



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

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

ISSUE DATE : 30 AUGUST 2010
CLOSING DATE : 14 SEPTEMBER 2010
OPTION DATE : 30 NOVEMBER 2010
CLOSING TIME : 10H00
BRIEFING DATE : 10 SEPTEMBER 2010
BRIEFING TIME : 10H00
**VENUE : 34 MAIN STREET
WELGEDAG LOCO**

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:HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

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



REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

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 : HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

NOTICE TO BIDDERS

Refer Document attached hereto

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

On or after 30/08/2010 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 : 34 MAIN STREET

WELGEDAG LOCO

Time : 10h00

Date : 10 SEPTEMBER 2010

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:



Tender No : HOAC/HO/6453
Description : RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

Closing date and time : 14 SEPTEMBER 2010 at 10h00
Closing address (refer options below)

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 07 SEPTEMBER 2010
 2. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
 3. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
 4. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
 5. TRANSNET shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.



6. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.
7. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.

8. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)**

TRANSNET fully endorses and supports the South African Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would accordingly allow a “preference” in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended) to companies who provide a BBBEE accreditation Certificate. All procurement and disposal transactions in excess of R30000 will be evaluated accordingly. All transactions below R30000 will as far as possible be earmarked for EME’s.

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

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

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

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

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

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

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

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

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

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



- Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition
- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 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

8.1 In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Proposals the percentage of the total contract value which would be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

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

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

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

R.....

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

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

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

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

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



DTI BBBEE UNIQUE PROFILE NUMBER:

.....

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

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

8. **COMMUNICATION**

9.

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

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

10. **RFQ SCHEDULE**

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

10.1 **INSTRUCTIONS FOR COMPLETING THE RFQ**

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

11. **COMPLIANCE**

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

12. **ADDITIONAL NOTES:**

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



- TRANSNET reserves the right to undertake post-tender negotiations with the preferred Respondent or any number of short-listed Respondents

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

**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: _____
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**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 :HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

REQUISITION FOR QUOTATION

COMPANY NAME:

.....

.....

.....

Tel (011)
Fax (011)

ISSUE DATE 30 -08- 2010

CLOSING DATE 14- 09- 2010 (10h00)

SUPPLY CHAIN SERVICES

Contact: Esther Tyam
Tel: 011 773 8557
Fax:011 773-2020

Prices in South African currency, including all costs.

Direct to consignees

ITEM NO:	DESCRIPTION		
1.	RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG		
Total price for the service			
2.Prices must be V.A.T. exclusive			
3. Direct delivered to:	WELGEDAG		
4.Contact person:	Esther Tyam 011 773-8557		

5.COMPULSARY DOCUMENTS

NOTE

:5.1.Return of tender documents

The tender documents must be submitted on the closing date in **duplicate** and failure



To do so will automatically disqualify your offer.

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

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

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

6. FRAUD HOTLINE

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

Hotline telephone: 0800 003 056

Email: transnet@tip-offs.com

Fax: 0800 007 788

All information received will be treated with the utmost confidentiality

7. BUSINESS ADJUDICATION CRITERIA:

7.1. "Order winning criteria"

7.1.1. Total Price for the service

7.2. "Technical"

7.2.1 Previous reference

7.3. "BBBEE"

7.3.1. Provide BBBEE level Certification

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



SECTION 3

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER : HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

CERTIFICATE OF ATTENDANCE

Refer Document attached hereto

8. RFQ SITE MEETING:

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

VENUE : **34 MAIN STREET**
WELGEDAG LOCO

Time : **10h00**

Date : **10 SEPTEMBER 2010**

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:

.....

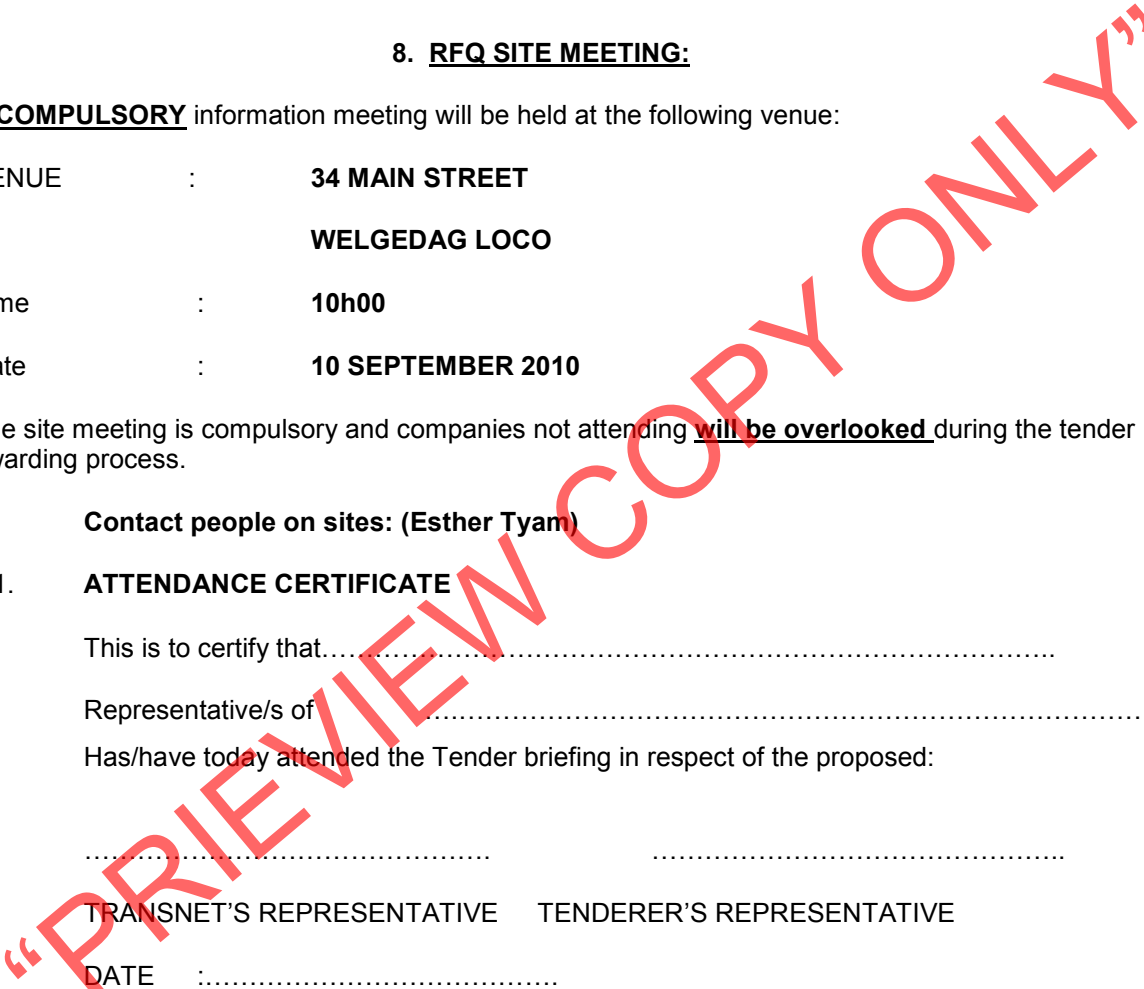
TRANSNET’S REPRESENTATIVE TENDERER’S REPRESENTATIVE

DATE :

VERY IMPORTANT

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

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





REFERENCES

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

“PREVIEW COPY ONLY”

SIGNATURE OF TENDERER:

Date: _____



SECTION 4

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

SCOPE OF WORK

Refer Document attached hereto

"PREVIEW COPY ONLY"

SIGNATURE OF TENDERER:

Date: _____



	Description	Quantity	Unit	Price	Amount
	Civil work				
1	Remove air vents and close up wholes.	4	EA		
2	Remove roll up garage door.	2	EA		
3	Smooth plaster to interior walls.	0.50	M2		
4	Provide aliminium partition colour White One door and Two sidelite as per sketch to fit in opening 2.43 x 2.14 m	1	EA		
5	Provide aliminium partition colour White One glass panel and Two sidelite as per sketch to fit in opening 2.43 x 2.14 m	1	EA		
6	Supply and fit suspended ceiling Don shield T38 system Fissured type boards JVT 1200 x 600mm.	36	M ²		
7	Supply and fit vertical blinds code 2. Savanna Navy Turquoise 198. To fit in opening 2.43 x 2.14 Supplier must take own measure mints.	2	EA		
8	Supply and lay Berber point 920 Nile blue wall to wall carpet include strips at doors	36	M ²		
9	Supply and fit Burglar bar grids onto existing aluminium window openings.	8	EA		
10	Supply and fit Heavy duty door closer to aluminium door.	1	Ea		
11	Apply Two coats Dulux Air stream to exterior lintels..	2	M ²		
12	Apply primer and Two coats H/G to Gutter and Down pipe. Colour White.	1.50	M		
13	Apply U/C and Dulux Eggshell enamel Barely Beige code 3H1-1. To interior walls.	50	M ²		
14	Clear site.	1	JOB		
				TOTAL	
	Electrical work.				
1	Supply and install 24 000 Btu ceiling cassette split units.	1	Ea		
2	Supply and install 600 x1200 3 tubes recessed fluoescent fittings with 3 meters core and 6 amp plug top complete.	6	Ea		
3	Supply and install 6 amp un switched	6	Ea		



	socket outlets.				
4	Supply and install 70 watt MH Flood light with switch and day night control complete	1	Job		
5	Supply and install Hammertone grey double channel power skirting with bends and end caps complete.	30	M		
6	Chase light switch, distribution board, all pipes and cables into wall as well as socket outlet into floor.	1	Job		
7	Supply and install 24 way distribution board into wall with all switches complete.	1	Job		
8	Supply and install (trench) x50 meters 16 mm 4 core SWA Cable and 10 mm bare copper earth.	50	Ea		
9	Supply and install single power skirting socket outlets.	6	Ea		
10	Certificate of Compliance.	1	Job		
				TOTAL	

Received _____
 Opened on _____
 Witness: _____
 Witness: _____

GROSS TOTAL R _____

14% V.A.T. R _____

AMOUNT DUE R R _____

SCHEDULE OF WORK AND PRICES

	Description	Quantity	Unit	Price	Amount
	Civil work				
1	Remove ceiling boards for scrap. Ablutions and passage.	63	M ²		
2	Remove ceramic floor tiles and skirting's ablutions and offices.	118	M ²		
3	Remove wall tile at sink.	4	M ²		
4	Move existing sink to new position in	1	JOB		



	kitchen.				
5	Remove window sills in kitchen.	3.84	M		
6	Remove and replace GI. 75 x 100mm Down pipe	1	EA		
7	Make 50MM hole through face brick wall for waste pipe.	1	JOB		
8	Remove and replace brick paving to provide new Gulley.	1	M ²		
9	Excavate in ground for new sewerage.	2	M ³		
10	Provide new gulley complete with concrete top and grid.	1	EA		
11	Supply and lay new 110 mm dia sewerage pipe and connect up to existing sewerage.	8	M		
12	Supply and install a Roding Eye in pipe line.	1	EA		
13	Supply and lay 10 M 15mm copper pipe to kitchen with stop cock.	1	JOB		
14	Supply stop cock for Hydro boil above sink.	1	EA		
15	Supply and fit One Hole Cobra sink mixer to sink.	1	EA		
16	Supply and lay 15mm copper pipe from geyser to sink. Including chasing of wall.	1	JOB		
17	Clean Bottle traps at basins.	4	EA		
18	Replace cistern washers.	4	EA		
19	Repair leaking toilet.	1	JOB		
20	Remove Security gates at kitchen.	1	JOB		
21	Fasten basin to wall.	1	JOB		
22	Fasten indicator bolt to door.	1	JOB		
23	Replace peg stay,	1	EA		
24	Plain bottom of office door.	1	JOB		
25	Supply and fit Brass barrel bolts. Same as existing. Kitchen double doors.	2	EA		
26	Supply and fit Exco mort ice lock kitchen door.	1	EA		
27	Supply and install 3mm Nu tex ceiling boards complete with Rhino cornice.	63	M ²		
28	Supply and lay wall to wall Carpets Berber point 920 Nile blue include carpet strips at all doors.	72	M ²		
29	Remove shelves from kitchen walls.	1	JOB		
30	Chip and apply grip coat to previous painted walls one day before tiling. (Kitchen)	34	M ²		
31	Plaster window sills.	1	M ²		
32	Supply and lay first grade Johnson wall tiles 0.20 x 0.20 M color white with Dove Grey grout and protection strip at all exterior corners. In Kitchen (Up to ceiling height)	35	M ²		
33	Supply and lay first Class Johnson floor tiles	70	M ²		



	0.330 x 0.330 M (GN573 Light Grey) 5MM joints Dove Grey grout With Aluminum Protection strips at doors and openings. (Include 75mm tile skirting)				
34	Supply and fit Aluminium glass door and frame to fit in opening 1.20 x 2.20 M in passage complete with mort ice lock. Clour White.	2	EA		
35	Supply and fit door closer to aliminium door.	2	EA		
36	Remove and replace clear glass 0.22 x 0.29m	2	EA		
37	Supply and fit vertical blinds code 2. Savanna Navy Turquoise 198. To fit in steel window Type: D2 (0.97 x 1.19). Supplier must take own measure mints.	15	EA		
38	Supply and fit vertical blinds code 2. Savanna Navy Turquoise 198. To fit in steel window Type: SS31 (1.28 x 0.49). Supplier must take own measure mints.	2	EA		
39	Supply and fit vertical blinds code 2. Savanna Navy Turquoise 198. To fit in steel window Type: E2 (0.97 x 0.61). Supplier must take own measure mints.	3	EA		
40	Apply Primer U/C and Dulux Dora 65 PVA to ceilings ²	63	M ²		
41	Apply U/C and Dulux Dora 65 PVA to ceilings	81	M ²		
42	Apply U/C and Dulux Eggshell enamel Barely Beige code 3H1-1. to interior walls.	153	M ²		
43	Apply Two coats varnish to doors.	7	EA		
44	Paint door U/C and H/G White.	4	EA		
45	Paint door frames U/c and H/G White.	10	EA		
46	Paint pipes U/C and H/G.	1	JOB		
47	Paint window sills U/C and Grecian grey.	2.50	M ²		
48	Paint steel windows and b/bars U/C and H/G white Include repairs on front and back putty. Type D2	15	EA		
49	Type: E2	14	EA		
50	Type: SS31	3	EA		
51	Apply two coats White to security gate.	2	EA		
52	Paint Barge Boards U/C + Dulux Dora 65 PVA.white.	2.50	M ²		
53	Paint Fascia Barge Boards U/C + Dulux Dora 65 PVA.white.	5.60	M ²		
54	Apply Primer U/C and H/G to gutters and down pipes.	14	M		
55	Hire of S.A.S. proved scaffolding and boards.	1	JOB		
56	Clear sites.	1	JOB		
				Total	



Electrical work.					
1	Supply and install 20 000 Btu ceiling cassette split units.	1	Ea		
2	Supply and install 9 000 Btu wall type split units.	1	Ea		
3	Supply and install 70 watt MH Flood light with switch and day night control complete	2	Job		
4	Supply and install Hammer tone grey double channel power skirting with bends and end caps complete.	30	M		
5	Raise socket outlets to above counter level	3	Ea		
6	Remove existing bulkheads.	18	Ea		
7	Supply and install 4 ft double tube splash proof fluorescent fittings with lamps complete.	13	Ea		
8	Supply and install x3 4 ft open channel fluorescent fittings.	3	Ea		
9	Supply and install single power skirting socket outlets.	10	Ea		
10	Remove x2 heaters	2	Ea		
11	Supply and install 2Kw Tempadair convection heater with isolator complete.	1	Ea		
12	Certificate of Compliance.	1	Job		
				Total	

Received _____:
 Opened on _____
 Witness: _____
 Witness: _____

GROSS TOTAL R _____

14% V.A.T. R _____

AMOUNT DUE R R _____



SCHEDULE OF WORK AND PRICES

	Description	Quantity	Unit	Price	Amount
	Civil work				
1	Remove ceiling boards for scrap old kitchen only.	26	M ²		
2	Remove broken ceramic floor tiles	6	M ²		
3	Remove wall tile	6	M ²		
4	Remove benches for scrap.	3	EA		
5	Remove notice board from wall	1	JOB		
6	Remove shelves from store room walls.	1	JOB		
7	Demolish One brick wall.	7	M ²		
8	Make opening in half brick wall for window 2.40 x 1.00 M	1	JOB		
9	Supply and build in 115mm pre cast concrete lintel.	2.70	M		
10	Smooth plaster to interior walls.	28	M ²		
11	Supply and fit suspended ceiling Don shield T38 system Fissured type boards JVT 1200 x 600mm.	26	M ²		
12	Supply and fit Alimuminium sliding window in opening. Natural color with catch lock. (1.40 x 1.00)	1	EA		
13	Supply and fit vertical blinds code 2. Savanna Navy Turquoise 198. To fit type D4FH steel window 1.51 x 1.25M Supplier must take own measure mints.	4	EA		
14	Supply and fit vertical blinds code 2. Savanna Navy Turquoise 198. To fit type NE4 steel window 1.51 x 0.65M Supplier must take own measure mints.	3	EA		
15	Supply and lay first Class Johnson floor tiles 0.330 x 0.330 M (GN572 Mid Grey) 5MM joints Dove Grey grout include tile skirting's.	6	M ²		
16	Supply and fit Post Form work tops against both sides of walls at sliding window. 3.50 M	2	EA		
17	By using 76 x 76 x 1.6mm Square tubing and 1.6 mm flat steel manufacture and fit legs with flanges for work tops.	6	EA		
18	By using a brush and soap clean interior Face bricks.	60	M ²		



19	Apply two coats Clear Brick Dressing to Face bricks.	60	M ²		
20	Apply Two coats Dulux Dora 65 PVA to ceilings.	15	M ²		
21	Paint door frames U/C + H/G white.	2	EA		
22	Paint door U/C + H/G white.	2	EA		
23	Paint W/sills Grecian grey.	1	M ²		
24	Apply primer; U/C and Eggshell enamel Barley Beige code 3H1-1 to new plaster walls.	22	M ²		
25	Apply primer and Two coats aluminium to work top legs.	1	M ²		
26	Hire of S.A.S. proved scaffolding and boards.	1	JOB		
27	Clear sites.	1	JOB		
				Total	
	Electrical work.				
1	Supply and install 18 000 Btu Wall split units.	1	Ea		
2	Supply and install 600 x1200 3 tube recessed fluourescent fittings with 3 meters cor and 6 amp plug top complete.	2	Ea		
3	Supply and install 6 amp un switched socket outlets.	2	Ea		
				Total	
	Received _____:				
	Opened on _____				
	Witness: _____				
	Witness: _____				
				GROSS TOTAL R _____	
				14% V.A.T. R _____	
				AMOUNT DUE R R _____	



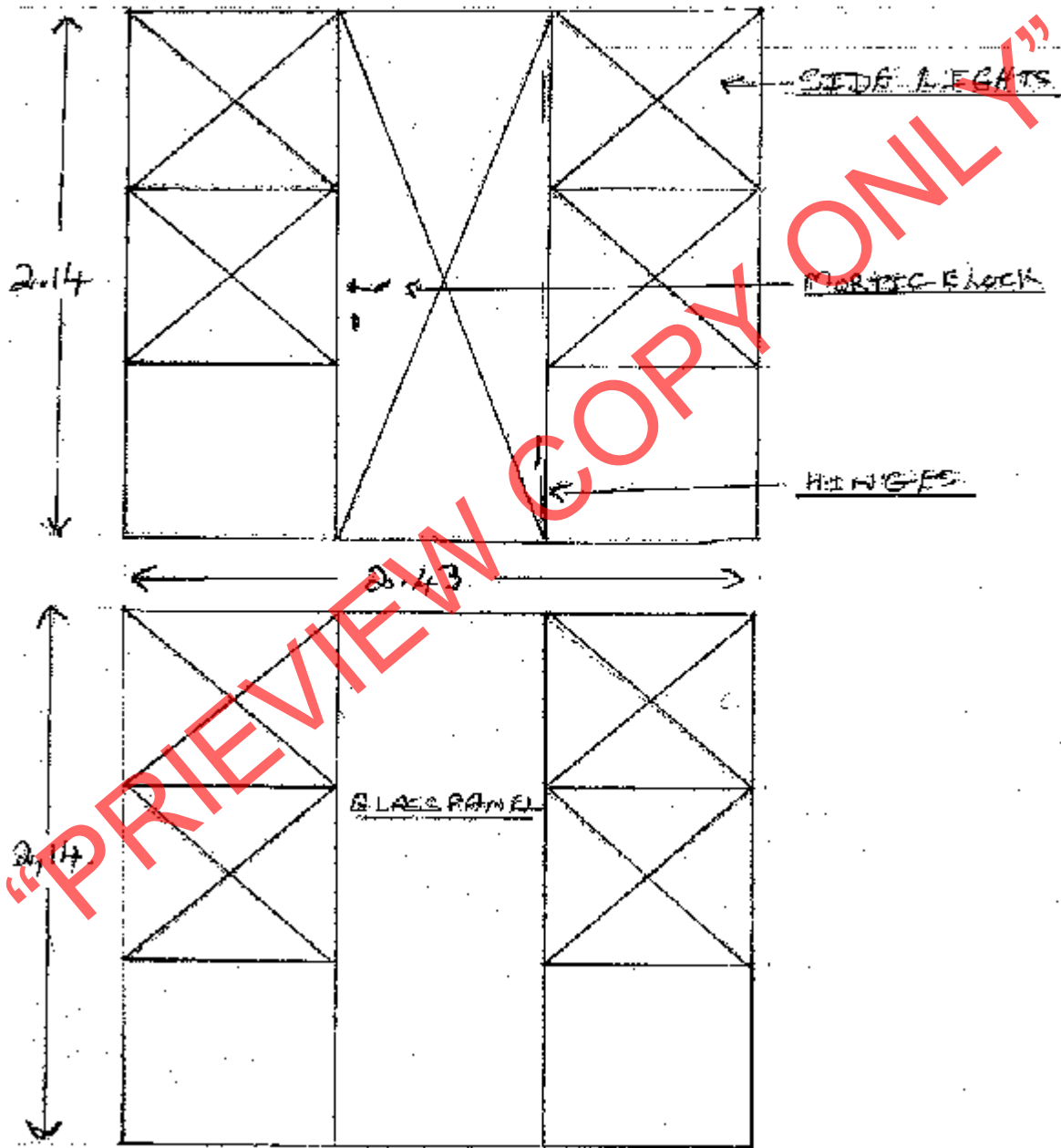
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ACCESS P.001 P.001

02ZB104 WELGEDA

ALUMINIUM AND GLASS WORK

COLOUR WHITE





APPENDIX 1

- 1.0 SCOPE**
- 2.0 GLOSARY TERMS**
- 3.0 INFORMATION REQUIRED FROM TENDERERS**
- 4.0 REFERENCES**
- 5.0 INSTALLATION**
- 6.0 CIVIL WORK**
- 7.0 ELECTRICAL WORK**
- 8.0 ELECTICAL SUPPLY SYSTEM**
- 9.0 SERVICE CONDITIONS**
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- 12.0 COMMISSIONING OF EQUIPMENT**
- 13.0 GUARANTEE**
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APPENDIX 2

PROJECT SPECIFICATION

- 1.0 SCOPE**
- 2.0 DRAWINGS AND HEATLOAD CALCULATION**
- 3.0 AIR-CONDITIONING UNITS**
- 4.0 ELECTRICAL WORKS.**
- 5.0 SITE INSPECTION**
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APPENDIX 3

TECHNICAL DATA SHEET

APPENDIX 4

SCHEDULE OF REQUIREMENTS & DEVIATIONS

APPENDIX 5

SCHEDULE OF WORK AND PRICES



APPENDIX 1

1.0 SCOPE

1. This appendix together with accompanying appendix 2 and 3 calls for the supply, installation and commissioning of air conditioners and electrical works which shall in all respects comply to SABS 1125, SABS 0147 and SANS 10142-1.

2.0 GLOSARY OF TERMS

- 2.1 MOS Act means the Machinery and Occupational Safety Act (Act 6of 1983)
- 2.2 OHS Act means the Occupational Health and Safety Act (Act85 of 1993)
- 2.3 SANS means the South African National Standards.
- 2.4 SANS 10142-1 means the code of practice for wiring of premises, part 1:Low voltage installations, edition 1.01 of 2003.
- 2.5 SANS 10114-1 means the interior lighting regulation, part 1:Artificial lighting of interiors, edition 2.01 of 1998

3.0 INFORMATION REQUIRED FROM TENDERERS.

- 3.1 Tenderers shall state whether the make of room air conditioners offered has been inspected and tested by the South African Bureau of Standards and found to be in compliance with SABS 1125.
- 3.2 Where air conditioners offered have been evaluated by the South African Bureau of Standards, tenderers shall submit copies of the Bureau's reports and findings together with their tender submission.
- 3.3 All name plate information in the order as listed in SABS 1125.
- 3.4 Descriptive pamphlets and brochures of equipment offered.
- 3.5 Noise level rating of air conditioners offered.
- 3.6 An electrical certificate of compliance for work performed.
- 3.7 All electrical material offered shall be SABS approved.



- 3.8 All information requested in appendix 3 accompanying this schedule.
- 3.9 Failure to submit the above information may preclude a tender from consideration.

4.0 REFERENCES.

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

- 4.1 **Occupational Health and Safety Act.**
Act 85 of 1993 - OHS Act
- 4.2 Act 6 of 1983 - MOS Act
- 4.3 **South African Bureau of Standard:-**
SABS 1125 - Standard specification for Room Units.
- 4.4 **South African Bureau of Standards:-**
SANS 10142-1
- 4.5 **South African Bureau of Standards:-**
SANS 10114-1

5.0 INSTALLATION.

- 5.1 Installation of air-conditioners shall be completed in a workmanlike manner and fully in accordance with the manufacturer's installation instructions and specific requirement of Spoornet as laid down in appendix 2.
- 5.2 The air conditioning contractor shall follow the normal rules of good refrigeration practice for pipe sizing, system cleaning, drying, charging and leak testing. All air-conditioning or refrigeration work shall comply to SABS 0147.
- 5.3 Refrigerant pipes shall be insulated with a suitable material such as "armaflex" or similar.
- 5.4 All condensing units shall be mounted against the wall on suitable painted, powder coated or galvanised brackets or bolted on to a proper cast plinth with suitable vibration pads between the foot pieces and the mounting surface.
- 5.5 Manufacturer's installation and operating instructions shall be included in the delivery of air conditioners.
- 5.6 Drain points for condensate water will be available.
The contractor shall connect the condensate water drainpipe to these drain points and ensure that there is proper discharge of condensate water.



- 5.7 If any doubt exists regarding adequate fall of condensate water pipes the air conditioning contractor shall provide a condensate water lift pump.
- 5.8 Unless otherwise stated in appendix 2, the contractor shall be responsible to restore all wall and floor waterproofing were overturned durind construction.
- 5.9 Indoor units shall be installed in a suitable position so as to provide proper air distribution.
- 5.10 Where refrigerant pipes between the indoor and condensing units are exposed, these pipes shall be concealed in egaduct or similar or fastened on to galvanised cable racking. The colour of the respective ducts shall match the colour of the wall it is mounted on.

6.0 CIVIL WORK

- 6.1 Openings in the walls, floors, roofs etc for the air-conditioning equipment will be for the responsibility of the contractor.
- 6.2 The contractor shall ensure that all openings are made weatherproof and that the paintwork be restored to the original colour.
- 6.3 The contrqactor will be responsible to seal off and weatherproof all openings where old equipment has been removed.

13.1 ELECTRICAL WORK

- 7.1 Electrical/control cables exposed within occupied spaces shall be concealed in a suitable duct such as "Egaduct" or similar and on the outside of the building in a suitable PVC or Steel Metal duct.
- 7.2 Electrical/control cables shall be properly secured to ceilings, walls, floors, etc. by means of saddles /polly saddles /cable clips or suitable trunking and shall be protected against any form of mechanical damage.
- 7.3 Suitable cable glands shall be used to all electrical and control cables, enter/exit the unit and or switch boxes.
- 7.4 Unless otherwise stated in appendix 2, the contractor shall provide openings in the walls, roofs or floors for pipes and cables as well as making good thereafter.
- 7.5 Unless otherwise stated in appendix 2, others will provide an electrical supply. Full details at the time of tendering.
- 7.6 All electrical work shall comply to SANS 10142-1.
- 7.7 The contractor shall, when working on distribution boards label all new circuits



as well as any circuits that have been altered or added during the electrical works'

7.8 Where electrical control cables between the indoor and condensing units are exposed, these cables shall be concealed in egaduct or similar or fastened on to galvanised cable racking. The colour of the respective ducts shall match the colour of the wall it is mounted on.

7.9 The contractor shall, when making terminations of any kind, do so in suitable termination boxes, junction boxes or equivalent so that during maintenance Or repair work, all connections can be accessed.

8.0 ELECTRICITY SUPPLY SYSTEM

8.1 The electricity supply system will be three phase, 4 wire, 50Hz alternating current with earthed neutral, at a nominal voltage of 380/220v.

8.2 The voltage may vary within the ranges of 954 percent to 105 percent of the Nominal and equipment offered shall be suitable form successful operation at Any voltage within these ranges.

8.3 The contractor shall separate circuits for lighting, socket outlets etc, so as to be able to balance loads over the phases.

9.0 SERVICE CONDITIONS

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

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

10.0 TENDERING PROCEDURE

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

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

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

10.4 Tenderers shall submit descriptive literature consisting of detailed technical



Specifications, general construction details and principal dimensions, together with clear illustrations of the equipment offered.

- 10.5 The tender shall provide a breakdown in prices stating the tender price and work to be done for each major portion of the of the contract.

11.0 TESTS

- 11.1 The contractor shall be responsible for carrying out all functional tests after installation of units.
- 11.2 The contractor shall arrange with the Manager or his representative to be present to witness the on site tests on the system.

12.0 COMMISSIONING OF EQUIPMENT

- 12.1 Commissioning of equipment will only take place after all defects have been rectified to the satisfaction of the Manager.
- 12.2 On completion of commissioning the contractor will hand the equipment over to the Manager or his representative together with an Electrical Certificate of Compliance with SANS 10142-1.

13.0 GUARANTEE

- 13.1 All equipment shall be guaranteed against faulty workmanship and/or material for a period of 12 months after acceptance of the installation, The contractor shall be required to perform x3 minor services and x1 major service on the air-conditioning equipment during this period.

14.0 MAINTENANCE SCHEDULE

- 14.1 Contractors must submit with their tenders, a maintenance schedule as per the Manufacturer's recommendation for the specific product supplied. The schedule Will include the cleaning (taking into the account the operational environment of the premises) and the replacement cycle of the given device.



APPENDIX 2

PROJECT SPECIFICATION

1.0 SCOPE

- 1.1 This specification calls for the supply, installation and commissioning of air-conditioning equipment as well as electrical works to be completed at Welgedagt , Asset no: - 02ZG124.

2.0 DRAWINGS AND HEATLOAD CALCULATION

- 2.1 The attached sketches indicate the floor plan layout and ceiling layout of the air-conditioned space and Load calculation sheet.

3.0 AIR CONDITIONING UNITS

Boardroom / Old Garage

- 3.1.1 Air-Conditioning shall be achieved by means of x1 24 000 Btu Ceiling cassette split units.
- 3.1.2 Each unit shall have a cooling capacity of no less than 24 000Btu
- 3.1.3 A heating facility is required and shall preferably be reverse cycle operation of no less than 24 000Btu
- 3.1.4 The power supply point (waterproof isolator) will be provided adjacent to each condensing unit by the contractor. Power shall be obtained from the distribution board. The Air-conditioning contractor shall be responsible for the electrical connection between the indoor and outdoor units of the split system air conditioning units.
- 3.1.5 The contractor shall provide a condensate water drain pipe to the outside.

4.0 ELECTRICAL REQUIREMENTS

Old Garage new Boardroom

The contractor shall: -

- 4.1.1 Replace outdoor bulkhead with 70 watt MH flood light with wall switch and day night control complete.
- 4.1.2 Supply and install x30 meters hammertone grey double channel power skirting.
- 4.1.3 Supply and install x6 600 x 1200 3 tube recessed fluorescent fittings with 3 meter flex and 6amp plug top complete.



- 4.1.4 Supply and install x6 6 amp un switched socket outlets.
- 4.1.5 Supply and install x1 prismatic double socket outlet point in the middle of the floor space.
- 4.1.6 Supply and install a 24 way recessed distribution board with all switches complete.
 - a) 60 amp three phase main Isolator.
 - b) 60 amp earth leakage circuit breaker, no overload protection.
 - c) 2xCircuit breaker for plugs.
 - d) 2x Circuit breaker for lights.
 - e) Circuit breaker for air conditioner.
- 4.1.7 Supply and trench x50 meters of 16mm 4 core SWA cable and 10mm clear copper earth.
- 4.1.8 Supply and install 3lever light switch.
- 4.1.9 NB/ Distribution board and all pipes and switches to be chased into wall.
- 4.1.10 The main lighting system shall be wired so that x2 lights and x4 lights are controlled independently from the 3 way switch.

**NB : - All socket outlets, isolators and light switches to be of the “crabtree” brand.
All circuit breakers to be of the “CBI” Brand.
All 70 watt flood lights to be of the eurolux brand (Part no: - FS55)
A “COC” SHALL BE ISSUED ON COMPLETION OF WORKS.**

5.0 SITE INSPECTION

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

6.0 GENERAL

6.1 Should any technical information be required, tenderers may contact Mr. J Labuschagne.(083 704 1725) office (011 773-7632).

6.2 Tenderers shall quote their earliest completion time, as the work is urgently required.

6.3 Brochures of equipment shall be submitted with tenders.

TENDERER'S SIGNATURE DATE



TECHNICAL DATA SHEET

- 1.0 Number of air conditioning units offered _____
- 2.0 Manufacturer of units _____
- 3.0 Make of units _____
- 4.0 Model number of units _____

- 5.0 Cooling capacity of each unit at 22 °C room temperature
_____ kW.
- 5.1 Heating capacity of each unit _____ kW.
- 5.1.1 Type of heating facility (electric element or reverse cycle)

- 6.0 Noise level rating of each unit _____

- 7.0 Electrical power supply required

- 8.0 Installation period _____ working days.

TENDERER'S SIGNATURE DATE

“PREVIEW COPY ONLY”



HOT WORK PERMIT

DATE :

PERMISSION IS GRANTED TO :

TO USEIN THE(Exact Location)

BETWEEN.....a.m. AND.....a.m.

.....p.m.....p.m.

The above location has been examined.

A man will be standing by with an extinguisher/hose reel while the operation is in progress.

There are no combustile liquids,vapours, Gases or dusts.

He and the operatives have had the nearest fire alarm/telephone pointed out to them and have been told what to do in the event of a fire.

All combustile material has either been Removed or suitably protected against heat And sparks.

Signature of person issuing permit and position held:

.....
.....

Work area and all adjacent areas to which sparks and heat might have spread were Thoroughly inspected on completion of the operations, and thirty minutes later no Smouldering fires were discovered.

Signature of person responsible for the work:

.....
(After signing return permit to the person who issued it)

*Applicable to all operations involving flame, hot air or arc welding and cutting equipment, brazing and soldering equipment, blowlamps,bitumen boilers and other equipment producing heat, sparks, naked flames, etc.



HOT WORK PROCEDURES (In-House and Contractors)

1. Introduction

Many processes and activities normally occurring in industry produce heat or flame as a natural part of the operation. Examples of this are:

Cutting	Welding	Grinding
Brazing	Soldering	Drying
Burning		

When these operations are conducted in a controlled environment (e.g. welding in a mechanical workshop) or the process is designed to separate the heat or flame from extraneous combustibles, there is seldom any danger of unwanted ignition. But when the operation has to be carried out under other circumstances – for example emergency breakdowns – a fire may be started. This danger is especially severe when outside contractors work on premises.

2. Normal Precautions

Arrangements must be made at the planning stage to ensure that normally present ignition sources cannot come close enough to combustible materials to cause ignition

Separate production areas from storage areas by means of fire walls, where practicable. If impracticable separate by distance together with clear demarcation and/or screens to control sparks.

Each plant must aside a “Restricted Area” for routine welding and flame cutting (e.g. workshop bricked off from production, storage areas, etc.)

Ensure that flash back arrestors are fitted to all cutting apparatus.

3. Abnormal Circumstances

The following special precautions must be taken when heat or flame producing activities are unavoidably carried out outside the restricted area or in a combustible environment, as when welding repairs must be undertaken on a large piece or machinery which cannot be taken to the workshop, or heat shields remove from a machine cannot be stopped.

3.1 No such work to be carried out, whether by own staff or contractor without the issuing of daily clearance “Hot Work Permit” – signed by the manager responsible



for Risk Control or deputy nominated by him.

3.2 It is the responsibility of the manager responsible for Risk Control or his nominated deputy to ensure the conditions are safe for such work and that all precautions laid down in this standard are being observed. When possible the fire services should give the assurance that no fire hazards exist and counter sign the hot working permit accordingly.

3.3 The Hot Work Permit shall be prominently displayed at the place of work and returned to the authorising person after completion.

3.4 Remove combustibles and flammable materials from the areas as far as practicable. Check above, below and around the work place.

3.5 Place portable screens between the combustibles and ignition source, with consideration being given to flying sparks and molten metal.

3.6 Provide additional fire extinguishers the appropriate type at the work place.

3.7 Operators in the area must be practised in the use of extinguishers, and be familiar with the alarm procedure.

3.8 In particularly hazardous areas, e.g. near flammables, a member of the fire team must be on standby during the operation.

3.9 Only qualified operators should use welding and cutting equipment.

3.10 Avoid undue strain and weakening of cylinder walls due to mechanical damage.

3.11 Avoid gas coming into contact with reactive material (e.g. do not use copper piping with acetylene).

3.12 Avoid gas leaks from valves due to defects or being incorrectly turned off.

3.13 Avoid faulty attachments to gas cylinders (e.g. defective rubber tubing, torches etc).

3.14 Do not allow oil or grease to come into contact with oxygen.

3.15 Keep cylinders and valves free from dirt and grit.

3.16 Check the equipment being used for the operation (e.g. welding sets) for safety before the work commences.

3.17 Check the work place thoroughly for incipient fires after completion of the work or working periods, re-check 30 minutes thereafter.

3.18 Portable welding and cutting sets should be chained and locked in the workshop when not in use. Key to be held by workshop foreman.

4. Permit System

A draft copy of Hot Work Permit is shown

5. Contractors

When contractors or servicemen are employed to carry out welding and/or cutting operations a "Contract Agreement" must be obtained by the contractor from the plant engineer.



5.2 Before issuing a “Contract Agreement” the responsible person must satisfy himself that:

- (a) the job can be carried out safely
- (b) All additional fire precautions have been pre-arranged
- (c) The contractor will appoint a competent person in terms of the Act 6 of 1993 and Regulations.
- (d) No reasonably safe alternative method of carrying out the work available (e.g. dismantling and removal of workshop)

5.3 No contractor may begin work of any type in any operation without his written affirmation that he understands the restrictions on welding and flame cutting.

5.4 The contractor and his employees must be made aware of

- (a) All potential fire hazards in the area where operations are to be carried out (e.g. combustible materials, gaps in wooden flooring, joisting, partitions flammable vapours)
- (b) Locations and use of available fire extinguishing appliances
- (c) Plant alarm systems and emergency procedures
- (d) All plant rules relating to fire avoidance (e.g. smoking restrictions)

5.5 A suitable outside location must be provided for safe storage of full or empty gas cylinders not in use. Only cylinders in immediate use shall be allowed inside buildings.

“PREVIEW COPY ONLY”



SECTION 5

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER : HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

RETURNABLE DOCUMENTS

Refer Document attached hereto

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

	Returnable Schedules / Documents	YES/NO/N/A	
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”)

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

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)							
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 9 / Unknown)							
How many personnel does the firm employ	Permanent		Part time				
Transnet Contact Person							
Contact number							



Transnet operating division	
-----------------------------	--

Duly Authorised To Sign For And On Behalf Of Firm / Organisation			
Name		Designation	
Signature		Date	

Stamp And Signature Of Commissioner Of Oath			
Name		Date	
Signature		Telephone No.	

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

2. VENDOR TYPE OF BUSINESS

(Please tick as applicable)

(* - Minimum requirements)

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

2.2	What is your company's annual turnover (excluding VAT)? *								
<R20k	>R20k <R0.3m	>R0.3m <R1m	>R1m <R5m	>R6m <R10m	>R11m <R15m	>R16m <R25m	>R26m <R30m	>R31m <R34m	>R35m

2.3	Where are your operating/distribution centres situated *	



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3. VENDOR OWNERSHIP DETAIL

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

3.1	Did the firm previously operate under another name? *		
YES		NO	

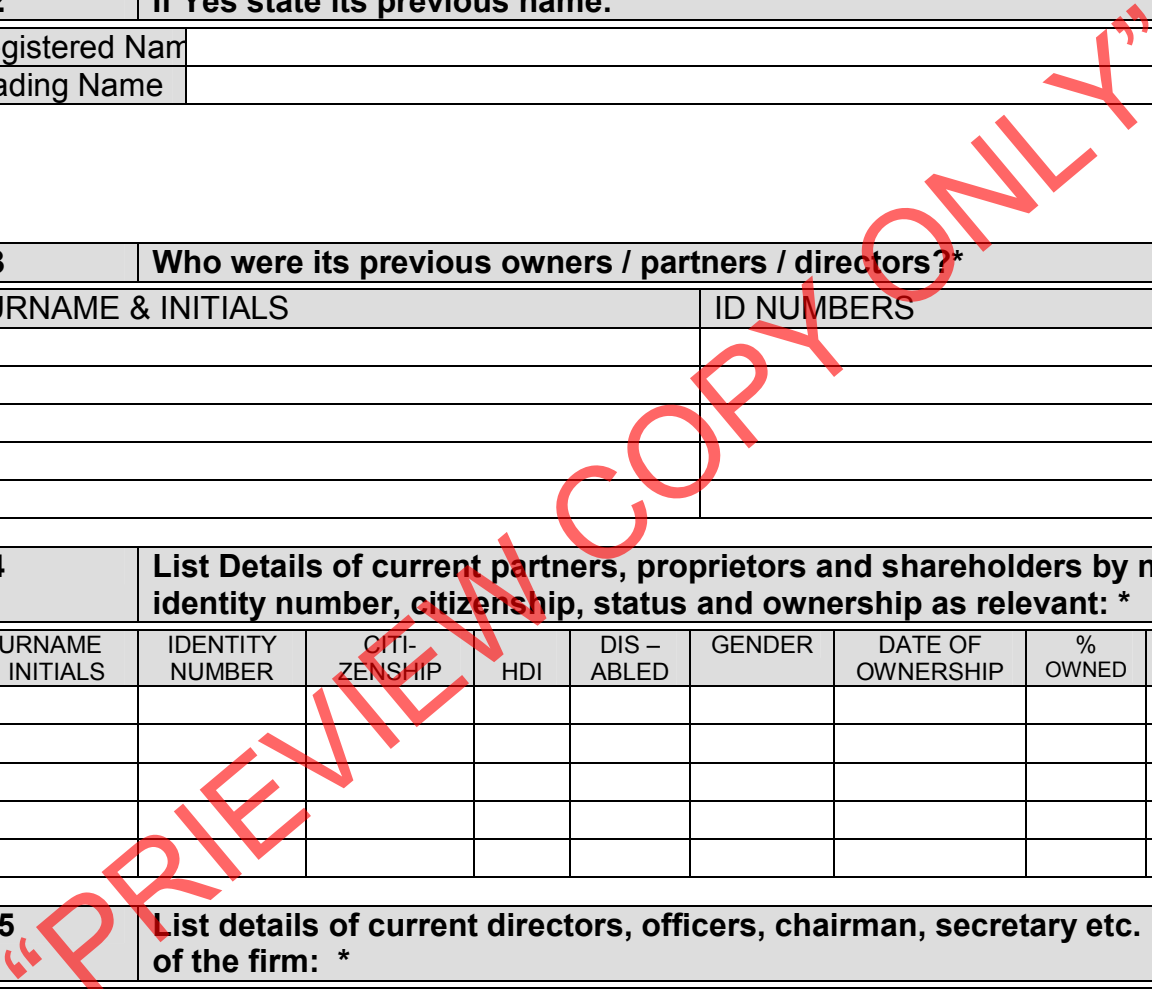
3.2	If Yes state its previous name:*
Registered Name	
Trading Name	

3.3	Who were its previous owners / partners / directors?*	
SURNAME & INITIALS		ID NUMBERS

3.4	List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant: *							
SURNAME & INITIALS	IDENTITY NUMBER	CITI-ZENSHIP	HDI	DIS – ABLED	GENDER	DATE OF OWNERSHIP	% OWNED	% VOTING

3.5	List details of current directors, officers, chairman, secretary etc. of the firm: *					
SURNAME & INITIALS	IDENTITY NUMBER	TITLE	DIS – ABLED	GENDER	% OF TIME DEVOTED TO THE FIRM	CONTACT NUMBER

3.6	List details of firms personnel who have an ownership interest in another firm: *
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SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM

4. VENDOR DETAIL

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

4.1	How many personnel does the firm employ? *					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

4.1.1	In terms of above kindly provide numbers on women and disabled personnel? *					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

4.2	Provide Details of Contact Person/s Responsible for Broad Based Black Economic Empowerment (BBEE) 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	

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SECTION 7

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

GENERAL TERMS AND CONDITIONS (CSS5 – GOODS)

Refer Document attached hereto

“PREVIEW COPY ONLY”



SECTION 8

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

STANDARD TERMS AND CONDITIONS OF CONTRACT (US7 – SERVICES)

Refer Document attached hereto

"PREVIEW COPY ONLY"



SECTION 9

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER : HOAC/HO/6453

RENOVATIONS TO VARIOUS BUILDINGS WELGEDAG

Refer Document attached hereto

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made the day of 2010

BETWEEN:

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

WHEREAS

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

IT IS HEREBY AGREED

1. Interpretation

1.1 In this Agreement:-

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

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

- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or



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

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

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

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

2. Confidential Information

- 2.1 The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party’s written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Proposal or for the subsequent performance of any contract between the parties in relation to the Proposal.
- 2.3 Notwithstanding clause 2.1, the Receiving Party may disclose Confidential Information:
 - (i) To those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
 - (ii) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.
- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 (ii) above, it shall promptly notify the Disclosing Party and co-operate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.



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

3. Records and return of Information

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

3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.

3.3 The Receiving Party shall, within seven days of receipt of a written demand from the Disclosing Party or of its ceasing to be interested in the Proposal:

- (i) Return all written Confidential Information (including all copies); and
- (ii) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Receiving Party or on its behalf (including by any person to whom disclosure has been made as permitted under clause 2.3(i) above).

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

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

4. Announcements

4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Proposal without the prior written consent of the other party.

4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. Duration

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

6. Principal

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

7. Representations



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

8. Adequacy of damages

- 8.1 Without prejudice to any other rights or remedies of the Disclosing Party, the Receiving Party acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the Disclosing Party shall be entitled to seek the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such provision by the Receiving Party or its Agents, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement.
- 8.2 Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available by it, either at law or in equity, for any such threatened or actual breach of this Agreement including specific performance, recovery of damages or otherwise.

9. Data Protection

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

10. General

- 10.1 Neither party may assign the benefit of this Agreement or any interest hereunder except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 10.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 10.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 10.4 This Agreement may only be modified by a written agreement duly signed by persons authorized on behalf of each party.
- 10.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 10.6 This Agreement will be governed by, and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.



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

TRANSNET LIMITED:

By:
(Signature)

Print name: _____

Title: _____

Date: _____

[*Insert company name*]:

By:
(Signature)

Print name: _____

Title: _____

Date: _____

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TRANSNET



delivering on our commitment to you

Suppliers Code of Conduct

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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 antitrust 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



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