



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. Copy of 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 (ABVA 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 ABVA 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 ABVA 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 ABVA 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									
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 8 / Unknown)									
How many personnel does the firm employ		Permanent		Part time					
Name of person procuring your services/products									
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)

NB: "Once-off vendor" will only be created for extraordinary circumstances, i.e. derailments and other emergency situations. Note that only one (1) purchase order must be created against a "once-off vendor". Should the need arise to use a "once-off vendor" again, then an updated SDF together with the required documentation, is required for a "trade vendor" to be created

Section 1: To be completed by the Transnet Requesting / Sourcing Department

Vendor Name										
								Vendor Number		
TFR		TRE		TPT		TPL		TNPA	TCP	TRN
Create		Unblock		Amend		Extend		Once-Off / Emergency Request		
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 / furnish details of such a contract (together with the SDF)										

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	
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c) If your reply to (b) is **"NO"**, please furnish reasons :

d) Advise on the Detailed Procurement Process (DPP) / Procurement Mechanism that was followed (Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2008 on the Intranet)

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

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	

Section 3: To be completed by Supplier Management

I hereby approve disapprove this application

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	
Vendor Number		Date captured on SAP						Recon Account		

PART C2 Pricing Data

C2.1 Pricing Instructions

2.0 General

- 2.0.1 The agreement is based on the NEC Term Service Contract. The contract specific variables are as stated in the contract data. Only the headings and clause numbers for which allowance must be made in the Price List are recited.
- 2.0.2 Preliminary and general requirements are based on part 1 of SANS 1921, Construction and management requirements for works contracts. The additions, deletions and alterations to SANS 1921 as well as the contract specific variables are as stated in the contract data. Only the headings and clause numbers for which allowance must be made in the Price List are recited.
- 2.0.3 It will be assumed that prices included in the Price List are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders.
- 2.0.4 The Price List is not intended for the ordering of materials. Any ordering of materials, based on the Price List, is at the Contractor's risk.
- 2.0.5 The prices and rates in this Price List are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the scope of work and shall cover liabilities and obligations set forth or implied in the Contract data, as well as profit.
- 2.0.6 The quantities set out in these Price List are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in this Price List.
- 2.0.7 The short descriptions of the items of payment given in this Price List are only for purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work.
- 2.0.8 For each item in the Price List, the Contractor shall provide in the appropriate column the portion of the tendered sum (inclusive of labour and material) which has been sourced locally (Republic of South Africa).
- 2.0.9 The Contractor shall provide information related to imported content, i.e. equipment to be imported, value and applicable exchange rates. This information shall be provided as an Annexure to the Price List.
- 2.0.10 The total in the Price List shall be exclusive of VAT, and shall be transferred to form C1.1 (Form of Offer and Acceptance).

1. Hydraulic Power Unit

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspection of machine for oil leaks, defective mechanisms and any form of abuse.	80	
2. Check hydraulic manifold circuit for functionality and repair if required	80	
3. Regular Service of unit: <ul style="list-style-type: none"> • Changing of lubricants, coolant and hydraulic oil • Changing of filters • Tuning of engine 	80	• • •
4. Repair/replacement of hydraulic pump.	40	
5. Repair engine: <ul style="list-style-type: none"> • Fuel system • Starting / electrical system • Exhaust system • Cooling system 		• • • •
6. Traveling expenses per km	15 000	
7. Checking of pressures and certification of machine in terms of Occupational Health and Safety Act.	80	
8. Labour cost per hour		

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10 Most Critical Components of the Hydraulic Power Unit	Cost to Transnet Freight Rail
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2. Hydraulic Track Jack

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspection of jack for leaks, defective controls and wear	1000	
2. Changing of hydraulic fluid.	1000	
3. Test of jack.	1000	
4. Hone jack cylinder.	500	
5. Fitting of seal kit.	500	
6. Fitting of new control mechanism.	500	
7. Test and verification of jack.	500	
8. Labour cost per hour		

10 Most Critical Components of the Hydraulic Track Jack	Cost to Transnet Freight Rail
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3. Hydraulic Tie Tamper

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspection of tie tamper for leaks, defective mechanisms and any form of abuse.	600	
2. Check tightness of fasteners.	600	
3. Check Hexagon bush in nose casting for wear and damage.	600	
4. Lubricate Vibro-damped handles.	600	
5. Changing of Nitrogen accumulator.	600	
6. Overhauling of tie tamper vibrating mechanism.	300	
7. Replacement of nose casting.	300	
8. Testing and certification of tie tamper.	300	
9. Labour cost per hour		

10 Most Critical Components of the Hydraulic Tie Tamper	Cost to Transnet Freight Rail
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4. Hydraulic Rail Drill

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspection of machine for leaks, effective mechanisms and any form of abuse.	250	
2. Check tightness of fasteners.	250	
3. Check rail clamp mechanism for wear and cracks.	250	
4. Check controls for wear and adjust if required.	250	
5. Overhaul of hydraulic motor.	150	
6. Overhaul of drive mechanism.	150	
7. Check accuracy of machine.	150	
8. Recharge test and certification of machine.	150	
9. Labour cost per hour		

10 Most Critical Components of the Hydraulic Rail Drill	Cost to Transnet Freight Rail
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5. Hydraulic Rail Disc Cutter

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspection of machine for leaks, effective mechanisms and any form of abuse.	250	
2. Check tightness of fasteners.	250	
3. Check rail clamp mechanism for wear and cracks.	250	
4. Check controls for wear and adjust if required.	250	
5. Overhaul of hydraulic motor.	150	
6. Overhaul of drive mechanism.	150	
7. Check accuracy of machine.	150	
8. Recharge test and certification of machine.	150	
9. Labour cost per hour		

10 Most Critical Components of the Hydraulic Rail Disc Cutter	Cost to Transnet Freight Rail
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6. Hydraulic 1” Impact Wrench

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspect machine for leaks and defective control mechanism or any abuse.	300	
2. Carry out minor repairs/adjustments to machine.	300	
3. Overhaul impact mechanism or other driven mechanism.	200	
4. Overhaul hydraulic motor.	200	
5. Check safety ratings in respect of speeds, torque and pressures.	200	
6. Fitting of new seal kit.	300	
7. Overhaul of impact mechanism	200	
8. Recharge, test and certify machine.	200	
9. Labour cost per hour		

10 Most Critical Components of the Hydraulic 1” Impact Wrench	Cost to Transnet Freight Rail
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7. Hydraulic 1/2" Impact Wrench

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspect machine for leaks and defective control mechanism or any abuse.	150	
2. Carry out minor repairs/adjustments to machine.	150	
3. Overhaul impact mechanism or other driven mechanism.	100	
4. Overhaul hydraulic motor.	100	
5. Check safety ratings in respect of speeds, torque and pressures.	150	
6. Fitting of new seal kit.	100	
7. Overhaul of impact mechanism	100	
8. Recharge, test and certify machine.	150	
9. Labour cost per hour		

10 Most Critical Components of the Hydraulic 1/2" Impact Wrench	Cost to Transnet Freight Rail
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8. Hydraulic Angle Grinder

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspect machine for leaks and defective control mechanism or any abuse.	150	
2. Carry out minor repairs/adjustments to machine.	150	
3. Overhaul impact mechanism or other driven mechanism.	100	
4. Overhaul hydraulic motor.	100	
5. Check safety ratings in respect of speeds, torque and pressures.	150	
6. Fitting of new seal kit.	100	
7. Overhaul of impact mechanism	100	
8. Recharge, test and certify machine.	150	
9. Labour cost per hour		

10 Most Critical Components of the Hydraulic Angle Grinder	Cost to Transnet Freight Rail
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9. Hydraulic Sleeper Drill

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspect machine for leaks and defective control mechanism or any abuse.	150	
2. Carry out minor repairs/adjustments to machine.	150	
3. Overhaul impact mechanism or other driven mechanism.	100	
4. Overhaul hydraulic motor.	100	
5. Check safety ratings in respect of speeds, torque and pressures.	150	
6. Fitting of new seal kit.	100	
7. Overhaul of impact mechanism	100	
8. Recharge, test and certify machine.	150	
9. Labour cost per hour		

10 Most Critical Components of the Hydraulic Sleeper Drill	Cost to Transnet Freight Rail
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10. Hydraulic Rail Crossing Grinder

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspect machine for leaks, defective controls, and wear on mechanical parts.	50	
2. Do adjustments and replace worn parts.	50	
3. Overhaul drive mechanism(s).	50	
4. Overhaul hydraulic motor.	50	
5. Check mechanical operation of machine and replace worn parts.	20	
6. Recharge, test and certification of machine.	50	
7. Labour cost per hour		

10 Most Critical Components of the Rail Crossing Grinder	Cost to Transnet Freight Rail
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11. Hydraulic Rail Profile Grinder

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspect machine for leaks, defective controls, and wear on mechanical parts.	50	
2. Do adjustments and replace worn parts.	50	
3. Overhaul drive mechanism(s).	50	
4. Overhaul hydraulic motor.	50	
5. Check mechanical operation of machine and replace worn parts.	20	
6. Recharge, test and certification of machine.	50	
7. Labour cost per hour		

10 Most Critical Components of the Rail Profile Grinder	Cost to Transnet Freight Rail
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12. Hydraulic Weld Shearing Machine

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspect machine for wear, leaks and defective control.	40	
2. Check tightness of fasteners.	40	
3. Do adjustments and replace worn items.	40	
4. Inspect cutting jaws for wear and alignment.	40	
5. Replace seal kit.	20	
6. Recharge, test and certify machine.	40	
7. Labour cost per hour		

10 Most Critical Components of the Weld Shearing Machine	Cost to Transnet Freight Rail
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13. Semi Automatic Welding Machine

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Pressure wash plus cleaning of complete machine and carrying out of visual inspection to ensure that machine remains in compliance with safety and other specification(s).	400	
2. Service diesel engine (Yanmar 3TNE) of welding machine iro. <ul style="list-style-type: none"> • Fuel system • Lubrication system • Air system 	400	• • •
3. Service and repair of program(s) and re-calibrate BVR1000 semi automatic welding unit iro. <ul style="list-style-type: none"> • Electrical, Electronic and safety features • Re-programming of settings and values for all weld applications 	400	• •
4. Check functional operation of complete unit and repair as required iro. <ul style="list-style-type: none"> • Wire feed unit • Welding guns • Trolley and clamping equipment 	400	• • •
5. Supply of service exchange units for <ul style="list-style-type: none"> • Rail track BVR1000 complete • Wire feeder ESAB FEED 48/4 • Welding unit ESAB 350 YS CC/CV generator 	200	• • •
6. Test and certification of unit	400	
7. Traveling expense per km	500 000	
8. Labour cost per hour		

10 Most Critical Components of the Semi Automatic Welding Machine	Cost to Transnet Freight Rail
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14. Hydraulic Sleeper Changer

<u>DESCRIPTION OF WORK</u>	<u>NO. OF UNITS</u>	<u>UNIT VALUE</u>
1. Inspection of machine for oil leaks, defective mechanisms and any form of abuse.	48	
2. Changing of lubricants, hydraulic fluid, etc.	48	
3. Do adjustments and replacement of wearing items.	48	
4. Checking of pressures and certification of machine in terms of Occupational Health and Safety Act.	48	
5. Repair Hydraulic control mechanism.	24	
6. Repair hydraulic cylinders (Sleeper changer). <ul style="list-style-type: none"> • Main ram • Sleeper grip • Rail grips • Tilt mechanism 	24	• • • •
7. Traveling expenses per km	15 000	
8. Testing of machine unit's in entirety and certification.	72	
9. Labour cost per hour		

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10 Most Critical Components of the Hydraulic Sleeper Changer	Cost to Transnet Freight Rail
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15. Hydraulic Rail Bender

DESCRIPTION OF WORK	NO. OF UNITS	UNIT VALUE
1. Inspect machine for leaks, defective control mechanism and any abuse.	40	
2. Do adjustments and replace wearing items.	40	
3. Change hydraulic fluid.	40	
4. Check pressures and certification of machine in terms of Occupational Health and Safety Act.	40	
5. Repair hydraulic control mechanism of hydraulic intensifier	20	
6. Replace seal kit in hydraulic ram.	30	
7. Recharge, test and certification of machine.	40	
8. Labour cost per hour		

10 Most Critical Components of the Hydraulic Rail Bender	Cost to Transnet Freight Rail
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