



## Memorandum to:

Ms Sarah Assegaai  
 Manager (Governance)  
 Supply Chain Services  
 3<sup>rd</sup> Floor  
 Desk No 3/124  
 Inyanda House  
 13 Girton road

Me Anneline Scholtz  
 Supply Chain Services  
 (Eastern Region)  
 Pretoria

Tel: 012-315 2131  
 Fax: 012-315 2138

Date: 29 September 2009

**REFERENCE: KDS80B6345**

**RE: REQUEST FOR APPROVAL OF ISSUING A RFQ No. KDS80B6345**

### **DESCRIPTION OF TENDER: Renovate CTC Office at Ogies**

Forwarded herewith a tender document for your perusal and approval for the issuing of the above mentioned tender:

Adequately Budgeted For :	R240.000, 00		
Opex Cost Centre :	714156	General Ledger :	92012
Capex Warrant No. :	-	TFRIC Minute No.	-
Estimated contract value (Excl. VAT) :	R150.000, 00		
Non refundable tender fee (Incl. VAT) :	-		

This is to confirm that the Services are still required.

## **A: PROCUREMENT STRATEGY: (DETERMINE YOUR PROCUREMENT STRATEGY)**

### **A.1. Commodity Positioning:**

Strategic       Bottleneck       Leverage       Core

Expected length of service to be rendered: 5 Weeks

### **A.2. Market:**

Region/Depot       National       International

### **A.3. Grouping of needs:**

A.3.1. Have you evaluated the grouping of a number of needs/tenders into one tender? Yes  No

A.3.2. What have been consolidated/Why are there no consolidation? Only one Demand

### **A.4. Market Competition:**

A.4.1. How are you creating market competition?

Enterprise development       Introducing new suppliers       Force Competition       Target Black Entrants



A.4.2. If so, how?

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A.5. Future intent:

A.5.1.a. By how much % will you expect reducing the cost \_\_\_\_\_%

A.5.1.b. How will you do this?

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A.5.2. How will you be reducing inventories, and by how much?

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A.5.3. How will you be reduce logistics cost, and by how much?

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A.6. Tender Process:

A.6.1. Exclusivity: Confined  Open tender

A.6.2. Market test:  RFI & RFP  Just RFI  Just RFQ

A.6.3. Include response by expression of interest:  included  excluded

A.6.4. Process:  Shortlist from tender then negotiate (2 step process)

One step Award and Adjudicate

A.7. The Negotiations strategy will include:

Payment terms  Profit reduction  Fixed price

Sliding Scale  Longer Contract period

A.8. Other benefits of this contract:

Reduction of RFQ transactions  Consolidation of supplier base

Other benefits:

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A.9. Other strategic considerations:

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**B: ADJUDICATION CRITERIA AND WEIGHTINGS UPFRONT (BY E.G.)**

**B.1. "MUST HAVE's": Minimum prerequisites that if not conform, the tender will not conform and thus not be evaluated?**

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**B.2.**

**B. 2.2. Commercial;** 90 %

Sub-Criteria	Sub-Criteria Weight
▪ Pricing	<span style="border: 1px solid black; padding: 2px;">100 %</span>

**B.2.3. BBBEE** 10 %

Sub-Criteria	Sub-Criteria Weight
▪ (e.g.) BBBEE Level	<span style="border: 1px solid black; padding: 2px;">100 %</span>

**TENDERERS / CONTRACTORS PREMISES EVALUATION SHEET**

The following criteria to be used (but not limited to the following) when premises of the short listed / successful Tenderer/s are being evaluated:

• Safety & Risk
• Resources
• Tools, plant and equipment
• Skilled staff

**C: MANDATORY TENDER REQUIREMENTS**

As per list of returnable schedules / documents as per below.

**C.1.Returnable Schedules / Documents required for tender evaluation purposes**

	Returnable Schedules / Documents	YES/NO/N/A	
1	Certificate Of Authority For Joint Ventures (Where Applicable)		No
2	Compulsory Enterprise Questionnaire		No
3	Schedule of Subcontractors		No
4	Schedule of Plant and Equipment	Yes	
5	Schedule of the Tenderers Experience	Yes	



6	Proposed Amendments and Qualifications	Yes	
7	Record of Addenda to Tender Documents	Yes	
8	Certificate of Attendance at Clarification Meeting	Yes	
9	Curriculum Vitae of Key Personnel		No
10	Labour Payment Schedule		No
11	Supplier Declaration form (version2)	Yes	
12	Certificate of Authority for Signatory (Resolution by Board)	Yes	
13	Letter of Good Standing with the Compensation Commissioner	Yes	
14	Safety Plan and Fall Protection Plan in accordance with the Construction Regulations of 2003 and Transnet's E4E		No
15	Quality Assurance Plan		No
16	Environmental Management Plan		No
17	Approach paper and work plan		No
18	Original / Certified BBBEE Rating Certificate With Detailed Scorecard	Yes	
19	Certified Copy of CIDB certification		No
20	Statement Of Compliance With Requirements Of The Scope Of Work	Yes	
21	Certificate of Authority for Signatory (Resolution by Board)	Yes	
22	Certified Copy of Share Certificate CK1 & CK2	Yes	
23	Certified Copy Of Certificate Of Incorporation And CM9 and CM9	Yes	
24	Certified Copy of Identity Documents of Shareholders/Directors/Members (Where Applicable)	Yes	
25	Cancelled Cheque or Letter From Bank Confirming Bank Details	Yes	
26	Original current Tax clearance Certificate	Yes	
27	Original VAT Registration Certificate	Yes	
28	Copy of BEE policy/BEE Plan/Employment Policy/Procurement Policy		No

#### **D: COMPOSITION OF THE CFST Team**

DEPARTMENT	NAME OF CFST MEMBER	
1. TECHNICAL	Piet Erasmus	
2. COMMERCIAL	Yvonne Scannell	
	Anneline Scholtz	

**E: PARCELLING**

This is to confirm that the principle of "parceling" has been considered and this procurement requirement does not constitute "parceling".

Early return of the approved tender document will be appreciated in order that the press notices to be issued.

Initiated By: Anneline Scholtz  
SENIOR BUYER

Signature:  Date: 2009/9/28

Supported By: Yvonne Scannell  
SENIOR BUYER

Signature:  Date: 2009/9/28

Recommended By: Arthur Branford  
SCS SENIOR MANAGER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: Willie Scott  
MAINTENANCE SUPERVISOR

Signature:  Date: 29/9/09

Approved By: Piet Erasmus  
TECHNICAL MANAGER

Signature:  Date: 29/9/09

PRIEVIEW COPY ONLY

**DESCRIPTION OF SERVICES / GOODS REQUIRED**

Applicable to purchases above R20 000 and below R2m (Western)  
Applicable to purchases above R20 000 and below R300 000 (Eastern, Head Office and Central)

**DETAILS**

PLEASE ATTACH A DETAILED COPY OF THE RELEVANT SPECIFICATIONS

Indicate if:	Service	Goods	Planned Maintenance <input checked="" type="checkbox"/>	Capex	Other (specify):
Commodity type: <i>Maintenance work</i>					
Description: <i>Renovate CTC Office</i>					
Period of Contract :	<i>5 WEEKS</i>		Delivery date:	<i>UNKNOWN, SES CONTROLS PROCESS</i>	
Is briefing session / site meeting required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Suggested briefing/site date:	<i>06/05 CTC OFFICE</i>	
CIDB Rating:	<i>/</i>		Plans / Drawing no/Specs:	<i>PROVIDED</i>	
Retention fee to be held:	<i>5% FOR 3 MONTHS</i>				

**FINANCIAL INFORMATION**

Estimated value of service/goods:	<i>R150 000</i>	Warrant no: (Capex)	<i>/</i>
Cost Centre Number:	<i>714156</i>	GL Account Number:	<i>92012</i>
Has this service been budgeted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If YES state amount: <i>R240 000</i>
If No has specific approval been sought			Financial Year: <i>09/10</i>
Insurance Required	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

**CONTACT DETAILS OF REQUESTOR**

Name of person requesting Service:	<i>P. Erasmus</i>	Manager / Project Manager:	<i>B. STRYDOM</i>
Department :	<i>PROP MANAGEMENT</i>	Depot:	<i>PRETORIA</i>
Contact number:	<i>083 285 2994</i>	Contact number:	<i>083 704 1728</i>

**I, being duly authorized, confirm the above request**

<i>PC Erasmus - Tech Manager</i> Name, designation	<i>PC Erasmus</i> Signature	<i>29/9/09</i> Date
Approved Requisition Number:	<i>13378167.</i>	