



Transnet Freight Rail - RME, a division of **TRANSNET SOC LTD** Registration Number 1990/000900/30 [hereinafter referred to as **Transnet**] **REQUEST FOR QUOTATION [RFQ] No RME JH** 2015 FOR THE SUPPLY AND DELIVERY OF: ZP043 TRACKSIDE EQUI[PMENT WITHOUT HEADS (ENCLOSURE ONL) FOR DELIVERY TO: Cnr North Reef & Jet Park Roads lanosiontein **JTENG** 406 12 February 2015 JE DATE: OSING DATE: 26 February 2015 **CLOSING TIME:** 12:00

# Section 1 NOTICE TO BIDDERS

Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

| METHOD:               | Hand Delivery/Courier                                 |
|-----------------------|---|
| <b>CLOSING VENUE:</b> | Main Reception Area                                   |
|                       | Transnet Freight Rail                                 |
|                       | Corner of Jet Park and North Reef Road, Elandsfontein |
|                       | 1406  |
|                       |   |

### 1 Responses to RFQ

Responses to this RFQ [**Quotations**, must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

# 2 Broad-Based Black Economic Empowerment [B-BBEE]

Transnet func endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. Theremet will accordingly allow a "preference" to companies who provide a ralid B-BBEE Verification Certificate. All procurement transactions will be evaluated accordingly.

## 2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note the following:

 Proposals will be evaluated on price which will be allocated 80 points and preference which will be allocated 20 points, dependent on the value of the Goods.

- The 80/20 preference point system applies where the acquisition of the Goods will be less than R1 000 000.00.
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000.00, the RFQ will be cancelled.
- In this RFQ, Transnet will apply **80/20** preference point system prescribed in the PPPFA.

In compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011, as from 1 October 2011 valid B-BBEE Verification Certificates must be issued by:

- (i) Verification Agencies accredited by the South African National Accreditation System [SANAS]; or
- (ii) Registered Auditors approved by the Independent Regulatory Board of Auditors [**IRBA**], in accordance with the approval granted by the Department of Trade and Industry.

Enterprises will be rated by such agencies based on the following:

- a) Large Enterprises [i.e. annual turnover greater than R35 million]:Rating terel based on all seven elements of the B-BBEE scorecard
- b) Qualifying Small Enterprises QSE [i.e. annual turnover between
   R5 minon and R35 million]:

Ating based on any four of the elements of the B-BBEE scorecard

**Exempted Micro Enterprises** – **EME** [i.e. annual turnover less than R5 million]:

In accordance with B-BBEE Codes of Good Practice [Statement 000, Section 4], any enterprise with an annual total revenue of R 5 million or less qualifies as an EME.

- Automatic rating of B-BBEE Level 4 irrespective of race or ownership
- Black ownership greater than 50% or Black Women ownership greater than 50% automatically qualify as B-BBEE Level 3

Sufficient evidence to qualify as an EME would be a certificate (which may be in the form of a letter) from an auditor or accounting officer or a certificate from a Verification Agency accredited by SANAS. The certificate must confirm the company's turnover, black ownership / black female ownership, B-BBEE status level and validity date.

Respondents are required to furnish proof of the above to Transnet. [i.e. a valid detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or a valid certificate in respect of EMEs].

Transnet will accordingly allocate a maximum of **20 [twenty] points** in accordance with the **80/20** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating. *[Refer Anrexyre A – B-BBEE Preference Points Claim Form for further datains]* 

N.B. Failure to submit a B-BEE certificate, which is valid as at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

## 3 Communication

- a) Respondence are warned that a response will be liable for also aligned lifecation should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet m respect of this RFQ between the closing date and the date of the award of the business.
- b) A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:

Name: Phillip Serage

Email: Phillip.serage@transnet.net

c) Respondents may also, at any time after the closing date of the RFQ, communicate with the Secretariat of the Transnet Acquisition Council on any matter relating to its RFQ response: Telephone 011 878 7045

Tlalane.Mokiba@transnet.net Email

#### 4 **Tax Clearance**

The Respondent's original valid Tax Clearance Certificate must accompany the Quotation. Failure to provide this document with the RFQ commission will result in disqualification.

number

#### 5 **VAT Registration**

The valid VAT

registration

stated here: [if applicable].

be

#### Legal Compliance 6

The successful Respondent by in full and complete compliance with any and all applicable national and local laws and regulations.

### 7 Changes to Quotation

Changes by the keypondent to its submission will not be considered after the closing date and time.

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prices must be quoted in South African Rand on a fixed price basis, cluding VAT.

#### 9 **Prices Subject to Confirmation**

Prices quoted which are subject to confirmation will not be considered.

### **10** Negotiations

Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents.

# **11 Binding Offer**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

## **12 Disclaimers**

Transnet is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not confirm to instructions and specifications which are detailed herein;
- disqualify Quotations submitted ever the stated submission deadline;
- not necessarily accept the owest priced Quotation;
- reject all Quotations, if it so decides;
- place an order in connection with this Quotation at any time after the RFQ's closing gate
- award only abortion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or

make no award at all.

In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been convicted of a serious breach of law during the preceding 5 [five] years, including but not limited to breaches of the Competition Act 89 of 1998. Respondents are required to indicate below whether or not they have been found guilty of a serious breach of law during the past 5 [five] years:

BREACH:

### I/We

do hereby certify that *I/we have/have not been* found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences.

Where found guilty of such a serious breach, please disclose

NATURE OF BREACH:

DATE

Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found gotty of a serious breach of law, tribunal or regulatory obligation.

# 13 Evaluation criteria

Transnet will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

- Administrative responsiveness Completeness of response and returnable documents
- Substantive responsiveness Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given
- Weighted evaluation based on 80/20 preference point system as indicated in paragraph 2 above:

- Pricing and price basis [firm] whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts<sup>1</sup> will be critical
- B-BBEE status of company

Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status<br>Level of<br>Contributor | Number of points<br>(80/20 system) |
|--|------------------------------------|
| 1  | 20                                 |
| 2  | 18                                 |
| 3  | 16                                 |
| 4  | -11                                |
| 5  | 8                                  |
| 6  | 6                                  |
| 7  | 4                                  |
| 8  | 2                                  |
| Non-compliant<br>contributor             | 0                                  |
|  |                                    |

14 Validity Period

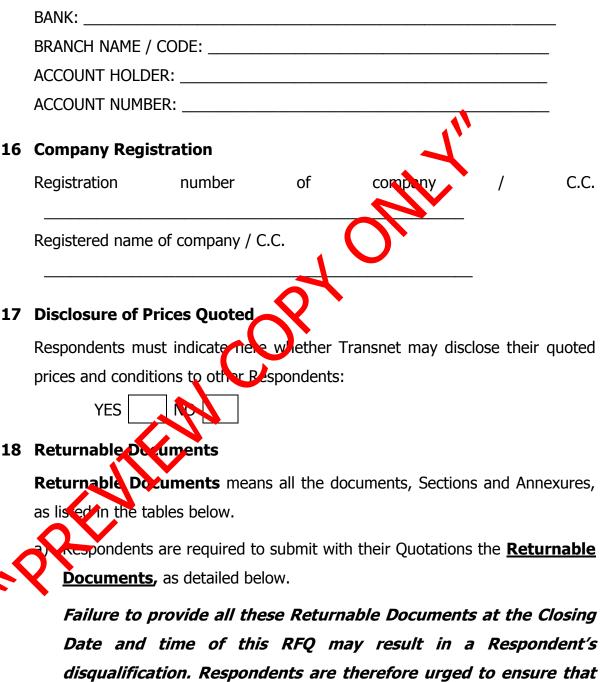
Transpet desires a validity period of 90 [ninety] days from the closing date of

\_\_\_\_\_

The RFQ is valid until

<sup>&</sup>lt;sup>1</sup> Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.

# 15 Banking Details



all these Documents are returned with their Quotations.

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the table below:

| Returnable Documents   |  |  |  |
|--|--|--|--|
| SECTION 1 : Notice to Bidders  |  |  |  |
| <ul> <li>Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs]</li> <li>Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard</li> </ul>   |  |  |  |
| <ul> <li>Valid B-BBEE certificate from auditor, accounting oncer or<br/>SANAS accredited Verification Agency [RSA EMEs]</li> <li>Note: failure to provide a valid B-BBEE Verification Certificate at<br/>the closing date and time of the tender will result in an automatic<br/>score of zero being allocated for B-BBEE scorecard</li> </ul> |  |  |  |
| - In the case of Joint Ventures, a copy of the Joint Venture<br>Agreement or written confirmation of the intention to enter into a<br>Joint Venture Agreement  |  |  |  |
| SECTION 2 : Quotation Form   |  |  |  |
| SECTION 3: Vendor Application Form   |  |  |  |
| Original cancelled checkle or bank verification of banking details   |  |  |  |
| <ul> <li>Certified copies of IDs of shareholder/directors/members [as applicable]</li> </ul>   |  |  |  |
| Certified copy of Certificate of Incorporation [CM29/CM9 name change]  |  |  |  |
| • Certified copy of share certificates [CK1/CK2 if C.C.]   |  |  |  |
| Extity's letterhead  |  |  |  |
| Certified copy of VAT Registration Certificate [RSA entities only]   |  |  |  |
| <ul> <li>Certified copy of valid Company Registration Certificate [if applicable]</li> </ul>   |  |  |  |

# Section 2 QUOTATION FORM

I/We

hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard Terms and Conditions for the Supply of Goods or Services to Transnet [available on request]; and
- any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless Transner should otherwise decide and so inform me/us, this Quotation [and, if any its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

I/We further a tree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery leadtime quoted, Transnet may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having a accept any less favourable offer.

### **Price Schedule**

I/We quote as follows for the goods required, on a "delivered nominated destination" basis, excluding VAT:

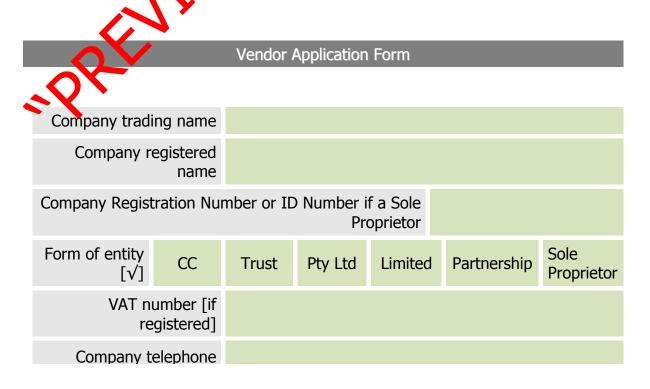
| Item<br>No | Description of Goods<br>/Services  | Unit of<br>Measure | Quantity             | Unit Price<br>(ZAR) | Total Price<br>(ZAR) |
|------------|--|--------------------|----------------------|---------------------|----------------------|
| 1          | ZPD43 Trackside equipment<br>without heads (enclosure only)  | 16                 | EA                   |                     | <b>N</b>             |
|            | Contact person: Piet Grobler   | : Project Ma       | nager: 083 4         | 155 6344            |                      |
|            | Delivery Le  | ead-Time           | from c<br>_[days/web | •                   | urchase order:       |
|            | Notes to Pricir  | ng:                | $-O^{*}$             |                     |                      |
|            | a) All Prices mu   | ust be quote       | d in South Afi       | rican Rand, exclus  | sive of VAT          |
|            | <ul> <li>b) To facilitate like contribution of the comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format.</li> <li>Deviation from this pricing schedule could result in a bid being disqualified.</li> </ul> |                    |                      |                     |                      |
|            | <ul> <li>c) Please note that should you have offered a discounted price(s), Transnet</li> <li>will only consider such price discount(s) in the final evaluation stage if</li> <li>offered on an unconditional basis.</li> </ul>  |                    |                      |                     |                      |

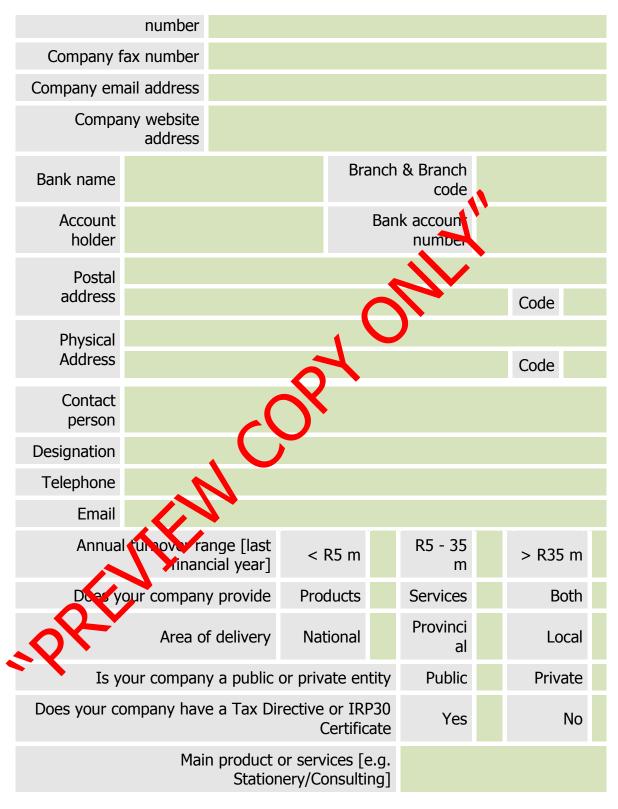
Transnet urges its clients, suppliers and the general public to report any fraud or corruption to **TIP-OFFS ANNONYMOUS : 0800 003 056** PRENTERN

# Section 3 VENDOR APPLICATION FORM

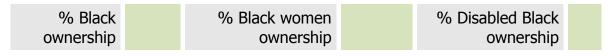
Respondents are to furnish the following documentation and complete the Vendor Application Form below:

- 1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details [**with bank stamp**]
- 2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
- 3. **Certified** copy of Certificate of Incorporation, C129 / CM9 [name change]
- 4. **Certified** copy of Share Certificates [Ch1/CK2 if CC]
- 5. A letter on the company's letterhead confirm physical and postal addresses
- 6. **Original** valid SARS Tax Clearance Certificate
- 7. **Certified copy** of VAT Registration Certificate
- 8. Certified copy of elic Company Registration Certificate [if applicable]
- 9. A signed letter from your auditor or accountant confirming most recent annual turnover figures





Complete B-BBEE Ownership Details:



| Does your company have a B-BBI<br>certifica         | YAC       |  | No        |
|---|-----------|--|-----------|
| What is your B-BBEE status [Level 1 to 9 / Unknown] |           |  |           |
| How many personnel does the firm<br>employ          | Permanent |  | Part time |

If you are an existing Vendor with Transnet please complete the following:



Duly authorised to sign for and on behalf of Ompany / Organisation:

| Name      |   | Designation |  |
|-----------|---|-------------|--|
| Signature |   | Date        |  |
|           |   |             |  |
|           |   |             |  |
|           |   |             |  |
| JY-       | · |             |  |
|           |   |             |  |