



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

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER NO. HOAC-JHB-05835

**TEA/KITCHEN SERVICE
AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR**

ISSUE DATE : 17 NOVEMBER 2009
CLOSING DATE : 1 DECEMBER 2009
OPTION DATE : 26 FEBRUARY 2010
CLOSING TIME : 10H00

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

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

Respondent's signature

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Date and company stamp

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 – Services)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Non-Disclosure Agreement**
- 10. Suppliers Code of Conduct**

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Date and company stamp



SECTION 1

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

NOTICE TO BIDDERS

Refer Document attached hereto

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NOTICE TO BIDDERS

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

On or after 17/11/2009 the RFQ documents may be inspected at, and are obtainable from the office of TRANSNET Freight Rail Tender Advice Centre, Level 100, Carlton Centre, 150 Commissioner Street, Johannesburg.

A non-refundable tender fee of R150.00 (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. Receipt/s to be presented prior to collection of the tender/s.

NOTE: This amount is not refundable.

A compulsory briefing session will be held on the 25 November 2009 at the following venue:

Venue : 39 Wolmarans Street
: 14th Floor Boardroom
: Braamfontein
TIME : 11H00

In the interest of fairness and transparency the said information will then be made available to the other Respondents who have collected RFQ documents. For this purpose all Respondents need to indicate their intention to respond by informing the below-mentioned TRANSNET employee (per email only) of their contact numbers as soon as possible but before 17/11/2009.

Please bring the valid document on the day of briefing.

NAME : Gladys Cele
E-MAIL : Gladys.cele@transnet.net

Tenders in triplicate must reach the Chairperson, TRANSNET Freight Rail Acquisition Council, P.O.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-JHB-05835
Description	: Tea/Kitchen Service at 39 Wolmarans Street for one year period
Closing date and time	: 01 December 2009 at 10h00
Closing address (refer options below)	

Respondent's signature

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Date and company stamp

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, Parktown, 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.

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

Respondent's signature

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Date and company stamp

1. Please note that this RFQ closes punctually at 10:00 on Tuesday 01 December 2009.
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.

Respondent's signature

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Date and company stamp

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.

<p>Turnover: Indicate your company's most recent annual turnover:</p> <p>R.....</p>
--

- 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.

Respondent's signature

Date and company stamp

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 BBEE 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' BBEE credentials.

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

DTI BBEE UNIQUE PROFILE NUMBER:

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

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

9. COMMUNICATION

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

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

10. RFQ SCHEDULE

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

10.1 INSTRUCTIONS FOR COMPLETING THE RFQ

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

11. COMPLIANCE

Respondent's signature

Date and company stamp

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 authorised by the Respondent to do so (Refer Section 4). A list of those person(s) authorised to negotiate on your behalf must be submitted along with the Proposal
- All prices must be quoted in South African Rands
- 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 this 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 TRANSNET's Legal Counsel.

Respondent's signature

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Date and company stamp

NAME OF RESPONDENT : _____

PHYSICAL ADDRESS : _____

Respondent's contact person:	Name:	_____
	Designation:	_____
	Telephone:	_____
	Cellphone:	_____
	Facsimile:	_____
	Email:	_____

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

Respondent's signature

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Date and company stamp



SECTION 2

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

REQUISITION FOR QUOTATION

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp

REQUISITION FOR QUOTATION

MESSRS:

.....

.....

.....

SUPPLY CHAIN SERVICES
Contact: Gladys Cele
Tel: 011 584 0597

Tel (011)

Fax (011)

ISSUE DATE 17-11 -09

CLOSING DATE 01-12-2009 (10h00)

Prices in South African currency, including all costs.			
Direct to consignees			
ITEM NO:	DESCRIPTION	QTY	Price per each
1.	Tea/Kitchen Service per month		
Total price for a one year period			
2.Prices must be V.A.T. exclusive			
3. Direct delivered to:	39 Wolmarans Street, Braamfontein		
4.Contact person:	Pearl William 011 584-0698 (For directions or technical issues)		

5. COMPULSORY DOCUMENTS

NOTE:

5.1. Return of tender documents

The tender documents must be submitted on the closing date in **triplicate** 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

Respondent's signature

Date and company stamp

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 Monthly Price for Tea/Kitchen Service

7.2."Technical"

7.2.1.References

7.2.2.Compliance to statutory cleaners wage

7.2.3.Compliance to Safety Acts

7.2.41. 7.3."BBBEE"

7.3.1.Provide BBBEE level Certification

Respondent's signature

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Date and company stamp



SECTION 3

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

CERTIFICATE OF ATTENDACE OF RFQ INFORMATION MEETING

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp

8. RFQ SITE MEETING:

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

Venue : Transnet freight Rail
: 39 Wolmarans Street
: 14th Floor Boardroom
: Braamfontein
Time : 11h00
Date : 25 November 2009

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

Contact people on sites: (Pearl Williams tel: 011 584-0698 OR (083 304 1285)

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

Respondent's signature

Date and company stamp

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

PRIEVIEW COPY ONLY

SIGNATURE OF TENDERER: _____

Date: _____

Respondent's signature

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Date and company stamp



SECTION 4

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

SCOPE OF WORK AND GENERAL SPECIFICATION

Refer Document attached hereto

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Respondent's signature

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Date and company stamp

GENERAL SPECIFICATION :

SCOPE OF WORK

	Daily	Weekly	When Required
1. <u>FLOORS 1 - 21</u>			
Floors 1 - 21	X		
Make Tea Daily for Transnet Freight Rail Staff (& Meetings)	X		
Keep the kitchens clean at all times	X		
The contractor must provide Handy Andy, Dishwasher and Dish cloths for the duration of the contract	X		

2. **STAFF REQUIREMENTS/WORKING HOURS**

The Contractor will ensure a full staff compliment between 07:30 and 16:00 on all working days, in order to maintain an efficient tea/kitchen service at all times to all areas.

Relief staff must be available as and when required.

3. **UNIFORM CLOTHING**

The Contractor shall at all times ensure that all staff be neatly clothed in uniforms with headgear, shoes, gloves, etc.

4. **DURATION OF CONTRACT**

One year

5. **BREACH OF CONTRACT**

The client (Transnet Freight Rail) will be allowed to terminate the contract by giving 30 days notice should the cleaning service not be according to specification and to client's full satisfaction.

Respondent's signature

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Date and company stamp



SECTION 5

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

RETURNABLE SCHEDULE / DOCUMENTS

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp

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	

Respondent's signature

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Date and company stamp



SECTION 6

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

SUPPLIER DECLARATION FORM

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp



SECTION 7

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

GENERAL TENDER CONDITIONS (CSS5-SERVICES)

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp



SECTION 8

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

STANDARD TERMS AND CONDITIONS OF CONTRACT (US7 – SERVICES)

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp



SECTION 9

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

NON-DISCLOSURE AGREEMENT

Refer Document attached hereto

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Respondent's signature

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Date and company stamp



SECTION 10

RFQ NO: HOAC-JHB-05835

TEA/KITCHEN SERVICE AT 39 WOLMARANS STREET
FOR A PERIOD OF ONE YEAR

SUPPLIER CODE OF CONDUCT

Refer Document attached hereto

PRIEVIEW COPY ONLY

Respondent's signature

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Date and company stamp