

RFQ NUMBER
CENTRAL/JHB/17/2009

DESCRIPTION

**CANTEEN MANAGEMENT
ADVISORY SERVICES FOR
TRANSNET FREIGHT RAIL
STAFF KITCHEN AND CANTEEN
AT 15 GIRTON ROAD: PARKTOWN.**

ISSUE DATE: 07 APRIL 2009
CLOSING DATE: 14 APRIL 2009
(10H00)

**CLOSING VENUE : (TENDER BOX) ALLOCATED AT THE ASO OFFICE,
TRANSNET FREIGHT RAIL TENDER ADVICE CENTRE, LEVEL 100,
150 COMMISSIONER STREET CARLTON CENTRE, JOHANNESBURG.**



REQUISITION FOR QUOTATION

SUPPLY CHAIN SERVICES	
Contact	Gladys Mtambo
TEL:	(011) 308-1462
FAX:	(011) 774-9828

MESSRS:

ADDRESS :

.....

.....

Tel (011)

Fax (011)

ISSUE DATE 07-04-09

CLOSING DATE 14-04-2009 (10h00)

Prices in South African currency, including all costs.			
to consignee			
ITEM NO:	DESCRIPTION	QTY	Price Per Month
	CANTEEN MANAGEMENT ADVISORY SERVICE FOR TRANSNET FREIGHT RAIL STAFF CANTEEN AT 15 GIRTON ROAD PARKTOWN		
	Please Quote As per Specification Attached (Annexure A)		
1	PRICE PER MONTH		R
	TOTAL PRICE FOR A YEAR		R

PREVIEW COPY ONLY

Price must be V.AT. Excluded.
 DELIVERY: Parktown
 CONTACT: Ms Gladys Mtambo
 Mr Johan Basson (011) 773-8114

NB.
 Please attach the following documents :
Valid Tax Clearance Certificate
 BBBEE Scoring Card

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

ANNEXURE A

REQUEST FOR PROPOSAL

**CANTEEN MANAGEMENT ADVISORY SERVICES FOR TRANSNET
FREIGHT RAIL STAFF KITCHEN AND CANTEEN AT 15 GIRTON
ROAD: PARKTOWN**

1. BACKGROUND

Transnet Freight Rail has embarked on an office space optimization initiative, based on an open plan design philosophy for all office buildings for the corporate office.

The 1st phase of this project entails the consolidation of approximately 600 of its Shared and specialised services staff including the Corporate Office, that is, the Chief Executive and his Executive Committee, in 15 Girton Road, Parktown in close proximity to the Transnet Freight Rail National Operations Centre at 21 Wellington Street, Parktown creating an office park environment in Parktown.

Phase 2 of this project entails the consolidation of a further 600 support staff to two adjacent building bringing the total number of Transnet Freight rail staff in Parktown to 1800.

15 Girton Road has been fitted with a new canteen which needs to provide a fully fledged catering service to executive management and employees in the four buildings, in Parktown.

Transnet Freight Rail currently has it's own employees and Canteen Manager providing a service from a canteen in a building soon to be vacated. This staff will be relocated to the new kitchen in Parktown.

2. SCOPE OF CANTEEN SERVICE REQUIRED

The service required from the new canteen is the following:

- Compiling and regular review of menu's
- Preparing and serving breakfast and lunch
- Tea/coffee service to staff in all buildings
- Tea/coffee/snacks service to all meeting/board rooms
- Executive breakfast, lunch and dinners to executives and clients
- Catering for functions in the four buildings

3. **ROLE OF CANTEEN MANAGEMENT ADVISORY SERVICE**

The service required from the canteen management is the following:

- Research on the desired menu & services required by customers in the four buildings.
- Design the appropriate menu for the canteen taking into account:
 - Best practice
 - Healthy living
 - Life style management
 - Diversity management
 - Review the above as and when required
- Provide technical guidance for Transnet canteen employees pertaining to food preparation in line with the menu, and health and safety
- Monitor compliance to the new set standards and procedures
- Review job descriptions to align the required service where required
- Recommend appropriate steps/training to ensure the canteen is well run and serve the needs of its customers
- Station appropriate management on site to achieve the above advisory service

4. **REQUEST FOR PROPOSAL AND PRICE**

You are hereby requested to submit your detailed proposal with monthly fees to provide the advisory service to this catering facility and its Transnet Freight Rail employees ensuring a quality service as described in the Scope of Service detailed above.

5. **ADJUDICATION CRITERIA**

Adjudication will be based on the criteria mentioned hereunder. It is essential that you address each point hereunder individually:

(A) COMPANY PROFILE :

Your company profile must indicate the following, but not limited to:

- Broad Based Black Economic Empowerment Credentials
- Staff compliment and company organogram.

(B) COMMERCIAL :

Your pricing methodology in respect of the advisory service.

(C) TECHNICAL :

Your ability in respect of:

- Experience - indicate current and previous experience most relevant to this RFP
- Training of staff to an acceptable level to meet TFR catering expectations

6. PERIOD OF CONTRACT

This service is required for a 1-year period.

7. CURRENT CANTEEN STRUCTURE AND STAFF

Surname	Name	Grade	Position
Viljoen	Cobus	610	Manager
Vacancy	Vacancy	Jun	Chief Admin Official
van Zyl	Theuns	Jun	Senior Admin Official
Ramulayi	Dalton	Jun	General Worker
Langa	Audrey	Jun	Food Assistant
Mabusela	Xhilise	Jun	Food Assistant
Matsume	Portia	Jun	Tea Maker
Nhlapho	Annah	Jun	Food Assistant
Mukhovi	Sanna	Jun	Tea Maker
Ndaba-Mbele	Benadicta	Jun	Tea Maker
Netshiktha	Enos	Jun	Tea Maker
Tembe	David	Jun	Tea Maker
Tshabalala	Margaret	Jun	Tea Maker
Zulu	Mildres	Jun	Tea Maker
Dutababe	Isaac	Jun	Chef
Mathedimosa	Pascaline	Jun	Assistant Catering Manager
Mbuyisa	Johnson	Jun	Chef
Mkize	Nozipho	Jun	Cashier
Moloko	Sam	Jun	Food Assistant
Mothwa	William	Jun	Catering Manager
Mudau	Dixon	Jun	Head Chef
Sebele	Tando	Jun	Food Assistant
Seboco	Joseph	Jun	Food Assistant
Siza	Mecdeline	Jun	Cashier
Thusini	George	Jun	Chef
Hoybyane	Sarah	Jun	Tea Maker
Vacancy		Jun	Catering Manager

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. Copy of cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (ABVA Member).

NB: - **Failure to submit the above documentation will delay the vendor creation process.**
- *Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent ABVA Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent ABVA Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent ABVA Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)		< R5 Million	R5-35 million		> R35 million		
Does Your Company Provide		Products	Services		Both		
Area Of Delivery		National	Provincial		Local		
Is Your Company A Public Or Private Entity			Public		Private		
Does Your Company Have A Tax Directive Or IRP30 Certificate			Yes		No		
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
BEE Ownership Details							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate			Yes	No			
What is your broad based BEE status (Level 1 to 8 / Unknown)							
How many personnel does the firm employ		Permanent		Part time			
Name of person procuring your services/products							
Contact number							
Transnet operating division							
Duly Authorised To Sign For And On Behalf Of Firm / Organisation							
Name				Designation			
Signature				Date			
Stamp And Signature Of Commissioner Of Oath							
Name				Date			
Signature				Telephone No.			

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

Internal Transnet Departmental Questionnaire (for office use only)

NB: "Once-off vendor" will only be created for extraordinary circumstances, i.e. derailments and other emergency situations. Note that only one (1) purchase order must be created against a "once-off vendor". Should the need arise to use a "once-off vendor" again, then an updated SDF together with the required documentation, is required for a "trade vendor" to be created

Section 1: To be completed by the Transnet Requesting / Sourcing Department															
Vendor Name						Vendor Number									
TFR	TRE	TPT	TPL	TNPA	TCP	TRN									
Create	Unblock	Amend	Extend	Once-Off / Emergency Request											
Supplier's trading name															
Supplier's registered name															
Please indicate if the Supplier has a contract with sourcing Transnet OD						Yes	No								
If yes please submit / furnish details of such a contract (together with the SDF)															
a) What is being procured from the supplier?															
i. Products only		Yes	No												
ii. Services only		Yes	No												
iii. Labour only		Yes	No												
iv. Mix of services and products		Yes	No												
v. Mix of services and labour		Yes	No												
b) If your answer is YES to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant PAYE questionnaires have been forwarded to the appropriate Transnet Operational Divisions' decision making bodies / Strategic Supply Management team for a directive /decision on tax withholding from payments to this supplier.															
Yes		No													
c) If your reply to (b) is "NO" , please furnish reasons :															
d) Advise on the Detailed Procurement Process (DPP) / Procurement Mechanism that was followed (Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2008 on the Intranet)															
Name		Grade		Date				Signature							
				Y	Y	Y	Y	M	M	D	D				
Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)															
NARROW BASED (NB)				BROADBASED (BBBEE)											
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE							
Name		Grade		Date				Signature							
				Y	Y	Y	Y	M	M	D	D				
				Y	Y	Y	Y	M	M	D	D				
Section 3: To be completed by Supplier Management															
I hereby approve		disapprove		this application											
Name		Grade		Date				Signature							
				Y	Y	Y	Y	M	M	D	D				
Vendor Number		Date captured on SAP				Recon Account									

FRAUD HOTLINE

Transnet strives to be fair, equitable and just in all its dealings with tenderers. As such we encourage all tenderers to report any practice, activity or information that they are aware of or become aware of which may result in any perception of or actual fraud being committed against or in the name of Transnet. The hotline details are:-

Hotline telephone: 0800 003 056

Email: transnet@tip-offs.com

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

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