



RFQ:HOAC-EFQ-5701

DESCRIPTION

UPGRADE OF H-FRAMES AND BRIDGE TERMINATIONS FROM ANGUS TO ALLOY FOR ISANDO CENTRAL

ISSUE DATE : 13 OCTOBER 2009

CLOSING DATE: 03 NOVEMBER 2009 (10H00)

OPTION DATE : 28 JANUARY 2010

A COMPULSORY information session will be held on the 19th October 2009 at the following:

Venue: 1 Anvil Road
Transnet Building
6th Floor Boardroom
Isando
Time: 09H00-till late

TENDER BOX

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

TENDER ENVELOPE TO BE MARKED AS FOLLOWS:

TENDER NUMBER: RFQ:HOAC-EFQ-5701:UPGRADE OF H-FRAMES AND BRIDGE TERMINATIONS FROM ANGUS TO ALLOY FOR ISANDO CENTRAL.



REQUISITION FOR QUOTATION

MESSRS:

Tel (011)
 Fax (011)

ISSUE DATE 13-10 -09

CLOSING DATE 03-11-2009 (10h00)

SUPPLY CHAIN SERVICES
Contact: Winston Baloyi
Tel: 011 584 0606

Prices in South African currency, including all costs.			
to consignee			
ITEM NO:	DESCRIPTION	QTY	Price per each
1.	As per attached "Schedule of Quantities" (Refer to page 8-17)		
2.Prices must be V.A.T. exclusive			
3. Direct delivered to:	Between Natalspruit and Vereeniging Aletta Matsepe 011 570 7572 (For directions or technical issues)		
4.Contact person:			

5. COMPULSORY DOCUMENTS

NOTE:

5.1. Return of tender documents

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

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

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

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

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

SIGNATURE OF TENDERER: _____ Date: _____

7. BUSINESS ADJUDICATION CRITERIA :

7.1. "Order winning criteria"

7.1.1. Total price for installing complete H-Frames

7.1.2. Total price for installing complete bridge

7.2. "Technical"

7.2.1. Specification compliance

7.2.2. Attendance register

7.2.3. Delivery period

7.2.3.1. State completion date

7.2.4. Engineers Qualifications

7.2.4.1. Provide certified copies

7.2.5. Guarantees/Warrantees

7.2.5.1. Provide certified proof

7.2.6. References/track records

7.2.6.1. Provide proof

7.3. "BBBEE"

7.3.1. Provide BBBEE level Certification

PRIEVIEW COPY ONLY

SIGNATURE OF TENDERER: _____

Date: _____



8 .TENDER SITE MEETING:

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

Venue : 1 Anvil Road
Transnet Building
6th Floor Boardroom
Isando
Time : 09h00 till late
Date : 19th October 2009

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

Contact people on sites: (Aletta Matsepe tel: 011 570 7572 OR 083 681 7382)

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:** _____



COMPANY INFORMATION

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

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

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

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SIGNATURE OF TENDERER:

Date: _____

10. 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 R300000 will be evaluated accordingly. All transactions below R300000 will as far as possible be earmarked for EME’s.

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

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

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

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

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

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

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



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

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

Turnover: Indicate your company's most recent annual turnover:
R.....

- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

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

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

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

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

DTI BBBEE UNIQUE PROFILE NUMBER:
.....

10.6.Failure to submit your BBBEE information in terms of 10.3 and/or 10.5 (above) will result in a score of zero being allocated for BBBEE evaluation.

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



Contract Data

The Employer is

Name Transnet freight rail
Address 7th Floor, Room 701, 1 ANVIL, ISANDO
Telephone (011) 570-7247 Fax No. (011) 570-7006
E-mail aletta.matsepe@transnet.net

The work is

UPGRADE OF H-FRAMES AND BRIDGE TERMINATIONS FROM ANGUS TO ALLOY FOR ISANDO CENTRAL.

The site is
 The starting date is
 The completion date is
 The reply period is weeks
 The defects date is weeks after completion

The defect correction period is weeks
 The delay damages are per day
 The assessment day is the of each month
 The retention is %
 Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply? **No**

The Adjudicator is

Name
Address
Telephone Fax No.
E-mail



Contract Data

The interest rate on late payment is % per complete week of delay.

The *Contractor* is not liable to the *Employer* for loss of or damage to the *Employer's* property in excess of..... for any one event.

The *Employer* provides this
Insurance

The minimum amount of cover for the third insurance stated in the
Insurance Table is

The minimum amount of cover for the fourth insurance stated in the
Insurance Table is

The adjudicator nominating
body is

The tribunal is

If the tribunal is arbitration,
the arbitration procedure is

The *conditions of contract* are the NEC3 Engineering and Construction Short Contract (June 2005) and the following additional conditions

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

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Contract Data

The Contractor's Offer

The Contractor is

Name

Address

.....

Telephone **Fax No.**

E-mail

The percentage for overheads and profit added to the Defined Cost for people is.....%

The percentage for overheads and profit added to other Defined Cost is..... %.

The Contractor offers to Provide the Works in accordance with the conditions of contract for an amount to be determined in accordance with the conditions of contract.

The offered total of the Prices is

Signed on behalf of the Contractor

Name

Position

Signature **Date**

The Employer's Acceptance

The Employer accepts the Contractor's Offer to Provide the Works

Signed on behalf of the Employer

Name

Position

Signature **Date**

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PROJECT SPECIFICATION FOR

UPGRADE OF H-FRAMES AND BRIDGE TERMINATIONS FROM ANGUS TO ALLOY FOR ISANDO CENTRAL.

1. SCOPE

- 1.1 This project specification covers requirements for the upgrade of H-frames from Angus to Alloy.
- 1.2 The contractor shall extract the existing electrical equipment from the H-Frames and install the new equipment, such as lig strain insulators, link switches, and fuse links.
- 1.3 The contractor must also do bonding of the system.
- 1.4 This project specification also covers for the termination of bridges.
- 1.5 The H-Frames must be replaced at location: (22/11), (22/12), (41/8a), (41/9), (46/1a), (50/7), (54/14), (49/14), (36/6), and (36/14b)
- 1.6 The Bridge terminations must be done at locations: (21/5), (21/6), (22/16), (28/10), (28/11), (37/8), (37/9), (41/2), (44/2), (23/1), (32/9) and (32/12).

2. STANDARDS

- 2.1 Unless otherwise specified all materials and equipment supplied shall comply with the current edition of the relevant SANS, BS, IEC, or Transnet Freight Rail publication where applicable.
- 2.2 The following publication is referred to in this specification:

2.2.1 TRANSNET FREIGHT RAIL PUBLICATIONS

CEE-0012 of 2002 Method of Tendering

CEE-0177-ISS-86	Code of practice, earth system for electric light and power and traction installation
BBB0845	Requirements for metal oxide surge arrestors without gaps for AC systems in accordance with SANS 60099-4.
CEE-026-ISS-1.PDF	Earthing of electric power and light equipment, associated with 3kV DC electrification
SANS 0142	Wiring code
BBB7842.PDF	Outdoor, high voltage AC disconnects combined with earthing switches.
CEE0005.87.PDF	11kV 50Hz AC outdoor fuses cut-outs of continuous current rating 100A and fitted with fast acting fuses.
CEE-PA-41	Earthing
CEE-TU-35	Bonding mast to rail.

- 2.3. Any item offered in accordance with the standards will be considered at the sole discretion of the Transnet Freight Rail. The tender shall supply the details stating where the item differs from these specifications as well as supply a copy (in English) of the recognised standard specifications with which it complies.

3. DESCRIPTION OF WORK

- 3.1 The contractor shall perform the job as follows at Alloy to Angus.
- 3.2 The work must be done at the following points on the track:
- 3.3 All material from the H/frame mast such as suspension insulator, link switches, must be delivered back to Sentrarrand Transn Rail Depot.
- 3.4 Painting of masts shall be done in accordance with Appendix 3 specifications CEE.0018.86 and CEE00.19.85 and other relat specifications mentioned in the appendices.
- 3.5 All new outdoor steel work shall be galvanised in accordance with SANS 763.
- 3.6 The contractor shall at all times comply with the requirements of specification No.E7/1 when working on, over, under or adj: railway line.
- 3.7 All work methods, tools and equipment shall comply with the requirements of the Occupational, Health and Safety Act, Act 1 1993.
- 3.8 The contractor shall do cable according to specification CEE-026-ISS-1.1.PDF and SANS 0142.
- 3.9 Install lightning arrestors three, 11kV according to specification BB37842.PDF.
- 3.10 Install fuse links according to specification SANS IEC 280.
- 3.11 Install two link switches, which are manually operated for isolating 6.6kV.
- 3.12 Install a new spark gap according to specification CEE-PA-41
- 3.13 Earthing of the whole system must be done according to specification CEE-0177-ISS-86.

4.0 DURATION OF WORK

- 4.1 The completion date of work shall not be later than 30 working days after notification date/letter/has been issued to the successful Contractor, stating that this work/ contract has been awarded to him/her.

5.0 WORK TO BE DONE BY TRANSNET

- 5.1 Transnet Freight Rail will have a certified person on site at all times for isolating of electrical equipment and issuing of work permits. Permits will be continuous with times: 08:00-16:00
- 5.2 All material removed must be handed back to Transnet Freight Rail.

6.0 MATERIAL TO BE SUPPLIED BY CONTRACTOR

- 6.1 Transnet Freight Rail will supply no material and the contractor will supply the material used.

6.2 MATERIAL LIST

- 6.2.1 Three Lightning Arrestors 11kV
- 6.2.2 Three Fuse Links 11kV
- 6.2.3 Four earth spikes chemically coated
- 6.2.4 Spark gap
- 6.2.5 50mm² Copper wire
- 6.2.6 PVC steel wire.
- 6.2.7 Standard meter box.

7.0 SAFETY

- 7.1 The contractor shall in particular comply with the following acts:
 - 7.1.1 The compensation for occupational injuries and diseases and injuries act No.130 of 1993.
 - 7.1.2 The occupation health and safety act 85 (1993).
- 7.2 The contractor will ensure that a competent supervisor will oversee the safe running and completion of the work and related activities.
- 7.3 The contractor will issue all workers employed by him with the necessary protection clothing applicable to the type of work being performed.
- 7.4 The contractor must see that all his workers are in a safe area and that refers to
 - 7.4.1 Being alert at all times for trains.
 - 7.4.2 Not climbing masts.
 - 7.4.3 Staying away from live electrical wires.

8.0 INSPECTION OF THE WORK

- 8.1 All work done by the contractor will be inspected after completion by the contract Manager and the Technical officer for compliance with Transnet Freight Rail standards.
- 8.2 Acceptance by the Technical Officer of satisfactory completion of the work does not at all restrict the contractor from his obligation to rectify defects, which may have been overlooked or become evident at a later stage.
- 8.3 The work is found satisfactory and Transnet Freight Rail land is left as found in the same condition or better, a certificate of completion will be issued and the Contract will be considered complete.

9.0 TEST

- 9.1 The contractor shall be responsible for carrying out on-site tests and commissioning of the equipment installed in terms of this specification and the contractual agreement.
- 9.2 Functional on-site tests shall be on all items of equipment and circuitry to prove the proper functioning and installation thereof. The contractor shall submit a detailed list of on-site tests for approval by the technical Officer.

9.3 The contractor shall arrange for the Technical Officer or his representative to be present to witness the on-site tests at the site

9.3.1 On-site tests shall include the following:

- The functionality of all electrical circuitry.
- Earth continuity test

9.3.2 At the completion of the on-site tests the Technical Officer or his representative shall either sign the test sheet (supplied by the contractor) as having witnessed the satisfactory completion thereof, or hand to the contractor a list of defects requiring rectification.

9.4 Upon rectification of defects the contractor shall arrange for the Technical Officer or his representative to certify satisfactory completion of on-site tests for the cables.

9.5 Acceptance by the Technical Officer of satisfactory completion of on-site tests in no way relieves the contractor of his obligation to rectify defects which may have been overlooked or become evident at a later stage.

10.0 COMMISSIONING OF EQUIPMENT

10.1 Commissioning will only take place after all defects have been rectified to the satisfaction of the Manager.

10.2 Commissioning will include the energizing of equipment from the sub-feeder to the link switches. The contractor must prove the satisfactory operation of equipment under live conditions.

10.3 On completion of commissioning the contractor will hand the equipment over to the Technical Officer in terms of the relevant instruction.

11.0 TENDERING PROCEDURE

11.1 Tenderers shall indicate clause-by-clause compliance with the specifications. This shall take the form of a separate document listing all the specifications clause numbers indicating the individual statement of compliance or non-compliance. Tenderers to elaborate on their response to a clause can use this document.

11.2 The tenderer shall motivate a statement of non-compliance.

11.3 Where equipment offered does not comply with standards or publications referred to in the specification, tenderers shall state which standards apply and submit a copy in English.

11.4 Equipment type tests certificates as specified shall be submitted with the tender. These shall be in English or a certified translation

11.5 Tenderers shall submit descriptive literature consisting of detailed technical specifications.

11.6 The Contractor shall supply a site diary. The book shall be used to record any unusual events during the period of the work. Any delays to the work shall be also be recorded such as delays caused by poor weather conditions, delays caused by permits being cancelled etc. The appointed Technical Officer must countersign such delays. Other delays such as non-availability of equipment from 3rd party suppliers must be communicated to the Manager in writing.

11.7 The Contractor shall supply a site instruction book. This book shall be used to record any instructions to the Contractor regarding problems encountered on site – for example the quality of work or the placement of equipment. This book will be filled in by the Technical Officer or Manager and must be countersigned by the Contractor.

11.8 Both books mentioned in 8.6 and 8.7 shall be the property of Transnet Freight Rail and shall be handed over to the Technical Officer or Manager on the day of energizing or handing over.

11.9 Site diaries must accompany the claim certificate for payment in order for the certificate to be processed.

- 11.10 The Contractor shall provide a calculation book that must be used to record material as it is used on site. This book shall be in triplicate and copies shall accompany the claim certificate.

12.0 GUARANTEE AND DEFECTS

- 12.1 The Contractor shall guarantee the satisfactory operation of the complete electrical installation supplied and installed by him and accept liability for maker's defects, which may appear in design, materials and workmanship.
- 12.2 The guarantee period for all material installed shall expire after:
- A period of 12 months commencing on the date of completion of the contract or the date the equipment is handed over to Transnet Freight Rail whichever is later.
- 12.3 Any specific type of fault occurring three times within the guarantee period and which cannot be proven to be due to other faulty equipment not forming part of this contract e.g., faulty locomotive or overhead track equipment, etc., shall automatically be deemed an inherent defect. Such inherent defect shall be fully rectified to the satisfaction of the Manager and at the cost of the Contractor.
- 12.4 If urgent repairs have to be carried out by Transnet Freight Rail staff to maintain supply during the guarantee period the Contractor shall inspect such repairs to ensure that the guarantee period is not affected and should they be covered by the guarantee, reimburse Transnet Freight Rail the cost of material and labour.
- 12.5 Any defects discovered within the guarantee period and which cannot be proven to be due to other factors not forming part of this contract e.g. Vandalism e.t.c. shall automatically be deemed an inherent defect. Such inherent defect shall be fully rectified to the satisfaction of the Technical Officer and at the cost of the contractor.
- 12.6 All payments will be made after the work is found to be satisfactory and Transnet Freight Rail land is left in better condition as found.

13.0 PENALTIES

- 13.1 Should the contractor fails to complete the work by the date stipulated in the contract, or such extended date (s) as may be allowed by Transnet Freight Rail, he shall pay to Transnet Freight Rail as penalties in terms of conventional penalties act.1996 as amended, the prescribed amount for each date or part thereof during which the work remain incomplete.

-----End-----

(REGISTRATION NO. 1990/000900/06)
 TRADING AS TRANSNET FREIGHT RAIL
 SCHEDULE OF QUANTITIES

TENDER NO.

SCHEDULE OF WORK AND PRICES				
DESCRIPTION	QUANTIT Y	UNIT	RATE	AMOUNT
MATERIAL REQUIRED				
1. 50mm ² Cu. wire.	516	m	-----	
2. 11 kV lightning arrestors	99	Each	x	
3. 11kV HRC Fuses 2.5A, 1A	30	Each	xx	
4. PVC steel wire 97mm ²	162	m	x	
5. Solid & chemically coated earth- spike 1.2 m long.	264	Each	x	
6. Water meter box	33	Each	x	
7. Spark gap	33	Each	x	
8. Lug + nut + bolt 100mm ² & 20mm ² stud	86	Each	x	
9. Suspension Insulators	72	Each	x	
10. Removal of material				
11. Install complete H-Frame	10			
12. Install complete Bridge.				
11. Transportation				
11. Transportation				

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SCHEDULE OF WORK AND PRICES				
DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
WORK TO BE DONE: Material to be installed by contractor.				
1. 50mm² Cu. wire.	516	m		
2. 11 kV lightning arrestors	99	Each		
3. 11kV HRC Fuses	30	Each		
4. PVC steel wire 97mm²	162	m		
5. Solid & chemically coated earth- spike 1.2 m long.	264	Each		
6. Water meter box	33	Each		
7. Spark gap	33	Each		
8. Lug + nut + bolt 100mm² & 20mm² stud	86	Each		
9. Suspension Insulators	72	Each		
10. Removal of material				
11. Transportation of material				

NOTE:

1. The quantities given are provisional and are included for the sole purpose of evaluating the tender amount. These quantities may be altered, if necessary, on the sole discretion of the Engineer.
2. The prices quoted will be valid for at least 90 days.

TOTAL FOR SCHEDULE OF QUANTITIES	R
ADD 14% VAT	R
TOTAL FOR TENDER	R



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				
				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	CONTR. 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								



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 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