procedures mentioned in the aforementioned section.
- 7.d) The Contractor also undertakes to comply with any safety requirements of Transnet, as adopted from time to time, and instructed by the relevant project leader.
- 7.e) The Contractor shall at his own costs comply with the provisions of all such laws, Provincial Ordinances, Local Authority Bylaws and all relevant Regulations framed there under which are applicable to the work to be undertaken.

8. If the Contractor suffers delay or incurs extra expense as the result of delay on the part of Transnet in supplying such materials as are to be provided by it, or from any other cause, the Contractor shall inform Transnet within 48 hours of the commencement of the delay, and may, within 14 days after such delay has ended, apply in writing to Transnet for extra time and/or extra payment and Transnet shall after investigation grant such extension of time and/or authorise payment of such sum as is considered reasonably adequate to cover the delay or to compensate for the extra direct expense suffered by the Contractor. Transnet will grant such extension of time and/or authorise the payment of such sum, as it considers adequate to cover the delay suffered or to compensate the Contractor.
9. The Contractor shall not assign his obligations under the contract, nor sublet the contract work or any part thereof without the consent of the Manager. Breach of this condition will entitle Transnet to cancel the contract forthwith.
10. Any amount certified by the Manager as being recoverable from the Contractor in terms of any of the preceding clauses may, without prejudice to any other legal rights which Transnet may have, be deducted from any moneys due to the Contractor by Transnet whether under this contract or from any source whatsoever.
11. On completion of the work, the Contractor shall inform the Manager who will arrange a final inspection. If the work has been completed to his satisfaction, the Manager will issue a Certification of Completion and arrange payment of all moneys due to the Contractor by Transnet.

Except where expressly agreed to the contrary with Transnet, the Contractor requests and authorises Transnet to send any amount due to him by registered post to his known postal address or any other address requested in writing by the Contractor. The Contractor declares that the SA Post Office Limited acts as his representative and that the risk that such payment does not reach him after it has been sent by post lies totally with the Contractor.

12. Transnet may order alterations, extras, additions to or omissions from the works. The Contractor shall carry out or give effect to such orders from Transnet. The rates for such work shall be agreed between the Contractor and Transnet and where possible rates quoted in the schedule of work and prices shall form the basis, as far as may be reasonable, of such agreement.
13. If a dispute of any kind arises between the Contractor and any member of Transnet personnel in connection with the contract, the matter shall be referred to the designated Manager. The Manager shall decide the dispute and advise the Contractor accordingly.

The Manager's decision shall be final and binding upon the parties unless the Contractor has, within 14 days of the date thereof, notified Transnet in writing of his dispute of the decision, in which case the matter shall be referred to arbitration.

Such arbitration shall be by a single arbitrator who shall be selected by agreement between the parties or, failing such agreement, nominated on application of either party by the Chairperson for the time being of the Association of Arbitrators of South Africa.

The Arbitrator shall have unfettered discretion and jurisdiction to decide the procedure of the arbitration and the matter in dispute and his award shall be final and binding on the parties hereto.

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**SECTION 5**

**REQUEST FOR QUOTATION (“RFQ”)**

**RFQ NUMBER : CRAC-KGQ-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**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")

#### RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J

#### 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							
<b>Duly Authorised To Sign For And On Behalf Of Firm / Organisation</b>							
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 Nam	

Trading Name	
--------------	--

<b>3.3</b>	<b>Who were its previous owners / partners / directors?*</b>
------------	--

SURNAME & INITIALS	ID NUMBERS

<b>3.4</b>	<b>List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant: *</b>
------------	--

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

<b>3.5</b>	<b>List details of current directors, officers, chairman, secretary etc. of the firm: *</b>
------------	---

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

<b>3.6</b>	<b>List details of firms personnel who have an ownership interest in another firm: *</b>
------------	--

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

<b>4. VENDOR DETAIL</b>
-------------------------

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

<b>4.1</b>	<b>How many personnel does the firm employ? *</b>
------------	---

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

<b>4.1.1</b>	<b>In terms of above kindly provide numbers on women and disabled personnel? *</b>
--------------	--

	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

# Internal Transnet Departmental Questionnaire (for office use only)

## Section 1: To be completed by the Transnet Requesting / Sourcing Department

TFR		TRE		TPT		TPL		TNPA		TRN	
Create		Amend		Block		Unblock		Once-Off / Emergency			
Extend		Delete		Undele							

Supplier's trading name			
Supplier's registered name			
Please indicate if the Supplier has a contract with sourcing Transnet OD	Yes		No
If yes please submit a copy of the letter of award			

### a) What is being procured from the supplier?

i. Products only	Yes		No	
ii. Services only	Yes		No	
iii. Labour only	Yes		No	
iv. Mix of services and 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



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

**RFQ NUMBER : CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

GENERAL TERMS AND CONDITIONS (CSS5 – GOODS)

**"PREVIEW COPY ONLY"**



**SECTION 8**

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

**RFQ NUMBER : CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

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

**"PREVIEW COPY ONLY"**



**SECTION 9**

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

**RFQ NUMBER : CRAC-KQG-7371**

**RENOVATE TOILETS AND SHOWERS KLERKSDORP STATION 02AJ094J**

**"PREVIEW COPY ONLY"**



## 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.

T

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

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**