



RFQ NUMBER
WESTERN/BV/KBY/PE/11/2009

DESCRIPTION

QUALITY MANAGEMENT SYSTEM RE-CERTIFICATION FOR A PERIOD OF THREE YEARS IN THE WESTERN REGION:

- **BELLVILLE**
- **KIMBERLEY**
- **PORT ELIZABETH**

ISSUE DATE: 11 AUGUST 2009

CLOSING DATE: 25 AUGUST 2009

(10H00)

**CLOSING VENUE: (TENDER BOX) ALLOCATED AT
THE CHAIRPERSON TRANSNET FREIGHT RAIL
INYANDA HOUSE 1
21 WELLINGTON ROAD
GROUND FLOOR
PARKTOWN.**



SUPPLY CHAIN SERVICES
TARRYN FOSTER
TEL: 011 584 0602
FAX: 011 774 9841

REQUISITION FOR QUOTATION

MESSRS:

ADDRESS:

.....

.....

Tel (011)

Fax (011)

Issue 11 AUGUST 2009

CLOSING DATE: 25 AUGUST 2009

Item No.	Description	Price Per
	QUALITY MANAGEMENT SYSTEM RE-CERTIFICATE	
	Re assessment cost	
	Six monthly surveillance audits cost	
	Total Price For the project	R

Price Must Be VAT Excluded.

CONTACT PERSON: Ms Tarryn Foster 011 584 0602

Mr Felix Nel: (011) 584 0518

NB:

Please attach the following documents :

Valid Tax Clearance Certificate

BBBEE Scoring Card

Signature of the Tenderer _____

Date _____

**QUALITY MANAGEMENT SYSTEM RE-CERTIFICATION:
TRANSNET FREIGHT RAIL: WESTERN REGION**

The details with regard to the certification is as follows:

1. Company particulars

Name: Transnet Freight Rail a division of Transnet Limited.

Area involved: Western Region

Controlling office: Regional Operating Executive
Transnet Park
Modderdam Road
Bellville

Sites included: Bellville, Kimberley and Port Elizabeth

Main activities performed: Yard operations, Train Crew management, Order Entry, Train Control, Customer Care and SHEQ

Staff complement: 535, 730 and 385 located in the various sites

Depots per site:

- 1) Bellville
Bellville, Caledon and Klaver
- 2) Kimberley
Beaconsfield, Postmasburg, De Aar and Warrenton
- 3) Port Elizabeth
New Brighton and Port Elizabeth Harbour

2. Contact person

Management Representative: Felix Nel
(Corporate) Senior Manager (Integrated Management Systems)

Tel. Number: (011) 584-0518

Cell. Number: (011) 083 291 0897

3. Certification details

Area to be Re-certified: Western Region (Bellville, Kimberley and Port Elizabeth)

Certification Status: Certified in terms of ISO 9001:2000 since 2003

Exclusions: Clauses 7.3 / 7.5.2

Scope of listing: The delivery and collection of consignments by rail.

Complexity of the process: The process to be listed is relatively simple as the provision and maintenance of services/ equipment, such as data lines, wagons and traction power falls outside the scope of this listing. The departments responsible for the provision of these services are thus treated as mere sub-contractors. Services rendered, are executed in the various depots situated within the sites, however, all the planning and monitoring activities take place on a centralised basis.

Activities: The region's activities consist of a management component and supporting operational and administrative personnel decentralized in the various sites. Approximately 80% of the supervisory and execution personnel work shifts on a 24/7 basis.

Re-certification

Requirements: Obtain a single certification for the entire region in accordance with the ISO 9001:2008 Standard for a period of three years.

Pricing: Fees for the re-assessment and the six-monthly surveillance audits should be separated in the fees schedule. Terms and subsequent price adjustments should also be covered.

4. Submission of Quotations

Address: If posted:

If delivered by hand:

Confidentiality: The quotations should be submitted in a sealed envelope, marked
“QMS Re-certification : Western Region

Closing Date: Tuesday, 25th August 2009 at 10:00

PREVIEW COPY ONLY

-ooOoo-

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.**

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.

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	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

	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
			Grade	Date				Signature
				Y Y Y Y M M D D				
				Y Y Y Y M M D D				