

DESCRIPTION OF WORKS: FOR THE PROVISION OF SERVICES TO REPAIR FIRE STOREROOM BUILDING AND SFF SECURITY ROOM AT OIL JETTY, PORT OF SALDANHA FOR ONCE OFF PERIOD.

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

an Operating Division **TRANSNET SOC LTD**

[Registration Number 1990/000900/30]

REQUEST FOR QUOTATION (RFQ)

FOR THE PROVISION OF SERVICES TO REPAIR FIRE STOREROOM BUILDING AND SFF SECURITY ROOM AT OIL JETTY, PORT OF SALDANHA FOR ONCE OFF PERIOD.

| | |
|------------------------------------|---------------------------------------|
| RFQ NUMBER | : TNPA/2025/10/0018/110211/RFQ |
| ISSUE DATE | : 11 November 2025 |
| COMPULSORY BRIEFING SESSION | : 20 November 2025 |
| CLOSING DATE | : 04 December 2025. |
| CLOSING TIME | : 16h00 |
| TENDER VALIDITY PERIOD | : 90 days from closing date |

The objective criteria will be applicable in this bid as the intention is to give the opportunity to develop small emerging enterprise that are within 1GB or Higher.

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

SECTION 1: NOTICE TO TENDERERS

1. INVITATION TO TENDER

Responses to this Tender [hereinafter referred to as a **Tender**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as a Tenderer].

| | |
|---------------------------|---|
| DESCRIPTION | PROVISION OF SERVICES TO REPAIR FIRE STOREROOM BUILDING AND SFF SECURITY ROOM AT OIL JETTY, PORT OF SALDANHA FOR ONCE OFF PERIOD |
| TENDER DOWNLOADING | This Tender may be downloaded directly from the National Treasury eTender Publication Portal at www.etenders.gov.za and the Transnet website at https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link). FREE OF CHARGE |

| | |
|--|---|
| COMPULSORY TENDER CLARIFICATION MEETING | <p>A Compulsory Tender Clarification Meeting will be conducted on the 20 November 2025, at 12:00pm [O'clock].</p> <p>The Compulsory Tender Clarification Meeting will start punctually, and information will not be repeated for the benefit of Tenderers arriving late.</p> <p>The Site visit/walk will take place at the Oil Jetty in the Port of Saldanha. tenderers are to note:</p> <ul style="list-style-type: none"> • Tenderers are required to wear safety shoes, and hard hats. • Tenderers without the recommended PPE will not be allowed on the site walk. • Tenderers and their employees, visitors, clients and customers entering Transnet Offices, Depots, Workshops and Stores will have to undergo breathalyser testing. • All forms of firearms are prohibited on Transnet properties and premises. • The relevant persons attending the meeting must ensure that their identity documents, passports or drivers' licences are on them for inspection at the access control gates. |
| CLOSING DATE | <p>16:00 on (04 December 2025)</p> <p>Tenderers must ensure that tenders are uploaded timeously onto the system. If a tender is late, it will not be accepted for consideration.</p> |

2. TENDER SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

Log on to the Transnet eTenders management platform website (<https://transnetetenders.azurewebsites.net>);

- Click on "ADVERTISED TENDERS" to view advertised tenders;

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- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
 - Click on "SIGN IN/REGISTER" - to sign in if already registered;
 - Toggle (click to switch) the "Log an Intent" button to submit a bid;
 - Submit bid documents by uploading them into the system against each tender selected.
 - **Tenderers are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Tenderer can upload 30mb per upload and multiple uploads are permitted.**
- b) The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the Tender Offers / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request.
- c) Submissions must not contain documents relating to any Tender other than that shown on the submission.

3. CONFIDENTIALITY

All information related to this RFQ is to be treated with strict confidentiality. In this regard Tenderers are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Works, which is either directly or indirectly related to Transnet's business, written approval to divulge such information must be obtained from Transnet.

4. DISCLAIMERS

Tenderers are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this Tender and/or its receipt of a tender offer. In particular, please note that Transnet reserves the right to:

- 4.1. Award the business to the highest scoring Tenderer/s unless objective criteria justify the award to another tenderer.
- 4.2. Not necessarily accept the lowest priced tender or an alternative Tender;
- 4.3. Go to the open market if the quoted rates (for award of work) are deemed unreasonable;
- 4.4. Should the Tenderers be awarded business on strength of information furnished by the Tenderer, which after conclusion of the contract is proved to have been incorrect, Transnet reserves the right to terminate the contract;
- 4.5. Request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 4.6. Not accept any changes or purported changes by the Tenderer to the tender rates after the closing date;
- 4.7. Verify any information supplied by a Tenderer by submitting a tender, the Tenderer/s hereby irrevocably grant the necessary consent to the Transnet to do so;

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- 4.8. Conduct the evaluation process in parallel. The evaluation of Tenderers at any given stage must therefore not be interpreted to mean that Tenderers have necessarily passed any previous stage(s);
- 4.9. Unless otherwise expressly stated, each tender lodged in response to the invitation to tender shall be deemed to be an offer by the Tenderer. The Employer has the right in its sole and unfettered discretion not to accept any offer.
- 4.10. Not be held liable if tenderers do not provide the correct contact details during the clarification session and do not receive the latest information regarding this RFP with the possible consequence of being disadvantaged or disqualified as a result thereof.
- 4.11. Transnet reserves the right to exclude any Tenderers from the tender 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, as amended. Tenderers are required to indicate in tender returnable [clause 12 on **T2.2-10 [Breach of Law]** whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.
- 4.12. Transnet reserves the right to perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer :
 - *unduly high or unduly low tendered rates or amounts in the tender offer;*
 - *contract data of contract provided by the tenderer; or*
 - *the contents of the tender returnables which are to be included in the contract.*

5. Transnet will not reimburse any Tenderer for any preparatory costs or other work performed in connection with this Tender, whether or not the Tenderer is awarded a contract.

6. NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE

Tenderer are required to self-register on National Treasury’s Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. The CSD can be accessed at <https://secure.csd.gov.za/>. Tenderer are required to provide the following to Transnet in order to enable it to verify information on the CSD:

Supplier Number..... and Unique registration reference number.....

**Transnet urges its clients, suppliers and the general public
to report any fraud or corruption to
TIP-OFFS ANONYMOUS: 0800 003 056 OR Transnet@tip-offs.com**

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T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts. The Standard for Uniformity in Construction Procurement was first published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004. It was subsequently amended in Board Notice 67 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government Gazette No 29138 of 18 August 2006, Board Notice No 9 of 2008 in Government Gazette No 31823 of 30 January 2009, Board Notice 86 of 2010 in Government Gazette No 33239 of 28 May 2010, Board Notice 136 of 2015 in Government Gazette 38960 of 10 July 2015 and Board Notice 423 of 2019 in Government Gazette No 42622 of 8 August 2019.

This edition incorporates the amendments made in Board Notice 423 of 2019 in Government Gazette 42622 of 8 August 2019. (see www.cidb.org.za).

The Standard Conditions of Tender make several references to Tender data for detail that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced in the left-hand column to the clause in the Standard Conditions of Tender to which it mainly applies.

| Clause | Data |
|--------|---|
| C.1.1 | The <i>Employer</i> is Transnet SOC Ltd (Reg No. 1990/000900/30) |
| C.1.2 | The tender documents issued by the <i>Employer</i> comprise: Part T: The Tender Part T1: Tendering procedures Part T2: Returnable documents Part C: The contract Part C1: Agreements and contract data Part C2: Pricing data Part C3: Scope of work Part C4: Site information |
| C.1.4 | The <i>Employer's</i> agent is: Name: |
| | Procurement Lead Khulekani Sikhosana |

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Address: Port of Saldanha
Bayvue Centre,
Marine Drive
Saldanha
7395

Tel No.

E – mail TNPATenderEnquiriesCPT@transnet.net

C.2.1 Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

1. Stage One - Eligibility with regards to attendance at the compulsory clarification meeting

2. Stage Two - Eligibility in terms of the Construction Industry Development Board:

- a) Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, designation of **1GB or Higher** class of construction work, are eligible to have their tenders evaluated.

The tenderer shall provide a certified copy of its signed joint venture agreement

Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.

C.2.7 The arrangements for a non-compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Addenda will be issued to all tenderers willing to participating in tendering process.

C.2.12 No alternative tender offers will be considered.

C.2.13.3 Each tender offer shall be in the **English Language**.

C.2.13.5 The *Employer's* details and identification details that are to be shown on each tender offer are as follows:

Identification details: The tender documents must be uploaded with:

- Name of Tenderer:
- Contact person and details:
- The Tender Number:
- The Tender Description

Documents must be marked for the attention of: ***Employer's Agent***:

C.2.13.9 Telephonic, telegraphic, facsimile or e-mailed tender offers will not be accepted.

C.2.15 The closing time for submission of tender offers is:
Time: **16:00** on the **04 December 2025**

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Location: The Transnet e-Tender Submission Portal: (<https://transnetetenders.azurewebsites.net>);

NO LATE TENDERS WILL BE ACCEPTED

C.2.16 The tender offer validity period is **12 weeks** after the closing date. Tenderers are to note that they may be requested to extend the validity period of their tender, on the same terms and conditions, if Transnet’s internal evaluation and governance approval processes has not been finalised within the validity period.

C.2.23 The tenderer is required to submit with his tender:

1. A valid Tax Clearance Certificate issued by the South African Revenue Services. **Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status.**
2. A **valid B-BBEE Certificate** from a Verification Agency accredited by the South African Accreditation System [**SANAS**], or a **sworn affidavit** confirming annual turnover and level of black ownership, in line with the code of good practice, together with the tender;
3. A valid CIDB certificate in the correct designated grading;
4. Proof of registration on the Central Supplier Database;
5. Letter of Good Standing with the Workmen’s compensation fund by the tendering entity.

Note: Refer to Section T2.1 for List of Returnable Documents

C.3.11. Tenders will be evaluated further in accordance with the 80/20 as described in Preferential Procurement Regulations.

80 where the financial value of one or more responsive tenders received have a value equal to or below R50 million, inclusive of all applicable taxes,

| Evaluation Criteria | Final Weighted Scores |
|----------------------------|-----------------------|
| Price | 80 |
| Specific goals - Scorecard | 20 |
| TOTAL SCORE: | 100 |

Up to 100 minus W_1 tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed. **Should the evidence required for any of the Specific Goals applicable in this tender not be provided, a tenderer will score zero preference points for that particular “Specific Goal”.**

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points

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Specific goals applicable for this Procurement event:

| No | SPECIFIC GOALS | NUMBER OF POINTS (80/20 SYSTEM) |
|----|---|---------------------------------|
| 1 | B-BBEE Status Level of Contributor: 1 or 2 | 15 |
| 2 | The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area | 5 |
| 3 | Non-compliant and/or B-BBEE level 3 – 8 Contributors | 0 |

The following Table represents the evidence to be submitted for claiming preference points for applicable specific goals in a particular tender:

| Specific Goals | Acceptable Evidence |
|---|---|
| B-BBEE | B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate (in consolidated scorecard will be accept) as per DTIC guidelines |
| The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area | CIP - Registered address of entity |

Note: Transnet reserves the right to carry out an independent audit of the tenderer's scorecard components at any stage from the date of close of the tenders until completion of the contract.

C.3.13 Tender offers will only be accepted if:

1. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
2. the tenderer does not appear on Transnet's list for restricted tenderers and National Treasury's list of Tender Defaulters;
3. The tenderer has fully and properly completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process and persons in the employ of the state.
4. Transnet reserves the right to award the tender to the tenderer who scores the highest number of points overall, unless there are objective criteria which will justify the award of the tender to another tenderer.

the tenderer:

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- a) Transnet reserves the right to award the tender to the tenderer who scores the highest number
- b) of points overall, unless there are objective criteria which will justify the award of the tender to another tenderer.
- c) The objective criteria Transnet may apply in this bid process include:
- d) Transnet Request for Quotation No: TNPA/2025/10/0018/110211/RFQ

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Returnable documents

Respondent's Signature Date & Company Stamp

- e) Transnet reserves the right to award the tender to the tenderer who scores the highest number of points overall, unless there are objective criteria which will justify the award of the tender to another tenderer. The objective criteria Transnet may apply in this bid process include:
- f) The objective criteria will be applicable in this bid as the intention is to give the opportunity to a small emerging enterprise that are within 1GB or Higher gradings
- g) Bidder is not in good standing with Transnet National Ports Authority due to a poor track record
- h) Of past performance with Transnet SOC Ltd and or Transnet National Ports Authority
- i) There is clear, uncontrived and/or overwhelming evidence and/or facts that the bidder has or
- j) Continues to be in breach of any of the provisions contained in the Integrity Pact;
- k) The Probity check undertaken by Transnet National Ports Authority establishes the existence of
- l) Any unmitigated risks which would have a negative impact on the project
- m) Unless the appointment of the bidder would result in a negative impact on Transnet's Return on Investment
- n) It is necessary to rotate Suppliers to promote opportunities for other suppliers, in circumstances
- o) Where the bidder has been awarded business previously and the award of the tender will result
- p) In inequitable allocation of business;
- q) The tenderer or its members, directors, partners:
- r) Is under restrictions as contemplated in the Integrity Pact,
- s) Is a subject of a process of restriction by Transnet or other state institution that Transnet
- t) May be aware of and there is a clear, uncontrived and/or overwhelming evidence and/or
- u) Facts in relation to the alleged wrongdoing on the basis of which the restriction process has
- v) Been initiated;
- w) Cannot, as necessary and in relation to the proposed contract, demonstrate that it possesses the
- x) Professional and technical qualifications, professional and technical competence, financial
- y) Resources, equipment and other physical facilities, managerial capability, reliability, experience
- z) And reputation, expertise and the personnel, to perform the contract;

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- aa) Has no legal capacity to enter into the contract;
 - bb) Is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, being wound up, has its affairs administered pursuant to a court order, has ceased or
 - dd) Suspended their business activities, or is subject to legal proceedings in respect of any of the
 - ee) Foregoing;
 - ff) Does not comply with the legal requirements, if any, stated in the tender data; and
 - gg) Is not able to perform the contract free of conflicts of interest.
 - hh) Is able, in the option of the employer to perform the contract free of conflicts of interest.
-

C.3.17 The number of paper copies of the signed contract to be provided by the Employer is 1 (one).



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T2.15 List of Returnable Documents

2.1.1 These schedules are required for pre-qualification and eligibility purposes:

T2.2-01 **Stage one as per CIDB:** Eligibility Criteria Schedule - Certificate of attendance at Compulsory Tender Clarification Meeting

T2.2-02 **Stage Four as per CIDB:** Eligibility Criteria Schedule - CIDB Registration with **1GB or Higher** class of construction work grading.

2.1.2 Returnable Schedules: General:

T2.2-03 Letter of Good Standing with the Compensation Fund

T2.2-04 Authority to submit tender

T2.2-05 Record of addenda to tender documents

T2.2-06 Risk Elements

CIDB SFU ANNEX G Compulsory Enterprise Questionnaire Valid proof of Respondent's compliance to Specific Goals evidence (Preference Claim Form) requirements stipulated in SBD6.1.

Agreement and Commitment by Tenderer:

T2.2-07 Health and Safety Questionnaire.

T2.2-08 Non-Disclosure Agreement

T2.2-09 RFQ Declaration Form

T2.2-10 RFQ – Breach of Law

T2.2-11 Certificate of Acquaintance with Tender Document

T2.2-12 Service Provider Integrity Pact

T2.2-13 Supplier Code of Conduct

2.1.3 Bonds/Guarantees/Financial/Insurance:

T2.2-14 Insurance provided by the Contractor

2.2 C1.1 Offer portion of Form of Offer & Acceptance

2.3 C1.2 Schedule of Requirements

2.4 C2.1 Pricing Instructions

2.5 C2.2 Bill of Quantities

2.6 C3 Works Information

2.7 C4 Site Information

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T2.2-01: Eligibility Criteria Schedule:

Certificate of Attendance at Tender Clarification Meeting

This is to certify that

.....
(Company Name)

Represented
by:

.....
(Name and
Surname)

Was represented at the compulsory tender clarification meeting

| | | |
|-----------|------------------------------------|-------------------------------------|
| Held at: | Oil Jetty in the Port of Saldanha. | |
| On (date) | 20 November 2025 | Starting time: 12:00pm [12 O'clock] |

Particulars of person(s) attending the meeting:

Name

Signature

Capacity

Attendance of the above company at the meeting was confirmed:

Name

Signature

.....
**For and on Behalf of the
Employers Agent.**

Date

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T2.2-02: Eligibility Criteria Schedule - CIDB Grading Designation

Note to tenderers:

Tenderers are to indicate their CIDB Grading by filling in the table below. **Attach a copy of the CIDB Grading Designation or evidence of being capable of being so registered.**

| CRS Number | Status | Grading | Expiry Date |
|-------------------|---------------|----------------|--------------------|
| | | | |

1. Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a 1GB or Higher class of construction work according to the selected project, are eligible to have their tenders evaluated.

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T2.2-04: AUTHORITY TO SUBMIT A TENDER

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for his category of organisation or alternatively attach a certified copy of a company / organisation document which provides the same information for the relevant category as requested here.

| A - COMPANY | B - PARTNERSHIP | C - SOLE PROPRIETOR |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

A. Certificate for Company

I, _____ chairperson of the board of directors _____
_____, hereby confirm that by resolution of the board taken on
_____ (date), Mr/Ms _____, acting in the capacity of
_____, was authorised to sign all documents in connection with this
tender offer and any contract resulting from it on behalf of the company.

Signed

Date

Name

Position

Chairman of the Board of Directors

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B. Certificate for Partnership

We, the undersigned, being the **key partners** in the business trading as _____
_____ hereby authorise Mr/Ms _____ acting in the capacity of
_____, to sign all documents in connection with the tender offer for
Contract _____ and any contract resulting from it on our behalf.

| Name | Address | Signature | Date |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |

NOTE: This certificate is to be completed and signed by the full number of Partners necessary to commit the Partnership. Attach additional pages if more space is required.



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C. Certificate for Sole Proprietor

I, _____, hereby confirm that I am the sole owner of the business trading as _____.

Signed

Date

Name

Position

Sole Proprietor

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T2.2-05: Record of Addenda to Tender Documents

This schedule as submitted confirms that the following communications received from the *Employer* before the submission of this tender offer, amending the tender documents, have been taken into account in this specific tender offer:

| | Date | Title or Details |
|----|-------------|-------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |

ANNEX G Compulsory Enterprise Questionnaire

The following particulars hereunder must be furnished.

In the case of a Joint Venture, separate enterprise questionnaires in respect of each partner/member must be completed and submitted.

Section 1: Name of enterprise: _____

Section 2: VAT registration number, if any: _____

Section 3: CIDB registration number, if any: _____

Section 4: CSD number: _____

Section 5: Particulars of sole proprietors and partners in partnerships

| Name | Identity number | Personal income tax number |
|------|-----------------|----------------------------|
| | | |
| | | |
| | | |

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 6: Particulars of companies and close corporations

Company registration number _____

Close corporation number _____

Tax reference number: _____

Section 7: The attached SBD4 must be completed for each tender and be attached as a tender requirement.

Section 8: The attached SBD 6 must be completed for each tender and be attached as a requirement.

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The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

| | |
|-----------------|----------|
| Signed | Date |
| _____ | _____ |
| Name | Position |
| _____ | _____ |
| Enterprise name | _____ |
| _____ | _____ |



SBD 6.1

PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [**B- BBEE**] Status Level of Contribution.

Transnet will award preference points to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The value of this bid is estimated to not exceed **CIDB grading** per ticked project (all applicable taxes included) and therefore the 60 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

| | POINTS |
|--|---------------|
| PRICE | 80 |
| B-BBEE Level of contributor (1 or 2) | 15 |
| The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area | 5 |
| Non-Compliant and/or B-BBEE Level 3-8 contributors | 0 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.5 Failure on the part of a bidder to submit proof of B-BBEE status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



2. DEFINITIONS

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"**
- i) the B-BBBEE status level certificate issued by an authorised body or person;
 - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis: 80/20

$$P_s = 80 \cdot \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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Ps = Points scored for comparative price of bid under consideration
Pt = Comparative price of bid under consideration
Pmin = Comparative price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

4.1 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

| Enterprise | B-BBEE Certificate & Sworn Affidavit |
|------------------------|--|
| Large | Certificate issued by SANAS accredited verification agency |
| QSE | Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI’s website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .] |
| EME¹ | Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard |



- 4.2 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.3 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.4 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.6 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

6.1 B-BBEE Status Level of Contribution: 1 or 2 = (maximum of 15 points)

¹ In terms of the Implementation Guide: Preferential Procurement Regulations, 2017, Version 2, paragraph 11.11 provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:



8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If a bidder submitted false information regarding its B-BBEE status level of contributor,, which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (f) forward the matter for criminal prosecution.

| |
|--|
| <p>WITNESSES</p> <p>1.</p> <p>2.</p> |
|--|

| |
|---|
| <p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> |
|---|



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

² the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

| Full Name | Identity Number | Name of institution | State |
|-----------|-----------------|---------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.2.1 If so, furnish particulars:
.....
.....
- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**



2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)...
..... in submitting
the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.5 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature
Date

..... Position
Name of bidder

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



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T2.2-07: HEALTH AND SAFETY QUESTIONNAIRE

Health, Safety Questionnaire

| | | | |
|--|---|--------------------------|--|
| 1. SAFE WORK PERFORMANCE | | | |
| 1A. Injury Experience / Historical Performance - Alberta | | | |
| Use the previous three years injury and illness records to complete the following: | | | |
| Year | | | |
| Number of medical treatment cases | | | |
| Number of restricted work day cases | | | |
| Number of lost time injury cases | | | |
| Number of fatal injuries | | | |
| Total recordable frequency | | | |
| Lost time injury frequency | | | |
| Number of worker manhours | | | |
| | | | |
| 1 - Medical Treatment Case | Any occupational injury or illness requiring treatment provided by a physician or treatment provided under the direction of a physician | | |
| 2 – Restricted Work Day Case | Any occupational injury or illness that prevents a worker from performing any of his/her craft jurisdiction duties | | |
| 3 – Lost Time injury Cases | Any occupational injury that prevents the worker from performing any work for at least one day | | |
| 4 – Total Recordable Frequency | Total number of Medical Treatment, Restricted Work and Lost Time Injury cases multiplied by 200,000 then divided by total manhours | | |
| 5- Lost Time Injury Frequency | Total number of Lost Time Injury cases multiplied by 200,000 then divide by total manhours | | |
| 1B. Workers' Compensation Experience | | | |
| Use the previous three years injury and illness records to complete the following (if applicable): | | | |
| Industry Code: | | Industry Classification: | |
| | | | |
| Year | | | |
| Industry Rate | | | |
| Contractor Rate | | | |
| % Discount or Surcharge | | | |
| Is your Workers' Compensation account in good standing? <input type="checkbox"/> Yes | | | |
| (Please provide letter of confirmation) <input type="checkbox"/> No | | | |
| 2. CITATIONS | | | |
| 2A. | Has your company been cited, charged or prosecuted under Health, Safety and/or Environmental Legislation in the last 5 years? | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If yes, provide details: | | |
| | | | |
| | | | |
| 2B. | Has your company been cited, charged or prosecuted under the above Legislation in another Country, Region or State? | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If yes, provide details: | | |
| | | | |
| | | | |



TRANSNET NATIONAL PORTS AUTHORITY (TNPA)
TENDER NUMBER: TNPA/2025/10/0018/110211/RFQ

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3. CERTIFICATE OF RECOGNITION

Does your company have a Certificate of Recognition?

Yes No If Yes, what is the Certificate No. _____ Issue Date _____

4. SAFETY PROGRAM

Do you have a written safety program manual? Yes No

If Yes, provide a copy for review

Do you have a pocket safety booklet for field distribution? Yes No

If Yes, provide a copy for review

Does your safety program contain the following elements:

| | Yes | No | | Yes | No |
|-------------------------------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|
| CORPORATE SAFETY POLICY | <input type="checkbox"/> | <input type="checkbox"/> | EQUIPMENT MAINTENANCE | <input type="checkbox"/> | <input type="checkbox"/> |
| INCIDENT NOTIFICATION POLICY | <input type="checkbox"/> | <input type="checkbox"/> | EMERGENCY RESPONSE | <input type="checkbox"/> | <input type="checkbox"/> |
| RECORDKEEPING & STATISTICS | <input type="checkbox"/> | <input type="checkbox"/> | HAZARD ASSESSMENT | <input type="checkbox"/> | <input type="checkbox"/> |
| REFERENCE TO LEGISLATION | <input type="checkbox"/> | <input type="checkbox"/> | SAFE WORK PRACTICES | <input type="checkbox"/> | <input type="checkbox"/> |
| GENERAL RULES & REGULATIONS | <input type="checkbox"/> | <input type="checkbox"/> | SAFE WORK PROCEDURES | <input type="checkbox"/> | <input type="checkbox"/> |
| PROGRESSIVE DISCIPLINE POLICY | <input type="checkbox"/> | <input type="checkbox"/> | WORKPLACE INSPECTIONS | <input type="checkbox"/> | <input type="checkbox"/> |
| RESPONSIBILITIES | <input type="checkbox"/> | <input type="checkbox"/> | INVESTIGATION PROCESS | <input type="checkbox"/> | <input type="checkbox"/> |
| PPE STANDARDS | <input type="checkbox"/> | <input type="checkbox"/> | TRAINING POLICY & PROGRAM | <input type="checkbox"/> | <input type="checkbox"/> |
| ENVIRONMENTAL STANDARDS | <input type="checkbox"/> | <input type="checkbox"/> | COMMUNICATION PROCESSES | <input type="checkbox"/> | <input type="checkbox"/> |
| MODIFIED WORK PROGRAM | <input type="checkbox"/> | <input type="checkbox"/> | | | |

5. TRAINING PROGRAM

5A. Do you have an orientation program for new hire employees? Yes No

If Yes, include a course outline. Does it include any of the following:

| | Yes | No | | Yes | No |
|-------------------------------|--------------------------|--------------------------|------------------------------|--------------------------|--------------------------|
| GENERAL RULES & REGULATIONS | <input type="checkbox"/> | <input type="checkbox"/> | CONFINED SPACE ENTRY | <input type="checkbox"/> | <input type="checkbox"/> |
| EMERGENCY REPORTING | <input type="checkbox"/> | <input type="checkbox"/> | TRENCHING & EXCAVATION | <input type="checkbox"/> | <input type="checkbox"/> |
| INJURY REPORTING | <input type="checkbox"/> | <input type="checkbox"/> | SIGNS & BARRICADES | <input type="checkbox"/> | <input type="checkbox"/> |
| LEGISLATION | <input type="checkbox"/> | <input type="checkbox"/> | DANGEROUS HOLES & OPENINGS | <input type="checkbox"/> | <input type="checkbox"/> |
| RIGHT TO REFUSE WORK | <input type="checkbox"/> | <input type="checkbox"/> | RIGGING & CRANES | <input type="checkbox"/> | <input type="checkbox"/> |
| PERSONAL PROTECTIVE EQUIPMENT | <input type="checkbox"/> | <input type="checkbox"/> | MOBILE VEHICLES | <input type="checkbox"/> | <input type="checkbox"/> |
| EMERGENCY PROCEDURES | <input type="checkbox"/> | <input type="checkbox"/> | PREVENTATIVE MAINTENANCE | <input type="checkbox"/> | <input type="checkbox"/> |
| PROJECT SAFETY COMMITTEE | <input type="checkbox"/> | <input type="checkbox"/> | HAND & POWER TOOLS | <input type="checkbox"/> | <input type="checkbox"/> |
| HOUSEKEEPING | <input type="checkbox"/> | <input type="checkbox"/> | FIRE PREVENTION & PROTECTION | <input type="checkbox"/> | <input type="checkbox"/> |
| LADDERS & SCAFFOLDS | <input type="checkbox"/> | <input type="checkbox"/> | ELECTRICAL SAFETY | <input type="checkbox"/> | <input type="checkbox"/> |
| FALL ARREST STANDARDS | <input type="checkbox"/> | <input type="checkbox"/> | COMPRESSED GAS CYLINDERS | <input type="checkbox"/> | <input type="checkbox"/> |
| AERIAL WORK PLATFORMS | <input type="checkbox"/> | <input type="checkbox"/> | WEATHER EXTREMES | <input type="checkbox"/> | <input type="checkbox"/> |



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| | | | | | |
|--|--------------------------|--------------------------|---------------------------------|--------------------------|--------------------------|
| 5B. Do you have a program for training newly hired or promoted supervisors? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, submit an outline for evaluation. Does it include instruction on the following: | | | | | |
| | Yes | No | | Yes | No |
| EMPLOYER RESPONSIBILITIES | <input type="checkbox"/> | <input type="checkbox"/> | SAFETY COMMUNICATION | <input type="checkbox"/> | <input type="checkbox"/> |
| EMPLOYEE RESPONSIBILITIES | <input type="checkbox"/> | <input type="checkbox"/> | FIRST AID/MEDICAL PROCEDURES | <input type="checkbox"/> | <input type="checkbox"/> |
| DUE DILIGENCE | <input type="checkbox"/> | <input type="checkbox"/> | NEW WORKER TRAINING | <input type="checkbox"/> | <input type="checkbox"/> |
| SAFETY LEADERSHIP | <input type="checkbox"/> | <input type="checkbox"/> | ENVIRONMENTAL REQUIREMENTS | <input type="checkbox"/> | <input type="checkbox"/> |
| WORK REFUSALS | <input type="checkbox"/> | <input type="checkbox"/> | HAZARD ASSESSMENT | <input type="checkbox"/> | <input type="checkbox"/> |
| INSPECTION PROCESSES | <input type="checkbox"/> | <input type="checkbox"/> | PRE-JOB SAFETY INSTRUCTION | <input type="checkbox"/> | <input type="checkbox"/> |
| EMERGENCY PROCEDURES | <input type="checkbox"/> | <input type="checkbox"/> | DRUG & ALCOHOL POLICY | <input type="checkbox"/> | <input type="checkbox"/> |
| INCIDENT INVESTIGATION | <input type="checkbox"/> | <input type="checkbox"/> | PROGRESSIVE DISCIPLINARY POLICY | <input type="checkbox"/> | <input type="checkbox"/> |
| SAFE WORK PROCEDURES | <input type="checkbox"/> | <input type="checkbox"/> | SAFE WORK PRACTICES | <input type="checkbox"/> | <input type="checkbox"/> |
| SAFETY MEETINGS | <input type="checkbox"/> | <input type="checkbox"/> | NOTIFICATION REQUIREMENTS | <input type="checkbox"/> | <input type="checkbox"/> |

6. SAFETY ACTIVITIES

Do you conduct safety inspections? Yes No Weekly Monthly Quarterly

Describe your safety inspection process (include participation, documentation requirements, follow-up, report distribution).

Who follows up on inspection action items? _____

Do you hold site safety meetings for field employees? If Yes, how often?
Yes No Daily Weekly Biweekly

Do you hold site meetings where safety is addressed with management and field supervisors?
Yes No Weekly Biweekly Monthly

Is pre-job safety instruction provided before to each new task? Yes No

Is the process documented? Yes No

Who leads the discussion? _____

Do you have a hazard assessment process? Yes No

- Are hazard assessments documented? If yes, how are hazard assessments communicated and implemented on each project? Who is responsible for leading the hazard assessment process?

Does your company have policies and procedures for environmental protection, spill clean-up, reporting, waste disposal, and recycling as part of the Health & Safety Program?
 Yes No

How does your company measure its H&S success?

- Attach separate sheet to explain

7. SAFETY STEWARDSHIP



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| | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 7A Are incident reports and report summaries sent to the following and how often? | | | | | |
| | Yes | No | Monthly | Quarterly | Annually |
| Project/Site Manager | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Managing Director | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safety Director/Manager | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| /Chief Executive Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7B How are incident records and summaries kept? How often are they reported internally? | | | | | |
| | Yes | No | Monthly | Quarterly | Annually |
| Incidents totaled for the entire company | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Incidents totaled by project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Subtotaled by superintendent | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Subtotaled by foreman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7C How are the costs of individual incidents kept? How often are they reported internally? | | | | | |
| | Yes | No | Monthly | Quarterly | Annually |
| Costs totaled for the entire company | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Costs totaled by project | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Subtotaled by superintendent | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Subtotaled by foreman/general foreman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7D Does your company track non-injury incidents? | | | | | |
| | Yes | No | Monthly | Quarterly | Annually |
| Near Miss | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Property Damage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Security | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Environmental | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8 PERSONNEL

| | | |
|---|----------------|------------------|
| List key health and safety officers planned for this project. Attach resume. | | |
| Name | Position/Title | Designation |
| | | |
| Supply name, address and phone number of your company's corporate health and safety representative. Does this individual have responsibilities other than health, safety and environment? | | |
| Name | Address | Telephone Number |
| | | |
| Other responsibilities: | | |

9 REFERENCES

| | | |
|---|---------|--------------|
| List the last three company's your form has worked for that could verify the quality and management commitment to your occupational Health & Safety program | | |
| Name and Company | Address | Phone Number |
| | | |
| | | |
| | | |

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T2.2-08 NON-DISCLOSURE AGREEMENT

Note to tenderers: This Non-Disclosure Agreement is to be completed and signed by an authorised signatory:

THIS AGREEMENT is made effective as of day of 20..... by and between:

TRANSNET SOC LTD

(Registration No. 1990/000900/30), a company incorporated and existing under the laws of South Africa, having its principal place of business at Transnet Corporate Centre 138 Eloff Street , Braamfontein , Johannesburg 2000

and

.....

(Registration No.), a private company incorporated and existing under the laws of South Africa having its principal place of business at

.....

WHEREAS

Transnet and the Company wish to exchange Information [as defined below] and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Tender Document.

IT IS HEREBY AGREED

1. INTERPRETATION

In this Agreement:

- 1.1 **Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;
- 1.2 **Bid or Bid Document** (hereinafter Tender) means Transnet's Request for Information [**RFI**] Request for Proposal [**RFP**] or Request for Quotation [**RFQ**], as the case may be;
- 1.3 **Confidential Information** means any information or other data relating to one party [the **Disclosing Party**] and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party [the **Receiving Party**] or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:

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- 1.3.1 is publicly available at the time of its disclosure or becomes publicly available [other than as a result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this Agreement]; or
- 1.3.2 was lawfully in the possession of the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] free of any restriction as to its use or disclosure prior to its being so disclosed; or
- 1.3.3 following such disclosure, becomes available to the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;
- 1.4 **Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and
- 1.5 **Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

2. CONFIDENTIAL INFORMATION

- 2.1 All Confidential Information given by one party to this Agreement [the **Disclosing Party**] to the other party [the **Receiving Party**] will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose [whether in writing or orally or in any other manner] Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Tender or for the subsequent performance of any contract between the parties in relation to the Tender.
- 2.3 Notwithstanding clause 2.1 above, the Receiving Party may disclose Confidential Information:
- 2.3.1 to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
- 2.3.2 to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.
- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3.2 above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights

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or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps [including the institution of legal proceedings] as shall be necessary to remedy [if capable of remedy] the default and/or to prevent further unauthorised copying, disclosure or use.

2.5 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

3. RECORDS AND RETURN OF INFORMATION

3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.

3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.

3.3 The Company shall, within 7 [seven] days of receipt of a written demand from Transnet:

3.3.1 return all written Confidential Information [including all copies]; and

3.3.2 expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.

3.4 The Company shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3.2 above.

4. ANNOUNCEMENTS

4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Tender without the prior written consent of the other party.

4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. DURATION

The obligations of each party and its Agents under this Agreement shall survive the termination of any discussions or negotiations between the parties regarding the Tender and continue thereafter for a period of 5 [five] years.

6. PRINCIPAL

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Tender and in complying with the terms of this Agreement.

7. ADEQUACY OF DAMAGES

Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available to it, either at law or in equity, for any such threatened or actual breach of this Agreement, including specific performance, recovery of damages or otherwise.

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8. PRIVACY AND DATA PROTECTION

- 8.1 The Receiving Party undertakes to comply with South Africa’s general privacy protection in terms Section 14 of the Bill of Rights in connection with this Tender and shall procure that its personnel shall observe
- 8.2 the provisions of such Act [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.
- 8.3 The Receiving Party warrants that it and its Agents have the appropriate technical and organisational measures in place against unauthorised or unlawful processing of data relating to the Tender and against accidental loss or destruction of, or damage to such data held or processed by them.

9. GENERAL

- 9.1 Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 9.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 9.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 9.4 This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.
- 9.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 9.6 This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

| | | | |
|----------|-------|----------|-------|
| Signed | _____ | Date | _____ |
| Name | _____ | Position | _____ |
| Tenderer | _____ | | |

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T2.2-09: RFQ DECLARATION FORM

NAME OF COMPANY: _____

We _____ do hereby certify that:

1. Transnet has supplied and we have received appropriate tender offers to any/all questions (as applicable) which were submitted by ourselves for tender clarification purposes;
2. we have received all information we deemed necessary for the completion of this Tender;
3. at no stage have we received additional information relating to the subject matter of this tender from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the tender documents;
4. we are satisfied, insofar as our company is concerned, that the processes and procedures adopted by Transnet in issuing this tender and the requirements requested from tenderers in responding to this tender have been conducted in a fair and transparent manner; and
5. furthermore, we acknowledge that a direct relationship exists between a family member and/or an owner / member / director / partner / shareholder (unlisted companies) of our company and an employee or board member of the Transnet Group as indicated below: *[Respondent to indicate if this section is not applicable]*

FULL NAME OF OWNER/MEMBER/DIRECTOR/

PARTNER/SHAREHOLDER:

ADDRESS:

Indicate nature of relationship with Transnet:

[Failure to furnish complete and accurate information in this regard may lead to the disqualification of your response and may preclude a Respondent from doing future business with Transnet]

We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet (other than any existing and appropriate business relationship with Transnet) which could unfairly advantage our company in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

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- We accept that any dispute pertaining to this tender will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman
6. process must first be exhausted before judicial review of a decision is sought. (Refer "Important Notice to respondents" below).
 7. We further accept that Transnet reserves the right to reverse a tender award or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.
 8. We have acquainted ourselves and agree with the content of T2.2-12 "Service Provider Integrity Pact".

| |
|--|
| For and on behalf of duly authorised thereto |
| Name: |
| Signature: |
| Date: |

IMPORTANT NOTICE TO TENDERERS

- Transnet has appointed a Procurement Ombudsman to investigate any material complaint in respect of tenders exceeding R5,000,000.00 (five million S.A. Rand) in value. Should a Tenderer have any material concern regarding an tender process which meets this value threshold, a complaint may be lodged with Transnet's Procurement Ombudsman for further investigation.
- It is incumbent on the Tenderer to familiarise himself/herself with the Terms of Reference for the Transnet Procurement Ombudsman, details of which are available for review at Transnet's website www.transnet.net.
- An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to procurement.ombud@transnet.net
- For transactions below the R5,000,000.00 (five million S.A. Rand) threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division.
- All Tenderers should note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a tenderer on its List of Excluded Bidders.

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T2.2-10: REQUEST FOR QUOTATION – BREACH OF LAW

NAME OF COMPANY: _____

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 Tenderer 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 OF BREACH: _____

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

Signed on this _____ day of _____ 20____

SIGNATURE OF TENDER

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T2.2-11 Certificate of Acquaintance with Tender Documents

NAME OF TENDERING ENTITY:

1. By signing this certificate I/we acknowledge that I/we have made myself/ourselves thoroughly familiar with, and agree with all the conditions governing this RFQ. This includes those terms and conditions of the Contract, the Supplier Integrity Pact, Non-Disclosure Agreement etc. contained in any printed form stated to form part of the documents thereof, but not limited to those listed in this clause.
2. I/we furthermore agree that Transnet SOC Ltd shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any tender/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.
3. I/we understand that the accompanying Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
4. For the purposes of this Certificate and the accompanying Tender, I/we understand that the word "competitor" shall include any individual or organisation, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a Tender in response to this Tender invitation;
 - b) could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
 - c) provides the same Services as the Tenderer and/or is in the same line of business as the Tenderer
5. The Tenderer has arrived at the accompanying Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive Tendering.
6. In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where Services will be rendered [market allocation]
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a Tender;
 - e) the submission of a tender which does not meet the specifications and conditions of the tender;
or
 - f) Tendering with the intention not winning the tender.

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7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Services to which this tender relates.
8. The terms of the accompanying tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
9. I/We am/are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority [NPA] for criminal investigation. In addition, Tenderers that submit suspicious tenders may be restricted from conducting business with the public sector for a period not exceeding 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signed on this ____ day of _____ 20__

SIGNATURE OF TENDERER

T2.2-12 Service Provider Integrity Pact

Important Note: All potential tenderers must read this document and certify in the RFQ Declaration Form that they have acquainted themselves with and agree with the content.

The contract with the successful tenderer will automatically incorporate this Integrity Pact and shall be deemed as part of the final concluded contract.

INTEGRITY PACT

Between

TRANSNET SOC LTD

Registration Number: 1990/000900/30

("Transnet")

and

The Contractor (hereinafter referred to as the "Tenderer/Service Providers/Contractor")

PREAMBLE

Transnet values full compliance with all relevant laws and regulations, ethical standards and the principles of economical use of resources, fairness and transparency in its relations with its Tenderers/Service Providers/Contractors.

In order to achieve these goals, Transnet and the Tenderer/Service Provider/Contractor hereby enter into this agreement hereinafter referred to as the "Integrity Pact" which will form part of the Tenderer's/Service Provider's/Contractor's application for registration with Transnet as a vendor.

The general purpose of this Integrity Pact is to agree on avoiding all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of any procurement and/or reverse logistics event and any further contract to be entered into between the Parties, relating to such event.

All Tenderers/Service Providers/Contractor's will be required to sign and comply with undertakings contained in this Integrity Pact, should they want to be registered as a Transnet vendor.

1 OBJECTIVES

1.1 Transnet and the Tenderer/Service Provider/Contractor agree to enter into this Integrity Pact, to avoid all forms of dishonesty, fraud and corruption including practices that are anti-competitive in nature, negotiations made in bad faith and under-pricing by following a system that is fair, transparent and free from any

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influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

- a) Enable Transnet to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- b) Enable Tenderers/Service Providers/Contractors to abstain from bribing or participating in any corrupt practice in order to secure the contract.

2 COMMITMENTS OF TRANSNET

Transnet commits to take all measures necessary to prevent dishonesty, fraud and corruption and to observe the following principles:

- 2.1 Transnet hereby undertakes that no employee of Transnet connected directly or indirectly with the sourcing event and ensuing contract, will demand, take a promise for or accept directly or through intermediaries any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Tenderer, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the tendering process, Tender evaluation, contracting or implementation process related to any contract.
- 2.2 Transnet will, during the registration and tendering process treat all Tenderers/ Service Providers/Contractor with equity, transparency and fairness. Transnet will in particular, before and during the registration process, provide to all Tenderers/ Service Providers/Contractors the same information and will not provide to any Tenderers/Service Providers/Contractors confidential/additional information through which the Tenderers/Service Providers/Contractors could obtain an advantage in relation to any tendering process.
- 2.3 Transnet further confirms that its employees will not favour any prospective Tenderers/Service Providers/Contractors in any form that could afford an undue advantage to a particular Tenderer during the tendering stage, and will further treat all Tenderers/Service Providers/Contractors participating in the tendering process in a fair manner.
- 2.4 Transnet will exclude from the tender process such employees who have any personal interest in the Tenderers/Service Providers/Contractors participating in the tendering process.

3 OBLIGATIONS OF THE TENDERER / SERVICE PROVIDER

- 3.1 Transnet has a '**Zero Gifts**' Policy. No employee is allowed to accept gifts, favours or benefits.
 - a) Transnet officials and employees **shall not** solicit, give or accept, or from agreeing to solicit, give, accept or receive directly or indirectly, any gift, gratuity, favour, entertainment, loan, or anything of monetary value, from any person or juridical entities in the course of official duties or in connection with any operation being managed by, or any transaction which may be affected by the functions of their office.

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- b) Transnet officials and employees **shall not** solicit or accept gifts of any kind, from vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organisation irrespective of the value.
- c) Under **no circumstances** should gifts, business courtesies or hospitality packages be accepted from or given to prospective suppliers participating in a tender process at the respective employee's Operating Division, regardless of retail value.
- d) Gratuities, bribes or kickbacks of any kind must never be solicited, accepted or offered, either directly or indirectly. This includes money, loans, equity, special privileges, personal favours, benefit or services. Such favours will be considered to constitute corruption.
- 3.2 The Tenderer/Service Provider/Contractor commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its Tender or during any ensuing contract stage in order to secure the contract or in furtherance to secure it and in particular the Tenderer/Service Provider/Contractor commits to the following:
- a) The Tenderer/Service Provider/Contractor will not, directly or through any other person or firm, offer, promise or give to Transnet or to any of Transnet's employees involved in the tendering process or to any third person any material or other benefit or payment, in order to obtain in exchange an advantage during the tendering process; and
- b) The Tenderer/Service Provider/Contractor will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any employee of Transnet, connected directly or indirectly with the tendering process, or to any person, organisation or third party related to the contract in exchange for any advantage in the tendering, evaluation, contracting and implementation of the contract.
- 3.3 The Tenderer/Service Provider/Contractor will not collude with other parties interested in the contract to preclude a competitive Tender price, impair the transparency, fairness and progress of the tendering process, Tender evaluation, contracting and implementation of the contract. The Tenderer / Service Provider further commits itself to delivering against all agreed upon conditions as stipulated within the contract.
- 3.4 The Tenderer/Service Provider/Contractor will not enter into any illegal or dishonest agreement or understanding, whether formal or informal with other Tenderers/Service Providers/Contractors. This applies in particular to certifications, submissions or non-submission of documents or actions that are restrictive or to introduce cartels into the tendering process.
- 3.5 The Tenderer/Service Provider/Contractor will not commit any criminal offence under the relevant anti-corruption laws of South Africa or any other country. Furthermore, the Tenderer/Service Provider/Contractor will not use for illegitimate purposes or for restrictive purposes or personal gain, or pass on to others, any information provided by Transnet as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

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- 3.6 A Tenderer/Service Provider/Contractor of foreign origin shall disclose the name and address of its agents or representatives in South Africa, if any, involved directly or indirectly in the registration or tendering process. Similarly, the Tenderer / Service Provider / Contractor of South African nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the registration or tendering process.
- 3.7 The Tenderer/Service Provider/Contractor will not misrepresent facts or furnish false or forged documents or information in order to influence the tendering process to the advantage of the Tenderer/Service Provider/Contractor or detriment of Transnet or other competitors.
- 3.8 Transnet may require the Tenderer/Service Provider/Contractor to furnish Transnet with a copy of its code of conduct. Such code of conduct must address the compliance programme for the implementation of the code of conduct and reject the use of bribes and other dishonest and unethical conduct.
- 3.9 The Tenderer/Service Provider/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 3.10 The Tenderer/Service Provider/Contractor confirms that they will uphold the ten principles of the United Nations Global Compact (UNGC) in the fields of Human Rights, Labour, Anti-Corruption and the Environment when undertaking business with Transnet as follows:
- a) Human Rights
- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
 - Principle 2: make sure that they are not complicit in human rights abuses.
- b) Labour
- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
 - Principle 4: the elimination of all forms of forced and compulsory labour;
 - Principle 5: the effective abolition of child labour; and
 - Principle 6: the elimination of discrimination in respect of employment and occupation.
- c) Environment
- Principle 7: Businesses should support a precautionary approach to environmental challenges;
 - Principle 8: undertake initiatives to promote greater environmental responsibility; and
 - Principle 9: encourage the development and diffusion of environmentally friendly technologies.

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d) Anti-Corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

4 INDEPENDENT TENDERING

4.1 For the purposes of that Certificate in relation to any submitted Tender, the Tenderer declares to fully understand that the word "competitor" shall include any individual or organisation, other than the Tenderer, whether or not affiliated with the Tenderer, who:

- a) has been requested to submit a Tender in response to this Tender invitation;
- b) could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
- c) provides the same Goods and Services as the Tenderer and/or is in the same line of business as the Tenderer.

4.2 The Tenderer has arrived at his submitted Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive tendering.

4.3 In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) prices;
- b) geographical area where Goods or Services will be rendered [market allocation];
- c) methods, factors or formulas used to calculate prices;
- d) the intention or decision to submit or not to submit, a Tender;
- e) the submission of a Tender which does not meet the specifications and conditions of the RFQ; or
- f) tendering with the intention of not winning the Tender.

4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Goods or Services to which his/her tender relates.

4.5 The terms of the Tender as submitted have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.

4.6 Tenderers are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Tenders and contracts, Tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority [**NPA**] for criminal investigation and/or may be restricted from conducting business with the public sector for a period

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not exceeding 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

- 4.7 Should the Tenderer find any terms or conditions stipulated in any of the relevant documents quoted in the Tender unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Tender. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be.

5 DISQUALIFICATION FROM TENDERING PROCESS

- 5.1 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 3 of this Integrity Pact or in any other form such as to put its reliability or credibility as a Tenderer/Service Provider/Contractor into question, Transnet may reject the Tenderer's / Service Provider's / Contractor's application from the registration or tendering process and remove the Tenderer/Service Provider/Contractor from its database, if already registered.
- 5.2 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 3, or any material violation, such as to put its reliability or credibility into question. Transnet may after following due procedures and at its own discretion also exclude the Tenderer/Service Provider /Contractor from future tendering processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, which will include amongst others the number of transgressions, the position of the transgressors within the company hierarchy of the Tenderer/Service Provider/Contractor and the amount of the damage. The exclusion will be imposed for up to a maximum of 10 (ten) years. However, Transnet reserves the right to impose a longer period of exclusion, depending on the gravity of the misconduct.
- 5.3 If the Tenderer/Service Provider/Contractor can prove that it has restored the damage caused by it and has installed a suitable corruption prevention system, or taken other remedial measures as the circumstances of the case may require, Transnet may at its own discretion revoke the exclusion or suspend the imposed penalty.

6 TRANSNET'S LIST OF EXCLUDED TENDERERS (BLACKLIST)

- 6.1 The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Tender shall be awarded to a Tenderer whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Tenderer should it be established, at any time, that a tenderer has been restricted with National Treasury by another government institution.
- 6.2 All the stipulations on Transnet's restriction process as laid down in Transnet's Supply Chain Policy and Procurement Procedures Manual (CPM included) are included herein by way of reference. Below follows a condensed summary of this restriction procedure.

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- 6.3 On completion of the restriction procedure, Transnet will submit the restricted entity's details (including the identity number of the individuals and registration number of the entity) to National Treasury for placement on National Treasury's Database of Restricted Suppliers for the specified period of exclusion. National Treasury will make the final decision on whether to restrict an entity from doing business with any organ of state for a period not exceeding 10 years and place the entity concerned on the Database of Restricted Suppliers published on its official website.
- 6.4 The decision to restrict is based on one of the grounds for restriction. The standard of proof to commence the restriction process is whether a "*prima facie*" (i.e. on the face of it) case has been established.
- 6.5 Depending on the seriousness of the misconduct and the strategic importance of the Goods/Services, in addition to restricting a company/person from future business, Transnet may decide to terminate some or all existing contracts with the company/person as well.
- 6.6 A Service Provider or Contractor to Transnet may not subcontract any portion of the contract to a blacklisted company.
- 6.7 Grounds for blacklisting include: If any person/Enterprise which has submitted a Tender, concluded a contract, or, in the capacity of agent or subcontractor, has been associated with such Tender or contract:
- a) Has, in bad faith, withdrawn such Tender after the advertised closing date and time for the receipt of Tenders;
 - b) has, after being notified of the acceptance of his Tender, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the Tender documents;
 - c) has carried out any contract resulting from such Tender in an unsatisfactory manner or has breached any condition of the contract;
 - d) has offered, promised or given a bribe in relation to the obtaining or execution of the contract;
 - e) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any Government Department or towards any public body, Enterprise or person;
 - f) has made any incorrect statement in a certificate or other communication with regard to the Local Content of his Goods or his B-BBEE status and is unable to prove to the satisfaction of Transnet that:
 - (i) he made the statement in good faith honestly believing it to be correct; and
 - (ii) before making such statement he took all reasonable steps to satisfy himself of its correctness;
 - g) caused Transnet damage, or to incur costs in order to meet the contractor's requirements and which could not be recovered from the contractor;
 - h) has litigated against Transnet in bad faith.
- 6.8 Grounds for blacklisting include a company/person recorded as being a company or person prohibited from doing business with the public sector on National Treasury's database of Restricted Service Providers or Register of Tender Defaulters.
- 6.9 Companies associated with the person/s guilty of misconduct (i.e. entities owned, controlled or managed by such persons), any companies subsequently formed by the person(s) guilty of the misconduct and/or an existing

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company where such person(s) acquires a controlling stake may be considered for blacklisting. The decision to extend the blacklist to associated companies will be at the sole discretion of Transnet.

7 PREVIOUS TRANSGRESSIONS

- 7.1 The Tenderer/Service Provider/Contractor hereby declares that no previous transgressions resulting in a serious breach of any law, including but not limited to, corruption, fraud, theft, extortion and contraventions of the Competition Act 89 of 1998, which occurred in the last 5 (five) years with any other public sector undertaking, government department or private sector company that could justify its exclusion from its registration on the Tenderer's/Service Provider's/Contractor's database or any tendering process.
- 7.2 If it is found to be that the Tenderer/Service Provider/Contractor made an incorrect statement on this subject, the Tenderer/Service Provider/Contractor can be rejected from the registration process or removed from the Tenderer/ Service Provider/Contractor database, if already registered, for such reason (refer to the Breach of Law Returnable Form contained in the document.)

8 SANCTIONS FOR VIOLATIONS

- 8.1 Transnet shall also take all or any one of the following actions, wherever required to:
- a) Immediately exclude the Tenderer/Service Provider/Contractor from the tendering process or call off the pre-contract negotiations without giving any compensation the Tenderer/Service Provider/Contractor. However, the proceedings with the other Tenderer/ Service Provider/Contractor may continue;
 - b) Immediately cancel the contract, if already awarded or signed, without giving any compensation to the Tenderer/Service Provider/Contractor;
 - c) Recover all sums already paid by Transnet;
 - d) Encash the advance bank guarantee and performance bond or warranty bond, if furnished by the Tenderer/Service Provider/Contractor, in order to recover the payments, already made by Transnet, along with interest;
 - e) Cancel all or any other contracts with the Tenderer/Service Provider/Contractor; and
 - f) Exclude the Tenderer/ Service Provider/Contractor from entering into any Tender with Transnet in future.

9 CONFLICTS OF INTEREST

- 9.1 A conflict of interest includes, inter alia, a situation in which:
- a) A Transnet employee has a personal financial interest in a tendering / supplying entity; and
 - b) A Transnet employee has private interests or personal considerations or has an affiliation or a relationship which affects, or may affect, or may be perceived to affect his / her judgment in action in the best interest of Transnet, or could affect the employee's motivations for acting in a particular manner, or which could result in, or be perceived as favouritism or nepotism.

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9.2 A Transnet employee uses his / her position, or privileges or information obtained while acting in the capacity as an employee for:

- a) Private gain or advancement; or
- b) The expectation of private gain, or advancement, or any other advantage accruing to the employee must be declared in a prescribed form.

Thus, conflicts of interest of any Tender committee member or any person involved in the sourcing process must be declared in a prescribed form.

9.3 If a Tenderer/Service Provider/Contractor has or becomes aware of a conflict of interest i.e. a family, business and / or social relationship between its owner(s)/ member(s)/director(s)/partner(s)/shareholder(s) and a Transnet employee/ member of Transnet's Board of Directors in respect of a Tender which will be considered for the Tender process, the Tenderer/Service Provider/ Contractor:

- a) must disclose the interest and its general nature, in the Request for Quotation ("RFQ") declaration form; or
- b) must notify Transnet immediately in writing once the circumstances has arisen.

9.4 The Tenderer/Service Provider/Contractor shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member or any person involved in the sourcing process, where this is done, Transnet shall be entitled forthwith to rescind the contract and all other contracts with the Tenderer/Service Provider/Contractor.

10 DISPUTE RESOLUTION

10.1 Transnet recognises that trust and good faith are pivotal to its relationship with its Tenderer / Service Provider / Contractor. When a dispute arises between Transnet and its Tenderer / Service Provider / Contractor, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, following a blacklisting process as mentioned in paragraph 6 above, Transnet will not do

10.2 business with a company that litigates against it in bad faith or is involved in any action that reflects bad faith on its part. Litigation in bad faith includes, but is not limited to the following instances:

- a) **Vexatious proceedings:** these are frivolous proceedings which have been instituted without proper grounds;
- b) **Perjury:** where a Tenderer / Service Provider / Contractor make a false statement either in giving evidence or on an affidavit;
- c) **Scurrilous allegations:** where a Tenderer / Service Provider / Contractor makes allegations regarding a senior Transnet employee which are without proper foundation, scandalous, abusive or defamatory; and
- d) **Abuse of court process:** when a Tenderer / Service Provider / Contractor abuses the court process in order to gain a competitive advantage during a Tender process.



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11 GENERAL

- 11.1 This Integrity Pact is governed by and interpreted in accordance with the laws of the Republic of South Africa.
- 11.2 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the law relating to any civil or criminal proceedings.
- 11.3 The validity of this Integrity Pact shall cover all the tendering processes and will be valid for an indefinite period unless cancelled by either Party.
- 11.4 Should one or several provisions of this Integrity Pact turn out to be invalid the remainder of this Integrity Pact remains valid.
- 11.5 Should a Tenderer/Service Provider/Contractor be confronted with dishonest, fraudulent or corruptive behaviour of one or more Transnet employees, Transnet expects its Tenderer/Service Provider/Contractor to report this behaviour directly to a senior Transnet official/employee or alternatively by using Transnet's "Tip-Off Anonymous" hotline number 0800 003 056, whereby your confidentiality is guaranteed.

The Parties hereby declare that each of them has read and understood the clauses of this Integrity Pact and shall abide by it. To the best of the Parties' knowledge and belief, the information provided in this Integrity Pact is true and correct.

I duly authorised by the tendering entity, hereby certify that the tendering entity are **fully acquainted** with the contents of the Integrity Pact and further **agree to abide by it** in full.

Signature

Date

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T2.2-13: Supplier Code of Conduct

Transnet SOC Limited aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support. These are:

- The Transnet Procurement Policy – A guide for Tenderers.
- Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- The Public Finance Management Act (PFMA);
- The Broad Based Black Economic Empowerment Act (BBBEE)
- The Prevention and Combating of Corrupt Activities Act (PRECCA); and
- The Construction Industry Development Board Act (CIDB Act).

This code of conduct has been included in this contract to formally appraise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

1. Transnet SOC Limited will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.

- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.
- Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.
- Employees may not receive anything that is calculated to:
 - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
 - Win or retain business or to influence any act or decision of any person involved in sourcing decisions; or
 - Gain an improper advantage.
- There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our "Tip-offs Anonymous" Hot line to report these acts. (0800 003 056).
-

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2. *Transnet SOC Limited is firmly committed to the ideas of free and competitive enterprise.*

- Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices.
- Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

3. *Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.*

- Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
 - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
 - Collusion;
 - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
 - Corrupt activities listed above; and
 - Harassment, intimidation or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

Conflicts of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet SOC Limited.

- Doing business with family members.
- Having a financial interest in another company in our industry

Where possible, contracts will be negotiated to include the above in the terms of such contracts. To the extent such terms are not included in contractual obligations and any of the above code is breached, then Transnet reserves its right to review doing business with these suppliers.

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I, _____ of _____
(insert name of Director or as per Authority Resolution from Board of Directors) *(insert name of Company)*

hereby acknowledge having read, understood and agree to the terms and conditions set out in the "Transnet Supplier Code of Conduct."

Signed this on day _____ at _____

Signature

T2.2-14: INSURANCE PROVIDED BY THE CONTRACTOR

Clause 84.1 in NEC3 Engineering & Construction Contract (June 2005) (amended June 2006 and April 2013) requires that the *Contractor* provides the insurance stated in the insurance table except any insurance which the *Employer* is to provide as stated in the Contract Data.

Please provide the following details for insurance which the *Contractor* is still to provide. Notwithstanding this information all costs related to insurance are deemed included in the tenderer's rates and prices.

| Insurance against (See clause 84.2 of the ECC) | Name of Insurance Company | Cover | Premium |
|---|------------------------------|-------|---------|
| Liability for death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract | | | |
| Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger and Unauthorised Passenger Liability indemnity with a minimum indemnity limit of R5 000 000. | | | |
| Insurance in respect of loss of or damage to own property and equipment. | | | |

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C1.1: FORM OF OFFER & ACCEPTANCE

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

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Company Name: _____

The tenderer, identified in the Offer signature block, has

| | |
|---------------|---|
| <i>either</i> | examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender. |
|---------------|---|

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

| | |
|---|----------|
| The offered total of the Prices exclusive of VAT is | R |
| Value Added Tax @ 15% is | R |
| The offered total of the Prices inclusive of VAT is | R |
| (in words) | |

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s) _____

Capacity _____

**For the
tenderer:**

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(Insert name and address of organisation)

Name &

Date

signature of
witness

Tenderer's CIDB registration number:

Acceptance

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the *Contractor* the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- | | |
|---------|--|
| Part C1 | Agreements, (which includes this Form of Offer and Acceptance, Schedule of requirements) |
| Part C2 | Pricing Data |
| Part C3 | Scope of Work: Works Information |
| Part C4 | Site Information |

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

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Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Name(s)

Capacity

**for the
Employer**

Transnet SOC Ltd

(Insert name and address of organisation)

Name &
signature of
witness

Date

Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

| No. | Subject | Details |
|-----|---------|---------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.



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It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the tenderer:

For the Employer

Signature

Name

Capacity

On behalf
of

(Insert name and address of organisation)

Transnet SOC Ltd

Name &
signature of
witness

Date

C1.2 Contract Data

Part one - Data provided by the *Employer*

| Clause | Statement | Data |
|--------|--|--|
| 1 | General The <i>conditions of contract</i> are the core clauses and the clauses for main Option | B: Priced contract with bill of quantities |
| | dispute resolution Option | W1: Dispute resolution procedure |
| | and secondary Options | X2 Changes in the law X7: Delay damages X16: Retention X18: Limitation of liability |
| | | Z: Additional conditions of contract |
| | of the NEC3 Engineering and Construction Contract June 2005 (amended June 2006 and April 2013) | |
| 10.1 | The <i>Employer</i> is: | Transnet SOC Ltd (Registration No. 1990/000900/30) |
| | Address | Registered address: Transnet Corporate Centre 138 Eloff Street Braamfontein Johannesburg 2000 |
| | Having elected its Contractual Address for the purposes of this contract as: | Transnet National Ports Authority Port of Saldanha Bayvue Centre Marine Drive Saldanha 7395 |
| 10.1 | The <i>Project Manager</i> is: (Name) | Fhumulani Netshisaulu |

| | | |
|----------|---|---|
| | Address | Transnet National Ports Authority Port of Saldanha Bayvue Centre Marine Drive Saldanha 7395 |
| | Tel | 022 703 5456 / 072 742 3450 |
| | e-mail | fhumulani.netshisaulu@transnet.net |
| 10.1 | The <i>Supervisor</i> is: (Name) | Lwandile Maseti |
| | Address | Bayvue Centre, Marine Drive, Saldanha, 7395 |
| | Tel No. | 022 704 5460 / 083 946 9101 |
| | e-mail | Lwandile.Maseti@transnet.net |
| 11.2(13) | The <i>works</i> are | PROVISION OF SERVICES TO REPAIR FIRE STOREROOM BUILDING AND SFF SECURITY ROOM AT OIL JETTY, PORT OF SALDANHA FOR ONCE OFF PERIOD |
| 11.2(14) | The following matters will be included in the Risk Register | Including, but not limited to: Fire Hazards Working at heights. Working within an operational area. Working along quays edge and close to water. Pollution risk Hidden deterioration Falling objects Limited access and egress. Inclement weather. Poor workmanship. |
| 11.2(15) | The <i>boundaries of the site</i> are | As stated in Part C4." Description of the Site and its surroundings" |
| 11.2(16) | The Site Information is in | Part C4 |
| 11.2(19) | The Works Information is in | Part C3 |
| 12.2 | The <i>law of the contract</i> is the law of | the Republic of South Africa subject to the jurisdiction of the Courts of South Africa. |
| 13.1 | The <i>language of this contract</i> is | English |
| 13.3 | The <i>period for reply</i> is | 2 weeks |
| 2 | The <i>Contractor's</i> main responsibilities | No additional data is required for this section of the <i>conditions of contract</i>. |
| 3 | Time | |

| | | | |
|----------|--|--|--------------------------------------|
| 11.2(3) | The <i>completion date</i> for the whole of the <i>works</i> is | Not to exceed a period of ten (10) weeks | |
| 11.2(9) | The <i>key dates</i> and the <i>conditions</i> to be met are: | Condition to be met | key date |
| | | 1 SHE File | Two weeks after PO issued. |
| | | 2 Site Establishment | Upon site access certificate. |
| 30.1 | The <i>access dates</i> are | Part of the Site | Date |
| | | 1 Whole of the site. | Upon site access certificate. |
| 31.1 | The <i>Contractor</i> is to submit a first programme for acceptance within | 2 weeks of the Contract Date. | |
| 31.2 | The <i>starting date</i> is | 19 January 2025 | |
| 32.2 | The <i>Contractor</i> submits revised programmes at intervals no longer than | 2 weeks from the contract start date | |
| 35.1 | The <i>Employer</i> is not willing to take over the <i>works</i> before the Completion Date. | | |
| 4 | Testing and Defects | | |
| 42.2 | The <i>defects date</i> is | 52 (fifty-two) weeks after Completion of the whole of the works. | |
| 43.2 | The <i>defect correction period</i> is | 2 weeks | |
| 5 | Payment | | |
| 50.1 | The <i>assessment interval</i> is monthly on the | 25th (twenty fifth) day of each successive month. | |
| 51.1 | The <i>currency of this contract</i> is the | South African Rand. | |
| 51.2 | The period within which payments are made is | Payment will be effected on or before the last day of the month following the month during which a valid Tax Invoice and Statement were received. | |
| 51.4 | The <i>interest rate</i> is | the prime lending rate of Standard Bank of South Africa. | |
| 6 | Compensation events | | |
| 60.1(13) | The <i>weather measurements</i> to be recorded for each calendar month are, | the cumulative rainfall (mm) | |
| | | the number of days with rainfall more than 10 mm | |
| | | the number of days with minimum air temperature less than 0 degrees Celsius | |
| | | the number of days with snow lying at 08:00 hours South African Time | |

and these measurements:

- Within a calendar month
- Before the completion date for the whole of the works and at the place stated in the contract data.

The place where weather is to be recorded (on the Site) is:

The **Contractor's** Site establishment area

The *weather data* are the records of past *weather measurements* for each calendar month which were recorded at:

Saldanha Weather Station

and which are available from:

South African Weather Service 012 367 6023 or info3@weathersa.co.za.

| | | |
|----------|--|---|
| 7 | Title | No additional data is required for this section of the conditions of contract. |
| 8 | Risks and insurance | |
| 80.1 | These are additional <i>Employer's</i> risks | None |
| 84.1 | The <i>Employer</i> provides these insurances from the Insurance Table | |
| 1 | Insurance against: | Loss of or damage to the <i>works</i>, Plant and Materials is as stated in the Insurance policy for Contract Works/ Public Liability. |
| | Cover / indemnity: | to the extent as stated in the insurance policy for Contract Works / Public Liability |
| | The deductibles are: | as stated in the insurance policy for Contract Works / Public Liability |
| 2 | Insurance against: | Loss of or damage to property (except the <i>works</i>, Plant and Materials & Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) arising out of or in connection with the performance of the Contract as stated in the insurance policy for Contract Works / Public Liability |
| | Cover / indemnity | Is to the extent as stated in the insurance policy for Contract Works / Public Liability |
| | The deductibles are | as stated in the insurance policy for Contract Works / Public Liability |
| 3 | Insurance against: | Loss of or damage to Equipment (Temporary Works only) as stated in the insurance policy for contract Works and Public Liability |
| | Cover / indemnity | Is to the extent as stated in the insurance policy for Contract Works / Public Liability |

| | |
|----------------------|---|
| The deductibles are: | As stated in the insurance policy for Contract Works / Public Liability |
| 4 Insurance against: | Contract Works SASRIA insurance subject to the terms, exceptions and conditions of the SASRIA coupon |
| Cover / indemnity | Cover / indemnity is to the extent provided by the SASRIA coupon |
| The deductibles are | The deductibles are, in respect of each and every theft claim, 0,1% of the contract value subject to a minimum of R2,500 and a maximum of R25,000. |
| Note: | The deductibles for the insurance as stated above are listed in the document titled "Certificate of Insurance: Transnet (SOC) Limited Principal Controlled Insurance." |

84.1 The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the *Contractor* arising out of and in the course of their employment in connection with this contract for any one event is

The *Contractor* must comply at a minimum with the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as amended.

The *Contractor* provides these additional Insurances

- 1 Where the contract requires that the design of any part of the *works* shall be provided by the *Contractor* the *Contractor* shall satisfy the *Employer* that professional indemnity insurance cover in connection therewith has been affected**
- 2 Where the contract involves manufacture, and/or fabrication of Plant & Materials, components or other goods to be incorporated into the *works* at premises other than the site, the *Contractor* shall satisfy the *Employer* that such plant & materials, components or other goods for incorporation in the *works* are adequately insured during manufacture and/or fabrication and transportation to the site.**
- 3 Should the *Employer* have an insurable interest in such items during manufacture, and/or fabrication, such interest shall be noted by endorsement to the *Contractor's* policies of insurance as well as those of any sub-contractor**
- 4 Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger and Unauthorised Passenger Liability indemnity with a minimum indemnity limit of R 5 000 000.00.**

| | | |
|-----------|--|---|
| | | <p>5 The insurance coverage referred to in 1, 2, 3, and 4 above shall be obtained from an insurer(s) in terms of an insurance policy approved by the <i>Employer</i>. The <i>Contractor</i> shall arrange with the insurer to submit to the <i>Project Manager</i> the original and the duplicate original of the policy or policies of insurance and the receipts for payment of current premiums, together with a certificate from the insurer or insurance broker concerned, confirming that the policy or policies provide the full coverage as required. The original policy will be returned to the <i>Contractor</i>.</p> |
| 84.2 | The minimum limit of indemnity for insurance in respect of loss of or damage to property (except the works, Plant, Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) caused by activity in connection with this contract for any one event is | <p>Whatever the <i>Contractor</i> requires in addition to the amount of insurance taken out by the <i>Employer</i> for the same risk.</p> |
| 84.2 | The insurance against loss of or damage to the works, Plant and Materials as stated in the insurance policy for contract works and public liability selected from: | <p>Principal Controlled Insurance policy for Contract OR Project Specific Insurance for the contract</p> |
| 9 | Termination | <p>There is no additional Contract Data required for this section of the <i>conditions of contract</i>.</p> |
| 10 | Data for main Option clause | |
| B | Priced contract with Bill of Quantities | <p>No additional data is required for this Option.</p> |
| 60.6 | The <i>method of measurement</i> is | <p>The Bill of Quantities have been measured in accordance with SANS 1200 unless indicated otherwise.</p> |
| 11 | Data for Option W1 | |
| W1.1 | The <i>Adjudicator</i> is | <p>Both parties will agree as and when a dispute arises. If the parties cannot reach an agreement on the <i>Adjudicator</i>, the Chairman of the Association of Arbitrators will appoint an <i>Adjudicator</i>.</p> |
| W1.2(3) | The <i>Adjudicator nominating body</i> is: If no <i>Adjudicator nominating body</i> is entered, it is: | <p>The Chairman of the Association of Arbitrators (Southern Africa) the Association of Arbitrators (Southern Africa)</p> |
| W1.4(2) | The <i>tribunal</i> is: | <p>Arbitration</p> |

| | | |
|------------|---|---|
| W1.4(5) | The <i>arbitration procedure</i> is | The Rules for the Conduct of Arbitrations of the Association of Arbitrators (Southern Africa) |
| | The place where arbitration is to be held is | Cape Town, South Africa |
| | The person or organisation who will choose an arbitrator | |
| | - if the Parties cannot agree a choice or | The Chairman of the Association of Arbitrators (Southern Africa) |
| | - if the arbitration procedure does not state who selects an arbitrator, is | |
| 12 | Data for secondary Option clauses | |
| X2 | Changes in the law | No additional data is required for this Option |
| X7 | Delay damages (but not if Option X5 is also used) | |
| X7.1 | Delay damages for Completion of the whole of the <i>works</i> are | R250 per day |
| X16 | Retention | |
| X16.1 | The retention free amount is | Nil |
| | The retention percentage is | 10% on all payments certified. |
| X18 | Limitation of liability | |
| X18.1 | The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to: | Total of the Prices The deductible of the relevant insurance policy The cost of correcting the defect. |
| X18.2 | For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to: | |
| X18.3 | The <i>Contractor's</i> liability for Defects due to his design which are not listed on the Defects Certificate is limited to: | The Total of the Prices |
| X18.4 | The <i>Contractor's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than excluded matters, is limited to: | The Total of the Prices |
| | The <i>end of liability date</i> is | |
| X18.5 | | 5 years after Completion of the whole of the <i>works</i> |



Z ***Additional conditions of contract
are:***

Z3 Additional clauses relating to Joint Venture

Z3.1

Insert the additional core clause 27.5

27.5. In the instance that the *Contractor* is a joint venture, the *Contractor* shall provide the *Employer* with a certified copy of its signed joint venture agreement, and in the instance that the joint venture is an 'Incorporated Joint Venture,' the Memorandum of Incorporation, within 4 (four) weeks of the Contract Date.

The Joint Venture agreement shall contain but not be limited to the following:

- **A brief description of the Contract and the Deliverables;**
- **The name, physical address, communications addresses and domicilium citandi et executandi of each of the constituents and of the Joint Venture;**
- **The constituent's interests;**
- **A schedule of the insurance policies, sureties, indemnities and guarantees which must be taken out by the Joint Venture and by the individual constituents;**
- **Details of an internal dispute resolution procedure;**
- **Written confirmation by all of the constituents:**
 - i. **of their joint and several liabilities to the *Employer* to Provide the Works;**
 - ii. **identification of the lead partner in the joint venture confirming the authority of the lead partner to bind the joint venture through the *Contractor's* representative;**
 - iii. **Identification of the roles and responsibilities of the constituents to provide the Works.**
- **Financial requirements for the Joint Venture:**
 - iv. **the working capital requirements for the Joint Venture and the extent to which and manner whereby this will be provided and/or guaranteed by the constituents from time to time;**
 - v. **the names of the auditors and others, if any, who will provide auditing and accounting services to the Joint Venture.**

| | | |
|-------------|---|---|
| Z3.2 | | Insert additional core clause 27.6 |
| | | 27.6. The <i>Contractor</i> shall not alter its composition or legal status of the Joint Venture without the prior approval of the <i>Employer</i>. |
| Z4 | Additional obligations in respect of Termination | |
| Z4.1 | | The following will be included under core clause 91.1: In the second main bullet, after the word 'partnership' add 'joint venture whether incorporate or otherwise (including any constituent of the joint venture)' and |
| | | Under the second main bullet, insert the following additional bullets after the last sub-bullet: |
| | | <ul style="list-style-type: none">• commenced business rescue proceedings (R22)• repudiated this Contract (R23) |
| Z4.2 | Termination Table | The following will be included under core clause 90.2 Termination Table as follows: |
| | | Amend "A reason other than R1 – R21" to "A reason other than R1 – R23" |
| Z4.3 | | Amend "R1 – R15 or R18" to "R1 – R15, R18, R22 or R23." |
| Z5 | Right Reserved by the <i>Employer</i> to Conduct Vetting through SSA | |
| Z5.1 | | The <i>Employer</i> reserves the right to conduct vetting through State Security Agency (SSA) for security clearances of any <i>Contractor</i> who has access to National Key Points for the following without limitations: |
| | | <ol style="list-style-type: none">1. Confidential – this clearance is based on any information which may be used by malicious, opposing or hostile elements to harm the objectives and functions of an organ of state.2. Secret – clearance is based on any information which may be used by malicious, opposing or hostile elements to disrupt the objectives and functions of an organ of state.3. Top Secret – this clearance is based on information which may be used by malicious, opposing or hostile elements to neutralise the objectives and functions of an organ of state. |

Z6 Additional Clause Relating to Collusion in the Construction Industry

Z6.1 The contract award is made without prejudice to any rights the *Employer* may have to take appropriate action later with regard to any declared tender rigging including blacklisting.

Z7 Protection of Personal Information Act

Z7.1 The *Employer* and the *Contractor* are required to process information obtained for the duration of the Agreement in a manner that is aligned to the Protection of Personal Information Act.

C1.2 Contract Data

Part two - Data provided by the *Contractor*

The tendering *Contractor* is advised to read both the NEC3 Engineering and Construction Contract - June 2005 (with amendments June 2006 and April 2013) and the relevant parts of its Guidance Notes (ECC3-GN) in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on pages 156 to 158 of the ECC3 Guidance Notes.

Completion of the data in full, according to Options chosen, is essential to create a complete contract.

| Clause | Statement | Data |
|----------|---|--|
| 10.1 | The <i>Contractor</i> is (Name): | |
| | Address | |
| | Tel No. | |
| | Fax No. | |
| 11.2(8) | The <i>direct fee percentage</i> is | % |
| | The <i>subcontracted fee percentage</i> is | % |
| 11.2(18) | The <i>working areas</i> are the Site and | |
| 24.1 | The <i>Contractor's</i> key persons are: | |
| | 1 Name: | |
| | Job: | |
| | Responsibilities: | |
| | Qualifications: | |
| | Experience: | |
| | 2 Name: | |
| | Job | |
| | Responsibilities: | |
| | Qualifications: | |
| | Experience: | |
| | | CV's (and further key persons data including CVs) are appended to Tender Schedule entitled. |
| 11.2(14) | The following matters will be included in the Risk Register | |
| 31.1 | The programme identified in the Contract Data is | |
| B | Priced contract with bill of quantities | |



| | | |
|----------|--|--|
| 11.2(21) | The <i>bill of quantities</i> is in | |
| 11.2(31) | The tendered total of the Prices is | (in figures) (in words), excluding VAT |
| | | |
| | Data for Schedules of Cost Components | <i>Note "SCC" means Schedule of Cost Components starting on page 60 of ECC, and "SSCC" means Shorter Schedule of Cost Components starting on page 63 of ECC.</i> |

| B | Priced contract with bill of quantities | Data for the Shorter Schedule of Cost Components | | |
|------------|--|---|-------------------------|--------------------|
| 41 in SSCC | The percentage for people overheads is: | % | | |
| 21 in SSCC | The published list of Equipment is the last edition of the list published by | | | |
| | The percentage for adjustment for Equipment in the published list is | % (state plus or minus) | | |
| 22 in SSCC | The rates of other Equipment are: | Equipment | Size or capacity | Rate |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 61 in SSCC | The hourly rates for Defined Cost of design outside the Working Areas are | Category of employee | | Hourly rate |
| | | | | |
| | | | | |
| | | | | |
| 62 in SSCC | The percentage for design overheads is | % | | |
| 63 in SSCC | The categories of design employees whose travelling expenses to and from the Working Areas are included in Defined Cost are: | | | |





TRANSNET NATIONAL PORTS AUTHORITY (TNPA)
CONTRACT NUMBER: TNPA/2025/10/0018/110211/RFQ

DESCRIPTION OF WORKS: FOR THE PROVISION OF SERVICES TO REPAIR FIRE STOREROOM BUILDING AND SFF SECURITY ROOM AT OIL JETTY, PORT OF SALDANHA FOR ONCE OFF PERIOD

PART 2: PRICING DATA

| Document reference | Title | No of pages |
|--------------------|--------------------------------|-------------|
| C2.1 | Pricing instructions: Option B | 3 |
| C2.2 | The <i>bill of quantities</i> | |

C2.1 Pricing instructions: Option B

1. The conditions of contract

1.1. How the contract prices work and assesses it for progress payments

Clause 11 in NEC3 Engineering and Construction Contract, June 2005 and 2013 (ECC) Option B states:

Identified and defined terms

- | | |
|------|---|
| 11 | |
| 11.2 | <p>(21) The Bill of Quantities is the <i>bill of quantities</i> as changed in accordance with this contract to accommodate implemented compensation events and for accepted quotations for acceleration.</p> <p>(22) Defined Cost is the cost of the components in the Shorter Schedule of Cost Components whether work is subcontracted or not excluding the cost of preparing quotations for compensation events.</p> <p>(28) The Price for Work Done to Date is the total of</p> <ul style="list-style-type: none"> • the quantity of the work which the <i>Contractor</i> has completed for each item in the Bill of Quantities multiplied by the rate and • a proportion of each lump sum which is the proportion of the work covered by the item which the <i>Contractor</i> has completed. <p>Completed work is work without Defects which would either delay or be covered by immediately following work.</p> <p>(31) The Prices are the lump sums and the amounts obtained by multiplying the rates by the quantities for the items in the Bill of Quantities.</p> |

This confirms that Option B is a re-measurement contract and the bill comprises only items measured using quantities and rates or stated as lump sums. Value related items are not used. Time related items are items measured using rates where the rate is a unit of time.

1.2. Function of the Bill of Quantities

Clause 55.1 in Option B states, "Information in the Bill of Quantities is not Works Information or Site Information". This confirms that instructions to do work or how it is to be done are not included in the Bill, but in the Works Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Works in accordance with the Works Information". Hence the *Contractor* does **not** Provide the Works in accordance with the Bill of Quantities. The Bill of Quantities is only a pricing document.

1.3. Guidance before pricing and measuring

Employers preparing tenders or contract documents, and tendering contractors are advised to consult the sections

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dealing with the bill of quantities in the NEC3 Engineering and Construction Contract (June 2005) Guidance Notes before preparing the *bill of quantities* or before entering rates and lump sums into the *bill*.

Historically bill of quantities based contracts in South Africa have been influenced by the different approaches of the civil engineering and building sectors of the industry through their respective discipline based standard forms of contract and methods of measurement. This is particularly apparent in the approach to the Preliminary and General bill. On the other hand, because ECC caters for a number of disciplines in the same contract, including electrical works, a different approach not currently found in local methods of measurement to the Preliminary & General bill items may have been used.

The NEC approach to the P & G bill assumes use will be made of method related charges for Equipment applied to Providing the Works based on durations shown in the Accepted Programme, fixed charges for the use of Equipment that is required throughout the construction phase, time related charges for people working in a supervisory capacity for the period required, and lump sum charges for other facilities or services not directly related to performing work items typically included in other parts of the bill.

2. Measurement and payment

2.1. Symbols

The units of measurement described in the Bill of Quantities are metric units abbreviated as follows:

| Abbreviation | Unit |
|--------------|----------------|
| % | percent |
| h | hour |
| ha | hectare |
| kg | kilogram |
| kl | kilolitre |
| km | kilometre |
| km-pass | kilometre-pass |
| kPa | kilopascal |
| kW | kilowatt |
| l | litre |
| m | metre |

DESCRIPTION OF WORKS: FOR THE PROVISION OF SERVICES TO REPAIR FIRE STOREROOM BUILDING AND SFF SECURITY ROOM AT OIL JETTY, PORT OF SALDANHA FOR ONCE OFF PERIOD

| | |
|-----------------------|-----------------------|
| mm | millimetre |
| m ² | square metre |
| m ² -pass | square metre pass |
| m ³ | cubic metre |
| m ³ -km | cubic metre-kilometre |
| MN | meganewton |
| MN.m | meganewton-metre |
| MPa | megapascal |
| No. | number |
| Prov sum ¹ | provisional sum |
| PC-sum | prime cost sum |
| R/only | Rate only |
| sum | Lump sum |
| t | ton (1000kg) |
| W/day | Work day |

2.2. General assumptions

- 2.2.1. Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance has been made in the quantities for waste.
- 2.2.2. The Prices and rates stated for each item in the Bill of Quantities shall be treated as being fully inclusive of all work, risks, liabilities, obligations, overheads, profit and everything necessary as incurred or required by the *Contractor* in carrying out or providing that item.

¹ Provisional Sums should not be used unless absolutely unavoidable. Rather include specifications and associated bill items for the most likely scope of work, and then change later using the compensation event procedure if necessary. This is because tenderers cannot programme effectively for unknown scopes of work

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- 2.2.3. Clause 63.13 in Option B provides that these rates and Prices may be used as a basis for assessment of compensation events instead of Defined Cost.
- 2.2.4. Where this contract requires detailed drawings, designs or other information to be provided, and no rates or prices are included in the *bill* specifically for such matters, then the *Contractor* is deemed to have allowed for all costs associated with such requirements within the tendered rates and Prices in the Bill of Quantities.
- 2.2.5. An item against which no Price is entered will be treated as covered by other Prices or rates in the *bill of quantities*. If a number of items are grouped together for pricing purposes, this will be treated as a single lump sum.
- 2.2.6. The quantities contained in the Bill of Quantities may not be final and do not necessarily represent the actual amount of work to be done. The quantities of work assessed and certified for payment by the *Project Manager* at each assessment date will be used for determining payments due and not the quantities given in the Bill of Quantities.
- 2.2.7. The short descriptions of the items of payment given in the *bill of quantities* are only for the purposes of identifying the items. More detail regarding the extent of the work entailed under each item is provided in the Works Information.

2.3. Departures from the *method of measurement*

2.4. Amplification of or assumptions about measurement items

For the avoidance of doubt the following is provided to assist in the interpretation of descriptions given in the *method of measurement*. In the event of any ambiguity or inconsistency between the statements in the *method of measurement* and this section, the interpretation given in this section shall be used.

C2.2 The *bill of quantities*

| Ref. | Item | Description | Unit | Quantity | Rate | Amount |
|------|----------|--|------|----------|------|--------|
| | 1 | Preliminary and General | | | | |
| | 1.1 | Contractual Requirements. | Sum | 1 | | |
| | 1.2 | Supervision for the duration of the project. | Sum | 1 | | |
| | 1.3 | Site establishment | Sum | 1 | | |
| | 1.4 | Removal of site establishment | Sum | 1 | | |
| | 1.5 | Provision of tools and equipment | sum | 1 | | |

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| | | | | | | |
|--|----------|--|----------------|-----|--|--|
| | 1.6 | Provision of Scaffolding | sum | 1 | | |
| | 2 | Concrete, Formwork & Reinforcement | | | | |
| | 2.1 | The damaged sections of the roof slab at the Fire Storeroom should be repaired according to the submitted method statements. | m ² | 8 | | |
| | 3 | Metalwork | | | | |
| | 3.1 | Top hung aluminium window are built to AAAMSA and SAGGA regulations. The window shall be anodised aluminium windows as per specification with 6,8mm clear sheet safety glass. | | | | |
| | | Removal of existing windows and make good to receive new windows | | | | |
| | 3.1.1 | Supply, deliver and install window Type (PT 1818), 1800mm x 1800mm | No | 2 | | |
| | 3.1.2 | (PT 1818), 1800mm x 1750mm | | | | |
| | | Plaster and paint around the installed windows | No | 2 | | |
| | 4 | Masonry | | | | |
| | 4.1 | Repair the corroded mortar joints between the bricks on the walls of both the Fire Storeroom and the security Room. The combined wall surface area is approximately 131 m ² | m ³ | 4.6 | | |
| | 5 | Refurbish Fire Storeroom Door | | | | |
| | 5.1 | Removal of the existing door frame and door, and make good to receive the new frame | no | 1 | | |



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| | | | | | | |
|--|----------|--|----------------|---|---|--|
| | 5.2 | Supply, deliver, and install a hardwood door frame for a door size 813 x 2032mm. | Sum | 1 | | |
| | 5.3 | Prepare and paint applying a minimum of 2 coats of paint to the timber door and frame surface. | m ² | 3 | | |
| | 5.4 | Installation of an existing door to a new timber frame. | no | 1 | | |
| | 6 | SHE File | Sum | 1 | — | |
| | | Sum | | | | |
| | | Vat | | | | |
| | | Total | | | | |

C3: SCOPE OF WORKS

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1. Description of the works

1.1. Executive Overview

The extent of this contract shall consist of repair work to the Fire Store building on the Oil Jetty as well as repair work to the Strategic Fuel Fund (SFF) security room.

The scope of the works includes the following:

- Repair corroded roof slab according to specification at the Fire Store and Garages.
- Replace the two windows at the Fire Store building with corresponding or similar aluminum window.
- Replace the door of the Fire Storeroom (single door-Northern elevation).
- Restore the corroding mortar in between the brick work at the Fire Store, Garages and Security room.

1.2. Employers Objectives

Transnet National Ports Authority (TNPA) are tasked with ensuring that all infrastructure is in good working condition and is managed to ensure the operational objectives of the company are met both with technical quality as well as financial sustainability.

The project's objective is to conduct repairs to the Fire Storeroom and the Security room to prevent further deterioration of TNPA's assets. Undertaking this project will ensure a safe working environment for the occupants of these buildings.

2. General constraints on how the Contractor provides the works

2.1. General constraints

2.1.1. Use of the Site

The sites are currently occupied by SFF personnel. The site is occupied on a 24-hour basis. The fire storeroom is used on an as and when required basis by the TNPA Fire department. Keys to the facility will be provided and should be returned to the Fire department daily.

2.1.2. Design details

The design works shall address the repair of the corroded reinforced concrete roof slab and deteriorated mortar joints between bricks, ensuring structural integrity and durability. The designer is responsible for assessing the damage, proposing suitable repair methods, and providing technical reports, detailed drawings, structural calculations, material specifications, and a method statement. The submission must be in PDF and CAD formats, with two hard copies provided for review, allowing 10 working days for the feedback period. The employer retains the right to use the approved design, with any modifications requiring the designer's review and approval.

2.1.3. Data Packs

Data packs should be submitted in **PDF for reports, CAD for drawings, and Excel for material specifications or cost estimates**. The contractor/designer must provide both electronic and hard copies for review, allowing 10 **working days for feedback period**. Revisions based on comments must be resubmitted within the agreed timeframe. The index of the data pack should include a **Technical Assessment Report, Drawings, Structural Calculations, Material Specifications, Method Statement, Quality Control Plan, and Health & Safety Plan** to ensure a structured and comprehensive approach to the repair works.

2.1.4. Barricading of site

Barricading for a **maintenance project near the sea** must ensure **safety, durability, and environmental compliance**. Materials should be **corrosion-resistant** (e.g., galvanized steel or marine-grade plastic) and **securely anchored** to withstand strong winds and tides. Barricades must be **highly visible**, featuring **reflective strips, warning signs, and lighting for nighttime safety**. Controlled access should be enforced with **gates and security measures**, while ensuring **emergency escape routes remain unobstructed**. To protect the marine environment, **non-toxic materials** should be used, and prevent debris from entering the water. Compliance with **local safety laws, port regulations, and environmental guidelines** is essential, with regular **inspections** to maintain effectiveness.

2.1.5. Access to the Site

The site is accessible for contractual work only when there is no tanker alongside the Oil Jetty. TNPA will provide the awarded contractor with the tanker schedule for planning purposes. The areas are restricted and the contractor must ensure that they comply with the regulations of TNPA and SFF in every way. Contractor and/or any sub-contractors shall be required to apply for permission to enter the restricted area in writing namely a 'Permit to work'. The 'Permit to Work' must be obtained at the Main Control Room of the SFF premises (Tank Farm) and must be renewed on a weekly basis. A list of workmen shall be given to the project manager to arrange for the necessary permits and site induction. A minimum of 48 hours' notice is necessary for the processing of these permits. This includes changes to staff during the contract period. No cell phones are permitted on the site. The use of cell phones are restricted to outside of the terminal boundaries and can be left either in the vehicle or with the SFF Security personnel on site. A special camera permit issued by SFF is required if a camera is required on site.

2.1.6. Deliveries

The contractor must report all material deliveries, including tools and equipment, to the project manager and provide a delivery note. This will enable the project manager to record the materials brought to the site and those the contractor may remove after construction.

2.1.7. Noise and vibration

2.1.8. The contractor must inform the project manager if, during construction, they will produce noise which is above the acceptable limit and the Contractor shall arrange appropriate hearing protection for the SFF and TNPA personnel on site. The contractor shall take necessary precautions to minimise noise generated on site as a result of planned work. The contractor shall manage noise pollution in accordance with the approved Environmental Control Plan in their SHEQ file.

2.1.9. Working Hours

Normal working hours are between 08:00 to 16:30 Mondays to Fridays. If it is required to work outside stated the stated normal working hours the contractor must obtain written permission at least 48 hours before such work needs to be undertaken. TNPA will not unreasonably withhold permission.

2.1.10. Parking

Parking will be provided for contractor's vehicles in designated areas for parking and any alternative parking must be arranged with the project manager.

2.1.11. Restrictions on the use of hazardous materials

No use of hazardous materials without proper precaution will be permitted and any use of hazardous material must first be communicated with the project manager so that the project manager can inform the personnel occupying the buildings.

2.1.12. Storage of fuel and chemicals

The contractor shall ensure that all fuel and chemicals are stored in their original containers and, if not, ensure the containers containing fuel and chemicals are clearly labelled.

2.1.13. Pollution, ecological or environmental impacts

The contractor shall appoint a responsible person to ensure that no accident shall occur on site that could cause pollution. Where the contractor was negligent and caused any form of pollution the damage shall be rectified at the contractor's cost.

2.1.14. Environment

The contractor shall, at all times, comply with the statutes that prohibit pollution of any kind. These statutes are enacted in the following legislation and any amendments thereto.

- The National Environmental Management Act, 107/1998.
- The Environmental Conservation Act, 73/1989; and
- The National Water act, 36/1998.

2.1.15. Interfaces between the works and existing infrastructure

The contractor must ensure that their employees do not interfere with existing infrastructure. Any damage to any TNPA or SFF assets during construction will be repaired by the contractor at their own cost.

2.1.16. Occupied premises and users

The site is occupied by SFF personnel on a 24-hour basis. TNPA's Fire department staff may require access to the site on an as and when required basis. Such access will as best as reasonably possible be arranged with the contractor 24 hours beforehand through the project manager, but emergency situations may arise that would require immediate access.

2.1.17. Employer specific policies and procedures

The contractor must comply with all SHEQ policies, procedures and requirements. The SHEQ Specifications are attached as an annexure to this document. The contractor shall submit a SHEQ file that complies with these requirements within five days of receiving the Purchase Order for review by the TNPA SHEQ department. The SHEQ file is a living document and should be updated as the project progresses. Regular reviews of the SHEQ file will be conducted during the course of the project.

2.2. Confidentiality

The data and information supplied by TNPA remains the sole possession of TNPA and any unauthorized alteration; distribution; copying, modification; reproduction in whole or in part; propaganda; and/or use for gain or otherwise is strictly prohibited.

TNPA provides no warranty, expressed or implied as to accuracy, completeness or reliability of the data and information.

No liability shall devolve upon or be incurred by TNPA and/or its officials through use of the data and information supplied.

2.3. Security and identification of people

The contractor must provide the list of employees that will be working on the site. The contractor's employees must provide identification when requested by security personnel and adhere to the security procedures.

2.4. Protection of existing structures and services

Any damage to TNPA and SFF existing structures and services during construction will be repaired by the contractor at their own cost. The contractor shall provide a method statement on how they intend to protect existing structures and services during construction. Structures and services like existing floor surfacing, and water supply system in the building must be protected against any damage.

2.5. Protection of the works

The site is located in an area that is monitored by SFF Security however the contractor is responsible for the protection of works during the refurbishment period.

2.6. Cleanliness of roads

Any spill of chemicals and all sort of rubbish and debris of whatever kind, generated from work, throughout the duration of contract must be cleaned immediately.

2.7. Consideration of Others

During construction process contractor's employees must take consideration of personnel currently occupying the site. At no time may the contractor interfere with the duties of the SFF or TNPA Fire department personnel. The contractor shall inform the project manager immediately should any dispute arise.

2.8. Control of site personnel

The contractor must provide the list of employees, employees' identity documents and registration numbers of any vehicles entering the site during construction.

2.9. Site cleanliness

The contractor shall provide for cleaning up and sorting all rubbish and debris of whatever kind, generated from work, throughout the duration of the contract. Upon completion the contractor shall clear and remove all rubbish, unused construction material, plant and debris and leave the site and the whole of the works clean and tidy to the satisfaction of the project manager.

2.10. Waste materials

The contractor shall not dispose of any waste and construction waste by burning or burying. Waste material shall be dumped on an approved landfill site and recyclable material shall be deposited in separate bins and removed off site for recycling. The write off and/or disposal of any materials on site must be in accordance with Supply Chain Management (SCM) procedures. The materials with value should be transported to the TNPA Infrastructure Maintenance depot in the Bayvue Precinct. The value of the various assets shall be advised by the project manager.

2.11. Deleterious and hazardous materials

The project manager shall be consulted about, and agree to, the method of storage and disposal of hazardous material prior to the submission of method statement.

3. Completion

3.1. Completion definition

The contractor shall indicate in the tender the time they will require to complete the work, however, this time should not exceed 3 months. This period shall be exclusive of weekends, public holidays and statutory holiday periods but includes the time for the approval of the SHE file and stop-start operations for tanker operations.

Failing completion of the work within the period as stipulated above or with any shorter period offered by the contender and accepted by TNPA, the contractor shall pay to TNPA as penalty R1000.00 for every day or part thereof during which the works remain incomplete.

3.2. Final Clean

The contractor must make sure that the site is clean and ready for use by the completion date. The contractor must make sure that all temporary structures, materials and tools are removed from the site.

3.3. Security

The contractor shall adhere to the port security measures as enforced by TNPA and SFF. The contractor is responsible for the safeguarding of his own equipment and material while on site. TNPA and SFF personnel will not be held responsible for any damage of equipment and material of the contractor.

3.4. Correcting Defects

The defects correction period is six (6) months and retention amount will be 10%, subtracted from each claim of which half will be payable on completion of the works. If the contractor fails to correct the defect within the defects correction period TNPA will use the retention amount to correct the defects.

3.5. Pre-Completion arrangements

The contractor must submit their site diary before completion of work.

3.6. Take over

The contractor shall allow access to the area for SFF and TNPA staff during the refurbishment period. The TNPA and SFF staff will be using the premises without taking it over, the final take over will be at the end of contract period.

4. Programme

4.1. Programme requirements

The contractor shall provide the project manager with a detail programme on how they intend to conduct their work. Any information must be in a hard copy format and the use of electronic copies will be allowed for urgent matters. The Contractor's first programme should be submitted to the project manager for acceptance within five days of receiving the Purchase Order. The project manager will, within three days, accept or reject, with reasons, the submitted programme. The signed programme will be the Accepted Programme.

4.2. Programme Arrangement

The programme must be agreed to before any work will be allowed to commence. The programme can be in form of a chart and will be used as a guide to measure progress of work.

4.3. Methodology statement

The contractor must provide a method statement for the works in accordance with the scope of work. The repair method must be clearly defined, specifying the materials to be used, and submitted to the project manager for review and approval.

4.4. Information required

The contractor will be required to produce the material data sheets for the material to be used as well as any material guarantees for the doors and windows to be installed. Upon completion, the site diary and as-built drawings of the facilities should be submitted.

4.5. Revised programme

The contractor must provide a revised programme weekly. The contractor must inform the project manager for any changes made in the programme during construction.

5. Quality management

5.1. Quality statement

The contractor shall provide a proof that the material they intend on using during construction comply with the project manager specifications.

5.2. Quality management system

The contractor must use only materials approved by the project manager and submit the specifications for all materials to be used for review.

6. Inspections

The project manager will be doing inspections on site to see that all works carried out on site undergo SHE practises, requirements and specifications. All TNPA employees have the right to stop work if unsafe or environmentally hazardous procedures or practices by the contractor are witnessed until the matter is remedied. Should such a case occur, the contractor should immediately inform the project manager and note it in their site diary, where the person ordering the stoppage of the work should sign their name and provide their contact information.

7. Management of the works

7.1. Project team – Others

If the project manager delegates their duties to others the contractor will be informed in writing. With the exception of Section 6 of this document and unless otherwise instructed by the project manager, in writing, the contractor shall not carry out any instructions issued by any other TNPA or SFF personnel.

7.2. Communications

7.2.1. Meetings, attendees and meeting records

The project manager will arrange meeting weekly and the project manager, supervisor and SHE representative must attend the meetings and project manager or TNPA is responsible for keeping of meeting records.

7.2.2. Reporting requirements

The contractor must produce a progress report weekly to the project manager.

7.2.3. Information requirements

The contractor will be required to produce material data sheet of the materials used. The contractor should also keep a site diary on site detailing the weather conditions, work completed and employees on site. The contractor should also keep on site a file containing all Project Manager Instructions, Early Warnings and Compensation Events.

7.2.4. Electronic systems and communications

Communication between the contractor and the project manager must be in a hard copy unless it is an urgent matter the contractor can use an electronic system to communicate with the project manager. The contractor must communicate any urgent matters with the project manager through email.

8. Working with the Employer and Others

8.1. Sharing the working areas with the Employer and Others

The contractor must be aware that they will be sharing the space with SFF and TNPA staff. The contractors must co-operate with the TNPA and SFF staff and avoid any kind of disturbances. The contractor must allow access to some areas to be operated by TNPA and SFF staff.

8.2. Co-operation

The contractor must co-operate with security staff occupying the sites.

8.3. Co-ordination

The project manager must arrange any access to site and the contract must organise their work accordingly to avoid complications. Should the contractor be required to stop work for tanker operations, they should vacate the site within 24 hours. No work will be allowed during tanker operations. Tanker operations take an average of three days.

8.4. Services and other items for the use of the Employer, Project Manager or Others to be provided by the Contractor

8.4.1. Sign boards and other signage

The contractor must provide sign boards on site indicating the hazards associated with the works.

8.4.2. Safety equipment and services

The contractor is responsible for the safeguarding of his own equipment and material while on site.

8.5. Services and other facilities to be provided by the Employer

8.5.1. Meeting rooms

Meeting rooms for progress meetings will be provided by the project manager.

8.5.2. Storage facilities

Storage facilities, if required will be arranged by the project manager.

8.5.3. Sanitation

The contractor may use the ablution facilities located at the Fire Control building on the eastern side of the Iron Ore jetty for the duration of the contract however the contractor shall ensure the facilities are used appropriately and kept in good conditions at all times.

8.5.4. Utilities

Water will be made available for the purpose of construction for the works only. The water shall be used conservatively and if not, this privilege shall be removed and water shall be metered, and the cost of the metered water shall be borne by the contractor as well as all charges as entertained by TNPA. The contractor must supply all connections, hoses and all other things for water supply as necessary.

Electricity will be made available for the purpose of construction of the works; however the contractor shall comply with the electricity installation regulations.

9. Access to the Site

The areas are restricted, and the contractor must ensure he comply with the regulations of TNPA and SFF in every way. The Contractor and/or any sub-contractors shall be required to apply for permission to enter the restricted area in writing. A list of workmen shall be given to the project manager to arrange for the necessary inductions. A minimum 48 hours' notice is necessary for the processing of these permits. This includes changes to staff during the contract period.

10. Materials from excavation and demolition

The contractor must consult with the project manager before removing any material or machinery from site.

11. Employer's work specifications

11.1. Corroded Roof Slabs

This specification applies to the corrosion-damaged roof slab of the Fire Storeroom building. The extent and severity of rebar corrosion must be assessed to determine the appropriate repair strategy. A comprehensive method statement must be submitted to the Project Manager for review and approval before execution.

11.2. Aluminium Windows

The existing windows of the Fire Store Building shall be replaced with aluminum windows of equivalent dimensions. All top-hung aluminum windows must be fabricated in compliance with AAAMSA and SAGGA standards. The windows shall feature a 25-micron thick black anodized coating, over which a 60-micron black powder coating shall be applied. The windows must be fitted with 6.8mm clear laminated safety glass. The required aluminum window specifications are as follows:

Windows Type (PT 1818): 1800mm x 1750mm.

(PT 1818): 1800mm x 1800mm.

11.3. Refurbish Fire Storeroom Door

The fire storeroom door frame shall be replaced with a new frame, ensuring internal dimensions of 813mm in width and 2032mm in height. The wooden door frames are to be lightly sanded to achieve a smooth, uniform surface. All surfaces must then be thoroughly cleaned to remove any dust using a damp cloth and allowed adequate time to dry completely. A weatherproof varnish, either clear or dark brown, shall be applied in a minimum of two coats to provide durable protection.

11.4. Repair the corroded mortar between brick work at the Fire storeroom and security rooms

The contractor is required to carefully remove the deteriorated mortar from between the bricks, ensuring no damage to the masonry units. The joints must be meticulously cleaned, and the wall lightly misted with water prior to repointing to facilitate correct curing of the new mortar. Upon completion, the masonry must be

thoroughly cleaned and the joints finished to meet the specified quality standards. Additionally, it must be verified that the mortar used is appropriate for coastal environments, utilizing only approved materials and products.

11.5. Standards to comply with:

The contractor must comply with **SANS 10400, SANS 10100, SANS 51992-1, and SANS 10249** to ensure **structural integrity, durability, and safety**. **SANS 10100** governs **reinforced concrete repairs**, including **crack sealing, rebar protection, and waterproofing**, while **SANS 51992-1** provides **corrosion protection guidelines for steel reinforcement**. For **masonry repairs**, **SANS 10249** outlines techniques for **restoring deteriorated mortar joints**, ensuring **load-bearing capacity and weather resistance**.

1. PART C4: SITE INFORMATION

| Document Reference | Title | No of pages |
|---------------------------|------------------|--------------------|
| C4 | Site Information | 4 |

PART 4: SITE INFORMATION



1. Description of the Site and its surroundings

1.1 Site Overview and Location

1.1.1 General description

Provision of services to repair fire storeroom building and SFF security room.

1.1.2 Existing buildings, structures, and plant & machinery on the Site

Oil Jetty in Saldanha Harbour

1.1.3 Subsoil information

To be verified during site briefing meetings.

2. General

2.1. Working Hours

Normal working hours at the Port of Cape Town are from 08:00 to 16:30, Monday to Friday, Inclusive.

2.2. Access Permit Controls

Access to the site for construction work is strictly controlled and is permitted only when no tanker is berthed at the Oil Jetty. TNPA will supply the contractor with a tanker schedule to facilitate effective planning.

All work areas are restricted, and full compliance with TNPA and SFF regulations is mandatory. The contractor and any subcontractors are required to apply in writing for a "Permit to Work," which can be obtained and renewed weekly at the Main Control Room of the SFF Tank Farm. A list of personnel must be submitted to the Project Manager at least 48 hours in advance for processing of permits and site induction.

The following site-specific rules apply:

- No mobile phones are allowed on site.
- Mobile phones may be stored inside vehicles or securely left with SFF security personnel.
- A special permit is required to use cameras on site.

2.3. Maintaining Tenant and Operational Access

The site remains in use by TNPA staff and other tenants during the contract period. The contractor is required to always maintain safe and unobstructed access to and from the site. This includes:

- Deployment of flagmen or spotters
- Use of barriers, signage, lighting, or lanterns (where permitted)
- Installation of any temporary controls or warning systems needed for safety

No lighting or other equipment may be installed within the port area without prior written approval from the Project Manager.

2.4. Existing Services

As-built drawings for the site may lack full accuracy or completeness, especially regarding the layout of services or structural dimensions. While no excavation is anticipated for this project as the work is focused on existing concrete structures, contractors are still advised to proceed with caution when performing any drilling, cutting, or structural penetration.

The following safety measures apply:

TNPA will conduct a site inspection at the first project meeting to identify known hazards, embedded services, or structural considerations that may not be reflected on the drawings.

The contractor must consult the Project Manager before undertaking any intrusive work (e.g. drilling into slabs or walls) to avoid damaging concealed services.

Any damage caused due to negligence or failure to follow instructions will be the contractor's responsibility.

A "marked-up" drawing indicating any confirmed service locations or structural features must be maintained by the contractor throughout the project.