

**NOTE:**

The following addendum is only applicable to the bidders who were present at the 1<sup>st</sup> compulsory briefing session and site visit held on 15 March 2023.

The 2<sup>nd</sup> compulsory briefing session is an additional session for the bidders who only attended the site visit and not the briefing due to a misunderstanding.

No new bidders will be allowed at the 2<sup>nd</sup> compulsory briefing session as it was compulsory to attend / be present at the 1<sup>st</sup> one.

|                         |                  |                        |
|-------------------------|------------------|------------------------|
| <b>Transnet SOC Ltd</b> | 138 Eloff Street | P.O. Box 72501         |
| Registration Number     | Braamfontein     | Parkview, Johannesburg |
| 1990/000900/30          | JOHANNESBURG     | South Africa, 2122     |
|                         | 2000             |                        |

Directors: Dr PS Molefe (Chairperson) PPJ Derby\* (Group Chief Executive) UN Fikelepi ME Letlape DC Matshoga Prof FS Mufamadi AP Ramabulana  
NS Dlamini\* (Group Chief Financial Officer)

\*Executive

Group Company Secretary: Ms S Bopape

[www.transnet.net](http://www.transnet.net)

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**TRANSNET HAS A 'ZERO GIFTS' POLICY. NO EMPLOYEE IS ALLOWED TO ACCEPT GIFTS, FAVOURS OR BENEFITS**

To Whom It May Concern:

H. Ranchod  
Head SCM: Cape Corridor  
Transnet Freight Rail

Date: 16 March 2023

Reference: TFR/2022/12/0002/19653/RFP

**THE PROVISION OF LOCOMOTIVE ABLUTION FACILITIES CLEANING SERVICES  
AT THE SWARTKOPS AND ALGOA BAY DEPOTS IN GQEBERHA (PORT ELIZABETH)  
FOR A PERIOD OF 36 MONTHS**

**Addendum No. 1** to extend the closing/validity date and scheduling of 2<sup>nd</sup> compulsory briefing session is issued in respect of the above-mentioned tender for your further attention.

When submitting your tender, endorsement should be made thereon that the aforementioned addendum has been taken into consideration in framing your tender.

Kindly acknowledge receipt of the above-mentioned addendum before the closing date of the tender by completing and returning the attached pro-forma to this office.

Yours truly



.....  
H. Ranchod

**Head SCM: Cape Corridor**

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**TFR/2022/12/0002/19653/RFP**

**THE PROVISION OF LOCOMOTIVE ABLUTION FACILITIES CLEANING SERVICES  
AT THE SWARTKOPS AND ALGOA BAY DEPOTS IN Gqeberha (Port Elizabeth)  
FOR A PERIOD OF 36 MONTHS**

**ADDENDUM No. 1 - DATED 16 MARCH 2023**

1. The closing date of the RFP is extended from **22 March 2023 @ 12h00 pm until 29 March 2023 @ 12h00 pm.**
2. The validity period of the RFP from closing date will also change from **15 September 2023 until 22 September 2023.**
3. A 2<sup>nd</sup> compulsory briefing session will be held on 22 March 2023 at 11h00 at the following address: **Electric Locomotive depot, Johan Tallant Road, Ablution Building, Swartkops, Port Elizabeth.** This briefing session will be compulsory to the bidders who did not attend the 1<sup>st</sup> compulsory briefing session held on 15 March 2023 at 11h00 and only attended the site inspection/visit on 15 March 2023. The bidders who attended the compulsory briefing session and site visit on 15 March 2023 at 11h00 are not required to attend the 2<sup>nd</sup> compulsory briefing session but are welcome to attend should they want.
4. All other terms and conditions remains the same.

The following information is furnished in addition to, in amplification and substitution of, matters contained in the tender documents issued in respect of the abovementioned work.

**Cover Page of RFP** (Omit and replace with revised attached document)

**SECTION 1: SBD1 FORM** (Omit and replace with revised attached document)

**Page 7 of RFP** (Omit and replace with revised attached document)

**Page 27 of RFP** (Omit and replace with revised attached document)

Tenderer: \_\_\_\_\_

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

Witnesses 1: \_\_\_\_\_

Witnesses 2: \_\_\_\_\_

Transnet SOC Ltd  
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FROM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

**Attention: Granville van der Merwe**  
**Email: [Granville.vandermerwe@transnet.net](mailto:Granville.vandermerwe@transnet.net)**

Dear Sir/Madam

**TFR/2022/12/0002/19653/RFP**

**THE PROVISION OF LOCOMOTIVE ABLUTION FACILITIES CLEANING SERVICES  
AT THE SWARTKOPS AND ALGOA BAY DEPOTS IN GQEERHA (PORT ELIZABETH)  
FOR A PERIOD OF 36 MONTHS**

Receipt of **Addendum No.1** dated 16 March 2023 is hereby acknowledge:

1. The closing date of the RFP is extended from **22 March 2023 @ 12h00 pm until 29 March 2023 @ 12h00 pm.**
2. The validity period of the RFP from closing date will also change from **15 September 2023 until 22 September 2023.**
3. A 2<sup>nd</sup> compulsory briefing session will be held on 22 March 2023 at 11h00 at the following address: **Electric Locomotive depot, Johan Tallant Road, Ablution Building, Swartkops, Port Elizabeth.** This briefing session will be compulsory to the bidders who did not attend the 1<sup>st</sup> compulsory briefing session held on 15 March 2023 at 11h00 and only attended the site inspection/visit on 15 March 2023. The bidders who attended the compulsory briefing session and site visit on 15 March 2023 at 11h00 are not required to attend the 2<sup>nd</sup> compulsory briefing session but are welcome to attend should they want.

Note: This acknowledgement must be signed and returned to [granville.vandermerwe@transnet.net](mailto:granville.vandermerwe@transnet.net) on or before the closing date of tender.

Kind regards

\_\_\_\_\_  
SIGNATURE

Transnet SOC Ltd  
Registration Number  
1990/000900/30

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Braamfontein  
JOHANNESBURG  
2000

P.O. Box 72501  
Parkview, Johannesburg  
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**Transnet Freight Rail**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

**REQUEST FOR PROPOSAL [RFP] [SERVICES]**

**FOR THE PROVISION OF:      LOCOMOTIVE ABLUTION FACILITIES CLEANING SERVICES  
AT THE SWARTKOPS AND ALGOA BAY DEPOTS IN  
GQEBERHA (PORT ELIZABETH)**

**FOR A PERIOD OF:              36 MONTHS**

**RFP NUMBER:                  TFR/2022/12/0002/19653/RFP**

**ISSUE DATE:                   07 March 2023**

**CLOSING DATE:                29 March 2023**

**CLOSING TIME:                12:00 PM**

**BID VALIDITY PERIOD:        120 Business Days from Closing Date (22 September 2023)**

**Note to the bidders:**

*Bidders 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 Bidder can upload 30mb per upload and multiple uploads are permitted.*

**RFP FOR THE PROVISION OF  
LOCOMOTIVE ABLUTION FACILITIES CLEANING SERVICES  
AT 2 DEPOTS IN GQEBERHA (PORT ELIZABETH)  
FOR A PERIOD OF 36 MONTHS**

**SECTION 1: SBD1 FORM**

**PART A  
INVITATION TO BID**

|  |  |             |            |  |   |   |       |
|--|--|-------------|------------|--|---|---|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET FREIGHT RAIL, A DIVISION TRANSNET SOC LTD</b>  |  |             |            |  |   |   |       |
| BID NUMBER:  | TFR/2022/12/0002/19653/RFP   | ISSUE DATE: | 07/03/2023 | CLOSING DATE:                                  | 29/03/2023                                    | CLOSING TIME:   | 12h00 |
| DESCRIPTION  | THE PROVISION OF LOCOMOTIVE ABLUTION FACILITIES CLEANING SERVICES AT THE SWARTKOPS AND ALGOA BAY DEPOTS IN GQEBERHA (PORT ELIZABETH) FOR A PERIOD OF 36 MONTHS |             |            |  |   |   |       |
| <b>BID RESPONSE DOCUMENTS SUBMISSION</b>   |  |             |            |  |   |   |       |
| RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED ( <i>please refer to section 2, paragraph 3 for a detailed process on how to upload submissions</i> ):<br><a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a> |  |             |            |  |   |   |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |  |             |            | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |   |   |       |
| CONTACT PERSON   | Ronelle Blom   |             |            | CONTACT PERSON                                 | Granville van der Merwe                       |   |       |
| TELEPHONE NUMBER   | 041 – 507 2721   |             |            | TELEPHONE NUMBER                               | N/A   |   |       |
| FACSIMILE NUMBER   | N/A  |             |            | FACSIMILE NUMBER                               | N/A   |   |       |
| E-MAIL ADDRESS   | ronelle.blom@transnet.net  |             |            | E-MAIL ADDRESS                                 | granville.vandermerwe@transnet.net            |   |       |
| <b>SUPPLIER INFORMATION</b>  |  |             |            |  |   |   |       |
| NAME OF BIDDER   |  |             |            |  |   |   |       |
| POSTAL ADDRESS   |  |             |            |  |   |   |       |
| STREET ADDRESS   |  |             |            |  |   |   |       |
| TELEPHONE NUMBER   | CODE   |             |            | NUMBER   |   |   |       |
| CELLPHONE NUMBER   |  |             |            |  |   |   |       |
| FACSIMILE NUMBER   | CODE   |             |            | NUMBER   |   |   |       |
| E-MAIL ADDRESS   |  |             |            |  |   |   |       |
| VAT REGISTRATION NUMBER  |  |             |            |  |   |   |       |
| SUPPLIER COMPLIANCE STATUS   | TAX COMPLIANCE SYSTEM PIN:   |             | OR         | CENTRAL SUPPLIER DATABASE                      | UNIQUE REGISTRATION REFERENCE NUMBER:<br>MAAA |   |       |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE   | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |             |            | B-BBEE STATUS LEVEL SWORN AFFIDAVIT            |   | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |       |

Respondent's Signature

TRANSNET CONFIDENTIAL INFORMATION

Date &amp; Company Stamp

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]**

|   |  |  |   |
|---|--|--|---|
| 1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | 2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER QUESTIONNAIRE BELOW ] |
|---|--|--|---|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

|   |  |
|---|--|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?       | <input type="checkbox"/> YES <input type="checkbox"/> NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|   |
|---|
| 1. TAX COMPLIANCE REQUIREMENTS  |
| 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br>1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.<br>1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.<br>1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.<br>1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br>1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: \_\_\_\_\_

Respondent's Signature

TRANSNET CONFIDENTIAL INFORMATION

Date & Company Stamp

|                        |  |
|------------------------|--|
| <b>CLOSING DATE</b>    | <p><b>12:00 pm on Wednesday 29 March 2023</b></p> <p>Bidders must ensure that bids are uploaded timeously onto the system. As a general rule, if a bid is late, it will not be accepted for consideration.</p> <p><b><i>Bidders 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 Bidder can upload 30mb per upload and multiple uploads are permitted.</i></b></p> |
| <b>VALIDITY PERIOD</b> | <p><b>120 Business Days from Closing Date (22 September 2023)</b></p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.</p> <p>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 10.11</p>   |

Any additional information or clarification will be published on the e-Tender portal and Transnet website, if necessary.

## 2 FORMAL BRIEFING

A compulsory pre-proposal site meeting and RFP briefing will be conducted at the **Swartkop Electric Locomotive depot**, Johan Tallant Road, Admin Building, Swartkops, Port Elizabeth on the **15<sup>th</sup> of March 2023**, at 11h00 for a period of  $\pm$  2 hours. [Respondents to provide own transportation and accommodation]. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.

2.1 A *Certificate of Attendance* in the form set out in Section 10 hereto must be completed and submitted with your Proposal as proof of attendance is required for a **compulsory** site meeting and or RFP briefing.

2.2 Respondents failing to attend the compulsory RFP briefing will be disqualified.

## 3 PROPOSAL 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/ Portal ([transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)) Please use **Google Chrome** to access Transnet link/site);
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- 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.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)



any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

Furthermore, I/we agree to a penalty clause/s which will allow Transnet to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Goods/Services due to non-performance by ourselves, , etc.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide Transnet with cause for cancellation.

### ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its *domicilium citandi et executandi* hereunder:

Name of Entity: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

### NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Supplier/Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier/Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE status or for any other reason.

### VALIDITY PERIOD

Transnet requires a validity period of 120 Business Days [from closing date] – 22 September 2023 against this RFP, excluding the first day and including the last day.

### NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

- |       |                                       |  |
|-------|---------------------------------------|--|
| (i)   | Registration number of company / C.C. | _____  |
| (ii)  | Registered name of company / C.C.     | _____  |
| (iii) | Full name(s) of director/member(s)    | <div style="display: flex; justify-content: space-between;"> <div>Address/Addresses</div> <div>ID Number(s)</div> </div> |

\_\_\_\_\_  
Respondent's Signature

TRANSNET CONFIDENTIAL INFORMATION

\_\_\_\_\_  
Date & Company Stamp