## ADDENDUM 2

**TRANSNET SOC LTD**

[hereinafter referred to as **Transnet]**

[Registration No. 1990/000900/30]

# REQUEST FOR PROPOSAL [RFP] [SERVICES]

**FOR THE PROVISION OF SPECIALISED MATERIAL HANDLING EQUIPMENT (MHE) FLEET MANAGEMENT SERVICES, TO TRANSNET, NATIONALLY, FOR A PERIOD OF EIGHT (8) YEARS**

| | |
|---|---|
| **RFP NUMBER** | **TCC/2023/08/0001/40193/RFP** |
| **ISSUE DATE:** | **08 SEPTEMBER 2026** |
| **CLOSING DATE:** | **30 NOVEMBER 2026** |
| **CLOSING TIME:** | **15:00 PM** |
| **BID VALIDITY PERIOD:** | **180 Business Days from Closing Date** |

**SUBMISSION TO:** **Transnet e-tender submission portal – see SBD 1 for details**

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# RFP FOR THE PROVISION OF SPECIALISED MATERIAL HANDLING EQUIPMENT (MHE) FLEET MANAGEMENT SERVICES, TO TRANSNET, NATIONALLY, FOR A PERIOD OF EIGHT (8) YEARS

## SECTION 1: SBD1 FORM

### PART A

### INVITATION TO BID

| **YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET SOC LTD** | | | | | | | |
|---|---|---|---|---|---|---|---|
| BID NUMBER: | TCC/2023/08/0001/40193/RFP | ISSUE DATE: | **08 SEPTEMBER 2026** | CLOSING DATE: | **30 NOVEMBER 2026** | CLOSING TIME: | **15:00 PM** |
| DESCRIPTION | **SPECIALISED MATERIAL HANDLING EQUIPMENT (MHE) FLEET MANAGEMENT SERVICES, TO TRANSNET, NATIONALLY, FOR A PERIOD OF EIGHT (8) YEARS** | | | | | | |

| **BID RESPONSE DOCUMENTS SUBMISSION INSTRUCTIONS** |
|---|
| **RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET E-TENDER SYSTEM AGAINST EACH TENDER SELECTED** (*please refer to section 2, paragraph 3 for a detailed process on how to upload submissions*): https://transnetetenders.azurewebsites.net |

| **BIDDING PROCEDURE / TECHNICAL ENQUIRIES MAY BE DIRECTED TO:** | |
|---|---|
| CONTACT PERSON | **Mthokozisi Nkosi** |
| TELEPHONE NUMBER | **Not applicable** |
| FACSIMILE NUMBER | **Not applicable** |
| E-MAIL ADDRESS | **Mthokozisi.Nkosi@transnet.net** |

| **SUPPLIER INFORMATION** | | | | |
|---|---|---|---|---|
| NAME OF BIDDER | | | | |
| POSTAL ADDRESS | | | | |
| STREET ADDRESS | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | |
| CELLPHONE NUMBER | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | |
| E-MAIL ADDRESS | | | | |
| VAT REGISTRATION NUMBER | | | | |

| IT IS A CONDITION OF THIS BID THAT THE TAX MATTERS OF THE SUCCESSFUL RESPONDENTS BE IN ORDER, OR THAT SATISFACTORY ARRANGEMENTS HAVE BEEN MADE WITH SOUTH AFRICAN REVENUE SERVICE (SARS) TO MEET THE RESPONDENTS TAX OBLIGATIONS. | | | | | |
|---|---|---|---|---|---|
| | TCP PIN | | OR | CSD NO | |
| SUPPLIER COMPLIANCE STATUS | ☐ Yes<br>☐ No | | **OR** | **BBEEE STATUS LEVEL SWORN AFFIDAVIT** | |
| If Yes, Who was the Certificate issued by? | | | | | |

| | | |
|---|---|---|
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | ☐ | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) |
| | ☐ | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |
| | ☐ | A REGISTERED AUDITOR |
| | | NAME: |

| ***[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? | ☐Yes ☐No<br>[IF YES ENCLOSE PROOF] | **2** ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No<br>[IF YES, ANSWER QUESTIONAIRE BELOW ] |
| Signature of the Bidder | …… | Date: | …… |

| **QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS** | |
|---|---|
| IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| DOES THE BIDDER HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ 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. |
| 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. |
| 1.3 | APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. |
| 1.4 | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. |
| 1.5 | IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. |
| 1.6 | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. |
| 1.7 | RESPONDENTS 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. ONLY FOREIGN SUPPLIERS WITH NO LOCAL REGISTERED ENTITY NEED NOT REGISTER ON THE CSD. THE CSD CAN BE ACCESSED AT HTTPS://SECURE.CSD.GOV.ZA/. |

**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:_____

# SECTION 2: NOTICE TO BIDDERS

## 1 INVITATION TO BID

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity**, **Respondent** or **Bidder**].

| DESCRIPTION | SPECIALISED MATERIAL HANDLING EQUIPMENT (MHE) FLEET MANAGEMENT SERVICES, TO TRANSNET, NATIONALLY, FOR A PERIOD OF EIGHT (8) YEARS |
|---|---|
| **TENDER ADVERT** | All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders. |
| **RFP DOWNLOADING** | This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.<br>To download RFP and Annexures:<br>• Click on "Tender Opportunities";<br>• Select "Advertised Tenders";<br>• In the "Department" box, select Transnet SOC Ltd.<br>Once the tender has been in the list, click on the 'Tender documents" tab and process to download all uploaded documents.<br><br>The RFP may also be downloaded from the Transnet Portal at https://transnetetenders.azurewebsites.net |
| **COMMUNICATION** | Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website within 10 working days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form<br>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.<br>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof. |
| **BRIEFING SESSION** | Non-Compulsory<br>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: Mthokozisi.Nkosi@transnet.net<br><br>This is to ensure that Transnet may make the necessary arrangements for the briefing session.<br>Refer to paragraph 2 for details. |
| **CLOSING DATE** | **15:00 pm on Monday, 30 November 2026**<br>Bidders must ensure that bids are uploaded timeously onto the system.<br>Generally, if a bid is late, it will not be accepted for consideration.<br>Respondents are to submit bid documents by uploading them onto the Transnet system against each tender selected. A Bidder can upload 30mb per upload and multiple uploads are permitted. |

| | |
|---|---|
| | Bidders should ensure that electronic bid submissions are submitted at least a day before the closing date and bidders should not wait for the last hour before the deadline to submit. This is to enable them to timeously address issues which they may encounter due to internet speed, bandwidth or the size of the number of uploads being submitted. Transnet will not be held liable for any challenges experienced by bidders as a result of their own technical challenges. |
| **VALIDITY PERIOD** | **180 Business Days from Closing Date**<br>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.<br><br>Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.<br><br>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 10.12 and Section 5 |

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

## 2 FORMAL BRIEFING

A non-compulsory pre-proposal RFP briefing will be conducted via TEAMS on the **22 September 2026**, at around 10h00 for a period of ± three (3) hours.

**Microsoft Teams meeting**

**Join: https://teams.microsoft.com/meet/369601391010930?p=p2tT3aH6z69yxHAfYr**

Meeting ID: 369 601 391 010 930

Passcode: hf3Z8FT6

The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

2.1 Despite the briefing session being non-compulsory, Transnet nevertheless encourages all Respondents to attend. Transnet will not be held responsible if any Respondent who did not attend the non-compulsory session subsequently feels disadvantaged as a result thereof.

2.2 Respondents are encouraged to bring a copy of the RFP to the briefing session.

## 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.

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

a) Log on to the Transnet e-Tenders management platform website/ Portal (transnetetenders.azurewebsites.net)

b) Click on "ADVERTISED TENDERS" to view advertised tenders;

c) Click on "SIGN IN/REGISTER –to register new bidder information and ensure that all mandatory information is completed) OR;
d) to sign in if already registered;
e) Toggle (click to switch) the "Log an Intent" button to submit a bid;
f) Submit bid documents by uploading them into the system against each tender selected.
g) Respondents are to submit bid documents by uploading them onto the Transnet system against each tender selected. A Bidder can upload 30mb per upload and multiple uploads are permitted.
h) **Please note that the Transnet e-tender systems may require documents to be uploaded in PDF only. If an excel Annexure to the RFP has multiple sheets, please ensure to convert the total excel workbook in pdf when submitting. Bidders to ensure that all sheets of an excel Annexure of the RFP is converted to pdf and submitted in full. Failure to submit any mandatory excel sheet required as a mandatory document required for scoring will result in disqualification**.
i) Bidders should ensure that electronic bid submissions are submitted at least a day before the closing date and bidders should not wait for the last hour before the deadline to submit. This is to enable them to timeously address issues which they may encounter due to internet speed, bandwidth or the size of the number of uploads being submitted. Transnet will not be held liable for any challenges experienced by bidders as a result of their own technical challenges.
j) No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net
k) **Each company must register its own profile using its company details and use the corresponding registered profile to log an intent to bid as well as submitting any bid.**
l) **Transnet will not accept a bid or will disqualify a bidder who submits a bid in the Transnet e-tender submission through another bidders'/Company's profile. In other words, each bidder must register the intent to bid and submit its bid through its own profile under the same company name that will eventually bid for the tender. No company shall submit a bid on behalf of another company regardless of the company being a subsidiary or holding company.**
m) In case of a Joint Venture, any of the parties/companies to the Joint Venture may use its registered profile to submit a bid on behalf of the Joint Venture.
n) A detailed bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net.

## 4 CONDITIONS OF CONTRACT

Enhancement of Transformation Initiatives in Procurement:

Transnet is committed to using procurement as a strategic lever to advance transformation, localisation, industrialisation, and inclusive economic growth. In support of these objectives, bidders are encouraged to consider how their proposals will contribute to meaningful transformation outcomes through initiatives such as local supplier participation, enterprise and supplier development, subcontracting, skills development, job creation, and the sustainable participation of black-owned, women-owned, youth-owned enterprises, persons with disabilities, designated groups, and local manufacturers, where applicable.

The transformation initiatives identified for this procurement are intended to support Transnet's strategic transformation and localisation objectives and promote sustainable socio-economic development. Where such

initiatives are applicable to this tender, they will be implemented through the conditions of contract set out below.

4. Transformation Initiatives

4.1 Where Transnet has identified opportunities of economic transformation and empowerment, Transnet will incorporate a contractual obligation for the winning bidder to execute the identified transformation objective as a condition of contract.

4.2 Each bidder interested in participating in this tender should be cognisant that it is a condition of contract the winning bidder will be required to contract with Transnet on one or more of the following transformation initiatives:

a) Subcontracting

4.3 The bidder will be required to sub-contract a minimum of 30% of the total value of the contract.

4.4 The successful bidder(s) will be required to meet the requirements of any condition stated in this section. **Failure to meet any of the conditions**, may result in the contract not being concluded between Transnet and the successful bidder.

## 5 RFP INSTRUCTIONS

5.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.

5.2 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**

5.3 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.

5.4 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 11 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

Respondents shall not submit information relating to third parties as part of their bid submissions unless there is a written agreement between the Respondent and the third party for the submission of such information, the parties have formed a Joint Venture (JV) or Consortium, or the information relates to a proposed subcontractor for purposes of this bid.

## 6 JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, must state their intention to do so in Section 5 of their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV, or consortium agreement should they be awarded business by Transnet through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of

each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in SECTION 9, paragraph 4.1 of the specific goals Claim Form.

*Respondents to also note that bid submissions that include subsidiaries, "sister-companies" or any other associated company with a different name and registration number, even with same shareholder(s), must also submit a signed JV agreement for any other company documents to be accepted with the bid submission. Failure to do so will result in disqualification wherever applicable, and/or returnable documents in this regard will not be taken into the evaluation process for scoring purposes*.

## 7 COMMUNICATION

7.1 For specific clarification relating to this RFP, an RFP Clarification Request Form should be submitted to **[Mthokozisi.Nkosi@transnet.net]** before 23h00 pm on **17 November 2026** substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.

7.2 Specific complaints relating to this RFP before or after the closing date should be formally submitted by emailing to groupscmcomplaints@transnet.net. Once the complaint has been submitted, the Transnet SCM Complaints office will acknowledge your complaint and send you a complaint form for completion.

7.3 After the closing date of the RFP, a Respondent may only communicate on email to **[Mthokozisi.Nkosi@transnet.net]** on any matter relating to its RFP Proposal.

7.4 Respondents are to note that changes to its submission will not be considered after the closing date.

7.5 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.

7.6 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

7.7 Transnet will publish the outcome of this RFP in the National Treasury e-tender portal and Transnet website within 10 working days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and Transnet website for the results of the tender process. All unsuccessful bidders have a right to request Transnet to furnish reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

## 8 CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidence. In this regard Respondents 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 related to this RFP or the subsequent contract, written approval must be obtained from Transnet.

## 9 COMPLIANCE

The successful Respondent [hereinafter referred to as the [**Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

## 10 EMPLOYMENT EQUITY ACT

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

## 11 DISCLAIMERS

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

11.1 modify the RFP's Goods/Services;

11.2 award a contract in connection with this Proposal at any time after the RFP's closing date;

11.3 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;

11.4 split the award of the contract between more than one Supplier/Service provider, as may be explicitly articulated in the conditions or objective criteria to this RFP;

11.5 cancel the bid process;

11.6 validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;

11.7 request audited financial statements or other documentation for the purposes of a due diligence exercise;

11.8 not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;

11.9 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;

11.10 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender has been published the outcome of the bid process on the National Treasury e-tender Portal and Transnet website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods at their quoted price.

11.11 A bidder may be requested to furnish further information relating to its Environmental, Social and Governance (ESG) standing at any stage of the procurement or contracting process. This information may not be used for purposes of evaluation and/or disqualify bidder but may be use for purpose of record and analysis of ESG compliance.

11.12 Award business and conclude of a contract to a "standby contractor" (2nd ranked preferred bidder) for circumstances where the 1st ranked preferred bidder (main contractor) after having accepted the award

of business or has signed the contract, indicates that they will not be able to deliver the goods or services or at any time during the execution of the contract, the main contractor is unable to complete the work (delivery of goods and services).

Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

## 12 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

## 13 SECURITY CLEARANCE

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the Goods/Services and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of **CONFIDENTIAL/ SECRET/TOP SECRET**. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

**TRANSNET URGES ITS CLIENTS, SUPPLIERS AND THE GENERAL PUBLIC TO REPORT ANY FRAUD OR CORRUPTION TO**



# SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

## 1. BACKGROUND

Transnet currently utilizes MHE for its daily operations, mainly in Transnet Freight Rail (TFR), Transnet Port Terminals (TPT), Transnet National Ports Authorities (TNPA), Transnet Engineering (TE) and Transnet Pipeline (TPL). However, the coverage of this RFP is for all Transnet Operating Divisions, nationally

MHE Fleet Management Services include Sale & Leaseback, Full Maintenance Lease, Short Term Rental, Managed Maintenance, 24hr maintenance and roadside assistance, usage management, product training and handover to understand the equipment, fines & licensing, accident management, disposal of Full Maintenance Leasing and Managed Maintenance MHEs, and comprehensive management information reporting, fleet systems, and dashboard reports and must be able to integrate this reporting into the Transnet Integrated Fuel and Fleet management system whenever Transnet implements this.

The Specialised Material Handling Equipment portfolio is made up of forklifts, empty handling containers, reach stackers, front end loaders, heavy duty trailers for MHE equipment, mobile ship loaders, haulers, hoppers, skid steer loaders, Truck Loader Back-Hoe, Terminal truck loaders, Telehandlers and Bobcats, which are used to mostly offload cargo, move material and equipment to and from warehouses. Transnet also requires yellow plant equipment on Transnet construction projects.

The successful bidder for MHE emanating from this RFP process is expected to be appointed to provide Full Maintenance Leasing (FML), Short Term Rental (STR) and Managed Maintenance Service (MMS) Fleet Management Services, for Specialised Material Handling Equipment (MHE) for a period of eight (8) years.

## 2. EXECUTIVE OVERVIEW

Transnet's objective is to source Specialised Material Handling Equipment (MHE) Fleet Management Services, nationally, through the appointment of a Preferred Service Provider for MHE, nationally, capable of servicing all Transnet Operating Divisions in various locations across the country for a maximum period of eight (8) years.

Whereas Transnet is seeking a partner to provide solutions for its Specialised Material Handling Equipment (MHE) Fleet Management Services, nationally, it also seeks to improve its current processes for providing these Services to its end user community throughout its locations.

The selected Service provider must share in the mission and business objectives of Transnet. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, Transnet and its Supplier/Service Provider will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow Transnet to reach higher levels of quality, service and profitability.

Specifically, Transnet seeks to benefit from this partnership in the following ways:

2.1 Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Service provider's economies of scale and streamlined service processes.

2.2 Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Service provider.

2.3 Transnet must receive proactive improvements from the Service provider with respect to supply/provision of Services and related processes.

2.4 Transnet's overall competitive advantage must be strengthened by the chosen Service provider's leading-edge technology and service delivery systems.

2.5 Transnet end users must be able to rely on the chosen Service provider's personnel for service enquiries, recommendations and substitutions.

2.6 Transnet must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

## 3. SCOPE OF REQUIREMENTS

Transnet is calling for proposals from experienced service providers with a proven track record for the Provision of Specialised Material Handling Equipment (MHE) Fleet Management Services for a period of eight (8) years.

MHE Fleet Management Services include Sale & Leaseback, Full Maintenance Lease, Short Term Rental, Managed Maintenance, 24hr maintenance and roadside assistance, usage management, product training and handover to understand the equipment, fines & licensing, accident management, disposal of Full Maintenance Leasing and Managed Maintenance MHEs, and comprehensive management information reporting, fleet systems, and dashboard reports and must be able to integrate this reporting into the Transnet Integrated Fuel and Fleet management system whenever Transnet implements this.

The Specialised Material Handling Equipment (MHE) portfolio is made up of forklifts, empty handling containers, reach stackers, front end loaders, heavy duty trailers for MHE equipment, mobile ship loaders, haulers, hoppers, skid steer loaders, Truck Loader Back-Hoe, Terminal truck loaders, Telehandlers and Bobcats, which are used to mostly offload cargo, move material and equipment to and from warehouses. Transnet also requires yellow plant equipment on Transnet construction projects wherever applicable (three quote process to be followed at the time).

Respondents are required to submit Proposals [based on experience and capability] for all the Services indicated hereafter for MHE Fleet Management Services. The successful Respondents (**the Service Provider**) must be capable of providing the full range of Services as set out below, for all Transnet Operating Divisions, nationally and for all the categories of the MHE Fleet Management Services. Transnet reserves the right to disqualify any Bidder who can only provide partial MHE Fleet Management Services.

Specialised Material Handling Equipment (MHE) Fleet Management Services includes:

- Long Term Lease options:
  - Full Maintenance Leasing (FML) services for its long term MHE and maintenance requirements for a period of minimum eight (8) years.
- Short Term Lease options:
  - Short Term Rental (STR) services for its shorter-term requirements (maximum 12 months).
- Maintenance options:
  - Managed Maintenance (MM) for Transnet's currently owned MHE (Optional per Operating Division if required).

- Sale and Lease Back (SLB) - optional only if economically viable
  - At contracting stage, the newly appointed service provider and Transnet will assess any current MHE equipment leased from any other supplier, to analyse the sale and lease back costs to consolidate into the new contract. If economically viable and risks mitigated, the newly appointed service provider will approach the current supplier(s) for the acquisition of any MHE's which could be leased back to Transnet for the proposed eight (8) years.
  - At contract end stage, the incumbent supplier will provide the settlement values to the newly appointed service provider at the time, for Transnet to consider the sale and lease back of MHEs being used by Transnet, for the newly appointed service providers to lease back to Transnet, if economically viable.

Refer to **Annexure C** of this RFP for the **detailed Scope** of Fleet Management, Maintenance and Support Services for Specialised Material Handling Equipment (MHE) Fleet Management Services.

Bidders are further referred to **Annexure L: Detailed MHE Technical Specifications**, which forms part of this RFP and provides additional technical specifications, equipment requirements, configurations and operational information applicable to the various MHE categories contemplated in this procurement.

The appointed Service Provider will be providing Transnet SOC LTD nationally (all nine (9) provinces) with comprehensive MHE Fleet Management Services for all Transnet Operating Divisions (ODs). Transnet operates nationally and includes the following Operating Divisions and Support functions, but not limited to:

- Transnet Corporate Centre (TCC);
- Transnet Infrastructure Manager (TRIM);
- Transnet Freight Rail Operations (TFR);
- Transnet Engineering (TE);
- Transnet Port Terminals (TPT);
- Transnet National Ports Authority (TNPA);
- Transnet Pipelines (TPL);
- Transnet Property (TP);
- Transnet SOC LTD existing subsidiaries, joint ventures/private partnerships with major shareholding, and dormant entities; and
- Future local and international Transnet SOC LTD subsidiaries, private partnerships and/or joint ventures

Should there be any changes in Transnet SOC's organizational structures, the bidder will be informed of any impact thereof and dealt with accordingly in the contract management process.

**Specialised Material Handling Equipment (MHE) Full Maintenance Lease (FML) Estimated Quantities:**

*Indicative Forecasted Quantities for next eight (8) years:*

This is only an indication for pricing. Not a current trend. The statistics below are provided as an indication of Transnet's size of account and estimated annual requirements. This must not be taken as any guarantees, but only as indicative estimates for pricing. Trailers will not form part of the rate card, and a three-quote system will be used should there be a need for these items, whenever required.

The statistics below are provided as an indication of Transnet's estimated forecast. This must not be taken as any guarantees, but only as indicative estimates for pricing:

| **Material Handling Equipment** (MHE) | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **FML** | **Equipment category** | **60 hr/month** | **80 hr/month** | **100 hr/month** | **120 hr/month** | **200 hr/month** | **250 hr/month** | **300 hr/month** | **STR** | **MM** |
| 119 | Forklift <= 3.5 Ton | 71 | 21 | 23 | 2 | 2 | 0 | 0 | 241 | 241 |
| 59 | Forklift >3.5 Ton <= 7 Ton | 22 | 16 | 14 | 4 | 0 | 0 | 3 | 59 | 147 |
| | Forklift >7 Ton <= 10 Ton | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31 | 31 |
| 3 | Forklift >10 Ton <= 15 Ton | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 8 | 8 |
| | Forklift >15 Ton <= 25 Ton | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 7 |
| | Forklift >25 Ton <= 45 Ton | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 5 |
| 1 | Front End Loader | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 20 | 20 |
| 30 | Terminal Tractor/Haulers (Diesel) | 4 | 2 | 2 | 0 | 22 | 0 | 0 | 33 | 33 |
| 7 | Terminal Tractor/Haulers (Battery) | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 7 | 0 |
| 44 | Reach Stacker (Diesel) | 4 | 0 | 14 | 4 | 17 | 4 | 1 | 28 | 28 |
| 5 | Reach Stacker (Battery) | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 5 | 0 |
| | **Trailers** | **Monthly rental** | | | | | | | | |
| | Trailer - Industrial Type (One ton) | 1 | | | | | | | 0 | 17 |
| | Trailer - Industrial Type (Two ton) | 1 | | | | | | | 0 | 0 |
| | Trailer Light (Luggage trailers) | 1 | | | | | | | 0 | 193 |
| 33 | Trailer Medium 1 and 2 axels (+10 Ton, flat bed) | 33 | | | | | | | 0 | 1 |
| | Trailer Heavy duty 3 and 4 axels (+10 Ton, flat bed) | 1 | | | | | | | 0 | 9 |
| 37 | Bathtub Terminal Trailer | 37 | | | | | | | 0 | 0 |

Transnet may from time to time assess the economic viability to purchase or lease, should the lease be considered non-viable in exceptional circumstances. In such an event, the successful Service Provider will provide Transnet with both quotations at the time of the specific request. Due process in line with the contract will be followed for decision making.

NOTE: This is an "as and when" contract and the equipment numbers or volumes shown in Table above are only estimates for pricing considerations and not guaranteed. These numbers are based on existing lease agreements and Transnet's owned fleet.

## 4. GREEN ECONOMY / CARBON FOOTPRINT

Transnet wishes to have an understanding of your company's position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity's policies in this regard.*

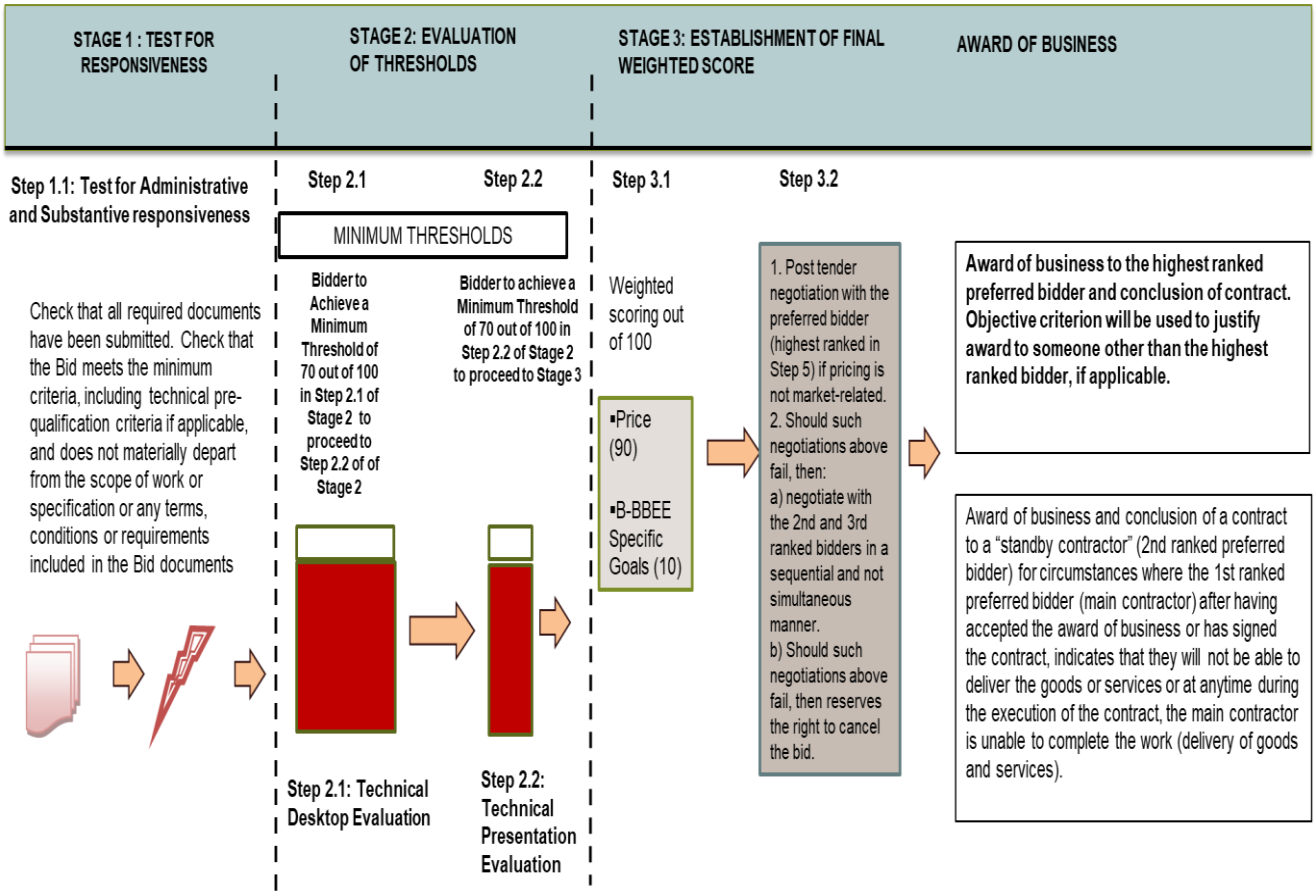
## 5. GENERAL SERVICE PROVIDER OBLIGATIONS

5.1 The Service provider shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.

5.2 The Service provider must comply with the requirements stated in this RFP.

## 6. EVALUATION METHODOLOGY

Transnet will utilise the following methodology and criteria in selecting a preferred Service provider:




NB: Evaluation of the various stages will normally take place in a sequential manner. However, to expedite the process, Transnet reserves the right to conduct the different steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

### 6.1 STAGE ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

| Administrative responsiveness check | RFP Reference |
|---|---|
| • Whether the Bid has been lodged on time | *Section 1* |
| • Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time | *Section 5* |
| • Verify the validity of all returnable documents, including completeness, authorised signatures, validity of certificates and affidavits, submission of mandatory annexures, consistency of information, and compliance with Section 5 requirements. | *Section 5* |
| • Verify if the Bid document has been duly signed by the authorised respondent | *All sections* |

### 6.2 STAGE ONE: Test for Substantive Responsiveness to RFP

The test for substantive responsiveness to this RFP will include the following:

| Check for substantive responsiveness | RFP Reference |
|---|---|
| • Whether any general and legislation qualification criteria set by Transnet, have been met | *All sections including and General Bid Conditions clause 20* |
| • Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule | ***Section 4*** *and* ***Annexure D*** |
| • Whether the Bid materially complies with the scope and/or specification given | *All Sections* |

***The tests for Administrative and Substantive responsiveness [Stage One] must be passed for a Respondent's proposal to progress to Stage 2: Step 2.1 for further evaluation***

### 6.3 STAGE 2: STEP 2.1: Minimum Threshold 70 points for Technical Desktop Criteria

The test for the Technical and Functional threshold for the Desktop criteria's will include the following.

Refer to **Annexure A** - Technical Desktop Questionnaire:

| Technical Desktop Evaluation Criteria | Points Weightings |
|---|---|
| • History of fleet size managed for Material Handling equipment [MHE] | 10 |
| • National Footprint | 10 |
| • Customer References | 5 |
| • Ability to provide electronic quotations | 5 |
| • Ability to deliver MHE requirements from date of signed order | 10 |
| • Management of scheduled and unscheduled maintenance | 10 |
| • Management of load testing requirements as per unit specification | 10 |
| • Fleet Management System and Reporting capabilities | 10 |
| • Tracking devices, monitoring and reporting | 5 |
| • Fixed and Variable monthly billing for multiple cost centres | 5 |
| • Technical services and support for accessories and fitments | 10 |
| • Licensing services and management (wherever applicable) | 2 |
| • Call Centre and Breakdown Services | 5 |
| • Physical equipment audit requirements | 3 |
| **Total Weighting:** | **100** |
| **Minimum qualifying score required to proceed to Stage 2: Step 2.2** | **70** |

Respondents must complete and submit **Annexure A: Technical Desktop Questionnaire.** A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to **Annexure A** requirements.

It is recommended that Respondents must compile and submit a technical file which is to be labelled **Annexure A,** with references to supporting documents required, as appendices. The numbering of documents in the technical file must correspond with the technical questionnaire.

A Respondent's compliance with the minimum Technical Desktop threshold will be measured by their responses provided in **Annexure A** criteria's. Failure to provide a technical desktop questionnaire with any evidence/supporting documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion. Bidders are therefore urged to ensure that all these supporting documents are returned with their Proposals for the evidence/proof required to be scored accordingly.

Respondents are to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

The scoring matrix in **Annexure A**: Technical Desktop Questionnaire will be interpreted as follows by evaluators:
Excellent Competency =5
Very Good Competency =4
Good Competency =3
Average Competency =2
Poor Competency =1
No Competency =0

***The minimum threshold for technical/functionality [Stage 2: Step 2.1] of 70%/70 points must be met or exceeded for a Respondent's Proposal to progress to Stage 2: Step 2.2***

### 6.4 *STAGE 2: STEP 2.2:* Minimum Threshold 70 points for Technical Presentation Criteria

The test for the Technical and Functional threshold for the Presentation criteria will include the following. Refer to **Annexure B** - Technical Presentation Questionnaire:

| Technical Presentation Evaluation Criteria | Points Weightings |
|---|---|
| • Presentation of the bidders MHE Fleet Management operational and finance processes that will be supported by their fleet management and finance systems, which will include reporting & dashboards | 50 |
| • Relationship and Key Account Management of key Transnet employees who are involved with the MHE Equipment Fleet Management Services | 30 |
| • Strategy for Continuous Improvement and Value adding initiatives to reduce Transnet total MHE operating costs | 10 |
| • Disaster Recovery Plan | 5 |
| • Call Centre Operations | 5 |

| Technical Presentation Evaluation Criteria | Points Weightings |
|---|---|
| **Total Weighting:** | **100** |
| **Minimum qualifying score required to proceed to Stage 3: Step 3.1** | **70** |

Bidder does not need to provide any documents for **Annexure B**: Technical presentation, when they submit this RFP by the closing date.

Should the Bidder pass Step 3: Technical Desktop and proceed to Step 4: Technical Presentation phase, then the bidder will be invited to do a presentation as per the evaluation criteria above.

Transnet will advise the Bidder if they proceeded to Step 4 - Technical Presentation and will give the Bidder sufficient notice for the presentation.

A Bidder's compliance with the minimum Technical Presentation threshold will be measured by their presentation against the evaluation criteria provided in **Annexure B** criteria's.

Bidders to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

The scoring matrix in **Annexure B**: Technical Presentation Questionnaire will be interpreted as follows by evaluators:
Excellent Competency =5
Very Good Competency =4
Good Competency =3
Average Competency =2
Poor Competency =1
No Competency =0

***The minimum threshold for technical/functionality [Stage 2: Step 2.2] of 70%/70 points must be met or exceeded for a Respondent's Proposal to progress to* Stage 3: Step 3.1**

### 6.5 STAGE 3: STEP 3.1: Evaluation and Final Weighted Scoring for Price and B-BBEE Specific Goals

a) **Price and TCO Criteria** [Weighted score 90 points]:

| Evaluation Criteria | RFP Reference |
|---|---|
| • Commercial offer | *Section 4,* ***Annexure D*** |

Transnet will utilise the following formula in its evaluation of Price:

$$PS = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where:

*Ps* = Score for the Bid under consideration
*Pt* = Price of Bid under consideration

*Pmin* = Price of lowest acceptable Bid

b) **B-BBEE Specific Goals [**Weighted score 10 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 4.1 of the specific goals Claim Form.

### 6.6 SUMMARY: Applicable Thresholds and Final Evaluated Weightings

| Thresholds | Minimum Threshold |
|---|---|
| Technical Desktop Evaluation | 70 to proceed to Step 4 |
| Technical Presentation Evaluation | 70 to proceed to Step 5 |

| Evaluation Criteria | Final Weighted Scores |
|---|---|
| Price and Total Cost of Ownership | 90 |
| **B-BBEE Specific Goals**<br>- B-BBEE STATUS LEVEL OF CONTRIBUTION Level One (1) to Two (2) | 5 |
| - 30% subcontracting to EMEs and or QSEs 51% black owned (5 points) | 5 |
| **TOTAL SCORE:** | **100** |

### 6.7 STAGE 3: STEP 3.2: Post Tender Negotiations (if applicable)

- Respondents are to note that Transnet may not award a contract if the price offered is not market related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e:
  - first negotiate with the highest ranked bidder and should such negotiations fail, then:
    - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential and not simultaneous manner, failing which;
    - Reserves the right to cancel the bid if not market related.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

## 6.8 OBJECTIVE CRITERIA (IF APPLICABLE):

Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:

- All risks identified during a risk assessment exercise/probity check (which will be conducted by an authorised third party) that would be done to assess all risks including Reputational and Brand risks also;
- the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency
- An onsite due diligence to assess operational readiness for the highest ranked bidder(s) in Step 5 or Step 6 if applicable, in terms of support functions, systems and infrastructure to support the Services team;
- A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner;
- Impact on Transnet's Return On Investment;
- the tenderer is under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- the tenderer is undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of;
- the tenderer is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing; and
- Skills Transfer and Capacity Building for Transnet;
- Rotation of Suppliers to promote opportunities for other suppliers, by overlooking a supplier that has been awarded business repeatedly overtime in order to benefit other suppliers in the market;
- is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,

## 6.9 AWARD OF BUSINESS AND CONCLUSION OF CONTRACT:

- Award of business to the highest ranked preferred bidder ("main contractor"). The successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Award of business and conclusion of a contract to a "standby contractor" (2nd ranked preferred bidder) for circumstances where the 1st ranked preferred bidder (main contractor) after having accepted the award of business or has signed the contract, indicates that they will not be able to deliver the goods or services or at any time during the execution of the contract, the main contractor is unable to complete the work (delivery of goods and services)

## SECTION 4: PRICING AND DELIVERY SCHEDULE

*Refer to **Annexure D** for the pricing Schedule.*

*Respondents are to note that Transnet will round off final pricing scores to the nearest 2 (two) decimal places.*

**Notes to Pricing:**

a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent.

   (i) In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e:

      a. first negotiate with the highest ranked bidder and should such negotiations fail, then:

      b. negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential and not simultaneous manner to negotiate market related rates, failing which;

      c. Reserves the right to cancel the bid if not market related.

b) Prices should be based on a period of eight (8) years for the MHE Fleet Management Services.

c) Prices quoted must be held valid for a period of 180 business days from closing date of this RFP to conclude the procurement process.

d) Respondents are to note the escalation clauses in **Annexure E**: Draft Master Agreement for the pricing escalation clauses, relating to how their prices would be subject to periodic/annual escalation/adjustment that will affect **Annexure D**: Pricing Schedule, e.g. interest rate, tracking fee, admin fee, licensing costs, labour, etc. Bidders to also advise on what basis price will be subject to any escalations. This must be declared as notes to Section 4 and **Annexure D**. Transnet reserves the right to negotiate any price adjustment periodically.

e) Prices must be quoted in South African Rand inclusive of VAT.

f) To facilitate like-for-like comparison, Respondents must submit pricing strictly in accordance with Annexure D: Pricing Schedule and may not utilise an alternative pricing format. Failure to submit pricing in the prescribed format, failure to complete any mandatory row, column, field or line item, failure to submit all mandatory worksheets contained in **Annexure D**, or failure to provide a total bid price, will result in the bid being declared non-responsive and the Respondent being disqualified. Transnet will not calculate, derive, estimate or complete pricing information on behalf of a Respondent.

g) Quantities given are estimates only. Any orders resulting from this RFP will be on an "as and when required" basis.

h) Prices are to be quoted on a delivered basis to Transnet.

i) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

**Please note that the Transnet e-Tender system may require documents to be uploaded in PDF format only. As Annexure D is an Excel workbook containing multiple worksheets, Respondents must convert the entire workbook to PDF and submit all worksheets in full. Failure to submit any mandatory worksheet, failure to complete any mandatory row, column, field or line item, failure to provide all mandatory pricing information, or failure to submit a total bid price, will result in the bid being declared**

**non-responsive and the Respondent being disqualified. Transnet will not calculate, derive, estimate or complete pricing information on behalf of a Respondent.**

## 1. DISCLOSURE OF CONTRACT INFORMATION

### PRICES TENDERED

Respondents are required to complete and submit **Annexure D** for MHE Fleet Management Services in full. This is a mandatory returnable document. Refer to pricing guidelines in **Annexure D** and ensure full compliance.

Transnet reserves the right to disqualify any Respondent for non-compliance to the mandatory requirements for **Annexure D**.

Respondents are to note that, on award of business, Transnet is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016.

### JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

Transnet may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

### DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO)

Transnet is free to procure the services of any person within or outside the Republic of South Africa in accordance with applicable legislation. Transnet shall not conduct or conclude business transactions, with any Respondents without having:

- Considered relevant governance protocols;
- Determined the DPIP or FPPO status of that counterparty; and
- Conducted a risk assessment and due diligence to assess the potential risks that may be posed by the business relationship.

As per the Transnet Domestic Prominent Influential Persons (DPIP) and Foreign Prominent Public Officials (FPPO) and Related Individuals Policy available on Transnet website https://www.transnet.net/search/pages/results.aspx?k=FPIDP#k=DPIP, Respondents are required to disclose any commercial relationship with a DPIP or FPPO (as defined in the Policy) by completing the following section:

| The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld. | | | | | |
|---|---|---|---|---|---|
| **Is the Respondent**<br>*(Complete with a "Yes" or "No")* | | | | | |
| **A DPIP/FPPO** | | **Closely Related to a DPIP/FPPO** | | **Closely Associated to a DPIP/FPPO** | |

| **List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.** | | | | | | |
|---|---|---|---|---|---|---|
| **No** | **Name of Entity / Business** | **Role in the Entity / Business** (Nature of interest/ Participation) | **Shareholding %** | **Registration Number** | **Status** (Mark the applicable option with an X) | |
| | | | | | **Active** | **Non-Active** |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

Respondents declaring a commercial relationship with a DPIP or FPPO are to note that Transnet is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

## 2. PRICE REVIEW

The successful Respondent(s) [the Service provider] will be obliged to submit to an annual price review, as per **Annexure E**.

Transnet will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Service provider's price(s) is/are found to be higher than the benchmarked price(s), then the Service provider shall match or better such price(s) within 30 [thirty] calendar days, failing which the contract may be terminated at Transnet's discretion or the particular item(s) or service(s) purchased outside the contract.

## 3. "AS AND WHEN REQUIRED" CONTRACTS

3.1 Purchase orders will be placed on the Service provider from time to time as and when Services are required.

3.2 Transnet reserves the right to place purchase orders until the last day of the contract for deliveries to be affected, within the delivery period / lead time specified, beyond the expiry date of the contract under the same terms and conditions as agreed upon.

3.3 Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for. However, delivery periods and maximum monthly rates of delivery offered by the Respondents will be used as guidelines in establishing lead times and monthly delivery requirements with the Supplier.

3.4 Where scheduled deliveries are required, the delivery period(s) specified must be strictly complied with, unless otherwise requested by Transnet. Material supplied earlier than specified may not be paid for or may be returned by Transnet, with the Supplier being held liable for all expenses so incurred, e.g. handling and transport charges.

3.5 If the delivery period offered by the Respondents is subject to a maximum monthly production capacity, full particulars must be indicated in Section 4 *[Pricing and Delivery Schedule]*

3.6 The Respondent must state hereunder its annual holiday closedown period [if applicable] and whether this period has been included in the delivery lead time offered.

3.7 Respondents are required to indicate below the action that the Respondent proposes to take to ensure continuity of supply during non-working days or holidays.

## 4. SERVICE LEVELS

4.1 The Service provider guarantees that it will achieve an overall 95% [ninety-five per cent] average service level as per **Annexure F**: Draft Service Level Agreement and the penalties will apply as per the criteria's set out in **Annexure F**. This is not negotiable and will form part of the signed Master Agreement.

4.2 A minimum of 5 experienced national account representative(s) are required to work with Transnet's operations wherever the Services are provided, either per Province or per Operating Division.

4.3 Transnet will have quarterly Operational Steering Committee reviews with the Service provider's account representative on an on-going basis.

4.4 Transnet reserves the right to request that any member of the Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.

4.5 The Service provider must provide relevant emails and telephone numbers for customer service calls.

4.6 Failure of the Service provider to comply with stated service level requirements on an ongoing basis will give Transnet the right to cancel the contract in whole, without penalty to Transnet, giving applicable notice to the Service provider of its intention to do so.

**Acceptance of Service Levels as per Annexure F:**

| **YES** | | **NO** | |
|---|---|---|---|

## 5. TOTAL COST OF OWNERSHIP AND CONTINUOUS IMPROVEMENT INITIATIVES

5.1 Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with Transnet in its continuous improvement initiatives to reduce the total cost of ownership [**TCO**], which will reduce the overall cost of transportation Goods/Services and related logistics provided by Transnet's operating divisions within South Africa to the ultimate benefit of all end-users.

**Accepted:**

| **YES** | | **NO** | |
|---|---|---|---|

If "yes", please specify details in paragraph 5.2 below.

5.2 Respondents must briefly describe their commitment to TCO and continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be introduced. Specific areas and proposed potential savings percentages should be included. Additional information can be appended to the Respondent's Proposal if there is insufficient space available below.

_____

_____

## 6. SRM INPUT INTO THE ACQUISITION OF MHE FLEET MANAGEMENT SYSTEM AND SERVICES

### 6.1 Strategic context and SRM alignment

Transnet has adopted a structured Supplier Relationship Management (SRM) programme guided by an enterprise-wide SRM Strategy. This initiative is aimed at fostering collaborative partnerships with key suppliers, anchored in performance, innovation, and long-term value. The SRM programme ensures that supplier engagements are governed through clear principles, frameworks, and measurable outcomes.

Within this context, the current RFP for Material Handling Equipment (MHE) Fleet Management System and Services is of strategic significance due to its national operational footprint, high capital intensity, and direct dependency on asset availability across Transnet's terminals, depots, and logistics facilities. As such, the successful Service Provider will be managed as a strategic supplier in accordance with the SRM Strategy, Supplier Interaction Guidelines, and associated governance frameworks. This will include enhanced accountability measures, structured governance interactions, and a deliberate focus on continuous improvement and service excellence throughout the contract lifecycle.

### 6.2 Strategic supplier relationship value realisation

Within the context of this RFP, the appointed Service Provider will be expected to align with the intent and principles of Transnet's Supplier Relationship Management (SRM) Strategy. The relationship will be built on a collaborative foundation that moves beyond transactional delivery and aims to unlock shared value across the contract lifecycle.

This includes a strong focus on cost competitiveness, lifecycle optimisation, equipment availability, safety performance, and responsiveness to evolving operational requirements. While Transnet will not disclose its full SRM Strategy, selected principles relevant to this contract such as strategic engagement, performance-based relationship management, and long-term value creation will guide the interaction model with the Service Provider.

The expectation is that the Service Provider will proactively contribute to strategic outcomes including improved MHE utilisation, reduced downtime, enhanced operator safety, and long-term financial sustainability across Transnet's Operating Divisions.

### 6.3 Performance excellence through structured evaluation

Given the complexity, scale, and mission-critical nature of MHE operations across Transnet, the appointed Service Provider will be held accountable through the formal application of the Supplier Performance Management Framework (SPMF).

This framework mandates a structured and standardised evaluation methodology tied directly to contractual obligations such as equipment availability, maintenance turnaround times, safety compliance, operator training effectiveness, and system reliability across Full Maintenance, Managed Maintenance, rental, and support services.

Quarterly performance reviews will be facilitated via digital dashboards, integrating metrics on equipment availability, predictive maintenance performance, geographic responsiveness, and lifecycle cost management. Corrective action plans will be initiated where underperformance is identified, supported by clearly defined escalation protocols.

Transnet's Supplier Performance Management Tool must be utilised to track compliance in real time, promote transparency, and embed a culture of continuous improvement across all Operating Divisions nationally.

### 6.4 Embedded supplier risk governance

In alignment with Transnet's Supplier Risk Management Framework (SRMF), the Service Provider appointed under this MHE Fleet Management System and Services RFP will be contractually required to embed end-to-end supplier risk governance across all aspects of delivery.

This includes onboarding risk assessments covering financial sustainability, OEM and service support resilience, safety maturity, and reputational exposure, particularly given the high-value and operationally critical nature of Transnet's MHE portfolio (including forklifts, reach stackers, terminal tractors, pallet handlers, and associated equipment).

Risk ownership will be embedded within contractual clauses, supported by live risk registers maintained and monitored throughout the contract lifecycle. Key risk elements such as equipment downtime, supplier non-performance, safety incidents, and integration risks with Transnet's MHE Fleet Management System and future Integrated Fuel and Fleet Management platforms will be reviewed quarterly.

Transnet reserves the right to activate governance interventions should supplier risk thresholds be exceeded, with all outcomes traceable through structured audit trails in accordance with SRMF principles.

### 6.5 Strategic supplier segmentation and tiering

Based on Transnet's Supplier Segmentation Model, the Service Provider appointed under this RFP will be formally classified within the Strategic Supplier Segment. This designation reflects the contract's high spend value, national footprint, operational criticality, and direct impact on cargo handling and logistics throughput.

Suppliers in this segment are subject to elevated relationship management protocols, including executive-level oversight, cross-functional governance forums, and intensified collaboration requirements. Transnet's Supplier Segmentation Dashboard will be used to continuously monitor the supplier's classification, drawing from performance metrics, risk indicators, and commercial exposure.

The segmentation model ensures that governance structures, resource commitment, and strategic alignment remain proportionate to the supplier's impact, particularly in service categories where MHE uptime, safety, and service continuity are mission critical.

### 6.6 Innovation and continuous value delivery

Transnet's commitment to digital transformation, operational resilience, and cost optimisation requires that the appointed Service Provider deliver not only effective MHE Fleet Management Services but also contribute meaningfully to innovation and continuous improvement across the contract lifecycle.

This includes the proactive deployment of digital fleet management capabilities, such as telematics, IoT-enabled sensors, condition-based monitoring, and diagnostic tools that enhance asset availability, safety compliance, and predictive maintenance outcomes.

Where equipment and contractual arrangements permit, the Service Provider will be expected to enable real-time performance monitoring, utilisation analytics, fault diagnostics, and asset traceability through the MHE

Fleet Management System. These capabilities should support interoperability with Transnet's future Integrated Fuel and Fleet Management System, without requiring bespoke system investments by Transnet.

Innovation initiatives and performance insights such as utilisation optimisation, idle time reduction, energy efficiency improvements, and Total Cost of Ownership (TCO) reduction must be tabled during quarterly governance forums and assessed against agreed performance metrics. All proposals must align with Transnet's operational objectives and continuous improvement agenda embedded within the SRM Strategy and SPMF.

### 6.7 Structured contract management and governance model

This RFP sets out the governance requirements under which the appointed Service Provider must operate, aligned with Transnet's SRM Framework and Contract Management Standards.

The Service Provider will be required to maintain sufficient operational, technical, and system-support capacity to ensure effective delivery of MHE Fleet Management Services across all designated sites and Operating Divisions. Governance engagement with Transnet stakeholders must be conducted through agreed structures, including operational working groups and quarterly Steering Committee meetings.

Performance, risk exposure, system reliability, and financial health will be reviewed regularly, with escalation protocols activated in line with contractual requirements and Annexure F. This governance model ensures accountability, enables early risk detection, and facilitates corrective interventions before operational, or safety failures become systemic.

### 6.8 Partnership-based collaboration model

Consistent with the intent of this RFP and grounded in Transnet's Supplier Interaction Guidelines, the relationship with the Service Provider must evolve into a strategic partnership.

This is particularly critical in the MHE category, where operational realities such as port operations, terminal congestion, and throughput variability require collaborative planning, adaptive maintenance strategies, and joint problem-solving.

The Service Provider will be expected to actively support capacity planning, demand forecasting, operator training, equipment handovers, and site-specific optimisation initiatives. Reference is made to Transnet SRM Case Studies on collaborative delivery models, which demonstrate the value of embedded support, shared accountability, and co-developed innovation frameworks.

The Service Provider must function not as a transactional vendor, but as a long-term operational partner, enabling performance improvement across all Transnet Operating Divisions.

### 6.9 Capability upliftment and skills transfer

Given the national scope and operational complexity of the MHE Fleet Management System and Services, the appointed Service Provider will be required to support capability upliftment and skills transfer within Transnet.

This includes structured handovers, joint technical walkthroughs, on-site training, and knowledge-sharing initiatives covering equipment operation, maintenance planning, diagnostics, safety protocols, and system usage. Emphasis must be placed on empowering end-users, supervisors, and regional teams to effectively utilise and maintain MHE assets.

Skills transfer outcomes will be reviewed through quarterly performance and governance engagements and reflected within Transnet's supplier performance evaluations. This approach supports service continuity, reduces operational dependency over time, and strengthens Transnet's internal asset management capability in line with SRM maturity objectives.

## 7. FINANCIAL STABILITY

Respondents are required to submit their latest audited financial statements or other documents as follows:

- Submitted Entity's last audited financial statements for entities in business for more than one (1) financial year.

- Submitted Letter of good financial standing from their banker, and ITC Credit Worthiness report per Director, for entities in business for less than one (1) financial year.

## 8. RISK

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Transnet pertaining to potential non-performance by the Respondent, in relation to:

**7.1 Ordering, Deliveries, Maintenance, Breakdowns and Accidents:**

_____

_____

**7.2 Continuity of supply as per agreed lead times**:

_____

_____

**7.3 Compliance with the Occupational Health and Safety Act, 85 of 1993:**

_____

_____

SIGNED at _____ on this _____ day of _____ 20___

| SIGNATURE OF WITNESSES | ADDRESS OF WITNESSES |
|---|---|
| 1 _____ | _____ |
| Name _____ | _____ |
| 2 _____ | _____ |
| Name _____ | _____ |

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

EMAIL ADDRESS: _____

## SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS

I/We_____
*[name of entity, company, close corporation or partnership]* of *[full address]*
_____
_____
carrying on business trading/operating as
_____
represented by_____
in my capacity as _____
being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated _____to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Transnet decide to enter into Post Tender Negotiations with highest ranked bidder(s).

| FULL NAME(S) | CAPACITY | SIGNATURE |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I/We hereby offer to supply/provide the abovementioned Goods/Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in Transnet's:

(i) Draft Master Agreement (which may be subject to amendment at Transnet's discretion if applicable);

(ii) General Bid Conditions; and

(iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

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

Should Transnet decide that a formal contract should be signed and so inform me/us in a letter of award [the **Letter of Award**], this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence] together with Transnet's Letter of Award, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply/provision of Services within 3 [three] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us 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 Service provider**] will be informed of the acceptance of its Proposal. Transnet will also publish the outcome of the tender, including successful and unsuccessful bidders, in the National Treasury e-tender portal. Any unsuccessful bidder has a right to request reasons for the bid not to be successful and Transnet has a duty to provide those reasons on receipt of the request from the bidder.

**VALIDITY PERIOD**

Transnet requires a validity period of 180 Business Days [from closing date] 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) Address/Addresses ID Number(s)

**RETURNABLE DOCUMENTS**

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

| | |
|---|---|
| Mandatory Returnable Documents | *Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP will result in a Respondent's disqualification.* |
| Returnable Documents Used for Scoring | *Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.* |
| Essential Returnable Documents | *Failure to provide essential Returnable Documents will result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.* |

**All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed or stamped and dated by the Respondent.**

**a) Mandatory Returnable Documents**

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents,** and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

| MANDATORY RETURNABLE DOCUMENTS | SUBMITTED [Yes/No] |
|---|---|
| **SECTION 4** OF THE RFP: Pricing and Delivery Schedule | |
| **ANNEXURE D** OF THE RFP: Pricing Schedule | |

**b) Returnable Documents Used for Scoring**

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

| RETURNABLE DOCUMENTS USED FOR SCORING | SUBMITTED [Yes or No] |
|---|---|
| Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements (30% Sub-Contracting) as stipulated in Section 9 of this RFP. **Paragraph 7 of Section 9 must be completed.** | |
| **ANNEXURE A**: Technical Desktop Questionnaire with All Evidence/Supporting Documents per evaluation criteria. | |

| **RETURNABLE DOCUMENTS USED FOR SCORING** | **SUBMITTED [Yes or No]** |
|---|---|
| Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines) | |

**c) Essential Returnable Documents:**

Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

| **ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES** | **SUBMITTED [Yes or No]** |
|---|---|
| In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement | |
| Latest audited financial statements or other documents as follows (Refer to Section 4):<br>- Submitted Entity's last audited financial statements for entities in business for more than one (1) financial year.<br>- Submitted Letter of good financial standing from their banker, and ITC Credit Worthiness report per Director, for entities in business for less than one (1) financial year | |
| SECTION 1: SBD1 Form | |
| SECTION 2: Notice to Bidders | |
| SECTION 3: Background, Overview and Scope of Requirements | |
| SECTION 5: Proposal Form and List of Returnable documents | |
| SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents | |
| SECTION 7: RFP Declaration and Breach of Law Form | |
| SECTION 9: Specific Goals Points Claim Form | |
| SECTION 10: Job Creation Schedule | |
| SECTION 11: SBD5 | |
| SECTION 12: Protection of Personal Information | |
| SECTION 13: Protection of Personal Information Operator | |
| ANNEXURE A : Technical Desktop Questionnaire | |
| ANNEXURE C : Scope of Service | |
| ANNEXURE E : Draft Master Agreement | |
| ANNEXURE F : Draft Service Level Agreement | |
| ANNEXURE G : Transnet's General Bid Conditions | |
| ANNEXURE H : Transnet's Supplier Integrity Pact | |
| ANNEXURE I : Non-Disclosure Agreement | |
| ANNEXURE J : Supplier Declaration Form | |

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement]** and fail to present Transnet with such renewals as and when they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

SIGNED at _____ on this _____ day of _____ 20___

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1 _____ _____

Name _____ _____

2 _____ _____

Name _____ _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

EMAIL ADDRESS: _____

## SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE DOCUMENTS

**By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:**

| | |
|---|---|
| 1 | ANNEXURE C: Scope of Service |
| 2 | ANNEXURE E: Draft Master Agreement |
| 3 | ANNEXURE F: Draft Service Level Agreement |
| 4 | ANNEXURE G: Transnet's General Bid Conditions |
| 5 | ANNEXURE H: Transnet's Supplier Integrity Pact |
| 6 | ANNEXURE I: Non-Disclosure Agreement |
| 7 | ANNEXURE L: Detailed MHE Technical Specifications |

**Note:** Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier Declaration Form for registration as a vendor onto the Transnet vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. 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. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond on, before submitting the bid. **The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.**

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20___

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

Name _____ _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____
DESIGNATION: _____
EMAIL ADDRESS: _____

## SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. Transnet has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;

2. We have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];

3. We have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Goods/Services as well as Transnet information and Employees and have had sufficient time in which to conduct and perform a thorough due diligence of Transnet's operations and business requirements and assets used by Transnet. Transnet will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.

4. At no stage have we received additional information relating to the subject matter of this RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;

5. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner;

6. We have complied with all obligations of the Bidder/Supplier as indicated in the Transnet Supplier Integrity which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with Transnet;

7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid;

8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of Transnet;

9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of Transnet in the past 10 years. I further declare that if they were a former employee or board member of Transnet in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFP; and

10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER/EMPLOYEE: ADDRESS:

_____

Indicate nature of relationship with Transnet:

_____

***[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with Transnet. Information provided in the declarations may be used by Transnet and/or its affiliates to verify the correctness of the information provided]***

11. 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 entity in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

**BIDDER'S DISCLOSURE (SBD4)**

## 12 PURPOSE OF THE FORM

12.1 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.

12.2 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.

## 13 Bidder's declaration

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise, employed by the state? **YES/NO**

13.1.1. 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.

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

13.2 Do you, or any person connected with bidder have a relationship with any person who is employed by the procuring institution? **YES/NO** **YES/NO**

13.2.1. If so, furnish particulars:

……

13.3 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**

13.3.1. If so, furnish particulars:

……

## 14 DECLARATION

[1] 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.

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:

14.1 I have read and I understand the contents of this disclosure;

14.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

14.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.

14.4 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.

14.5 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.

14.6 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.

14.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 12, 13 and 14 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.

**BREACH OF LAW**

[2] 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.

We further hereby certify that *I/we* (the bidding entity and/or any of its directors, members or partners)***have/have not been*** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.
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 Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____ 20___

| | |
|---|---|
| For and on behalf of<br><br>_____<br><br>duly authorised hereto | AS WITNESS: |
| Name: | Name: |
| Position: | Position: |
| Signature: | Signature: |
| Date: | Registration No of Company/CC |
| Place: | Registration Name of Company/CC |

## SECTION 8: RFP CLARIFICATION REQUEST FORM

RFP No: TCC/2023/08/0001/40193/RFP

RFP deadline for questions / RFP Clarifications: Before 23:00 pm on **17 November 2026**

| | |
|---|---|
| TO: | Transnet SOC Ltd |
| ATTENTION: | Mthokozisi. Nkosi |
| EMAIL: | Mthokozisi.Nkosi@transnet.net |
| DATE: | _____ |
| FROM: | _____ |
| | _____ |

RFP Clarification No *[to be inserted by Transnet]* .....

**REQUEST FOR RFP CLARIFICATION**

## SECTION 9: SPECIFIC GOALS 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 specific goals Contribution. Transnet will award preference points to companies who provide valid proof of evidence of as per the table below.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.**

---

### 1. GENERAL CONDITIONS

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

- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 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;

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

(c) Any other specific goal determined in Transnet preferential procurement policy.

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

| | POINTS |
|---|---|
| **PRICE** | **90** |
| **SPECIFIC GOALS:**<br>- **B-BBEE STATUS LEVEL OF CONTRIBUTION (Level 1-2)** | **5** |
| - **30% subcontracting to EMEs and or QSEs 51% black owned** | **5** |
| **Total points for Price and Specific Goals must not exceed** | **100** |

1.5 Failure on the part of a bidder to submit proof of evidence for any of the specific goals together with the bid will be interpreted to mean that preference points are not claimed.

1.6 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) **"Ownership"** means 51% black ownership

(e) **"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;

(f) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(g) **"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);

(h) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents

(i) **"Price"** includes all applicable taxes less all unconditional discounts.

(j) **"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.

(k) **"QSE"** means a Qualifying Small 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);

(l) **"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.

(m) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

$$Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

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.

## 4. EVEDINCE REQUIRED FOR CLAIMING SPECIFIC GOALS

4.1 In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below:

| Specific Goals | Acceptable Evidence |
|---|---|
| B-BBEE | B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline |
| The promotion of supplier development through sub-contracting or JV for a minimum of 30% of the value of a contract to South African Companies which are:<br>I. EMEs and/or QSEs who are 51% black-owned | Sub-contracting agreements and Declaration / Joint Venture Agreement and CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate as per DTIC guideline |

4.2 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<br>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)<br>[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.] |
| **EME[3]** | Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership<br>Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership<br>Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard |

4.3 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.

4.4 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.

4.5 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.

4.6 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.

4.7 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 Transnet or 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: Level 1-2 . = …… (maximum of 5 points)

(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. 30% SUB-CONTRACTING**

7.1 **Will a minimum of 30% of the contract be sub-contracted?**

(***Tick applicable box***)

| YES | | NO | |
|---|---|---|---|

**7.1.1 If yes, indicate: (if no percentage is declared, or any percentage below 30%, then bidder will not be eligible for the B-BBEE Specific Goals scoring in Step 3.1)**

i) **What percentage of the contract will be subcontracted**……%
ii) **The name of the sub-contractor……**
iii) **The B-BBEE status level of the sub-contractor……**
iv) **Whether the sub-contractor is an EME or QSE**.
***(Tick applicable box***)

| YES | | NO | |
|---|---|---|---|

v) **Specify, by ticking the appropriate box, if subcontracting with any of the following enterprises**:

| | **Designated Group: An EME or QSE which is at least 51% owned by:** | EME √ | QSE √ |
|---|---|---|---|
| | **Black people** | | |
| | **Black people who are youth** | | |
| | **Black people who are women** | | |
| | **Black people with disabilities** | | |
| | **Black people living in rural or underdeveloped areas or townships** | | |
| | **Cooperative owned by black people** | | |
| | **Black people who are military veterans** | | |
| | **OR** | | |
| | **Any EME** | | |
| | **Any QSE** | | |

Please provide the relevant proof of the valid B-BBBE accreditation for the nominated 30% sub-contractor(s) , and also the signed sub-contracting agreement with the nominated 30% sub-contractor(s)

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:……

8.2 VAT registration number:……

8.3 Company registration number:……

8.4 TYPE OF COMPANY/ FIRM

- ϒ Partnership/Joint Venture / Consortium
- ϒ One person business/sole propriety
- ϒ Close corporation
- ϒ Company
- ϒ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……

8.6 COMPANY CLASSIFICATION

- ϒ Manufacturer
- ϒ Supplier
- ϒ Professional Service provider
- ϒ Other Service providers, e.g., transporter, etc.

[*TICK APPLICABLE BOX*]

8.7 Total number of years the company/firm has been in business:……

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 or any other matter required in terms of the Preferential Procurement Regulations, 2022 which will affect or has affected the evaluation of a bid 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.

| | |
|---|---|
| WITNESSES<br>1. ……..<br>2. …… | ……<br>SIGNATURE(S) OF BIDDERS(S)<br>DATE: ……..<br>ADDRESS…….. |

**(Please ensure that you return this schedule with your bid submission)**

The Government has identified State Owned Enterprises sourcing activities as a key enabler to achieve the National Development Plan (NDP) objective of reducing unemployment from the current baseline of 28% to 6%. In order to give effect to these job creation objectives, Respondents are required to provide the following undertaking of new jobs that will be created (either by them or by their subcontractors) should they be awarded this bid.

Note that this undertaking is not required if a NIPP obligation is applicable to a Respondent's bid as indicated in Section 10. **Respondents are required to indicate below whether the NIPP obligation is applicable to their bid:**

| **YES** | | **NO** | |
|---|---|---|---|

(a) Please indicate total number of new jobs that will be created over the term of the contract:

| **Total number and value of new jobs created** | **Total number of new jobs** | **Total rand value of new jobs created** |
|---|---|---|
| | | |

(b) Of the total number of new jobs created, please indicate the number and value of new jobs to be created for the following designated groups:

| | **Total number of new jobs** | **Total rand value of new jobs** |
|---|---|---|
| Black men | | |
| Black women | | |
| Black Youth | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Black People with Disabilities | | |

(c) Of the total number of new jobs created, please indicate the number of skilled, semi-skilled and unskilled new jobs that will be created over the term of the contract:

| | **Total number of Skilled jobs** | **Total number of Semi-skilled jobs** | **Total number of Unskilled jobs** |
|---|---|---|---|
| Black men | | | |
| Black women | | | |
| Black Youth | | | |
| Black people living in rural or underdeveloped areas or townships | | | |
| Black People with Disabilities | | | |
| Other | | | |

(d) Please indicate the number of new jobs to be created, broken down per quarter over the term of the contract.

(e) **Tables for each year of the contract period**:

| **Year 1** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

| **Year 2** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

| **Year 3** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |

| | | | | |
|---|---|---|---|---|
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

| **Year 4** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

| **Year 5** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

| **Year 6** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |

| | | | | |
|---|---|---|---|---|
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

| **Year 7** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

| **Year 8** | **Q1** | **Q2** | **Q3** | **Q4** |
|---|---|---|---|---|
| Total number of new jobs | | | | |
| Number of new jobs for Black men | | | | |
| Number of new jobs for black women | | | | |
| Number of new jobs for black youth | | | | |
| Number of new jobs for black people living in rural or underdeveloped areas or townships | | | | |
| Number of new jobs for black People with Disabilities | | | | |
| Number of new jobs for other categories | | | | |
| Number of new skilled jobs | | | | |
| Number of new semi-skilled jobs | | | | |
| Number of new unskilled jobs | | | | |

## SECTION 11: SBD 5

| This document must be signed and submitted together with your bid |
|---|

### THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

**INTRODUCTION**

The National Industrial Participation Programme (NIPP), which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIPP requirements. NIPP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

**1. PILLARS OF THE PROGRAMME**

1.1 The NIPP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US$5 million or other currency equivalent to US$5 million will have a NIP obligation. This threshold of US$5 million can be reached as follows:

(a) Any single contract with imported content exceeding US$5 million.

or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US$3 million awarded to one seller over a 2 year period which in total exceeds US$5 million.

or

(c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US$5 million.

or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US$5 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIPP obligation on a *pro-rata* basis.

1.3 To satisfy the NIPP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## 2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## 3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with their bid documentation at the closing date and time of the bid.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIPP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid number;
- Description of the goods or services;
- Date on which the contract was awarded;
- Name, address and contact details of the contractor;
- Value of the contract; and
- Imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

## 4. PROCESS TO SATISFY THE NIPP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

a. the contractor and the DTIC will determine the NIPP obligation;
b. the contractor and the DTI will sign the NIPP obligation agreement;
c. the contractor will submit a performance guarantee to the DTI;
d. the contractor will submit a business concept for consideration and approval by the DTI;
e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
f. the contractor will implement the business plans; and
g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIPP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

| |
|---|
| Bid number …….. Closing date: …… |
| Name of bidder…… |
| Postal address …… |
| …… |
| Signature…….. Name (in print)…….. |
| Date…….. |

## SECTION 12: PROTECTION OF PERSONAL INFORMATION (For normal contract)

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.("POPIA"):

   consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

   Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is "Transnet" and the Data subject is the "Respondent". Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.

4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.

5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

6. Transnet further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.

7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.

8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).

9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must

take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.

11. In submitting any information or documentation requested in this RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP and further confirming that they are aware of their rights in terms of Section 5 of POPIA

**Respondents are required to provide consent below:**

| **YES** | | **NO** | |
|---|---|---|---|

12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.

13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on https://www.justice.gov.za/inforeg/, click on contact us, click on complaints.IR@justice.gov.za

## SECTION 13: PROTECTION OF PERSONAL INFORMATION (For Operator Contract)

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No. of 2013"(POPIA"):

   consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

2. The Operator will process all information by the Transnet in terms of the requirements contemplated in Section 4(1) of the POPIA:

   Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information of Transnet and the information of a third party that will be processed pursuant to this Agreement, the Operator is (Respondent) and the Data subject is "Transnet". Operator will process personal information only with the knowledge and authorisation of Transnet and will treat personal information and the information of a third party which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.

4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this Agreement and the Operator is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.

5. In terms of this Agreement, the Operator acknowledges that it will obtain and have access to personal information of Transnet and the information of a third party and agrees that it shall only process the information disclosed by Transnet in terms of this Agreement and only for the purposes as detailed in this Agreement and in accordance with any applicable law.

6. Should there be a need for the Operator to process the personal information and the information of a third party in a way that is not agreed to in this Agreement, the Operator must request consent from Transnet to the processing of its personal information or and the information of a third party in a manner other than that it was collected for, which consent cannot be unreasonably withheld.

7. Furthermore, the Operator will not otherwise modify, amend or alter any personal information and the information of a third party submitted by Transnet or disclose or permit the disclosure of any personal information and the information of a third party to any third party without prior written consent from Transnet.

8. The Operator shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to the services offered to Transnet in terms of this Agreement (physically, through a computer or any other form of electronic communication).

9. The Operator shall notify Transnet in writing of any unauthorised access to personal information and the information of a third party, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Operator must inform Transnet of the breach as soon as it has occurred to allow Transnet to take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and the information of a third party and to restore the integrity of the affected personal information as quickly as is possible.

10. Transnet may, in writing, request the Operator to confirm and/or make available any personal information and the information of a third party in its possession in relation to Transnet and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA.
11. Transnet may further request that the Operator correct, delete, destroy, withdraw consent or object to the processing of any personal information and the information of a third party relating to the Transnet or a third party in the Operator's s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
12. In signing this addendum that is in terms of the POPIA, the Operator hereby agrees that it has adequate measures in place to provide protection of the personal information and the information of a third party given to it by Transnet in line with the 8 conditions of the POPIA and that it will provide to Transnet satisfactory evidence of these measures whenever called upon to do so by Transnet.

    **The Operator is required to provide confirmation that all measures in terms of the POPIA are in place when processing personal information and the information of a third party received from Transnet:**

| **YES** | | **NO** | |
|---|---|---|---|

13. Further, the Operator acknowledges that it will be held liable by Transnet should it fail to process personal information in line with the requirements of the POPIA. The Operator will be subject to any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that Transnet submitted to it.

    Signature of Respondent's authorised representative: _____

14. Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on https://www.justice.gov.za/inforeg/, click on contact us, click on complaints.IR@justice.gov.za