



## RFQ CRAC-VAR05939

### DESCRIPTION

## MAINTENANCE OF FIRE EQUIPMENT AT TFR PREMISES FOR A PERIOD OF 2 YEARS

**ISSUE DATE:** 26 MAY 2010  
**CLOSING DATE:** 08 JUNE 2010  
(10H00)

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

Please note that late responses and those delivered or posted to the incorrect address will be disqualified



**RFQ CRAC-VAR05939**  
**MAINTENANCE OF FIRE EQUIPMENT AT TFR PREMISES**

**SCHEDULE OF DOCUMENTS**

**Section**

1. **Notice to Bidders**
2. **Background, Overview and Scope of Requirements**
3. **Quotation Form**
4. **Resolution of Board of Directors (Respondent's Representative)**
5. **Certificate of Acquaintance with RFQ Documents**
6. **General Tender Conditions (CSS5 – Services)**
7. **Standard Terms and Conditions of Contract (US7 - Services)**
8. **Non-Disclosure Agreement**
9. **Suppliers Code of Conduct**
10. **Suppliers Declaration Form**

"PREVIEW COPY ONLY"



## SECTION 1

RFQ CRAC-VAR05939

### MAINTENANCE OF FIRE EQUIPMENT AT TFR PREMISES

#### NOTICE TO BIDDERS

1. Quotations are requested from interested / selected persons, companies, close corporations or enterprises (hereinafter referred to as the "**Respondent(s)**") to supply the above-mentioned requirement to Transnet.

On or after 26 May 2010 the RFQ documents may be inspected at, and are obtainable from the office of Transnet Freight rail, Tender advice center, 21 Wellington Road, Inyanda House 1, Parktown

Any additional information or clarification will be faxed or emailed to all potential Respondents, if necessary.

**OR**

**A non refundable tender fee of R100.00 (VAT inclusive) 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.**

**Receipt/s to be presented prior to collection of the tender/s.**

**NOTE: This amount is not refundable.**

For specific queries before the closing of the RFQ, the following Transnet employee(s) may be contacted:

Name : Beverley Ramaru  
Email : Beverley.ramaru@transnet.net  
Telephone : 011 584 0611

2. Quotations **in duplicate** must reach the Secretary, Transnet Freight rail, acquisition council 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>RFQ No</b>	<b>: CRAC-VAR05939</b>
<b>Description</b>	<b>: MAINTENANCE OF FIRE EXTINGUISHERS</b>
<b>Closing date and time</b>	<b>: 08/06/2010 (10h00)</b>
<b>Closing address (refer options paragraph 4 below)</b>	

4. **DELIVERY INSTRUCTIONS FOR THIS RFQ**

\_\_\_\_\_  
Respondent's Signature

3

\_\_\_\_\_  
Date and Company Stamp



- 4.1 **If posted**, the envelope must be addressed to the Secretary, Transnet Acquisition Council, P.O Box 4244 Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Secretary before the closing time of the RFQ. In the event of the late receipt of a Quotation, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 4.2 **If delivered by hand**, the envelope is to be deposited in the TRANSNET tender box which is located at the 21 Wellington Road Inyanda House No 1 Parktown , and should be addressed as follows:

THE SECRETARY  
TRANSNET ACQUISITION COUNCIL  
GROUND FLOOR  
INYANDA HOUSE 1  
21 WILLINGTON ROAD  
PARKTOW

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 21 Wellington road Parktown and is accessible to the public 24 hours per day, 7 days a week.**

- 4.3 **If dispatched by courier**, the envelope must be addressed as follows and delivered to the 21 Wellington road Inyanda House no 1 Parktown and a signature obtained from that Office.

THE SECRETARY  
TRANSNET ACQUISITION COUNCIL  
GROUND FLOOR  
INYANDA HOUSE 1  
21 WILLINGTON ROAD  
PARKTOW

5. Please note that this RFQ closes punctually at 10:00 on Tuesday .
6. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."
7. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.
8. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
9. Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations / information received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.



10. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope. All envelopes must reflect the return address of the Respondent on the reverse side.
11. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 22 (*Alterations made by the Respondent to Tendered Prices*) of the General Tender Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.

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

Transnet fully endorses and supports the Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

Transnet would therefore prefer to do business with local business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their RFQ responses. Transnet will 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 R30 000 (thirty thousand S.A. Rand) will be evaluated accordingly. All transactions below this threshold will, as far as possible, be set aside for Exempted Micro Enterprises (EMEs).

Consequently, when Transnet invites prospective suppliers to submit Quotations for its Services and services, it urges Respondents (Large Enterprises and QSE’s - see below) to have themselves accredited by any one of the various Accreditation Agencies available who do their BBBEE ratings in accordance with the **latest Codes (i.e. those promulgated on 9 February 2007)**.

Although no agencies have, as yet, been accredited by SANAS (South African National Accreditation System), Transnet will, in the interim, accept rating certificates of Respondents who have been verified by agencies who do their BBBEE ratings in accordance with the latest Codes as promulgated on 9 February 2007. This will be an interim arrangement only until such time as the SANAS List has been approved by the DTI. (Certificates are valid for a period of one year only).

12.1 Enterprises will be rated by such agency based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
  - Rating level based on all seven elements of the BBBEE scorecard
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
  - Rating based on any four of the elements of the BBBEE scorecard
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5 million):**
  - EMEs are exempted from BBBEE accreditation
  - Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition



- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE, i.e. 110% BBBEE recognition
- EME's should only provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30%

12.2 In addition to the above, Respondents who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their RFQs the percentage, of the total contract value that will 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-contractor(s), as well as a breakdown of the distribution of the aforementioned percentage must also be furnished with the RFQ response to enable Transnet to evaluate / adjudicate all RFQs received on a fair basis.

12.3 Respondents will be required to furnish proof of the above to Transnet. (i.e. a detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or proof of turnover in respect of EMEs). Failure to do so will result in a score of zero being allocated for BBBEE.

**Turnover :** Kindly indicate your company's annual turnover for the past year R.....

- If annual turnover <R5m, please attach audited financials.
- If annual turnover >R5m please attach an accreditation certificate issued by an Accreditation Agency, together with all the relevant score sheets pertaining thereto.

### 13. 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 this 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 clause 2 above, and may also at any time after the closing date of the RFQ, communicate with the Depot Engineer, at telephone number or fax no. on any matter relating to its RFQ response.

### 14. 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 Quotation.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Quotations:
  - Respondent's valid Tax Clearance Certificate.

### 15. COMPLIANCE

The successful Respondent (hereinafter referred to as the "Supplier") shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

---

Respondent's Signature

6

---

Date and Company Stamp



## 16. ADDITIONAL NOTES:

- All returnable documents as indicated in the Quotation Form (Section 3) must be returned with the response
- Respondents are to note that Quotations in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Quotation must be legally authorised by the Respondent to do so (Refer Section 4). A list of those person(s) authorised to negotiate on your behalf (if not the authorised signatories) must also be submitted along with the Quotation together with their contact details.
- All prices must be quoted in South African Rands
- Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents and may wish to visit the Respondent's place of manufacture (works) during this process.

**NB: Unless otherwise expressly stated, all Quotations 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.**

- reject any Quotation which does not conform to instructions and specifications which are detailed herein
- disqualify Quotations submitted after the stated submission deadline
- not necessarily accept the lowest priced Quotation
- reject all Quotations, if it so decides
- award a contract in connection with this Quotation at any time after the RFQ's closing date
- award only a portion of the proposed 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 preparatory costs or other work performed in connection with this Quotation, whether or not the Respondent is awarded a contract.

## 17. LEGAL REVIEW

Any Quotation submitted by a Respondent is subject to review and negotiation of the proposed contract by Transnet's Legal Counsel.

---

Respondent's Signature

7

---

Date and Company Stamp



Respondents to complete this section:

NAME OF RESPONDENT .....

PHYSICAL ADDRESS .....

.....

Respondent's contact person:

Name.....

Designation.....

Telephone.....

Cell Phone.....

Facsimile.....

Email.....

Website.....

“PREVIEW COPY ONLY”

**Transnet urges its clients, suppliers and the general public to report any fraud or corruption on the part of Transnet's employees to TIP-OFFS ANONYMOUS : 0800 003 056**

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp



## SECTION 2

### RFQ CRAC-VAR05939

**REFURBISHMENT OF EXISTING & SUPPLY OF NEW FIRE EXTINGUISHERS**

**SCHEDULE OF REQUIREMENT**

T. I. #	DESCRIPTION
---------	-------------

**NEW FIRE EXTINGUISHERS**

	DESCRIPTION	PRICE EXCL. VAT
1	New 6.8kg CO2 Extinguishers	
2	New 5kg Extinguishers Aluminium	
3	New 9kg DCP Extinguishers	
4	New 9lt Water Extinguishers	
5	New 2.5kg DCP Extinguishers	

**REFURBISHMENT OF EXTINGUISHERS**

	DESCRIPTION	PRICE EXCL. VAT
1	Refurbishment on 6.8kg CO2 Extinguishers	
2	Refurbishment on 5kg CO2 Extinguishers (Aluminium)	
3	Refurbishment on 9kg STP DCP Extinguishers	
4	Refurbishment on 9lt Water Extinguishers	
5	Refurbishment on 2.5kg DCP Extinguishers	

**TECHNICALITIES & REMARKS**

**SPECIFICATIONS: REFURBISHMENT OF EXISTING & SUPPLY OF NEW EXTINGUISHERS**

- 1 Suppliers premises and service vehicles to be SABS 1475 approved and to be in possession of the required SABS 1475 certificate **(Copy to be supplied)**
- 2 Supplier to have SANAS accreditation for Hydro Static Pressure Testing of carbon dioxide fire extinguishers **(Copy to be supplied)**

\_\_\_\_\_  
 Respondent's Signature  
 Company Stamp



- 3 Supplier/s' technicians to be in possession of the required SAQCC certificates (**Copy to be supplied**)
- 4 All new fire extinguishers **MUST** be marked with the New Transnet Emblem

**Refurbishing Specifications (Prices to include the below mentioned, but excluding VAT**

DESCRIPTION	UNIT PRICE EXCLUDING VAT
1.Replacement of contents of extinguisher, co2, water, foam, dry chemical powder	R
2.Recharging of extinguisher to required pressure	R
3.Replacement of head assembly if required	R
4. Replacement of discharge or carrying handle if required	R
5. Replacement of pressure guage if required	R
6. Replacement of discharge hose if required, (co2 extinguisher discharge hose and horn excluded)	R
7. Extinguisher to be repainted if required	R
8.Extinguisher to be hydrostatically pressure tested as required	R
9. Decal to be replaced if required	R
10. Extinguisher to be sealed	R

"PREVIEW COPY ONLY"

\_\_\_\_\_  
 \_\_\_\_\_  
 Respondent's Signature  
 Company Stamp





**NOTIFICATION OF AWARD OF RFQ**

As soon as possible after approval to award the contract/s, the successful Respondent (the Supplier) will be informed of the acceptance of its Quotation. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier and the reason as to why their Quotations have been unsuccessful, for example, in the category of price, delivery period, quality, BBBEE status or for any other reason.

**VALIDITY PERIOD**

Transnet desires a validity period of 3 (three) months (from closing date) against this RFQ. It should be noted that Respondents may offer an earlier validity period, but that their Quotations may be disregarded for that reason. Should Respondents be unable to comply with this validity period, an alternative validity period must be stated hereunder:

This RFQ is valid until 24/08/2010 (State alternative validity period/date).

**TAX (VAT) REGISTRATION NUMBER**

The Respondent must state hereunder the tax registration number which is applicable to Value-Added Tax:

\_\_\_\_\_

**TAX CLEARANCE CERTIFICATE**

Respondents are required to forward a valid copy of their company's Tax Clearance Certificate with their Quotation.

Indicate tax clearance certificate expiry date: \_\_\_\_\_

**BANKING DETAILS**

BANK: \_\_\_\_\_

BRANCH NAME / CODE: \_\_\_\_\_

ACCOUNT HOLDER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

**NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)**

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation (C.C.) on whose behalf the RFQ is submitted.

(i) Registration number of company / C.C. ....

\_\_\_\_\_

\_\_\_\_\_  
Respondent's Signature  
Company Stamp



(ii) Registered name of company / C.C. ....

(iii) Full name(s) of director/member(s)      Address/Addresses      ID Number/s

.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**REGISTRATION CERTIFICATE**

Respondents must submit a certified copy of their company's Registration Certificate with their Quotation.

**NAME AND ADDRESS OF ACCREDITED AGENT**

Provide hereunder, if applicable, details of the accredited agent in the Republic of South Africa appointed as local representative by foreign Respondents and whose address shall be regarded as the Respondent's domicilium citandi et executandi in terms of the Standard Terms and Conditions of Contract, US7 – Services.

Name	.....
.....	.....
Address	.....
.....	.....
.....	.....
.....	.....

**CONFIDENTIALITY**

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to Transnet's business, written approval to divulge such information

\_\_\_\_\_  
Respondent's Signature  
Company Stamp



will have to be obtained from Transnet.

**DISCLOSURE OF PRICES TENDERED**

Respondents must indicate here **whether Transnet may disclose** their tendered prices and conditions to other Respondents:

YES	
-----	--

NO	
----	--

**DECLARATION**

Respondents to declare hereunder whether any family and/or direct relationship exists between any of the owners / members / directors / partners / shareholders (unlisted companies) of the responding company and any employee or board member of the Transnet Group:

YES	
-----	--

NO	
----	--

If YES, please indicate below:

FULL NAME OF OWNER/MEMBER/DIRECTOR/  
PARTNER/SHAREHOLDER

ADDRESS

---

---

---

---

---

Indicate nature of relationship (if any):

---

---

---

---

*(Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from future business with Transnet)*

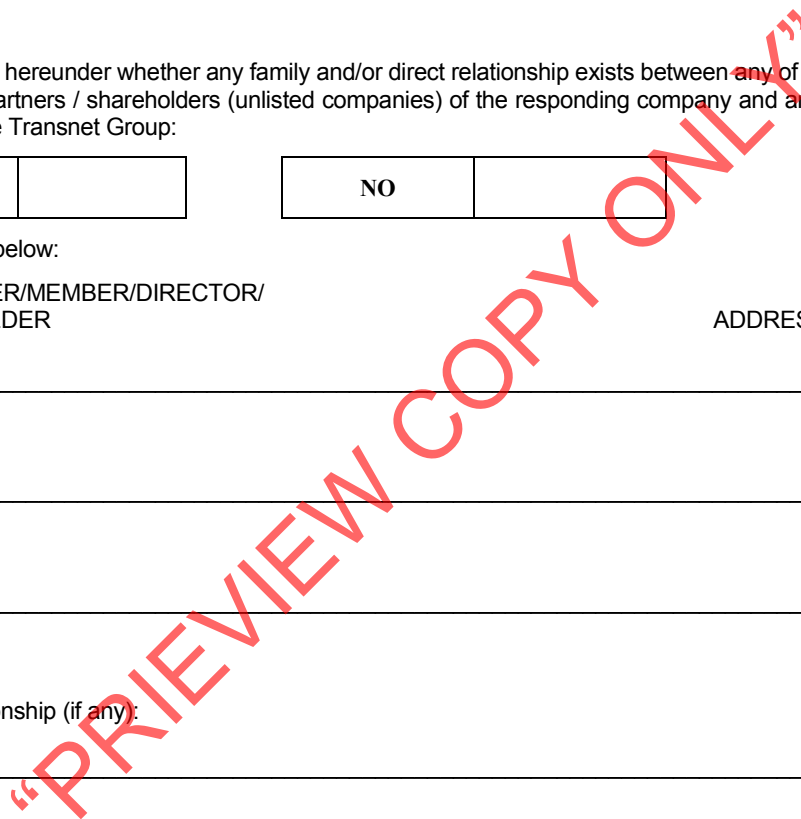
**RETURNABLE DOCUMENTS**

Respondents are required to submit the following returnable documents with their responses (see tick):

---

---

Respondent's Signature  
Company Stamp



Notice to Bidders – Section 1	√
Background overview – Section 2	√
Quotation Form – Section 3	√
Resolution of Board of Directors (Respondent’s Representative) – Section 4	√
Certificate of Acquaintance with RFQ Documents – Section 5	√
Pricing & Delivery Schedule – Section 6	√
General Tender Conditions, Form CSS5 – Section 7	√
Conditions of Contract, Form US7 – Section 8	√
Valid Tax Clearance Certificate	√
VAT Registration Certificate	√
BBBEE Accreditation Certificate	√
Certificate of attendance of Site Meeting / RFQ Briefing – Section 9	√
Specifications and Drawings – Section 10	√
Non-Disclosure Agreement – Section 11	√

**NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and Annexure A, as indicated in the footer of each page, must be signed and dated by the Respondent.**

“PREVIEW COPY ONLY”

\_\_\_\_\_  
 Respondent’s Signature  
 Company Stamp



By signing the RFQ documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet Limited will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1		1	
2		2	

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

\_\_\_\_\_  
Respondent's Signature  
Company Stamp

"PREVIEW COPY ONLY"



**SECTION 4**

**RFQ CRAC-VAR05939**

**MAINTENANCE OF FIRE EQUIPMET AT TFR PREMISES**

**SIGNING POWER : RESOLUTION OF BOARD OF DIRECTORS**

NAME OF COMPANY: \_\_\_\_\_

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

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

in his/her capacity as indicated above is/are hereby authorised to enter into, sign, execute and complete any documents relating to Tenders, Quotations and/or Contracts for the supply of Services.

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

\_\_\_\_\_  
SIGNATURE CHAIRMAN

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

\_\_\_\_\_  
SIGNATURE SECRETARY



## SECTION 5

RFQ CRAC-VAR05939

MAINTENANCE OF FIRE EQUIPMENT AT TFR PREMISES

### CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

NAME OF COMPANY: \_\_\_\_\_

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

hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFQ and all conditions contained therein, as laid down by Transnet Limited for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2009

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

\_\_\_\_\_  
SIGNATURE OF RESPONDENT



## **SECTION 6**

**RFQ CRAC-VAR05939**

**MAINTENANCE OF FIRE EQUIPMET AT TFR PREMISES**

**GENERAL TENDER CONDITIONS - SERVICES**

**Refer Form CSS5 attached hereto**

**“PREVIEW COPY ONLY”**

---

Respondent's Signature

19

---

Date and Company Stamp



## SECTION 7

RFQ CRAC-VAR05939

MAINTENANCE OF FIRE EQUIPMENT AT TFR PREMISES

**STANDARD TERMS AND CONDITIONS OF CONTRACT**

**FOR THE SUPPLY OF SERVICES TO TRANSNET**

Refer Form US7 attached hereto.

Respondents should note the obligations as set out in Clause 24 of the General Tender Conditions (Section 7) which reads as follows:

*"The Supplier shall adhere to the Standard Terms and Conditions of Contract as set out in Form US7 – Services, a copy of which is attached hereto.*

*Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer an alternative. Please note that any alternative offered shall be compared with acceptance of the Form US7 conditions or alternatives offered by other Respondents, except penalties for late deliveries, the exclusion of which may disqualify the RFQ, save where indicated otherwise by Transnet."*

---

Respondent's Signature

20

---

Date and Company Stamp



## SECTION 8

RFQ CRAC-VAR05939

### NON DISCLOSURE AGREEMENT

“PREVIEW COPY ONLY”

---

Respondent's Signature

21

---

Date and Company Stamp



**SECTION 9**

**RFQ CRAC-VAR05939**

**SUPPLIERS CODE OF CONDUCT**

**“PREVIEW COPY ONLY”**

---

Respondent's Signature

22

---

Date and Company Stamp



**SECTION 10**

**RFQ CRAC-VAR05939**

**SUPPLIERS DECLARATION FORM**

**“PREVIEW COPY ONLY”**

---

Respondent's Signature

23

---

Date and Company Stamp