

TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY.

Transnet National Ports Authority

an Operating Division of **TRANSNET SOC LTD**

[Registration Number 1990/000900/30]

REQUEST FOR QUOTATION (RFQ)

FOR THE: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY.

RFQ NUMBER	: TNPA/2024/07/0022/72284/RFQ
ISSUE DATE	: 05 September 2024
COMPULSORY BRIEFING	: 10 September 2024
CLOSING DATE	: 17 September 2024
CLOSING TIME	: 16h00
TENDER VALIDITY PERIOD	: 12 business weeks from closing date

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T1.1 TENDER NOTICE AND INVITATION TO TENDER

SECTION 1: NOTICE TO TENDERERS

1. INVITATION TO TENDER

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

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TENDER DOWNLOADING	This Tender may be downloaded directly from the National Treasury eTender Publication Portal at www.etenders.gov.za and the Transnet website at https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link) FREE OF CHARGE.

COMPULSORY TENDER CLARIFICATION MEETING	A Compulsory Tender Clarification Meeting will be conducted at 34 South Arm Road, Cape Town, 8001 HR/Procurement Building, Ground Floor on the 10th of September 2024, at 11:30am [11 O'clock] for a period of ± 2 (two) hours. [Tenderers to provide own transportation and accommodation]. The Compulsory Tender Clarification Meeting will start punctually and information will not be repeated for the benefit of Tenderers arriving late. Certificate of Attendance in the form set out in the Returnable Schedule T2.2-01 hereto must be completed and submitted with your Tender as proof of attendance is required for a compulsory site meeting and/or tender briefing. Tenderers are required to bring this Returnable Schedule T2.2-01 to the Compulsory Tender Clarification Meeting to be signed by the <i>Employer's</i> Representative. Tenderers failing to attend the compulsory tender briefing will be disqualified.
CLOSING DATE	16:00 on (2024/09/17) Tenderers must ensure that tenders are uploaded timeously onto the system. If a tender is late, it will not be accepted for consideration.

2. TENDER SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised

tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

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

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

- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- **Tenderers are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Tenderer can upload 30mb per upload and multiple uploads are permitted.**

b) The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the Tender Offers / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request.

c) Submissions must not contain documents relating to any Tender other than that shown on the submission.

3. CONFIDENTIALITY

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

Transnet's business, written approval to divulge such information must be obtained from Transnet.

4. DISCLAIMERS

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

- 4.1. Award the business to the highest scoring Tenderer/s unless objective criteria justify the award to another tenderer.
- 4.2. Not necessarily accept the lowest priced tender or an alternative Tender;
- 4.3. Go to the open market if the quoted rates (for award of work) are deemed unreasonable;
- 4.4. Should the Tenderers be awarded business on strength of information furnished by the Tenderer, which after conclusion of the contract is proved to have been incorrect, Transnet reserves the right to terminate the contract;
- 4.5. Request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 4.6. Not accept any changes or purported changes by the Tenderer to the tender rates after the closing date;
- 4.7. Verify any information supplied by a Tenderer by submitting a tender, the Tenderer/s hereby irrevocably grant the necessary consent to the Transnet to do so;
- 4.8. Conduct the evaluation process in parallel. The evaluation of Tenderers at any given stage must therefore not be interpreted to mean that Tenderers have necessarily passed any previous stage(s);
- 4.9. Unless otherwise expressly stated, each tender lodged in response to the invitation to tender shall be deemed to be an offer by the Tenderer. The Employer has the right in its sole and unfettered discretion not to accept any offer.
- 4.10. Not be held liable if tenderers do not provide the correct contact details during the clarification session and do not receive the latest information regarding this RFP with the possible consequence of being disadvantaged or disqualified as a result thereof.
- 4.11. Transnet reserves the right to exclude any Tenderers from the tender process who has been convicted of a serious breach of law during the preceding 5 [five] years including

but not limited to breaches of the Competition Act 89 of 1998, as amended. Tenderers are required to indicate in tender returnable on T2.2-16], [**Breach of Law**] whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.

4.12. Transnet reserves the right to perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:

- *unduly high or unduly low tendered rates or amounts in the tender offer;*
- *contract data of contract provided by the tenderer; or*
- *the contents of the tender returnables which are to be included in the contract.*

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

6. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

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

Supplier Number..... and Unique registration reference number.....(**Tender Data**)

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

T1.2 TENDER DATA

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

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

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

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

Clause	Data
C.1.1 The <i>Employer</i> is	Transnet SOC Ltd (Reg No. 1990/000900/30)
C.1.2 The tender documents issued by the <i>Employer</i> comprise:	
Part T: The Tender	
Part T1: Tendering procedures	T1.1 Tender notice and invitation to tender T1.2 Tender data
Part T2 : Returnable documents	T2.1 List of returnable documents T2.2 Returnable schedules
Part C: The contract	
Part C1: Agreements and contract data	C1.1 Form of offer and acceptance C1.2 Contract data (Part 1 & 2)
Part C2: Pricing data	C2.1 Pricing Instructions C2.2 Activity Schedule



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	Part C3: Scope of work	C3.1 Scope										
C.1.4	The Employer's agent is: Name: Address:	Procurement Intern Olwethu Namba HR/Procurement Building 34 South Arm Road V&A Waterfront 8001										
	E – mail	Olwethu.Namba@transnet.net										
C.2.1	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:											
	1. Stage One - Eligibility with regards to attendance at the compulsory clarification meeting: An authorised representative of the tendering entity or a representative of a tendering entity that intends to form a Joint Venture (JV) must attend the compulsory clarification meeting in terms C2.7 <i>Any tenderer that fails to meet the stipulated Eligibility criteria will be regarded as an unacceptable tender</i>											
	2. Stage Two - Test for Responsiveness <u>Step One: Test for Administrative Responsiveness</u> The test for administrative responsiveness will include the following:											
	<table><tr><th>Administrative responsiveness check</th><th>RFQ Reference</th></tr><tr><td>• Whether the Bid has been lodged on time</td><td></td></tr><tr><td>• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</td><td><i>Part T2</i></td></tr><tr><td>• Verify the validity of all returnable documents</td><td><i>Part T2</i></td></tr><tr><td>• Verify if the Bid document has been duly signed by the authorised respondent</td><td><i>All sections</i></td></tr></table>		Administrative responsiveness check	RFQ Reference	• Whether the Bid has been lodged on time		• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	<i>Part T2</i>	• Verify the validity of all returnable documents	<i>Part T2</i>	• Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>
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• Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>											
	<u>Step Two: Test For Substantive Responsiveness</u> The test for substantive responsiveness to this RFQ will include the following:											
	<table><tr><th>Check for substantive responsiveness</th><th>RFQ Reference</th></tr><tr><td>• Whether any general and legislation qualification criteria set by Transnet, have been met.</td><td><i>All sections</i></td></tr></table>		Check for substantive responsiveness	RFQ Reference	• Whether any general and legislation qualification criteria set by Transnet, have been met.	<i>All sections</i>						
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Whether the Bid contains a priced offer	<i>C2.2 Activity Schedule: Option A</i>
Whether the Bid materially complies with the scope and/or specification given	<i>Part C3</i>

The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation.

3. Stage Three - Functionality:

Only those tenderers who obtain the minimum qualifying score for functionality will be evaluated further in terms of price and the applicable preference point system. The minimum qualifying for score for functionality is **60.00 points**.

The evaluation criteria for measuring functionality and the points for each criteria and, if any, each sub-criterion are as stated in C.3.11.3 below.

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

C.2.7 The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. **Tenderers must complete and sign the attendance register.** Addenda will be issued to and tenders will only be received from those tendering entities including those entities that intends forming a joint venture appearing on the attendance register.

Tenderers are also **required to bring their RFQ document to the briefing session and have their returnable document T2.2-01 certificate of attendance** signed off by the Employer's authorised representative.

C.2.12 No alternative tender offers will be considered.

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

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

Identification details:

The tender documents must be uploaded with:

- Name of Tenderer: **(insert company name)**
- Contact person and details: **(insert details)**
- The Tender Number:
- The Tender Description

Documents must be marked for the attention of:

Employer's Agent:

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

C.2.15 The closing time for submission of tender offers is:
Time: **16:00** on the **17 September 2024**
Location: The Transnet e-Tender Submission Portal:
(<https://transnetetenders.azurewebsites.net>)

NO LATE TENDERS WILL BE ACCEPTED

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

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

1. A valid Tax Clearance Certificate issued by the South African Revenue Services.
Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status.
2. A **valid B-BBEE Certificate** from a Verification Agency accredited by the South African Accreditation System [**SANAS**], or a **sworn affidavit** confirming annual turnover and level of black ownership, in line with the code of good practice, more together with the tender;
3. Proof of registration on the Central Supplier Database;

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

C3.11 The minimum number of evaluation points for functionality is: **60**

The procedure for the evaluation of responsive tenders is Functionality, Price and Preference:

Only those tenderers who attain the minimum number of evaluation points for Functionality will be eligible for further evaluation, failure to meet the minimum threshold will result in the tender being disqualified and removed from any further consideration.

Functionality Criteria

The functionality criteria and maximum score in respect of each of the criteria are as follows:

Functionality criteria	Sub-criteria	Sub-criteria points	Maximum number of points
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T2.2-02: Evaluation Schedule: Programme <i>The Tenderer provides the proposed programme and/or makes reference to his proposed programme and electronic programme developed using a scheduling software tool.</i>	Starting date and completion date are stated, with the total overall duration of programme not exceeding 16 weeks.	5 Points	15 Points
	• Key Dates • Access Dates • Predecessors and Successors • Duration of Activities • Critical Path • Flot • Time Risk Allowance	10 Points	
T2.2-03: Evaluation Schedule: Project Organogram, Management & CV's <i>- The Tenderer must be able to demonstrate that the project personnel have sufficient knowledge, experience and qualifications to provide the required service. A project specific organogram is required to be submitted as part of this returnable schedule, clearly showing the resources that will be provided by the service provider to execute the works. The organogram is to include the names of the personnel, and the</i>	Organogram	5 Points	30 Points
	Professional Land Surveyor	15 Points	
	Remote Pilot License Certified Drone Operator	10 points	



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<i>attached CV's will be used in evaluation.</i>			
T2.2-04: Evaluation Schedule: Quality Management <i>- General Quality Requirements for Contractors and Suppliers and ISO 9001:2015 QMS requirements</i>	Quality Control Plan (QCP's)	2.5 Points	5 Points
	Quality Control Policy	2.5 Points	
T2.2-05: Evaluation Schedule: Health and Safety Requirements <i>- The scoring of the Tenderer's Health and safety requirements will be as follows:</i>	Company Health & Safety Policy signed and dated by the Director/ Chief Executive Officer (CEO).	1 Point	10 Points
	Roles and responsibilities of legal appointees in terms of OHSA 85 of 1993 and its Regulations including CV & Qualifications, where applicable.	2 Points	
	Project specific Health and Safety Plan in line with Project Health & Safety Specification. Health and Safety Management Plan must include the following minimum requirements	2 Points	



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	Overview of the tenderer's Risk Assessment methodology, and submission of risk assessments indicating major activities of the works and how the risks will be addressed and mitigated and must be in line with the Scope of Work (SoW).	3 Points	
	Complete and return with tender documentation the Contractor Safety Questionnaire included as a returnable, attach all required supporting documents.	2 Points	
T2.2-06: Evaluation Schedule: Previous Experience <i>Bidder must populate a table listing similar projects and scale covering the Company Experience in conducting Topographical surveys</i>	Company experience in delivering the same or similar sized projects. Tenderer to submit signed or stamped completion or reference letter	20 Points	20 Points
T2.2-07: Evaluation Schedule: Method Statement <i>Method statement - The tenderers must sufficiently demonstrate the approach/methodology that will be employed to cover the scope of the project.</i>	The method statement must provide a summary of how the topographic survey work will be completed.	2 Points	20 Points
	Method statement should detail how the works are to be carried out from desktop studies to site work and processing of data and reporting, in a logical, sequential order that is aligned to the programme.	2 Points	
	Method statement should outline the procedure for identifying and establishing control points (both new and existing) and fixing these to the correct Coordinate System.	2 Points	



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	Method statement should explain the procedure for executing ground survey (fieldwork).	2 Points	
	Method statement should explain the procedure for capturing coordinated aerial images and coordinated lidar data representing the site topography.	2 Points	
	Method statement should explain quality control process. Details of how the quality of the works will be managed and controlled should be provided. Emphasis should be placed on how the Bidder will ensure that the information shown on the deliverables is a true reflection of site services.	2 Points	
	Method statement should outline the roles and responsibilities of personnel shown in the organogram in executing the works. Emphasis should be placed on the roles and responsibilities of key personnel.	2 Points	
	Method statement should explain the procedure for processing data acquired on site, how the data will be verified as a true representation of the site, and how the data will be prepared for presentation to the Client.	2 Points	
	Method statement should explain the process for identifying the type of manhole, cover level, invert level, and indicate direction of flow (sewer, stormwater).	2 Points	



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	Method statement should outline the traffic accommodation procedure for road surveys.	2 Points	
Minimum possible score for Functionality			60.00
Maximum possible score for Functionality			100.00

Functionality shall be scored independently by not less than 3 (three) evaluators and averaged in accordance with the following schedules:

- T2.2-02 Programme
- T2.2-03 Project Organogram, Management & CVs of Key Persons
- T2.2-04 Quality Management
- T2.2-05 Health and Safety Requirements
- T2.2-06 Previous Experience
- T2.2-07 Method Statement

Each evaluation criteria will be assessed in terms of scores of 0, 20, 40, 60, 80 or 100.

The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality, unless scored collectively. (See CIDB Inform Practice Note #9).

Note: Any tender not complying with the above mentioned requirements, will be regarded as non-responsive and will therefore not be considered for further evaluation. This note must be read in conjunction with Clause C.2.1.

C.3.11. Only tenders that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points systems as described in Preferential Procurement Regulations.

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

Thresholds	Minimum Threshold
Technical / functionality	60.00

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

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

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

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor (1 or 2)	5
+50% Black Youth Owned Entities	5
30% Black women Owned entities	5
Entities Owned by People with Disability (PWD)	5
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

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

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines

30% Black Women Owned Entities	B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines
50% Black Youth Owned Entities	Certified copy of ID Documents of the Owners and B-BBEE Certificate / Affidavit (in case of JV, a consolidate scorecard will be accept)
Entities Owned by People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability and/or Employment Equity Act 1(EEA1) form.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
B-BBEE Level of contributor (1 or 2) (5)	
+50% Black Youth Owned Entities (5)	
30% Black women Owned Entities (5)	
Entities Owned by People with Disability (PWD) (5)	
Non-Compliant and/or B-BBEE Level 3-8 contributors (0)	
Total points for Price and Specific Goals must not exceed	100

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

C.3.13 Tender offers will only be accepted if:

1. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
2. the tenderer does not appear on Transnet's list for restricted tenderers and National Treasury's list of Tender Defaulters;
3. the tenderer has fully and properly completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer

or potentially compromise the tender process and persons in the employ of the state.

4. Transnet reserves the right to award the tender to the tenderer who scores the highest number of points overall, unless there are **objective criteria** which will justify the award of the tender to another tenderer. Objective criteria include but are not limited to the outcome of a due diligence exercise to be conducted. The due diligence exercise may take the following factors into account inter alia;

the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,
- c) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- d) has the legal capacity to enter into the contract,
- e) is not 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,
- f) complies with the legal requirements, if any, stated in the tender data and
- g) is able, in the option of the employer to perform the contract free of conflicts of interest.

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



T2.1 List of Returnable Documents

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

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

2.1.2 Stage Five as per CIDB: these schedules will be utilised for evaluation purposes:

- T2.2-02 **Evaluation Schedule:** Programme
- T2.2-03 **Evaluation Schedule:** Project Organogram, Management & CV's
- T2.2-04 **Evaluation Schedule:** Quality Management
- T2.2-05 **Evaluation Schedule:** Health and Safety Management
- T2.2-06 **Evaluation Schedule:** Previous experience
- T2.2-07 **Evaluation Schedule:** Method Statement

2.1.3 Returnable Schedules:

General:

- T2.2-08 Authority to submit tender
- T2.2-09 Record of addenda to tender documents
- T2.2-10 Letter of Good Standing
- T2.2-11 Risk Elements
- T2.2-12 Availability of equipment and other resources

Valid proof of Respondent's compliance to Specific Goals evidence (Preference Claim Form) requirements stipulated in SBD6.1.

Agreement and Commitment by Tenderer:

- T2.2-13: CIDB SFU ANNEX G Compulsory Enterprise Questionnaire
- T2.2-14 Non-Disclosure Agreement
- T2.2-15 RFP Declaration Form
- T2.2-16 RFP – Breach of Law
- T2.2-17 Certificate of Acquaintance with Tender Document
- T2.2-18 Service Provider Integrity Pact
- T2.2-19 Supplier Code of Conduct
- T2.2-20 Supplier Declaration Form
- T2.2-21 Agreement in terms of Protection of Personal Information Act (POPIA)

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T2.2-22 Domestic Prominent Influential Persons (DPIP) Or Foreign Prominent Public Officials (FPPO)

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

2.3 C1.2 Contract Data

2.4 C2.1 Pricing Instructions (Activity Schedule)

2.5 C2.2 Activity Schedule

T2.2-01: Eligibility Criteria Schedule: Certificate of Attendance at Tender Clarification Meeting

This is to certify that

(Company Name or
member of a Joint
Venture)

Represented
By:

(Name and
Surname)

Was represented at the compulsory tender clarification meeting

Held at:	Procurement Boardroom, 34 South Arm Road, Port of Cape Town	
On (date)	10 September 2024	Starting time: 11:30

Attendance of the above company/joint venture at the meeting was confirmed:

Name

Signature

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

Date

T2.2-02: Evaluation Schedule: Programme – (Points = 15)

Note to tenderers:

The Tenderer provides the proposed programme and/or makes reference to his proposed programme and electronic programme developed using a scheduling software tool.

▪ **Ability to provide the services:**

Ability to provide the services in terms of the *Employer's* requirements within the required timeframe indicating, in a logical sequence, the order and timing of the services that will take place in order to Provide the Works clearly indicating the capacity & capability to achieve the dates stated in the Contract Data.

▪ **Provision of Dates:**

The *Contractor* clearly indicates in the schedule all key milestones, activities & information related to the following –

- Float,
- Time Risk Allowances,
- Health and safety requirements,
- Procedures set out in this contract,
- Work by the *Employer* and Others,
- Access to a part of the site if later than its *access date*,
- Acceptances,
- Plant & Materials and other things to be provided by the employer,
- Information by Others,
- *starting date, access dates, Key Dates and Completion Date*
- planned Completion for each Key Date for each option and the complete works

▪ **Resourcing & Equipment:**

The *Tenderer indicates* for each operation, a statement of how the *Tenderer* plans to do the work identifying the principal Equipment and other resources which he plans to use.

The *Contractor's* programme shows the following levels:

- Level 1 Master Schedule – defines the major operations and interfaces between engineering design, procurement, fabrication and assembly of Plant and Materials, transportation, construction, testing and pre-commissioning, commissioning and Completion.
- Level 2 Project Schedule – summary schedules 'rolled up' from Level 3 Project Schedule described below
- Level 3 Project Schedule – detailed schedules generated to demonstrate all operations identified on the programme from the starting date to Completion. The Project Manager notifies any subsequent layouts and corresponding filters on revised programmes
- Level 4 Project Schedule – detailed discipline speciality level developed and maintained by the Contractor relating to all operations identified on the programme representing the daily activities by each discipline

The Tenderer must demonstrate the facility meets the minimum requirement.	Total 15	<i>The tenderer shall demonstrate the following:</i>					
		No response	Very Poor	Poor	Acceptable Response	Good Response	Excellent Response
		(0)	(20)	(40)	(60)	(80)	(100)
Starting date and completion date are stated, with the total overall duration of programme not exceeding 16 weeks.	5	No Response or Starting date and completion date not shown	Starting date and completion date with total overall duration that is more than 20 weeks or submitted	Starting date and completion date with total overall duration that is more than 16 weeks but less than 20 weeks = 40	Starting date and completion date, the total overall duration is 18 weeks = 60	Starting date and completion date with the total overall duration that is 17 weeks = 80	Starting date and completion date with total overall duration that is 16 weeks or less = 100
- Key Dates - Access Dates - Predecessors and Successors - Duration of Activities - Critical Path - Flot - Time Risk Allowance	10	No response or programme does not link activities using CPM = 0	Insufficient response. Only 1 item has been responded to.	Poor response. Only 2 items have been responded to.	Only 5 items have been responded to. Item 1 to Item 5 are compulsory. (Key dates, Access dates, Predecessor and successors, Duration of Activities, Critical path).	Only 6 items have been responded to. Item 1 to Item 5 are compulsory. (Key dates, Access dates, Predecessor and successors, Duration of Activities, Critical path).	All 7 items have been responded to. (Key dates, Access dates, Predecessor and successors, Duration of Activities, Critical path).

T2.2-03: Evaluation Schedule: Management & CVs of Key persons

(30 Points)

Note to tenderers:

The Tenderer must be able to demonstrate that the project personnel have sufficient knowledge, experience and qualifications to provide the required service. A project specific organogram is required to be submitted as part of this returnable schedule, clearly showing the resources that will be provided by the service provider to execute the works. The organogram is to include the names of the personnel, and the attached CV's will be used in evaluation.

Submit the following documents as a minimum with your tender documentation;

1. An organisational chart (organogram) showing staff members executing the project. **(5 Points)**. The organogram must clearly indicate the following items:
 - Staff member name and project role
 - Reporting lines
 - Registration body
 - Years of experience
 - Qualifications

The organogram shall not be evaluated if the items above are not clearly indicated.

2. Comprehensive CV's should be attached to this schedule. As a minimum each CV should address the following, but not limited to;
 - i. Personal particulars
 - a. Name
 - b. Place (s) of tertiary education and dates associated therewith
 - c. Professional Registration/ Department of Labour
 - ii. Qualifications
 - iii. Name of current employer and position in enterprise
 - iv. Overview of post graduate experience (year, organization and position)
 - v. Outline of recent assignments / experience that has a **bearing on the Scope of Works**
3. Details of the experience of the staff who will be working on the works with respect to:
 - Working with NEC 3 Professional Services Contract option chosen for this contract. If staff experience of these matters is limited, an indication of relevant training that they have attended would be helpful, copies of relevant training/qualifications to be provided.
4. Key personnel for the Execution of the project shall include at least, amongst others:
 - a) Professional Land Surveyor **(15 Points)**. The Surveyor shall provide the certificate of professional registration.

- b) Remote Pilot Licensed Certified Drone Operator **(10 Points)**. The drone operator shall provide a certificate of competency issued by the South African Civil Aviation Authority.

The technical evaluation criteria will be assessed and scored as follows:

Evaluation Criteria	Minimum Score
T2.2-02 Programme	50%
T2.2-03 Management & CV's of Key Personnel	70%
T2.2-04 Quality Management	50%
T2.2-06 Previous Experience	60%
T2.2-07 Method Statement	50%
Total Overall Score	60%

To qualify for the next evaluation stage, the Bidder's submission must exceed the minimum score per criteria as outlined in the table above, and an overall minimum score of 60%.

The tables below will be used as guidelines for scoring / evaluating the Management & CVs of Key persons submitted by the Tenderer:

Organogram (5 Points)

	No response	Poor	Less Than Acceptable	Acceptable response to the particular aspect	Above acceptable real understanding	Excellent Response
Score	(0)	(20)	(40)	(60)	(80)	(100)
Organogram (5 Point) • Staff member name & project role • Reporting Lines • Registration Body • Years of Experience • Qualifications		Insufficient response. Only 1 item has been responded to. (Staff member name & project role, reporting lines, Registration Body, Years of Experience, Qualifications)	Poor response. Only 2 items have been responded to. (Staff member name & project role, reporting lines, Registration Body, Years of Experience, Qualifications)	Satisfactory response. Only 3 items have been responded to. However, Item 1 & Item 2 are compulsory. (Staff member name & project role, and reporting lines).	Good response. Only 4 items have been responded to. However, Item 1 & Item 2 are compulsory. (Staff member name & project role, and reporting lines).	Excellent response. All 5 items have been responded to. However, Item 1 & Item 2 are compulsory. (Staff member name & project role, and reporting lines).

Professional Land Surveyor (15 Points)

	No response	Poor	Less Than Acceptable	Acceptable response to the particular aspect	Above acceptable real understanding	Excellent Response
Score	(0)	(20)	(40)	(60)	(80)	(100)
Professional Land Surveyor (15 Points)	Failed to provide information. No response.	Professional Land Surveyor (PrLS). 0 - 2 years experience post registration.	Professional Land Surveyor (PrLS). with more than 2 years and less than 5 years experience post registration.	Professional Land Surveyor (PrLS). with more than 5 years and less than 7 years experience post registration.	Professional Land Surveyor (PrLS). with more than 7 years and less than 10 years experience post registration.	Professional Land Surveyor (PrLS). More than 10 years' experience post registration.

Remote Pilot Licensed (RPL) Certified Drone Operator (10 Points)

	No response	Poor	Less Than Acceptable	Acceptable response to the particular aspect	Above acceptable real understanding	Excellent Response
Score	(0)	(20)	(40)	(60)	(80)	(100)
Remote Pilot Licensed (RPL) Certified Drone Operator (10 Points)		RPL Certified Drone Operator with 0 - 2 years experience post certification.	RPL Certified Drone Operator with more than 2 years and less than 5 years experience post certification.	RPL Certified Drone Operator with more than 5 years and less than 7 years experience post certification.	RPL Certified Drone Operator with more than 7 years and less than 10 years experience post certification.	RPL Certified Drone Operator with more than 10 years' experience post certification.

T2.2-04: Evaluation Schedule: Quality Management (5 Points)

1. A quality control plan **(2.5 points)** that responds to the project scope. The quality control plan must show the following items:
 - Sequence of scope specific quality control activities: The activities must be sequenced in a logical order that responds to the scope.
 - Specifications: Each activity must list the specific code/specification/procedure adhered to during the quality control process.
 - Intervention Points: Each activity must indicate "hold" and "witness" points (but not limited to) to ensure all parties are satisfied with the activity.
 - Field inspection checklist: The field inspection checklist that will be utilized to inspect the activities listed in Item 1.
 - Relevant signatories: Signatories required to inspect, review and approve specific activity.

The quality control plan must be submitted in tabular format.

2. A company quality control policy **(2.5 points)** that is aligned to ISO 9001:2015.

The company quality control policy must be aligned to the ISO 9001: 2015. The policy must demonstrate the Bidders procedures for quality control, that will ensure that the Clients requirements for the scope of work will be fulfilled.

The scoring will be as follows:

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Quality Control Plan (2.5 points)

	No response	Poor	Less than acceptable	Acceptable response to the particular aspect	Good response	Excellent response
	(0)	(20)	(40)	(60)	(80)	(100)
1. Sequence of scope specific quality control activities: The activities must be sequenced in a logical order that responds to the scope. 2. Specifications: Each activity must list the specific code/specification/procedure adhered to during the quality control process. 3. Intervention Points: Each activity must indicate "hold" and "witness" points (but not limited to) to ensure all parties are satisfied with the activity. 4. Field inspection checklist: The field inspection checklist that will be utilized to inspect the activities listed in Item 1. 5. Relevant signatories: Signatories required to	No QCP submitted.	Quality Control Plan contains 1 of the 5 QCP requirements. 1.Sequence of activities 2. Procedure/Code specifications 3. Intervention Points 4. Field inspection checklist 5. Relevant signatories	Quality Control Plan contains 2 of the 5 QCP requirements. 1.Sequence of activities 2. Procedure/Code specifications 3. Intervention Points 4. Field inspection checklist 5. Relevant signatories	Quality Control Plan contains 3 of the 5 QCP requirements. 1.Sequence of activities 2. Procedure/Code specifications 3. Intervention Points 4. Field inspection checklist 5. Relevant signatories	Quality Control Plan contains 4 of the 5 QCP requirements. 1.Sequence of activities 2. Procedure/Code specifications 3. Intervention Points 4. Field inspection checklist 5. Relevant signatories	Quality Control Plan contains 5 of the 5 QCP requirements. 1.Sequence of activities 2. Procedure/Code specifications 3. Intervention Points 4. Field inspection checklist 5. Relevant signatories

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inspect, review and approve specific activity. (2.5 Points)						
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Quality Control Policy (2.5 points)

	No response	Poor	Less than acceptable	Acceptable response to the particular aspect	Good response	Excellent response
	(0)	(20)	(40)	(60)	(80)	(100)
Company Quality Policy that is aligned to ISO 9001:2015 requirements. (2.5 Points)	No Company Quality Policy submitted	Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, unlikely that the employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.

The technical evaluation criteria will be assessed and scored as follows:

Evaluation Criteria	Minimum Score
T2.2-02 Programme	50%
T2.2-03 Management & CV's of Key Personnel	70%
T2.2-04 Quality Management	50%
T2.2-06 Previous Experience	60%

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T2.2-07 Method Statement	50%
Total Overall Score	60%

To qualify for the next evaluation stage, the Bidder's submission must exceed the minimum score per criteria as outlined in the table above, and an overall minimum score of 60%.

Attached submissions to this schedule:

.....

.....

.....

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed	_____	Date	_____
Name	_____	Position	_____
Tenderer	_____		

T2.2-05: Evaluation Schedule: Health and Safety Requirements

1. Submit the following documents as a minimum with your tender:
 - Company Health and Safety Policy signed and dated by Director/ Chief Executive Officer (CEO). Indicating as minim the following five elements: **(1)**
 - Commitment to safety and prevention of pollution
 - Continual improvement
 - compliance to legal requirements
 - Legal & Other requirement, appropriate to the nature of the contractor's activities
 - Hold management accountable for the development of safety systems
 - Include objectives and targets
2. Roles and Responsibilities of legal appointees' in terms of OSHA 85 of 1993 and its Regulations, below are the key legal appointees: **(2)**
 - Sec. 16(2) – Delegated Authority (Ass. CEO)
 - CR 8(1) – Construction Manager Registered with SACPCMP
 - CR 8(2) – Assistant Construction Manager
 - CR 8(5) – Construction Safety Officer Registered with SACPCMP
 - CR 8(7) – Construction Supervisor
3. Project specific Health and Safety Plan in line with Project Health & Safety Specification. Health and Safety Management Plan must include the following minimum requirements but not limited to: **(2)**
 - a. Roles and responsibilities
 - b. Risk assessment plan
 - c. health and safety training
 - d. health and safety inspection & audits
 - e. emergency preparedness and response
 - f. personal protective equipment
 - g. fall protection and rescue plan
 - h. incident management and reporting
 - i. plant, machinery and equipment
 - j. occupational health and hygiene

4. Overview of the tenderer's Risk Assessment methodology, and submission of risk assessments indicating major activities of the works and how the risks will be addressed and mitigated and must be in line with the Scope of Work (SoW). - **(3)**

- survey assessment
- working near water,
- working at heights,
- working in operational areas
- transportation of materials and employees.

5. Complete and return with tender documentation the Contractor Safety Questionnaire included as a returnable, attach all required supporting documents. **(2)**

- Letter of good standing
- Safety induction orientation booklet or similar
- Valid ISO 45001:2018 Certification
- Previously H&S Recognition Certificate

The scoring of the Tenderer's Health and safety requirements will be as follows:

Points (10)	Item 1 (1 point)	Item 2 (2 points)	Item 3 (2 points)	Item 4 (3 points)	Item 5 (2 points)
CRITERIA	Company Health & Safety Policy signed and dated by the Director/ Chief Executive Officer (CEO). Indicating as minimum the following five elements. i. Commitment to Safety, prevention of pollution, ii. Continual improvement, iii. Compliance to legal requirements, appropriate to the nature of contractor's activities, iv. Hold management accountable for development of the safety systems v. Include objectives and targets.	Roles and responsibilities of legal appointees in terms of OHSA 85 of 1993 and its Regulations including CV & Qualifications, where applicable. i. S16.2 Assistant to CEO, ii. CR8.1 Construction Manager Registered SACPCMP, iii. CR8.2 Assistant Construction Manager, iv. CR8.5 Construction Health & Safety Officer Registered SACPCMP, v. CR8.7 Construction Supervisor,	Project specific Health and Safety Plan in line with Project Health & Safety Specification. Health and Safety Management Plan must include the following minimum requirements but not limited to: i. Roles and Responsibilities ii. Risk Assessment Plan iii. Health and Safety Training iv. Health and Safety Inspection & Audits v. Emergency Preparedness and response vi. Personal Protective Equipment (PPE) vii. Fall Protection and Rescue Plan viii. Incident Management and Reporting ix. Plant, Machinery and Equipment's x. Occupational Health and Hygiene	Overview of the tenderer's Risk Assessment methodology, and submission of risk assessments indicating major activities of the works and how the risks will be addressed and mitigated and must be in line with the Scope of Work (SoW). i. Survey Risk Assessment. ii. Working near water. iii. Working at Heights. iv. Working in Operational Area. v. Transportation of materials and employees.	Complete and return with tender documentation the Contractor Safety Questionnaire included as a returnable, attach all required supporting documents. i. Letter of Good Standing. ii. Safety Induction/ orientation booklet or similar. ii. Valid ISO 45001: 2018 Certification. iv. Previously H&S Recognition Certificate.



Score 0	Failed to provide information. No response.				
Score 20	The Tenderer has submitted signed and dated H&S Policy and addressed one (1) element for the Company Health and Safety Policy.	The Tenderer has submitted one (1) role and responsibilities of legal appointees in terms of OHS Act, 85 of 1993 and Regulations.	The tenderer has submitted project specific H&S Plan including three (3)-four (4) stated employer's requirements	Risk assessment methodology is provided with the risk assessment. One (1) major activity are provided in task-based risk assessment and are aligned to the project.	Health and Safety questionnaire is fully completed, and no supporting documents attached.
Score 40	The Tenderer has submitted signed and dated H&S Policy and addressed two (2) elements for the Company Health and Safety Policy.	The Tenderer has submitted two (2) roles and responsibilities of legal appointees in terms of OHS Act, 85 of 1993 and Regulations.	The tenderer has submitted project specific H&S Plan including five (5)- six (6) stated employer's requirements	Risk assessment methodology is provided with the risk assessment. Two (2) major activities are provided in task-based risk assessment and are aligned to the project.	Health and Safety questionnaire is completed and one (1) supporting documents is attached.
Score 60	The Tenderer has submitted signed and dated H&S Policy and addressed three (3) elements for the Company Health and Safety Policy.	The Tenderer has submitted three (3) roles and responsibilities of legal appointees in terms of OHS Act, 85 of 1993 and Regulations.	The tenderer has submitted project specific H&S Plan including seven (7)- nine (9) stated employer's requirements	Risk assessment methodology is provided with the risk assessment. Three (3) major activities are provided in task-based risk assessment and are aligned to the project..	Health and Safety questionnaire is completed and two (2) supporting documents is attached.
Score 80	The Tenderer has submitted signed and dated H&S Policy and addressed four (4)	The Tenderer has submitted four (4) roles and responsibilities of legal appointees in terms of OHS	The tenderer has submitted project specific H&S Plan including ten (10) stated employer's requirements	Risk assessment methodology is provided with the risk assessment. Four (4) major activities are provided in task-based risk	Health and Safety questionnaire is completed and three (3) supporting documents is attached.



	elements for the Company Health and Safety Policy.	Act, 85 of 1993 and Regulations.		assessment and are aligned to the project.	
Score 100	The Tenderer has submitted signed and dated H&S Policy and addressed five (5) elements for the Company Health and Safety Policy..	The Tenderer has submitted five (5) roles and responsibilities of legal appointees in terms of OHS Act, 85 of 1993 and Regulations.	The tenderer has submitted project specific H&S Plan including all ten (10) stated employer's requirements and other additional requirements.	Risk assessment methodology is provided with the risk assessment. Five (5) major activities are provided in task-based risk assessment and are aligned to the project.	Health and Safety questionnaire is completed and four (4) supporting documents is attached.

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T2.2-06: Evaluation Schedule: Previous Experience (20 Points)

Note to tenderers:

Bidder must populate a table listing similar projects (size and type) covering the Company Experience in conducting Topographical surveys. The projects must have been completed within the last 8 years. The list must include the following requirements:

1. Project name
2. Project description
3. Project value
4. Bidders' responsibility in the project
5. Project completion date*.
6. Contact details of the client

*The reference / completion letter date shall not be accepted as the project completion date.

The technical evaluation criteria will be assessed and scored as follows:

Evaluation Criteria	Minimum Score
T2.2-02 Programme	50%
T2.2-03 Management & CV's of Key Personnel	70%
T2.2-04 Quality Management	50%
T2.2-06 Previous Experience	60%
T2.2-07 Method Statement	50%
Total Overall Score	60%

To qualify for the next evaluation stage, the Bidder's submission must exceed the minimum score per criteria as outlined in the table above, and an overall minimum score of 60%.

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Please provide your previous experience showing but not limited to the following:

A) Topographical Surveys (20 Points):

- Company experience in delivering the same or similar sized projects. Tenderer to submit signed or stamped completion or reference letter.

The information should as a *minimum* be as per example below:

	Project Name	Project Value	Completion date	Client details	Contact Details (cell, tel, email etc)
1					
2					
3					
4					
5					
6					

Bidder must submit signed or stamped reference letters from clients on their letterheads and must confirm the work performed with specific reference to the project, company involvement covering topographical surveys, executed over the last eight (8) years.

Score 0	The Tenderer failed to address the question / issue. Has not submitted the required information. Previous experience does not relate to the scope of works. No Submission Has not provided a list and signed or stamped reference letter to substantiate experience indicated (Client name and contact details, project description, duration and contract value)
Score 20	The Tenderer's previous experience presented has no relevance to the scope of this project and did not address any of the required categories. Tenderers generally have experience in one (1) project relating to the scope of works (project size and type, as per the reference letters). The tenderer has limited evidence of previous experience.
Score 40	The Tenderer's previous experience presented has some relevance to the project but lacks detail i.e. Description of previous projects, value and

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	references. Tenderers generally have experience in TWO (2) projects relating to scope of <i>works</i> (project size and type, as per reference letters).
Score 60	The Tenderer's previous experience presented demonstrates sufficient knowledge and experience to successfully execute this project scope. Tenderers generally have experience in THREE (3) projects relating to the scope of <i>works</i> (project size and type, as per reference letters). The tenderer has reasonable and relevant previous experience to the particular requirements of the <i>works</i> .
Score 80	The Tenderer's previous experience presented demonstrates a real understanding and substantial evidence of the ability meet the stated project requirements. Tenderers generally have experience in FOUR (4) projects relating to the scope of <i>works</i> (project size and type, as per reference letters). The tenderer has extensive previous experience in relation to the <i>works</i> .
Score 100	The Tenderer's previous experience presented demonstrates real confidence extensive understanding in all of the categories as required. Tenderers generally have experience in <u>more</u> than FOUR (4) projects relating to the scope of <i>works</i> (project size and type, as per reference letter). The tenderer has comprehensive previous experience in projects of a similar nature.

T2.2-07: Evaluation Schedule: Method Statement (20 Points)

Note to tenderers:

Method statement - The tenderers must sufficiently demonstrate the approach/methodology that will be employed to cover the scope of the project.

- The method statement must provide a summary of how the topographic survey work will be completed. (2 Points)
- Method statement should detail how the works are to be carried out from desktop studies to site work and processing of data and reporting, in a logical, sequential order that is aligned to the programme. (2 Points)
- Method statement should outline the procedure for identifying and establishing control points (both new and existing) and fixing these to the correct Coordinate System. (2 Points)
- Method statement should explain the procedure for executing ground survey (fieldwork). (2 Points)
- Method statement should explain the procedure for capturing coordinated aerial images and coordinated lidar data representing the site topography. (2 Points)
- Method statement should explain quality control process. Details of how the quality of the works will be managed and controlled should be provided. Emphasis should be placed on how the Bidder will ensure that the information shown on the deliverables is a true reflection of site services. (2 points)
- Method statement should outline the roles and responsibilities of personnel shown in the organogram in executing the works. Emphasis should be placed on the roles and responsibilities of key personnel. (2 points)
- Method statement should explain the procedure for processing data acquired on site, how the data will be verified as a true representation of the site, and how the data will be prepared for presentation to the Client. (2 points)
- Method statement should explain the process for identifying the type of manhole, cover level, invert level, and indicate direction of flow (sewer, stormwater). (2 points)
- Method statement should outline the traffic accommodation procedure for road surveys. (2 points)

The technical evaluation criteria will be assessed and scored as follows:

Evaluation Criteria	Minimum Score
T2.2-02 Programme	50%
T2.2-03 Management & CV's of Key Personnel	70%
T2.2-04 Quality Management	50%
T2.2-06 Previous Experience	60%
T2.2-07 Method Statement	50%
Total Overall Score	60%

To qualify for the next evaluation stage, the Bidder's submission must exceed the minimum score per criteria as outlined in the table above, and an overall minimum score of 60%.

The table below will be used as guidelines for scoring / evaluating the method statement submitted by the Tenderer:

	No response	Poor	Less Than Acceptable	Acceptable response to the particular aspect	Above acceptable real understanding	Excellent Response
	(0)	(20)	(40)	(60)	(80)	(100)
The method statement must provide a summary of how the topographic survey work will be completed. (2 Points)	Failed to provide information. No response.	Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, unlikely that the employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.
Method statement should detail how the works are to be carried out from desktop studies to site work and processing of data and reporting, in a logical, sequential order that is aligned to the programme. (2 Points)		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.
Method statement should outline the procedure for identifying and establishing control points		Information supplied is insignificant / inadequate to achieve the required	Response/ answer/ solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Satisfactory response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Good response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.

(both new and existing) and fixing these to the correct Coordinate System. (2 Points)		standard of service.				
Method statement should explain the procedure for executing ground survey (fieldwork). (2 Points)		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.
Method statement should explain the procedure for capturing coordinated aerial images and coordinated lidar data representing the site topography. (2 Points)		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.
Method statement should explain quality control process. Details of how the quality of the works will be managed and controlled should		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.

be provided. Emphasis should be placed on how the Bidder will ensure that the information shown on the deliverables is a true reflection of site services. (2 points)						
Method statement should outline the roles and responsibilities of personnel shown in the organogram in executing the works. Emphasis should be placed on the roles and responsibilities of key personnel. (2 points)		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Poor response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Satisfactory response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Good response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.
Method statement should explain the procedure for processing data acquired on site, how the data will be verified as a true representation of the site, and how the data will be		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.

prepared for presentation to the Client. (2 points)						
Method statement should explain the process for identifying the type of manhole, cover level, invert level, and indicate direction of flow (sewer, stormwater). (2 points)		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.
Method statement should outline the traffic accommodation procedure for road surveys. (2 points)		Information supplied is totally insignificant / inadequate to achieve the required standard of service.	Response/answer/solution lacks convincing evidence, medium risk that stated employer's requirements will not be met.	Response/answer/solution to the particular aspect of the requirement, evidence given that the stated employer's requirements will be met.	Response/answer/solution which demonstrates real understanding and evidence of ability to meet stated employer's requirements.	Excellent response/answer/solution gives real confidence that the tenderer is most likely to ensure compliance with stated employer's requirements.

T2.2-08: Authority to submit a Tender

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

A - COMPANY	B - PARTNERSHIP	C - JOINT VENTURE	D - SOLE PROPRIETOR

A. Certificate for Company

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

Signed

Date

Name

Position

Chairman of the Board of Directors

B. Certificate for Partnership

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

Name	Address	Signature	Date

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

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms _____, an authorised signatory of the company _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

Name of firm	Address	Authorising signature, name (in caps) and capacity

D. Certificate for Sole Proprietor

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

Signed	_____	Date	_____
Name	_____	Position	Sole Proprietor

T2.2-09: Record of Addenda to Tender Documents

The tenderer hereby confirms that the following communications were received from the *Employer* before the submission of this tender offer, amending the tender documents and have been taken all the Addenda into account in this tender offer:

	Date	Title or Details of Addenda
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Attach additional pages if more space is required.

T2.2-10 Letter/s of Good Standing with the Workmen's Compensation Fund

Attached to this schedule is the Letter/s of Good Standing.

- 1.
- 2.
- 3.
- 4.

Name of Company/Members of Joint Venture:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

T2.2-11: Risk Elements

Tenderers to identify and evaluate the potential risk elements associated with the Works and possible mitigation thereof. The risk elements and the mitigation as identified thereof by the Tenderer are to be submitted.

If No Risks are identified "No Risks" must be stated on this schedule.

Tenderers are also to evaluate any risk/s stated by the *Employer* in Contract Data Part C1, and provide possible mitigation thereof.

[illegible]

Tenders to note: Notwithstanding this information, all costs related to risk elements which are at the Contractor's risk are deemed to be included in the tenderer's offered total of the Prices.

T2.2-12: Availability of Equipment and Other Resources

The Tenderer to submit a list of all Equipment and other resources that will be used to execute the *works* as described in the Works Information.

[illegible]

T2.2-13 : ANNEX G Compulsory Enterprise Questionnaire

The following particulars hereunder must be furnished.

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

Section 1: Name of enterprise: _____

Section 2: VAT registration number, if any: _____

Section 3: CIDB registration number, if any: _____

Section 4: CSD number: _____

Section 5: Particulars of sole proprietors and partners in partnerships

Name	Identity number	Personal income tax number

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

Section 6: Particulars of companies and close corporations

Company registration number _____

Close corporation number _____

Tax reference number: _____

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

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

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

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

Signed

Date

Name

Position

Enterprise
name

SBD 6.1**PREFERENCE POINTS CLAIM FORM**

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Specific Goals contribution. Transnet will award preference points to companies who provide valid proof of evidence as per the table of evidence in paragraph 4.1 below.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 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 the Transnet preferential procurement policy
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
B-BBEE Level of contributor (1 or 2) (5)	
+50% Black Youth Owned Entities (5)	
30% Black women Owned Entities (5)	
Entities Owned by People with Disability (PWD) (5)	
Non-Compliant and/or B-BBEE Level 3-8 contributors (0)	
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 required for any of the specific goals together with the bid will be interpreted to mean that preference points for that specific goal 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) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"**
 - i) the B-BBBEE status level certificate issued by an authorised body or person;
 - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small 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);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (l) **"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 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

4. EVIDENCE 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 Status contributor	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
30% Black Women Owned Entities	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
+50% Black Youth Owned Entities	Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
Entities Owned by People with Disability (PWD)	Certified copy of ID Documents of the Owners / Doctor's note and /or EEA1 form confirming the disability

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

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

- 4.3 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 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

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

6.1 B-BBEE Status Level of Contribution: . = ...(maximum of 20 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. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

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	
-----	--	----	--

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

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation

- ☐ Company
☐ (Pty) Limited
 [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional Service provider
☐ 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,, which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) recommend that the bidder or contractor, its shareholders and

directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

- (f) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of institution	State

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

- However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

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

T2.2-14 NON-DISCLOSURE AGREEMENT

[SEPTEMBER 2024]

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

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

TRANSNET SOC LTD

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

and

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

WHEREAS

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

IT IS HEREBY AGREED

1. INTERPRETATION

In this Agreement:

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

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

2. CONFIDENTIAL INFORMATION

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

- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps [including the institution of legal proceedings] as shall be necessary to remedy [if capable of remedy] the default and/or to prevent further unauthorised copying, disclosure or use.
- 2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

3. RECORDS AND RETURN OF INFORMATION

- 3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.
- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Company shall, within 7 [seven] days of receipt of a written demand from Transnet:
- 3.3.1 return all written Confidential Information [including all copies]; and
- 3.3.2 expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.
- 3.4 The Company shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3.2 above.

4. ANNOUNCEMENTS

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Tender without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. DURATION

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

6. PRINCIPAL

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

7. ADEQUACY OF DAMAGES

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

8. PRIVACY AND DATA PROTECTION

8.1 The Receiving Party undertakes to comply with South Africa's general privacy protection in terms Section 14 of the Bill of Rights in connection with this Tender and shall procure that its personnel shall observe the provisions of such Act [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.

8.2 The Receiving Party warrants that it and its Agents have the appropriate technical and organisational measures in place against unauthorised or unlawful processing of data relating to the Tender and against accidental loss or destruction of, or damage to such data held or processed by them.

9. GENERAL

9.1 Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.

9.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.

9.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.

9.4 This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.

9.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.

9.6 This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

Signed

Date

Name

Position

Tenderer

T2.2-15: TENDER DECLARATION FORM

NAME OF COMPANY: _____

We _____ do hereby certify that:

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

FULL NAME OF OWNER/MEMBER/DIRECTOR/

PARTNER/SHAREHOLDER:

ADDRESS:

Indicate nature of relationship with Transnet:

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

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

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

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

IMPORTANT NOTICE TO RESPONDENTS

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

T2.2-16: REQUEST FOR PROPOSAL – BREACH OF LAW

NAME OF COMPANY: _____

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

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

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

Signed on this _____ day of _____ 20____

SIGNATURE OF TENDERER

T2.2-17: Certificate of Acquaintance with Tender Documents

NAME OF TENDERING ENTITY:

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

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

Signed on this ____ day of _____ 20__

SIGNATURE OF TENDERER

T2.2-18 Service Provider Integrity Pact

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

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

INTEGRITY PACT

Between

TRANSNET SOC LTD

Registration Number: 1990/000900/30

("Transnet")

and

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

PREAMBLE

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

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

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

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

1 OBJECTIVES

- 1.1 Transnet and the Tenderer/Service Provider/Contractor agree to enter into this Integrity Pact, to avoid all forms of dishonesty, fraud and corruption including practices that are anti-competitive in nature, negotiations made in bad faith and under-pricing by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:
 - a) Enable Transnet to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
 - b) Enable Tenderers/Service Providers/Contractors to abstain from bribing or participating in any corrupt practice in order to secure the contract.

2 COMMITMENTS OF TRANSNET

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

- 2.1 Transnet hereby undertakes that no employee of Transnet connected directly or indirectly with the sourcing event and ensuing contract, will demand, take a promise for or accept directly or through intermediaries any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage

from the Tenderer, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the tendering process, Tender evaluation, contracting or implementation process related to any contract.

- 2.2 Transnet will, during the registration and tendering process treat all Tenderers/ Service Providers/Contractor with equity, transparency and fairness. Transnet will in particular, before and during the registration process, provide to all Tenderers/ Service Providers/Contractors the same information and will not provide to any Tenderers/Service Providers/Contractors confidential/additional information through which the Tenderers/Service Providers/Contractors could obtain an advantage in relation to any tendering process.
- 2.3 Transnet further confirms that its employees will not favour any prospective Tenderers/Service Providers/Contractors in any form that could afford an undue advantage to a particular Tenderer during the tendering stage, and will further treat all Tenderers/Service Providers/Contractors participating in the tendering process in a fair manner.
- 2.4 Transnet will exclude from the tender process such employees who have any personal interest in the Tenderers/Service Providers/Contractors participating in the tendering process.

3 OBLIGATIONS OF THE TENDERER / SERVICE PROVIDER

- 3.1 Transnet has a '**Zero Gifts**' Policy. No employee is allowed to accept gifts, favours or benefits.
 - a) Transnet officials and employees **shall not** solicit, give or accept, or from agreeing to solicit, give, accept or receive directly or indirectly, any gift, gratuity, favour, entertainment, loan, or anything of monetary value, from any person or juridical entities in the course of official duties or in connection with any operation being managed by, or any transaction which may be affected by the functions of their office.
 - b) Transnet officials and employees **shall not** solicit or accept gifts of any kind, from vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organisation irrespective of the value.
 - c) Under **no circumstances** should gifts, business courtesies or hospitality packages be accepted from or given to prospective suppliers participating in a tender process at the respective employee's Operating Division, regardless of retail value.
 - d) Gratuities, bribes or kickbacks of any kind must never be solicited, accepted or offered, either directly or indirectly. This includes money, loans, equity, special

privileges, personal favours, benefit or services. Such favours will be considered to constitute corruption.

- 3.2 The Tenderer/Service Provider/Contractor commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its Tender or during any ensuing contract stage in order to secure the contract or in furtherance to secure it and in particular the Tenderer/Service Provider/Contractor commits to the following:
- a) The Tenderer/Service Provider/Contractor will not, directly or through any other person or firm, offer, promise or give to Transnet or to any of Transnet's employees involved in the tendering process or to any third person any material or other benefit or payment, in order to obtain in exchange an advantage during the tendering process; and
 - b) The Tenderer/Service Provider/Contractor will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any employee of Transnet, connected directly or indirectly with the tendering process, or to any person, organisation or third party related to the contract in exchange for any advantage in the tendering, evaluation, contracting and implementation of the contract.
- 3.3 The Tenderer/Service Provider/Contractor will not collude with other parties interested in the contract to preclude a competitive Tender price, impair the transparency, fairness and progress of the tendering process, Tender evaluation, contracting and implementation of the contract. The Tenderer / Service Provider further commits itself to delivering against all agreed upon conditions as stipulated within the contract.
- 3.4 The Tenderer/Service Provider/Contractor will not enter into any illegal or dishonest agreement or understanding, whether formal or informal with other Tenderers/Service Providers/Contractors. This applies in particular to certifications, submissions or non-submission of documents or actions that are restrictive or to introduce cartels into the tendering process.
- 3.5 The Tenderer/Service Provider/Contractor will not commit any criminal offence under the relevant anti-corruption laws of South Africa or any other country. Furthermore, the Tenderer/Service Provider/Contractor will not use for illegitimate purposes or for restrictive purposes or personal gain, or pass on to others, any information provided by Transnet as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- 3.6 A Tenderer/Service Provider/Contractor of foreign origin shall disclose the name and address of its agents or representatives in South Africa, if any, involved directly or indirectly in the registration or tendering process. Similarly, the Tenderer / Service Provider / Contractor of South African nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the registration or tendering process.
- 3.7 The Tenderer/Service Provider/Contractor will not misrepresent facts or furnish false or forged documents or information in order to influence the tendering process to the advantage of the Tenderer/Service Provider/Contractor or detriment of Transnet or other competitors.
- 3.8 Transnet may require the Tenderer/Service Provider/Contractor to furnish Transnet with a copy of its code of conduct. Such code of conduct must address the compliance programme for the implementation of the code of conduct and reject the use of bribes and other dishonest and unethical conduct.
- 3.9 The Tenderer/Service Provider/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 3.10 The Tenderer/Service Provider/Contractor confirms that they will uphold the ten principles of the United Nations Global Compact (UNGC) in the fields of Human Rights, Labour, Anti-Corruption and the Environment when undertaking business with Transnet as follows:

a) Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

b) Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

c) Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
 - Principle 8: undertake initiatives to promote greater environmental responsibility; and
 - Principle 9: encourage the development and diffusion of environmentally friendly technologies.
- d) Anti-Corruption
- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

4 INDEPENDENT TENDERING

- 4.1 For the purposes of that Certificate in relation to any submitted Tender, the Tenderer declares to fully understand that the word "competitor" shall include any individual or organisation, other than the Tenderer, whether or not affiliated with the Tenderer, who:
- a) has been requested to submit a Tender in response to this Tender invitation;
 - b) could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
 - c) provides the same Goods and Services as the Tenderer and/or is in the same line of business as the Tenderer.
- 4.2 The Tenderer has arrived at his submitted Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive tendering.
- 4.3 In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a) prices;
 - b) geographical area where Goods or Services will be rendered [market allocation];
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a Tender;
 - e) the submission of a Tender which does not meet the specifications and conditions of the RFP; or
 - f) tendering with the intention of not winning the Tender.

- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Goods or Services to which his/her tender relates.
- 4.5 The terms of the Tender as submitted have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.
- 4.6 Tenderers are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Tenders and contracts, Tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority [NPA] for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
- 4.7 Should the Tenderer find any terms or conditions stipulated in any of the relevant documents quoted in the Tender unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Tender. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be.

5 DISQUALIFICATION FROM TENDERING PROCESS

- 5.1 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 3 of this Integrity Pact or in any other form such as to put its reliability or credibility as a Tenderer/Service Provider/Contractor into question, Transnet may reject the Tenderer's / Service Provider's / Contractor's application from the registration or tendering process and remove the Tenderer/Service Provider/Contractor from its database, if already registered.
- 5.2 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 3, or any material violation, such as to put its reliability or credibility into question. Transnet may after following due procedures and at its own discretion also exclude the Tenderer/Service Provider/Contractor from future tendering processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, which will include amongst

others the number of transgressions, the position of the transgressors within the company hierarchy of the Tenderer/Service Provider/Contractor and the amount of the damage. The exclusion will be imposed for up to a maximum of 10 (ten) years. However, Transnet reserves the right to impose a longer period of exclusion, depending on the gravity of the misconduct.

- 5.3 If the Tenderer/Service Provider/Contractor can prove that it has restored the damage caused by it and has installed a suitable corruption prevention system, or taken other remedial measures as the circumstances of the case may require, Transnet may at its own discretion revoke the exclusion or suspend the imposed penalty.

6 TRANSNET'S LIST OF EXCLUDED TENDERERS (BLACKLIST)

- 6.1 The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Tender shall be awarded to a Tenderer whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Tenderer should it be established, at any time, that a tenderer has been restricted with National Treasury by another government institution.
- 6.2 All the stipulations on Transnet's restriction process as laid down in Transnet's Supply Chain Policy and Procurement Procedures Manual (CPM included) are included herein by way of reference. Below follows a condensed summary of this restriction procedure.
- 6.3 On completion of the restriction procedure, Transnet will submit the restricted entity's details (including the identity number of the individuals and registration number of the entity) to National Treasury for placement on National Treasury's Database of Restricted Suppliers for the specified period of exclusion. National Treasury will make the final decision on whether to restrict an entity from doing business with any organ of state for a period not exceeding 10 years and place the entity concerned on the Database of Restricted Suppliers published on its official website.
- 6.4 The decision to restrict is based on one of the grounds for restriction. The standard of proof to commence the restriction process is whether a "*prima facie*" (i.e. on the face of it) case has been established.
- 6.5 Depending on the seriousness of the misconduct and the strategic importance of the Goods/Services, in addition to restricting a company/person from future

business, Transnet may decide to terminate some or all existing contracts with the company/person as well.

6.6 A Service Provider or Contractor to Transnet may not subcontract any portion of the contract to a blacklisted company.

6.7 Grounds for blacklisting include: If any person/Enterprise which has submitted a Tender, concluded a contract, or, in the capacity of agent or subcontractor, has been associated with such Tender or contract:

a) Has, in bad faith, withdrawn such Tender after the advertised closing date and time for the receipt of Tenders;

b) has, after being notified of the acceptance of his Tender, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the Tender documents;

c) has carried out any contract resulting from such Tender in an unsatisfactory manner or has breached any condition of the contract;

d) has offered, promised or given a bribe in relation to the obtaining or execution of the contract;

e) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any Government Department or towards any public body, Enterprise or person;

f) has made any incorrect statement in a certificate or other communication with regard to the Local Content of his Goods or his B-BBEE status and is unable to prove to the satisfaction of Transnet that:

(i) he made the statement in good faith honestly believing it to be correct; and

(ii) before making such statement he took all reasonable steps to satisfy himself of its correctness;

g) caused Transnet damage, or to incur costs in order to meet the contractor's requirements and which could not be recovered from the contractor;

h) has litigated against Transnet in bad faith.

6.8 Grounds for blacklisting include a company/person recorded as being a company or person prohibited from doing business with the public sector on National

Treasury's database of Restricted Service Providers or Register of Tender Defaulters.

- 6.9 Companies associated with the person/s guilty of misconduct (i.e. entities owned, controlled or managed by such persons), any companies subsequently formed by the person(s) guilty of the misconduct and/or an existing company where such person(s) acquires a controlling stake may be considered for blacklisting. The decision to extend the blacklist to associated companies will be at the sole discretion of Transnet.

7 PREVIOUS TRANSGRESSIONS

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

8 SANCTIONS FOR VIOLATIONS

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

- f) Exclude the Tenderer/ Service Provider/Contractor from entering into any Tender with Transnet in future.

9 CONFLICTS OF INTEREST

9.1 A conflict of interest includes, inter alia, a situation in which:

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

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

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

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

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

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

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

10 DISPUTE RESOLUTION

10.1 Transnet recognises that trust and good faith are pivotal to its relationship with its Tenderer / Service Provider / Contractor. When a dispute arises between Transnet and its Tenderer / Service Provider / Contractor, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on

which commercial relationships are based. Accordingly, following a blacklisting process as mentioned in paragraph 6 above, Transnet will not do business with a company that litigates against it in bad faith or is involved in any action that reflects bad faith on its part. Litigation in bad faith includes, but is not limited to the following instances:

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

11 GENERAL

11.1 This Integrity Pact is governed by and interpreted in accordance with the laws of the Republic of South Africa.

11.2 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the law relating to any civil or criminal proceedings.

11.3 The validity of this Integrity Pact shall cover all the tendering processes and will be valid for an indefinite period unless cancelled by either Party.

11.4 Should one or several provisions of this Integrity Pact turn out to be invalid the remainder of this Integrity Pact remains valid.

11.5 Should a Tenderer/Service Provider/Contractor be confronted with dishonest, fraudulent or corruptive behaviour of one or more Transnet employees, Transnet expects its Tenderer/Service Provider/Contractor to report this behaviour directly to a senior Transnet official/employee or alternatively by using Transnet's "Tip-Off Anonymous" hotline number 0800 003 056, whereby your confidentiality is guaranteed.

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

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY

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

Signature

Date

T2.2-19 : Supplier Code of Conduct

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

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

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

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

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

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

- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.
- Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.
- Employees may not receive anything that is calculated to:
 - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;

-
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; or
 - Gain an improper advantage.

- There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our “Tip-offs Anonymous” Hot line to report these acts. (0800 003 056).

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

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

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

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

Conflicts of Interest

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

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

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

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

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

Signed this on day _____ at _____

Signature

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY

T2.2-20 SUPPLIER DECLARATION FORM

Transnet Vendor Management has received a request to load / change your company details onto the Transnet vendor master database. Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents as per Appendix A to the Transnet Official who is intending to procure your company's services / products, to enable us to process this request. Please only submit the documentation relevant to your request.

Please Note: all organisations, institutions and individuals who wish to provide goods and/or services to organs of the State must be registered on the National Treasury's Central Supplier Database (CSD). This needs to be done via their portal at <https://secure.csd.gov.za/> **before applying to Transnet.**

General Terms and Conditions:

Please Note: Failure to submit the relevant documentation will delay the vendor creation / change process.

Where applicable, the respective Transnet Operating Division processing your application may request further or additional information from your company.

The Service Provider warrants that the details of its bank account ("the nominated account") provided herein, are correct and acknowledges that payments due to the Supplier will be made into the nominated account. If details of the nominated account should change, the Service Provider must notify Transnet in writing of such change, failing which any payments made by Transnet into the nominated account will constitute a full discharge of the indebtedness of Transnet to the Supplier in respect of the payment so made. Transnet will incur no liability for any payments made to the incorrect account or any costs associated therewith. In such an event, the Service Provider indemnifies and holds Transnet harmless in respect of any payments made to an incorrect bank account and will, on demand, pay Transnet any costs associated herewith.

Transnet expects its suppliers to timeously renew their Tax Clearance and B-BBEE certificates (Large Enterprises and QSEs less than 51% black owned) as well as sworn affidavits in the case of EMEs and QSEs with more than 51% black ownership as per Appendices C and D.

In addition, please take note of the following very important information:

1. If your annual turnover is R10 million or less, then in terms of the DTI Generic Codes of Good Practice, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission a sworn affidavit confirming your company's most recent annual turnover is less than R10 million and percentage of black ownership and black female ownership in the company (Appendix C) OR B-BBEE certificate issued by a verification agency accredited by SANAS in terms of the EME scorecard should you feel you will be able to attain a better B-BBEE score. It is only in this context that an EME may submit a B-BBEE verification certificate. These EME sworn affidavits must be accepted by the . Government introduced this mechanism specifically to reduce the cost of doing business and regulatory burden for these entities and the template for the sworn affidavit is available at no cost on the website www.thedti.gov.za or EME certificates at CIPC from www.cipic.co.za.

The B-BBEE Commission said "that only time an EME can be verified by a SANAS accredited verification professional is when it wishes to maximise its B-BBEE points and move to a higher B-BBEE recognition level, and that must be done use the QSE Scorecard".

2. If your annual turnover is between R10 million and R50 million, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE). A QSE which is at least 51% black owned, is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership (Appendix D). QSE that does not qualify for 51% of black ownership, are required to submit a B-BBEE verification certificate issued by a verification agency accredited by SANAS their QSEs are required to submit a B-BBEE verification certificate issued by a verification agency accredited by SANAS.

Please Note: B-BBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. SANAS Member).

3. If your annual turnover exceeds R50 million, then in terms of the DTI codes, you are classified as a Large Enterprise. Large Enterprises are required to submit a B-BBEE level verification certificate issued by a verification agency accredited by SANAS.

Please Note: B-BBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. SANAS Member).

4. The supplier to furnish proof to the procurement department as required in the Fourth Schedule of the Income Tax Act. 58 of 1962 whether a supplier of service is to be classified as an "employee", "personal service provider" or "labour broker". Failure to do so will result in the supplier being subject to employee's tax.

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5. **No payments can be made to a vendor until the** vendor has been registered / updated, and no vendor can be registered / updated until the vendor application form, together with its supporting documentation, has been received and processed. No payments can be made to a vendor until the vendor has met / comply with the procurement requirements.

6. It is in line with PPPFA Regulations, only valid B-BBEE status level certificate issued by an unauthorised body or person OR a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice, OR any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.

7. The B-BBEE Commission advises entities and organs of state to reject B-BBEE certificates that have been issued by verification agencies or professionals who are not accredited by South African National Accreditation Systems ("SANAS) as such B-BBEE certificates are invalid for lack of authority and mandate to issue them. A list of SANAS Accredited agencies is available on the SANAS website at www.sanas.co.za.

8. Presenting banking details. Please note: Banks have decided to enable the customers and provide the ability for customers to generate Account Confirmation/Bank Account letters via their online platform; this is a digital approach to the authentication of banking details.

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SUPPLIER DECLARATION FORM

Supplier Declaration Form

Important Notice: all organisations, institutions and individuals who wish to provide goods and/or services to organs of the State must be registered on the National Treasury Central Supplier Database (CSD). This needs to be done via their portal at <https://secure.csd.gov.za/> **before applying to Transnet.**

CSD Number (MAAA xxxxxxxx):

Company Trading Name						
Company Registered Name						
Company Registration No Or ID No If a Sole Proprietor						
Company Income Tax Number						
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
	Non-profit (NPO's or NPC)	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt
	Educational Institution	Specialised Profession	Financial Institution	Joint Venture	Foreign International	Foreign Branch Office

Did your company previously operate under another name?					Yes		No	
If YES state the previous details below:								
Trading Name								
Registered Name								
Company Registration No Or ID No If a Sole Proprietor								
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor		
	Non-profit (NPO's or NPC)	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt		
	Educational Institution	Specialised Profession	Financial Institution	Joint Venture	Foreign International	Foreign Branch Office		

Your Current Company's VAT Registration Status	
VAT Registration Number	
If Exempted from VAT registration , state reason and	

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submit proof from SARS in confirming the exemption status	
If your business entity is not VAT Registered, please submit a current original sworn affidavit (see example in Appendix I). Your Non VAT Registration must be confirmed annually.	

Company Banking Details	Bank Name	
Universal Branch Code	Bank Account Number	

Company Physical Address		Code	
Company Postal Address		Code	
Company Telephone number			
Company Fax Number			
Company E-Mail Address			
Company Website Address			

Company Contact Person Name	
Designation	
Telephone	
Email	

Is your company a Labour Broker?	Yes		No	
Main Product / Service Supplied e.g. Stationery / Consulting / Labour etc.				
How many personnel does the business employ?	Full Time		Part Time	
Please Note: Should your business employ more than 2 full time employees who are not connected persons as defined in the Income Tax Act, please submit a sworn affidavit, as per Appendix II.				

Most recent Financial Year's Annual Turnover	<R10Million EME	>R10Million <R50Million QSE	>R50Million Large Enterprise
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Does your company have a valid proof of B-BBEE status?					Yes		No						
Please indicate your Broad Based BEE status (Level 1 to 9)					1	2	3	4	5	6	7	8	9
Majority Race of Ownership													
% Black Ownership		% Black Women Ownership		% Black Disabled person(s) Ownership		% Black Youth Ownership							

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% Black Unemployed		% Black People Living in Rural Areas		% Black Military Veterans			
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Please Note: Please provide proof of B-BBEE status as per Appendix C and D:

- Large Enterprise and QSEs with less than 51% black ownership need to obtain a B-BBEE certificate and detailed scorecard from an accredited rating agency;
- EMEs and QSEs with at least 51% black ownership may provide an affidavit using the templates provided in Appendix C and D respectively;
- Black Disabled person(s) ownership will only be accepted if accompanied with a certified letter signed by a physician on the physician's letterhead confirming the disability;
- A certified South African identification document will be required for all Black Youth Ownership.

Supplier Development Information Required	
EMPOWERING SUPPLIER An Empowering Supplier is a B-BBEE compliant Entity which complies with at least three criteria if it is a large Entity, or one criterion if it is a Qualifying Small Enterprise ("QSE"), as detailed in Statement 400 of the New Codes. In terms of the requirements of an Empowering Supplier, numerous companies found it challenging to meet the target of 25% transformation of raw materials or beneficiation including local manufacturing, particularly so, if these companies imported goods or products from offshore. The matter was further compounded by the requirement for 25% of Cost of Sales, excluding labour cost and depreciation, to be procured from local producers or suppliers.	YES ☐ NO ☐
FIRST TIME SUPPLIER A supplier that we haven't as yet Traded within Transnet and will be registered via our database for the 1 st time.	YES ☐ NO ☐
SUPPLIER DEVELOPMENT PLAN Supplier Development Plan is a plan that when we as Transnet award a supplier a long term contract depending on the complexity of the Transaction. We will negotiate supplier development obligations that they must meet throughout the contract duration. e.g. we might request that they (create jobs or do skills development or encourage procurement from designated groups. (BWO, BYO & BDO etc.).	YES ☐ NO ☐
DEVELOPMENT PLAN DOCUMENT	YES ☐ NO ☐

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Agreed plan that will be crafted with the supplier in regards to their development (It could be for ED OR SD in terms of their developmental needs they may require with the company.	*If Yes- Attach supporting documents
ENTERPRISE DEVELOPMENT BENEFICIARY A supplier that is not as yet in our value chain that we are assisting in their developmental area.	YES ☐ NO ☐
SUPPLIER DEVELOPMENT BENEFICIARY A supplier that we are already doing business with or transacting with and we are also assisting them in their developmental area e.g. (They might require training or financial assistance etc.)	YES ☐ NO ☐
GRADUATION FROM ED TO SD BENEFICIARY When a supplier that we assisted with as an ED beneficiary then gets awarded a business and we start Transacting with.	YES ☐ NO ☐
ENTERPRISE DEVELOPMENT RECIPIENT A supplier that isn't in our value chain as yet but we have assisted them with an ED intervention	YES ☐ NO ☐

By signing below, I hereby verify that I am duly authorised to sign for and on behalf of firm / organisation and that all information contained herein and attached herewith are true and correct			
Name and Surname		Designation	
Signature		Date	

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APPENDIX B

Affidavit or Solemn Declaration as to VAT registration status

Affidavit or Solemn Declaration

I, _____ solemnly swear/declare
that _____ is not a registered VAT
vendor and is not required to register as a VAT vendor because the combined value of taxable supplies
made by the provider in any 12 month period has not exceeded or is not expected to exceed R1million
threshold, as required in terms of the Value Added Tax Act.

Signature: _____

Designation: _____

Date: _____

Commissioner of Oaths

Thus signed and sworn to before me at _____ on this the _____
day of _____ 20_____,

the Deponent having knowledge that he/she knows and understands the contents of this Affidavit,
and that he/she has no objection to taking the prescribed oath, which he/she regards binding on
his/her conscience and that the allegations herein contained are all true and correct.

Commissioner of Oaths

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APPENDIX C

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"

Definition of "Black Designated Groups"	Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"
--	--

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = _____%
- Black Disabled % = _____%
- Black Unemployed % = _____%
- Black People living in Rural areas % = _____%
- Black Military Veterans % = _____%

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- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature

.....

Date

.....

Commissioner of Oaths

Signature & stamp

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APPENDIX D

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	

Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

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- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = _____%
- Black Disabled % = _____%
- Black Unemployed % = _____%
- Black People living in Rural areas % = _____%
- Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature

.....

Date

.....

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)
TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY

Commissioner of Oaths

Signature & stamp

VENDOR REGISTRATION DOCUMENTS CHECKLIST

Please note that you will have to provide the first two documents on the list (highlighted in red) and the rest will be provided by the supplier:

	Yes	No
1. Complete the "Supplier Declaration Form" (SDF) (commissioned). See attachment.		
2. Complete the "Supplier Code of Conduct" (SCC). See attachment.		
3. Copy of cancelled cheque OR letter from the bank verifying banking details (with bank stamp not older than 3 Months & sign by Bank Teller).		
4. Certified (Not Older than 3 Months) copy of Identity document of Shareholders/Directors/Members (where applicable).		
5. Certified copy of certificate of incorporation, CM29 / CM9 (name change).		
6. Certified copy of share Certificates of Shareholders, CK1 / CK2 (if CC).		
7. A letter with the company's letterhead confirming both Physical and Postal address.		
8. Original or certified copy of SARS Tax Clearance certificate and Vat registration certificate.		
9. BBBEE certificate and detailed scorecard from a SANAS Accredited Verification Agency and/or Sworn Certified Affidavit.		

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY

10. Central Supplier Database (CSD) Summary Registration Report.		
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T2.2-21 Agreement in terms of Protection of Personal Information Act, 4 of 2013 ("POPIA")

1. PREAMBLE AND INTRODUCTION

- 1.1. The rights and obligation of the Parties in terms of the Protection of Personal Information Act, 4 of 2013 ("POPIA") are included as forming part of the terms and conditions of this contract.

2. PROTECTION OF PERSONAL INFORMATION

- 2.1. 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.
- 2.2. 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.
- 2.3. 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 (... insert name of Tenderer/Contractor) hereinafter Operator 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.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.

- 2.7. 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.
- 2.8. 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).
- 2.9. 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.
- 2.10. 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.
- 2.11. 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 possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
- 2.12. 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	
----	--

2.13. 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.

2.14. Should a Tenderer have any complaints or objections to processing of its personal information, by Transnet, the Tenderer 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

3. **SOLE AGREEMENT**

3.1. The Agreement, constitute the sole agreement between the parties relating to the subject matter referred to in paragraph 1.1 of this and no amendment/variation/change shall be of any force and effect unless reduced to writing and signed by or on behalf of both parties.

Signed at _____ on this _____ day of _____ 2021

Name: _____

Title: _____

Signature: _____

XXXXX (Pty) Ltd

(Operator)

Authorised signatory for and on behalf of Xxxx (Pty) Ltd who warrants that he/she is duly authorised to sign this Agreement.

AS WITNESSES:

1. Name: _____ Signature: _____

2. Name: _____ Signature: _____

T2.2-22 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 (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. SERVICE LEVELS

2.1 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.

2.2 The Service provider guarantees that it will achieve a 95% [ninety-five per cent] service level on the following measures:

a) Random checks on compliance with quality/quantity/specifications

b) On-time delivery

2.3 The Service provider must provide a telephone number for customer service calls.

2.4 Failure of the Service provider to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty to Transnet, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

Acceptance of Service Levels:

YES	
-----	--

NO	
----	--

C1.1 FORM OF OFFER & ACCEPTANCE

Offer

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

PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY

The tenderer, identified in the Offer signature block, has

examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the NEC3 PSC *Consultant* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

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

This Offer may be accepted by the *Employer* by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *NEC3 PSC Consultant* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**for the
tenderer:**

(Insert name and address of organisation)

Name &
signature of
witness

Date

Acceptance

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

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Services

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

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

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

Notwithstanding anything contained herein, this agreement comes into effect on the date of award of contract. Unless the tenderer (now the *NEC3 PSC Consultant*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s)

Name(s)

Capacity

for the
Employer:

Transnet SOC (Ltd)

Name &
signature of
witness

Date

Schedule of Deviations

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

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

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

	For the <i>tenderer</i> :	For the <i>Employer</i>
Signature		
Name		
Capacity		
On behalf of	(Insert name and address of organisation)	Transnet SOC (Ltd)
Name & signature of witness		
Date		

C1.2 Contract Data

Part one - Data provided by the *Employer*

Clause	Statement	Data
1	General	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option	
	dispute resolution Option	A: Priced contract with activity schedule
	and secondary Options	W1: Dispute resolution procedure
		X2 Changes in the law
		X4: Parent company guarantee
		X7: Delay damages
		X10 <i>Employer's Agent</i>
		X18: Limitation of liability
		Z: <i>Additional conditions of contract</i>
	of the NEC3 Professional Services Contract (June 2005) (amended June 2006 and April 2013)	
10.1	The <i>Employer</i> is (Name):	Transnet SOC Ltd
	Address	Registered address: Transnet Corporate Centre 138 Eloff Street Braamfontein Johannesburg 2000
	Having elected its Contractual Address for the purposes of this contract as:	Transnet National Ports Authority HR/Procurement Building 34 South Arm Road V&A Waterfront 8001
11.2(9)	The <i>services</i> are	Provision of Topographic Survey Services for a period of six (6) months to support the upgrade of roads and services at the Port of Cape Town as required by Transnet National Ports Authority

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY

11.2(10)	The following matters will be included in the Risk Register		
11.2(11)	The Scope is in	Part C3.1: The Scope of the Contract Document	
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.	
13.1	The <i>language of this contract</i> is	English	
13.3	The <i>period for reply</i> is	2 (two) weeks	
13.6	The <i>period for retention</i> is	5 (five) years following Completion or earlier termination.	
2	The Parties' main responsibilities		
25.2	The <i>Employer</i> provides access to the following persons, places and things	access to	access date
		1	Port of Cape Town
		2	
		3	
3	Time		
31.2	The <i>starting date</i> is	TBC	
11.2(3)	The <i>completion date</i> for the whole of the services is	TBC	
11.2(6)	The <i>key dates</i> and the <i>conditions</i> to be met are:	Condition to be met	key date
		1	
		2	
		3	
31.1	The <i>Consultant</i> is to submit a first programme for acceptance within	2 (two) weeks of the Contract Date.	
32.2	The <i>Consultant</i> submits revised programmes at intervals no longer than	4 (four) weeks.	
4	Quality		
40.2	The quality policy statement and quality plan are provided within	2 (two) weeks of the Contract Date.	
41.1	The <i>defects date</i> is	26 weeks after Completion of the whole of the services.	
5	Payment		
50.1	The <i>assessment interval</i> is on the	18th day of each successive month.	
50.3	The <i>expenses</i> stated by the <i>Employer</i> are	Item	Amount

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		Economy air fares	Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time.
		Car hire not exceeding group B	Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time.
		Accommodation	Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time.
51.1	The period within which payments are made is	Payment will be effected on or before the last day of the month following the month during which a valid Tax Invoice and Statement were received.	
51.2	The <i>currency of this contract</i> is the	South African Rand (ZAR).	
51.5	The <i>interest rate</i> is	The prime lending rate of the Standard Bank of South Africa.	
6	Compensation events	No additional data required for this section of the <i>conditions of contract</i>.	
7	Rights to material	No additional data required for this section of the <i>conditions of contract</i>.	
8	Indemnity, insurance and liability		
81.1	The amounts of insurance and the periods for which the <i>Consultant</i> maintains insurance are		
	Event	Cover	Period following Completion of the whole of the <i>services</i> or earlier termination
	failure by the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	Professional Indemnity insurance for not less than R5 000 000.00 (Five Million Rand) in respect of each claim, without limit to the number of claims	52 Weeks

	death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	General Third Party Liability Insurance for all amounts falling within the excess of the policy, currently R50 000.00 (Fifty Thousand Rand) each and every claim, and/or for all amounts in excess of the policy limits as detailed in the policy document or whatever the <i>Consultant</i> deems desirable in respect of each claim, without limit to the number of claims	0 Weeks
	death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the <i>Consultant</i> arising out of and in connection with this contract for any one event is that which is prescribed by the Compensation for Occupation Injuries and Diseases Act No. 130 of 1993 as amended.	0 Weeks
	Motor Vehicle Liability Insurance	Comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity for an amount of not less than R 10 000 000.00	
81.1	The <i>Employer</i> provides the following insurances	Professional Indemnity insurance in respect of failure of the <i>Consultant</i> to use the skill and care normally used by Professionals providing services similar to the <i>services</i> General Third Party Liability cover in respect of death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	

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82.1	The <i>Consultant's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<i>For all matters covered under the Employer's Professional Indemnity (PI) and General Third Party Liability policies, the Consultant's liability will be limited to the excesses applicable under the Employer's Professional Indemnity and General Third Party Liability policies as detailed in the policy wordings. The current excesses amounts to R5 000 000.00 (Five Million Rand) PI and R50 000.00 (Fifty Thousand Rand) General Third Party Liability, respectively, each and every claim. For all matters not covered under the Employer's Professional Indemnity and General Third Party Liability policies the Consultants liability will be limited to the final total of the Prices.</i>
9	Termination	No additional data required for this section of the <i>conditions of contract</i> .
10	Data for main Option clause	
A	Priced contract with activity schedule	
11	Data for Option W1	
W1.1	The <i>Adjudicator</i> is	Both parties will agree to an <i>Adjudicator</i> as and when a dispute arises. If the parties cannot reach an agreement on the <i>Adjudicator</i> , the Chairman of the Association of Arbitrators (Southern Africa) will appoint an <i>Adjudicator</i> .
W1.2(3)	The <i>Adjudicator nominating body</i> is:	the Association of Arbitrators (Southern Africa)
W1.4(2)	The <i>tribunal</i> is:	Arbitration
W1.4(5)	The <i>arbitration procedure</i> is	The latest addition of the South African Rules for the Conduct of Arbitrations of the Association of Arbitrators (Southern Africa)
	The place where arbitration is to be held is	Cape Town, South Africa
	The person or organisation who will choose an arbitrator	
	- if the Parties cannot agree a choice or - if the <i>arbitration procedure</i> does not state who selects an arbitrator, is	The Chairman of the Association of Arbitrators (Southern Africa)
12	Data for secondary Option clauses	
X2	Changes in the law	
X2.1	The <i>law of the project</i> is	South African Law.
X4	Parent company guarantee	No additional data is required for this Option
X7	Delay damages	

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X7.1	Delay damages for late Completion of the whole of the <i>services</i> are	R500 per day
X9	Transfer of rights	The <i>Employer</i> owns the <i>Consultant</i> rights over any of the material whatsoever prepared for the Services of this Contract by the <i>Consultant</i> . The <i>Consultant</i> provides on request by the <i>Employer's Agent</i> , all documentation in whatever form as required (native's, PDF's, CD's, etc) and all other material items which transfer these rights to the <i>Employer</i> .
X10	The <i>Employer's Agent</i>	
X10.1	The <i>Employer's Agent</i> is	
	Name:	Lerato Dibodu
	Address	Transnet National Ports Authority 1 Adderley Street Cape Town Western Cape South Africa
	The authority of the <i>Employer's Agent</i> is	Fully empowered to act on behalf of the <i>Employer</i> for the services covered by the contract.
X18	Limitation of liability	
X18.1	The <i>Consultant's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to:	Nil
X18.2	The <i>Consultant's</i> liability to the <i>Employer</i> for Defects that are not found until after the <i>defects date</i> is limited to:	The cost of correcting the defect (The Total of the Prices)
X18.3	The <i>end of liability date</i> is	2 (Two) years after Completion of the whole of the <i>services</i> .
Z	Additional conditions of contract	
	The <i>additional conditions of contract</i> are	
Z1	Obligations in respect of Joint Venture Agreements	

Z1.1	Insert the additional core clause 21.5 21.5.1 In the instance that the <i>Consultant</i> is a joint venture, the <i>Consultant</i> shall provide the <i>Employer</i> with a certified copy of its signed joint venture agreement, and in the instance that the joint venture is an 'Incorporated Joint Venture,' the Memorandum of Incorporation, within 4 (four) weeks of the Contract <i>starting date</i>. The Joint Venture agreement shall contain but not be limited to the following: • A brief description of the Contract and the Deliverables; • The name, physical address, communications addresses and domicilium citandi et executandi of each of the constituents and of the Joint Venture; • The constituents' interests; • A schedule of the insurance policies, sureties, indemnities and guarantees which must be taken out by the Joint Venture and by the individual constituents; • Details of an internal dispute resolution procedure; • Written confirmation by all of the constituents: i. of their joint and several liability to the <i>Employer</i> to Provide the <i>services</i>; ii. proof of separate bank account/s in the name of the joint venture; iii. identification of the leader in the joint venture confirming the authority of the leader to bind the joint venture through the <i>Consultant's</i> representative; iv. Identification of the roles and responsibilities of the constituents to provide the <i>services</i>. • Financial requirements for the Joint Venture: i. the working capital requirements for the Joint Venture and the extent to which and manner whereby this will be provided and/or guaranteed by the constituents from time to time; ii. the names of the auditors and others, if any, who will provide auditing and accounting services to the Joint Venture
Z1.2	Insert additional core clause 21.6 21.6. The <i>Consultant</i> shall not alter its composition or legal status of the Joint Venture without the prior approval of the <i>Employer</i>.
Z2	Additional obligations in respect of Termination

Z2.1	The following will be included under core clause 90.1: In the second main bullet, after the word 'partnership' add 'joint venture whether incorporate or otherwise (including any constituent of the joint venture)' and Under the second main bullet, insert the following additional bullets after the last sub-bullet: - commenced business rescue proceedings - repudiated this Contract
Z2.2	<i>Clause 90.5 is added as an additional clause</i> Where all or part of the Services are suspended for a period of six months or more either party may terminate the Contract by notifying the other.
Z3	Right Reserved by the <i>Employer</i> to Conduct Vetting through SSA
Z3.1	The <i>Employer</i> reserves the right to conduct vetting through State Security Agency (SSA) for security clearances of any <i>Consultant</i> who has access to National Key Points for the following without limitations: - Confidential – this clearance is based on any information which may be used by malicious, opposing or hostile elements to harm the objectives and functions of an organ of state. - Secret – clearance is based on any information, which may be used by malicious, opposing or hostile elements to disrupt the objectives and functions of an organ of state. - Top Secret – this clearance is based on information, which may be used by malicious, opposing or hostile elements to neutralise the objectives and functions of an organ of state.
Z4	Additional Clause Relating to the <i>Employer's</i> rights to take appropriate action

Z4.1	The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to:	Any declared, exposed or confirmed tender rigging.
Z4.1.1		The <i>Consultant</i> further undertakes: not to give or cause any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract.
Z 4.1.2		To comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the <i>Employer</i> is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.
Z4.1.3		The <i>Consultant's</i> breach of this clause constitutes grounds for terminating the <i>Consultant's</i> obligation to Provide the Services or taking any other action as appropriate against the <i>Consultant</i> (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.
Z4.1.4		If the <i>Consultant</i> is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuity, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the <i>Employer</i> , the <i>Employer</i> shall be entitled to terminate the contract forthwith and take any other action as appropriate against the <i>Consultant</i> (including civil or criminal action).
Z4.2	The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to:	Politically Exposed Persons including any allegations with regards to State Capture.
Z4.3	The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to:	Blacklisting by any State Entity on the National Treasury database.
Z5	Protection of Personal Information Act	

Z5.1	The <i>Employer</i> and the <i>Consultant</i> are required to process information obtained for the duration of the Contract in a manner that is aligned to the Protection of Personal Information Act.
Z6	Time
Z6.1	<i>Clause 33.2. is added as an additional clause.</i> The <i>Employer</i> may at any time suspend part or all of the <i>services</i>. As a consequence, if the <i>Consultant</i> is required to demobilise and then remobilise its staff and equipment, the <i>Consultant</i> will be reimbursed at cost. The <i>Consultant</i> will be required to reduce and mitigate all its costs during the period of suspension and will be entitled to compensation only to the extent that it can demonstrate it has incurred costs which were not capable of being mitigated.
Z7	Compensation Events
Z7.1	Clause 61.4: The first bullet point is amended to read as follows: arises from the fault, error, negligence or default of the <i>Consultant</i> .
Z8	Limitation of liability
Z8.1	Add to core clause 82.1 and X18 For the avoidance of doubt the parties expressly agree that the total liability of the <i>Consultant</i> to the <i>Employer</i> applies jointly and severally across all organisations comprising of the <i>Consultant</i>.
Z9	Additional clauses relating to cession of rights
Z9.1	The <i>Consultant</i> shall not cede any rights under this contract without the approval of the <i>Employer</i> .
Z9.2	The <i>Employer</i> may on written notice to the <i>Consultant</i> cede and assign its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities as a result of the restructuring of the <i>Employer</i> .
Z10	Additional clauses relating to interpretation of the law
Z10.1	Add to core clause 12.3 Any extension, concession, waiver or relaxation of any action by the Parties, the <i>Employers' Agent</i> or <i>Adjudicator</i> does not constitute a waiver of rights and does not give rise to an Estoppel or Lien, unless the Parties agree otherwise and confirm such an agreement in writing.

Z11 ***Employer's Step in rights***

Z11.1	If the <i>Consultant</i> defaults by failing to comply with his obligations and fails to remedy such default within 2 weeks of the notification of the default by the <i>Employer's Agent</i>, the <i>Employer</i>, without prejudice to his other rights, powers and remedies under the contract, may remedy the default either himself or procure a third party (including any <i>sub-consultant</i> or supplier of the <i>Consultant</i>) to do so on his behalf. The reasonable costs of such remedial works shall be borne by the <i>Consultant</i>.
Z11.2	The <i>Consultant</i> co-operates with the <i>Employer</i> and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the <i>Consultant</i> under the contract or otherwise for and/or in connection with any subsequent <i>works</i>) and generally does all things required by the <i>Employers' Agent</i> to achieve this end.

C1.2 Contract Data

Part two - Data provided by the *Consultant*

The tendering consultant is advised to read both the NEC3 Professional Services Contract (April 2013) and the relevant parts of its Guidance Notes (PSC3-GN) in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on pages 151 to 159 of the PSC3 Guidance Notes.

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

Clause	Statement	Data
10.1	The <i>Consultant</i> is (Name): Address Tel No. Fax No.	
22.1	The <i>Consultant's</i> key persons are: 1 Name: Job: Responsibilities: Qualifications: Experience: 2 Name: Job: Responsibilities: Qualifications: Experience:	
Info.		CV's (and further <i>key persons</i> data including CVs) are appended to Tender Schedule entitled.....
11.2(3)	The <i>completion date</i> for the whole of the <i>services</i> is	
11.2(10)	The following matters will be included in the Risk Register	
11.2(13)	The <i>staff rates</i> are:	name/designation rate

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)
TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ
DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY

25.2	The <i>Employer</i> provides access to the following persons, places and things	access to	access date
		1	
		2	
		3	
31.1	The programme identified in the Contract Data is		
50.3	The <i>expenses</i> stated by the <i>Consultant</i> are	item	amount
A	Priced contract with activity schedule		
11.2(14)	The <i>activity schedule</i> is in		
11.2(18)	The tendered total of the Prices is	(in figures)	
		(in words), excluding VAT	
G	Term contract		
11.2(25)	The <i>task schedule</i> is in		

PART 2: PRICING DATA

Document reference	Title	No of pages
C2.1	Pricing instructions: Option A	1
C2.2	Activity Schedule	2

C2.1 Pricing Instructions: Option A

1. The *conditions of contract*

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

Clause 11 in NEC3 Professional Services Contract (PSC), June 2005 (with amendments June 2006 and April 2013) Option A states:

- Identified** 11
and 11.2 (14) The Activity Schedule is the *activity schedule* unless later changed in
defined accordance with this contract.
terms
- (15) The Price for Services Provided to Date is the total of the Prices for the activities which have been completed. A completed activity is one which is without Defects which would delay immediately following work.
- (18) The Prices are the lump sums for each of the activities on the Activity Schedule unless later changed in accordance with this contract.

1.2. Measurement and Payment

- 1.2.1 The Activity Schedule provides the basis of all valuations of the Price for Work Done to Date, payments in multiple currencies, price adjustments for inflation and general progress monitoring.
- 1.2.2 The amount due at each assessment date is based on activities and/or milestones completed as indicated on the activity schedule.
- 1.2.3 The activity schedule work breakdown structure provided by the *Consultant* is based on the activity schedule provided by the *Employer*. The activities listed by the *Employer* are the minimum activities acceptable and identify the specific activities which are required to achieve Completion. **The activity schedule work breakdown structure is compiled to the satisfaction of the *Employer* with any additions and/or amendments deemed necessary.**
- 1.2.4 The Consultant's detailed activity schedule summates back to the activity schedule provided by the Employer and is in sufficient detail to monitor completion of activities related to the Accepted Programme in order that payment of completed activities may be assessed.
- 1.2.5 The Prices are obtained from the activity schedule. The Prices includes for all direct and indirect costs, overheads, profits, oncosts, risks, liabilities, obligations, etc. relative to the contract.

C2.2 Activity Schedule

The Tenderer details his Activity Schedule below or makes reference to his Activity Schedule and attaches it to this schedule.

The details given below serve as guidelines only and the Tenderer may split or combine the activities to suit his particular methods.

Item	Description	Unit	QTY	Rate	Amount
1	Preliminaries and General				
1.1	Contractual requirements	Sum	1		
1.2	Site Establishment & De-establishment	Sum	1		
1.3	Health and Safety File	Sum	1		
2	Site Activities				
2.1	Establish Permanent Control Points	Sum	1		
2.2	Ground Survey				
2.2.1	Zone 1	ha	19		
2.2.2	Zone 2	ha	33		
2.2.3	Zone 3	ha	46		
2.2.4	Zone 4	ha	56		
2.2.5	Zone 5	ha	59		
2.2.6	Zone 6	ha	2		
2.3	Aerial Images and Lidar Data	ha	215		
3	Data processing and drawings				
3.1	Zone 1	ha	19		
3.2	Zone 2	ha	33		
3.3	Zone 3	ha	46		
3.4	Zone 4	ha	56		
3.5	Zone 5	ha	59		
3.6	Zone 6	ha	2		
3.7	Aerial Images and Lidar Data	ha	215		

4	Final Deliverables				
4.1	Final Survey Report	Sum	1		
4.2	Final drawings (.dwg,. dgn, .Pdf)	Sum	1		
5	1 x RPL (Provisional)	Sum	1		
6	Disbursements	Sum	1		

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY.

PART C3: SCOPE OF SERVICES AND SCHEDULE OF QUANTITIES

Document reference	Title	No of page
C3.1	This cover page	1
	<i>Employer's Scope of Services</i>	27
		16-17
	Total number of pages	28 (excl. annexures)

C3.1 EMPLOYER'S SCOPE OF SERVICES

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LIST OF ANNEXURES

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Annexure B: Point feature survey position conventions for use in trackwork survey applications

Annexure C: Standard survey symbols

Annexure D: TCP CAD standards (ENG-STD-0001)

Annexure E: Survey Features Code List

Annexure F: Document Control

Annexure G: Employer's standard: health and safety

SECTION 1: TECHNICAL REQUIREMENTS

1. DESCRIPTION OF THE SERVICES

1.1. Executive overview

The Port of Cape Town is currently facing challenges related to its roads and bulk civil infrastructure. A conditional assessment was carried out and certain areas within the roads, water infrastructure and sewer network were not in a favorable condition. The scope includes the following:

- Roads: the rehabilitation and/or structural repairs of defective roads.
- Bulk water: the refurbishment and upgrade of the water network.
- Bulk Sewer: upgrades to the gravity and pressure sewer network.
- Bulk Stormwater: repairs to sections of the stormwater network.

Figure 1 below shows the location for the works to be carried out. The completed survey will be required for the following:

- Detailed design of civil infrastructure (covering road design, stormwater design, water and sewer reticulation network design, structural design, electrical cable layout etc.).
- The production of a Digital Terrain Model (DTM).
- Determination of earthwork quantities.
- The determination of the position and levels of the existing road(s), services and structures.
- The collection of information related to bridge and stormwater structures (including minor stormwater outlets from adjacent properties into the road reserve).



Figure 1: Port of Cape Town – Locality Map.

1.2. Employer's objectives

The Employer's objectives are as follows:

- i. Produce layout plans and cross sections of civil infrastructure design elements (road geometric alignment, stormwater catchment and runoff estimates, water and sewer reticulation layouts and long sections, etc....)
- ii. Develop a record of accurate rail track positions.
- iii. Make use of permanent control points (to be established by the Surveyor) for setting out of design elements outlined in this scope of works.
- iv. Develop an accurate database of the surveyed information, which includes corners of buildings, invert and cover levels of all manholes, all visible above ground services and topographical features.
- v. Any other survey Service which could be expected of a qualified surveyor as requested by the Employer.
- vi. All survey features shall be fixed to the WGS84 & Hartebeeshoek 94 system.
- vii. Independent verification of setting out and construction works.

1.3. Interpretation and terminology

1.3.1. Abbreviations

The following abbreviations are used in this Scope of Services:

Abbreviation	Meaning given to the abbreviation
C/M	Clearance marker
COTO	Committee of Transport Officials
DP	Data Pack
DTM	Digital Terrain Model
FEQ	Field Engineering Query
GA	General Arrangement Drawing
ID	Personal identification document

Abbreviation	Meaning given to the abbreviation
C/M	Clearance marker
ISO	International Standard Organization
MSL	Mean Sea Level
NCR	Non-conformance report
PIRPMP	Project Industrial Relations Policy and Management Plan
SANS	South African National Standards Previously South African Bureau of Standards (SABS)
SHE	Safety, Health & Environment
OHTE	Overhead Track Equipment
WGS	World Geodetic System

2. THE SCOPE OF SERVICES

The *Services* is to complete a topographical survey for the Upgrade of Roads and Bulk Infrastructure in the Port of Cape Town as indicated in the drawings/sketches attached in Annexure A. The survey deliverables must strictly comply with this document and also be read in conjunction with the *COTO Technical Methods for Highways 11 – Standard Survey Methods (Version 3.0 April 2017)*. The *Services* covers the general survey of the site and any other work arising out of or incidental from the *Services* or required of the Consultant for proper completion of the work in accordance with the true meaning and intent of the contract document and includes but not limited to, the following:

- i. Invert levels at inlet and outlet of existing culverts, stormwater structures as well as direction arrows.
- ii. Cover and invert levels for water and sewer services, including pipe diameter and type of pipe.
- iii. The determination of fence lines, gates, accesses, services.
- iv. Location and description of existing services. Telkom and Eskom services to include pole

height and reference number.

- v. Details of intersecting roads and end point tie-ins to surfaced routes (minimum 150m).
- vi. Any specific feature within the surveyed area i.e., wetland areas, watercourses, and structures.
- vii. Where driveways / entrances occur, pick up levels at road edge, property boundary and at garage / building.
- viii. Where boundary walls / fences occur the wall / fence type and height shall be surveyed.
- ix. Establish permanent and temporary benchmark positions.
- x. Provision of coordinated aerial images of the site and coordinated Lidar data of the site topography.
- xi. Provision of all survey information should be supplied on a magnetic medium in a format accessible by Microstation, Civil Designer, Autodesk Civil 3D and AutoCAD.
- xii. Survey work which is expected of a surveyor/professional land surveyor in terms of the Professional and Technical Surveyors Act 1984 (Act No. 40 of 1984), or registered as a geomatics professional in terms of the Geomatics Profession Act, 2013 (Act No. No 19 of 2013).
- xiii. As part of the skills transfer initiative, the Consultant shall make provision for the training of 1 x TNPA employee to obtain a Remote Pilot License (RPL). The RPL training shall allow the TNPA employee to operate an Unmanned Aerial Vehicle (surveying drone) and the training shall be provided by an organization approved by the Civil Aviation Authority. The training shall be priced by the Consultant as a provisional item. The final inclusion of this item in the contract price shall be at the discretion of TNPA.

2.1. Survey Features:

The features outlined below are to be surveyed. The survey features shall include but not be limited to those listed outlined below.

Photographic evidence is required for all the features stated below. The images shall be labelled and referenced.

2.1.1. Telephones, power lines and electrification

- Telephone poles and routes
- Power poles and routes
- Transmission lines

-
- Surface cables and cable markers, also recording the markings / numbering on it
 - Light poles
 - Transformers and sub-stations
 - All aerial cable routes and electrical cable routes

2.1.2. Structures and buildings

- Edge of platforms – where applicable
- Culverts, also recording the size of opening, length, and invert levels– where applicable.
Also provide a description and sketch of the opening on both sides of the culvert. Please note that where headwalls are present, the top of headwall must be surveyed and the top of culvert. Where culverts are silted, the silt must be removed, and the true invert level must be surveyed.
- Bridge structures and retaining walls– where applicable.
- Buildings and quarters– where applicable. Please provide photos of buildings.
- Water tower and water pipelines including invert levels.
- Manholes – both cover and invert levels and recording the type of manhole. Invert levels shall clearly be marked as either pipe invert levels or manhole invert levels. Manhole sizes, pipe sizes and direction of flow.
- All sewer pipelines and pump stations, sumps and invert levels, pipe sizes and direction of flow.
- Aerial cable routes to be identified and surveyed.
- Electrical cable routes to be identified and surveyed.
- Fire hydrants and water taps.
- Miscellaneous features.
- Subway and subway invert levels shall clearly be marked.
- Markers for pipes / cables also recording the markings / numbering on it.

2.1.3. Roads, fences, and other features

Refer to Annexure B for features to be surveyed.

- Footpaths and roads, showing kerbs, gutters, catch pits, type of road surface, width of premix and concrete surfaces with the relevant invert levels clearly marked as for Structures and buildings above.
- Fencing, stating the type of fence.
- Eroded areas, gullies, and streams.

-
- Road signage.

2.1.4. Other services

Where other services are encountered, excluding the one's stated above, shall be recorded on the survey plans. This includes the cover and invert level. I.e., oil pipelines.

2.1.5. Spot shots

Sufficient shots to generate accurate cross sections. Starts and ends of all cuts and banks. Any exposed services.

3. SURVEY SPECIFICATIONS

The survey shall extend to the road reserve boundary of any adjacent roads and cover the site with an effective grid over the site and adjacent roads.

The minimum survey grid spacing for the survey area = 10m x 10m.

In areas with boundary walls or fences, spot shots are to be taken 10m into the property, with the owner's permission.

3.1. Survey – Accuracy

The absolute plan position of any well-defined detail shall be accurate to $\pm 0.3\text{mm}$ root mean square error (r.m.s.e) at the specified plan scale, when checked from the nearest survey control station.

The survey accuracy shall be as outlined in Chapter 3 of *Technical Methods for Highways 11 – Standard Survey Methods (Version 3.0 April 2017)*.

3.2. Site Benchmarks

- a) A minimum of (3) benchmarks shall be established on existing immovable features, per map sheet.
- b) The Surveyor shall furnish the Engineer with a diagram prepared for each site benchmark showing its location dimensioned to at least three (3) easily recognisable and durable points located, if possible, within 5m of the site benchmark.

4. DELIVERABLES

4.1. DTM Survey

The final design will be undertaken using the DTM. Sufficient spot heights (additional to the effective grid spacing specified in Section 3 if necessary) and break lines should be recorded so that any level taken from the cross-sections has the following tolerances from the real ground level:

- The accuracy of the DTM, Y and X co-ordinates shall be as outlined in Chapter 3 of of *Technical Methods for Highways 11 – Standard Survey Methods (Version 3.0 April 2017)*.
- The accuracy of the DTM spot heights expressed as a mean square deviation shall be as outlined in Chapter 3 of of *Technical Methods for Highways 11 – Standard Survey Methods (Version 3.0 April 2017)*.

The DTM shall preferably be based on a triangular irregular network (TIN) joining the actual ground observations, with a maximum distance as specified in 1.2 between points. The Surveyor shall provide a plot showing the TIN at a suitable scale (e.g. 1:1000).

Break-lines (Feature Lines) must be forced along the road centreline and roadway edges, kerbs, side drains, etc, as well as specific ground features which can influence the road alignment i.e. very steep outcrops of rock and changes in cross slope.

The DTM file will be required in a (text or. tot) format suitable for the following programs, CIVIL DESIGNER (2014) or Bentley. The perimeter of the triangulation must be closed, and the CIVIL DESIGNER Model must be checked by the surveyor in order to ensure that the generated contour lines reproduce the exact shape of the ground.

- In the same manner the cross-sections and long sections generated by CIVIL DESIGNER must reflect the real situation on site (e.g. breaks in the ground cross slope must be shown, as well as the definition of side drains - top and bottom).

4.2. Drawings / plans

- The survey information shall be supplied in a digital format (accessible on MicroStation, Civil Designer and AutoCAD).
- The DTM data shall be in an ASCII (.csv) and TOT format readable by the software programme Microstation, Civil Designer, and AutoCAD.
- The aerial images shall be supplied in a digital format and accessible on Microstation, Civil Designer and AutoCAD.
- The Lidar Data shall be accessible on Microstation, Civil Designer and AutoCAD.
- All annotations on the plan shall be in English.
- The plan shall be orientated with north at the top of the drawing.

-
- Levels shall be displayed with a point as the **decimal point** and this point shall be placed at the center of the level and must **correspond with the survey shot**.
 - Levels shall be indicated with **2 digits before the decimal point and 2 digits** after the decimal point, with lettering not less than 2.5mm high, in Arial font. The level shall be one text line.
 - To prevent cluttering of the as-is drawings, when plotting these levels, the Consultant shall ensure that they are spaced not closer than **1mm apart (at a 1:500 scale)**, and that the numerals indicating the levels **do not overlap**.
 - Levels and descriptions of the level shall be on separate CAD layers. A list of survey codes and descriptions is to be provided in pdf format.
 - Contours generated from the survey must accurately reflect the ground levels. The height intervals shall depend on site conditions and on the scale of the drawing. Where practical 0,5m contours shall be shown, but the space between plotted contours on the plan shall not be less than 5mm. Rail levels must not be considered when generating ground contours.
 - When defining the various points surveyed, the standard symbols to be used on the as-is drawings are indicated in Annexure D.
 - Co-ordinate system and datum level. All co-ordinates shall be based upon the WGS84 & Hartebeeshoek 94 system. The datum for levels shall be MSL.
- a) **In addition to the information mentioned above, the Consultant shall provide the following:**
- Spot heights shall indicate the crests of hills and bottom of valleys and depressions. Sufficient spot heights need to be provided to indicate ground variations, which cannot be adequately expressed by contour lines. Storm water trenches, streams and berms need to be located and shown clearly.
 - Control points must be recorded on a separate layer on the drawing.
 - Levels of control points shall be indicated with 4 digits before the decimal point and 2 digits after the decimal point, with lettering not less than 2.5mm high, in Arial font. The level shall be one text line.

5. ANCILLARY REQUIREMENTS

5.1. Employer's data

The *Employer's* specifications are outlined in this document.

5.2. Document review and acceptance

The services of an independent third party may be engaged by the *Employer* to review the *Consultant's* data and the *Consultant* must give the necessary co-operation and supply all the necessary data as required. The cost of the data review by the third party will be borne by the *Employer*.

5.3. Other requirements of the *Consultant's* data

The *Consultant* and his employees shall be suitably qualified with proven registration at the South African Geomatics Council where required and experienced to carry out all data work and shall indemnify and hold indemnified the *Employer* against any claims and actions that may arise out of the *Services*. The *Consultant* shall be responsible for full compliance with all codes of practice, safety, professional procedures, checking, site approval and requirements of the construction regulations with regards to the *Services*. The final data shall be signed off by a suitably qualified Geomatics Professional.

5.4. Use of *Consultant's* Data

The *Consultant* will grant the *Employer* a licence to use the copyright in all data presented to the *Employer* in relation to the *Services* for any purpose in connection with the re-construction, refurbishment, repair, maintenance, and extension of the *Services* with such licence being capable of transfer to any third party without the consent of the *Consultant*.

5.4.1. Site requirements

The Site is in an operational area and the *Consultant* shall always ensure safe passage of traffic to and around his area of work. This shall entail the provision of flagmen, protective barriers, lanterns, signs, etc. for protection, direction, and control of traffic.

The *Consultant* shall organize his activities to cause the least possible inconvenience to other construction activities or operations at the Site. Access for Others to adjacent areas shall be always maintained.

The Site is located within a designated secure area, and accordingly all access into the area will be through a gate with access control.

The *Consultant* shall obtain the necessary entry permits for all staff work within the area in accordance with the access control requirements of the *Employer* and shall issue each personnel member with an appropriate identification card.

All costs incurred in providing construction personnel with ID cards and access permits shall be borne by the *Consultant*.

The site establishment area shall be clearly sign posted and be compliant with the relevant safety regulations and restrictions that might be in place until the *Consultant* has de-established from site.

The *Consultant* is responsible for the security of his equipment until completion and hand-over and must make his own arrangements for security and the safekeeping of his property. The *Consultant's* watchmen are allowed on Site for this purpose.

If the working area is situated within a Customs controlled area, the *Consultant* and his people shall observe all Customs regulations.

The fullest collaboration between the *Consultant*, the *Employer's* Operations Manager and the *Employer's Agent* is essential regarding the continued operations of the *Employer*.

The *Consultant* shall not be permitted to house any of his staff on site.

5.4.2. Site staff conduct

The working hours shall be in accordance with the requirements of the Department of Labour or with the agreement of the relevant trade unions. This information relating to working hours shall be supplied to the *Employer's Agent* prior to commencement of the proposed working hours.

Consultant's staff shall be confined to the working area and defined access routes and shall not be allowed to be present in other areas of the *Employers* operations. *Consultant's* staff found disobeying this instruction will be subject to disciplinary action.

The *Consultant* keeps daily records of his people engaged on the Site and working Areas (including Sub Consultants) with access to such daily records available for inspection by the *Employer's Agent* at all reasonable times.

5.5. Health and safety facilities on Site

At all times during provision of *services*, the *Consultant* is responsible for the safety of his staff on the Site. He shall have the necessary systems and procedures in place to effectively manage this.

Refer to Annexure F for the *Employers* health and safety requirements.

5.6. Cooperating with others

During the contract, various departments of Transnet and others stakeholders may be working in the general area surrounding the working area. The *Consultant* must make allowance for the necessity to interface with the activities of others, and to allow for safe access and working conditions.

The Site service may take place while the adjacent areas will be in operation. The *Consultant* shall take all necessary steps for his *services* not to interfere with operations and to ensure that normal traffic flow of the operational terminal is not obstructed.

The success of the project depends on the effective co-operation of all *Consultant* s on site, and the *Consultant*, if necessary, must discuss his programme on a day-to-day basis with the *Employer's Agent* to ensure effective co-ordination.

5.7. Publicity and progress photographs

The *Consultant* treats all information gained through his appointment on this project as strictly confidential. The *Consultant* is not allowed to prepare or present any paper, publish any article in a technical journal, or derive publicity for his business which makes any reference to any aspect of the Service on this project unless the *Employer* grants special permission, in writing, for the purpose.

No photographs are to be taken unless the photographer is in possession of a camera permit issued by the TNPA Chief Security Officer, Port of Cape Town. Photographs are to be taken for record purposes only.

5.8. Consultant 's Equipment

All Equipment supplied and used by the *Consultant* on Site shall be selected and operated in such a way that damages to all existing surfaces and services are avoided. The *Consultant* will be required to repair, at his own cost and to the satisfaction of the *Employer's Agent*, any such damage caused by him.

All Equipment necessary for the survey shall be provided and allowed for by the *Consultant*. All equipment used by the Consultant must be calibrated, and a calibration certificate must be made available upon the request of the Employer.

5.9. Equipment provided by the Employer

No Equipment will be provided by the *Employer*.

6. STANDARDS AND SERVICE DELIVERY

6.1. Employer specifications

This contract covers the General Survey as outlined under the scope of services, controlled by the *Employer's Agent*, Transnet National Port Authority, hereinafter referred to as the Services, and any other Service arising out of or incidental to the above, or required of the *Consultant* for the proper completion of the Service in accordance with the true meaning and intent of the contract documents and includes the following:

a) **General** - The *Services* comprises of detailed survey of the 215 hectares of area as indicated in drawing number XCTE0032-C-LA-0001-01-0A. The surveyor is to supply all PPE (to be always worn), all materials, paint, and equipment (all drills cordless with extra batteries as power supply is not available on site) and the training in the safe use of that equipment needed to complete this task. All disbursements in the form of travelling, accommodation and food are the responsibility of the Surveyor.

b) **Control**

- The Consultant shall make use of new control points.
- The Consultant shall provide a list showing the co-ordinates and elevation of each control point and survey station.
- The Consultant shall provide a minimum of 5 new control points. The final number of control points shall be agreed to by the Employer and Consultant.
- Generally, control points shall be placed on the periphery of the area to be surveyed and so spaced that a network of further control points can be established if required.
- Control points shall be in such a position as to minimize the likelihood of disturbance or damage by operating activities in the Port.
- The control points shall be 600 mm long Y-standard driven into the ground leaving at least 20mm protruding, which must be encased in concrete of at least $\Phi 200\text{mm}$ and 100mm deep, or any other method which will protect these points permanently, as agreed between the Consultant and the Employer.
- Each control point shall be provided with a rust proof metal tag set into the concrete indicating its number.
- Each control point shall have its own photograph accompanied with the survey.

b) Accuracy

- The accuracy of the contours generated from Civil Designer (software program to be used) must be such that upon comparison with the results of a selective check survey, the surveyed elevations of at least 90% of the points checked do not differ from their elevation as interpolated from the contours by more than half of the contour interval, and not more than 10% differ by more than the contour interval. The check shots shall be placed at random and shall be sufficient in number for the size of the area being surveyed.

c) Integrity of results

- Testing - The Consultant shall ensure, by means of field checks or other independent confirmations, that the task complies with the specified standards and shall furnish proof, if required by the Employer, that drawings depict details correctly.
- The Employer will scrutinize and check the fieldwork, calculations, drawings, and records to such an extent as he may deem necessary to satisfy himself that the terms of the contract and specification are met and complied with.

6.2. Survey mapping

Survey mapping shall be provided in the form of hard copies to a scale of 1:500 as well as a magnetic medium in a format assessable by MicroStation and AutoCAD (.dwg and/or .dxf format) on a USB flash drive, including a OneDrive link or any equivalent platform.

- Tabulation of survey data in Excel and ASCII format
- A list of the permanent / temporary survey beacons (benchmarks) used for undertaking the services. This list must also be indicated on the drawing.
- List of Codes: A list showing all descriptions of survey codes used.
- Photographs of the site in general must be provided in a digital format. Also provide photographs of openings on both sides of culverts clearly named and easily identifiable on the drawing.

6.3. Plans Required

Plan view from start to end and left to right hand boundaries is required. All elements are to be on separate layers. For example, points, codes, and elevation are to be on separate layers. Every different element is to be on a separate layer. Note that no "z" values are to be saved to any lines or points.

6.4. Clarification meeting

The appointed Consultant must be available for a clarification meeting at the office onsite after the contract is awarded. The registered Professional surveyor must be available for this meeting.

7. SCHEDULE OF QUANTITIES

The rates tendered to produce the required survey as specified in TMH11 and this scope of works document, shall include full compensation for all labour, plant and materials including, but not limited to travel, producing, and submitting drawings, electronic media and field books, as required to the offices of the Employer within the agreed stipulated contract period.

Table 7.1 – Schedule of Quantities

Item	Description	Unit	QTY	Rate	Amount
1	Preliminaries and General				
1.1	Contractual requirements	Sum	1		
1.2	Site Establishment & De-establishment	Sum	1		
1.3	Health and Safety File	Sum	1		
2	Site Activities				
2.1	Establish Permanent Control Points	Sum	1		
2.2	Ground Survey				
2.2.1	Zone 1	ha	19		
2.2.2	Zone 2	ha	33		
2.2.3	Zone 3	ha	46		
2.2.4	Zone 4	ha	56		
2.2.5	Zone 5	ha	59		
2.2.6	Zone 6	ha	2		
2.3	Aerial Images and Lidar Data	ha	215		
3	Data processing and drawings				
3.1	Zone 1	ha	19		
3.2	Zone 2	ha	33		
3.3	Zone 3	ha	46		
3.4	Zone 4	ha	56		
3.5	Zone 5	ha	59		
3.6	Zone 6	ha	2		
3.7	Aerial Images and Lidar Data	ha	215		

4	Final Deliverables				
4.1	Final Survey Report	Sum	1		
4.2	Final drawings (.dwg,. dgn, .Pdf)	Sum	1		
5	1 x RPL (Provisional)	Sum	1		
6	Disbursements	Sum	1		

Payment will be made per zone of completed ground survey and drawings. i.e. Payment for Zone 1 (item 2.2.1 and item 3.1) will be paid for once the draft drawings (Item 3.1) have been reviewed and approved by TNPA.

8. TECHNICAL SERVICE REQUIREMENTS

8.1. Key Personnel

- A Professional Land Surveyor to take responsibility for the topographic survey technical adequacy, drawings and report. The Professional Land Surveyor must be registered with the SAGC (GPrLS) with more than 5 years of Land/Engineering Survey experience, post registration.
- A Remote Pilot Licenced Drone Operator to operate the drone for collecting Lidar data and capturing aerial images. The RPL must be accredited by the Civil Aviation Authority. The Drone Operator must more than 5 years' experience, post certification.

8.2. Service Deliverables

- The company's experience portfolio of similar land surveying projects as well as the capacity and ability to handle projects.
- Method statement which outlines the work procedure for completing the project.
- Programme indicating capability to complete the project as well as capacity and ability to meet the delivery schedule. Programs that are not related to the scope shall not be evaluated.

8.3. Technical Evaluation Criteria

The technical evaluation criteria will be assessed and scored as follows:

Table 8.1: Evaluation Criteria Minimum Scores

Evaluation Criteria	Minimum Score
T2.2-02 Programme	50%
T2.2-03 Management & CV's of Key Personnel	70%
T2.2-04 Quality Management	50%
T2.2-06 Previous Experience	60%
T2.2-07 Method Statement	50%
Total Overall Score	60%

To qualify for the next evaluation stage, the *Consultant's* submission must exceed the minimum score per criteria as outlined in the table 8.1, and an overall minimum score of 60%.

8.4. Company Previous Experience

The Consultants previous experience (projects) must be populated in the table below:

Project Name	Project Value	Completion date	Client details	Reference letter name

The Consultant must attach reference / completion letters.

SECTION 2: ADMINISTRATIVE REQUIREMENTS

9. MANAGEMENT AND START UP

9.1. Management meetings

The *Consultant* shall attend management meetings at the *Employer's Agent's* request. The *Consultant* will also be required to attend a project progress meeting once a month. The *Consultant* will also attend a kickoff meeting and a close-out meeting. The *Consultant* will be required to present all relevant information including quality plans, schedules, progress reports, sub-*Consultant* management details, and health, environmental and safety issues at such meetings.

The *Consultant* shall attend risk reduction meetings as and when called by the *Employer*. Other meetings of a specialist nature may be convened by persons and at times and locations to suit the Parties, the nature, and the progress of the *services*. Records of these meetings shall be submitted to the *Employer* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

9.2. Documentation control

The *Consultant* shall submit all documentation (including correspondence and drawings) to the Transnet (*Employer*) standards and requirements in accordance with the *Employer* document control procedure. In providing the services as outlined in the scope of works, all documentation and data prepared and submitted by the *Consultant* shall conform and adhere to the requirement of: Documentation Submittal Requirements Standard (DOC_STD-0001) included in Annexure F.

The *Consultant's* documentation shall be issued to the *Employer* under cover of the *Consultant's* Transmittal Note indicating all Contract references (i.e., Project No, Contract No, etc.) as well as the *Consultant's* Project Document Number, Revision Number, Title and chronological listing of transmitted documentation.

Formats of *Consultant* data submitted is dependent on the project procedure and content and shall be specified by the *Employer*, upon the notified request of the *Consultant* i.e.:

- Both Adobe Acrobat (.pdf) and native files

-
- Only a native file
 - Only a hard copy
 - Only a .pdf file

The *Consultant* shall deliver both hard copies and electronic media copies (USB or OneDrive) to the *Employer* at the address stated within the Contract Data.

The documentation to be submitted for review shall be submitted on or before the dates specified in the Documentation Register under cover of the *Consultant's* Transmittal Note, and the Transmittal Note must state the purpose of the submission. Documentation for different purposes must be sent on separate transmittals. The *Consultant* shall note that documentation will be rejected if this requirement is not met.

Acceptance of documentation by the *Employer's Agent* will in no way relieve the *Consultant* of his responsibility for the correctness of information, or conformance with his obligation to provide the *Services*. This obligation rests solely with the *Consultant*.

After review, a copy of the original reviewed/marked-up drawing/document, with the *Employer's* consolidated comments and document status marked on the *Consultant* Review Label, is scanned and the hard copy shall be returned to the *Consultant* under cover of the *Employer's* Transmittal Note for revision or re-submittal as instructed.

The code resulting from the review is as follows, i.e.: -

- Code C1 – “Proceed, No Exception Taken”
- Code C2 – “Proceed, with Exceptions as Noted, Revise and Resubmit”
- Code C3 – “Do Not Proceed, Revise as Noted and Resubmit”
- Code C4 – “Information Only – Accepted as Submitted”
- Code C5 (FN) – “Certified Final – No Further Submittal Required”
- Code C6 (AB) – “Certified As-Built – No Further Submittal Required”

The *Consultant* shall allow the *Employer* weeks to review and respond to the *Consultant's* submission of their documentation, i.e. from time of receipt to the time of dispatch. However, the provision of the service shall proceed without delay in the event of late return of the documentation by the *Employer's Agent* with prior notification in writing by the *Consultant*.

On receipt of the reviewed documentation the *Consultant* shall make any modifications requested/marked-up and resubmit the revised documentation to the *Employer* within 2 weeks. Queries regarding comments/changes should be addressed with the *Employer* prior to re-submittal.

All revised data shall be submitted by the *Consultant* in its entirety and shall reflect the revision control numbers and shall also indicate which documentation the revised documentation supersedes, if applicable. In the case of drawings every sheet has its own revision number and is revised as an individual document. In the case of documents all sheets under cover of one document number shall be under the same revision number and be resubmitted, even if the revision is a minor one.

9.3. Safety risk management

For the Health and safety Plan and Specification, refer to **HAS –STD -0001**.

The Consultant shall adhere to the requirements of the Occupational Health and Safety Act, 1993 (Act No.85 of 1993) as well as TNPA Health and Safety Specification.

The Consultant shall develop, implement, and demonstrate to the Employer a suitable and sufficiently documented and coherent Health and Safety Plan based on the TNPA documented Health and Safety Specification contemplated in regulation 5(1)(b).

The Consultant ensures that its Sub Consultants comply with the requirements of the TNPA Health and Safety Specification.

Metal tape measures, metal tripods and metal level staffs are not allowed on Transnet railway lines. Prism poles are not to exceed 1.8m when working under the OHTE. Standard specification E7/1 for 'Service on, over under or adjacent to railway lines and near high voltage equipment' will apply. The Consultant shall ensure his operations do not affect the safety of his staff or the passage of trains.

9.3.1. Personal Protective Equipment

The following personal protective equipment shall be worn at all times on site whilst carrying out the work specified in this document:

- Hard hats
- Safety boots
- Provision of Safety Glasses/Goggles whichever offers the better protection against dust entering the eyes.
- Sufficient fresh drinking water to replace body fluids and prevent dehydration.

-
- Yellow or orange reflective vests.

9.3.2. The following additional Risks have been identified:

- Dust and air born pollutants emanating from the stockpiled material and rail wagons.
- The site conditions can be considered as dusty, unpleasant, noisy and dangerous.
- The wearing of appropriate Personal Protective Equipment is compulsory.
- Controlled entry into the *services* to prevent entry by unauthorized persons.

10. PROCUREMENT**10.1. Code of Conduct**

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

- The Transnet Procurement Procedures Manual (TPPM);
- Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective.
- The Public Finance Management Act (PFMA).
- The Broad Based Black Economic Empowerment Act (B-BBEE), and
- The Anti-Corruption Act.

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

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

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

Transnet will not participate in corrupt practices and therefore expects its suppliers to act in a similar manner. Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with and payments to our suppliers.

Employees must not accept or request money or anything of value, directly or indirectly, to:

- Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity.
- Win or retain business or to influence any act or decision of any decision stakeholders involved in sourcing decisions; or
- Gain an improper advantage.

There may be times when a supplier is confronted with fraudulent or corrupt behavior of Transnet employees. We expect our Suppliers to use our “Tip-offs Anonymous” Hot line to report these acts. (0800 003 056)

Transnet is firmly committed to the ideas of free and competitive enterprise. Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust. Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing B-BBEE spend (fronting). Transnet’s relationship with suppliers requires us to clearly define requirements, exchange information and share mutual benefits. Generally, suppliers have their own business standards and regulations.

Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc).
- Collusion.
- Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, B-BBEE status, etc.).
- Corrupt activities listed above; and
- Harassment, intimidation, or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products, or services are purchased from them. Rigorous due diligence is conducted, and the supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly, and objectively. Financial records must be accurate in all material respects.

10.3. Conflicts of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Typical examples are:

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

10.4. The *Consultant's* Invoices

The following procedure shall be followed when submitting invoices:

- When the *Employer* certifies payment (see NEC3 Clause 51.1) following an assessment date, the *Consultant* complies with the *Employer's* procedure for invoice submission.
- The invoice must correspond to the *Employer* assessment of the amount due to the *Consultant* as stated in the payment certificate.
- The invoice states the following:
 - Invoice addressed to Transnet Limited;
 - Transnet Limited's VAT No: 4720103177;
 - Invoice number;
 - The *Consultant's* VAT Number; and
 - The Contract number.
- The invoice contains all the supporting detail.
- The invoice is presented either by post or by hand delivery or electronically.

ANNEXURE B SURVEY FEATURES

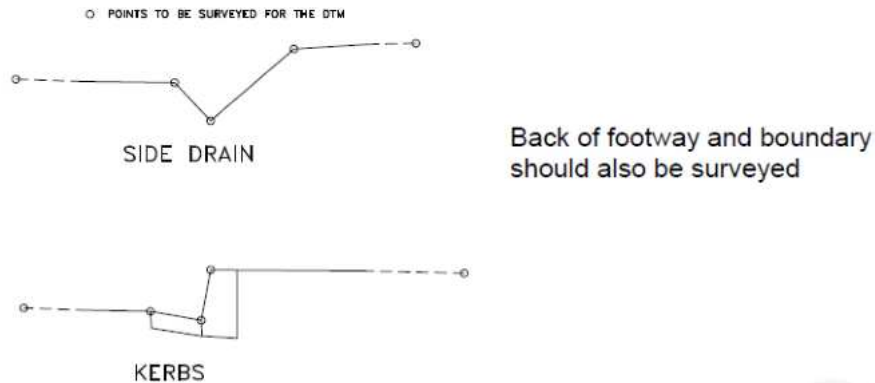


Figure 2: Survey Profile

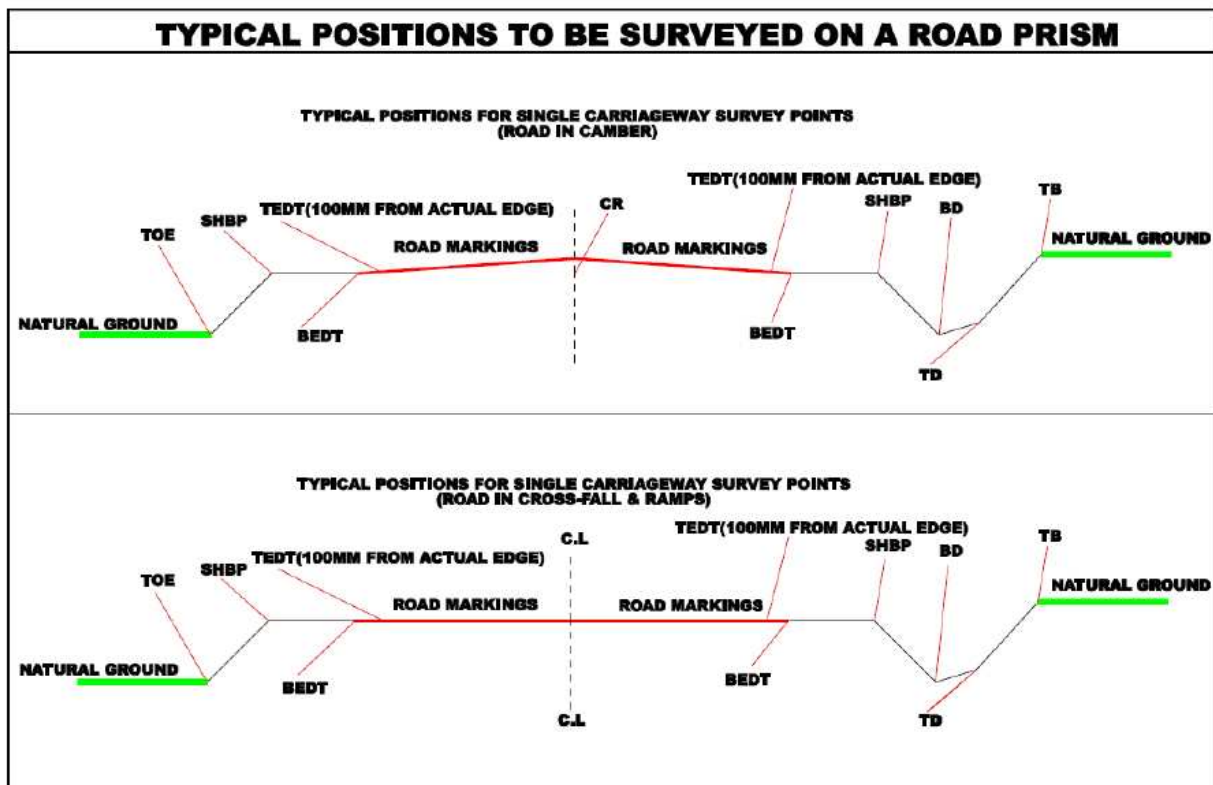


Figure 3: Typical positions for single carriageway survey points

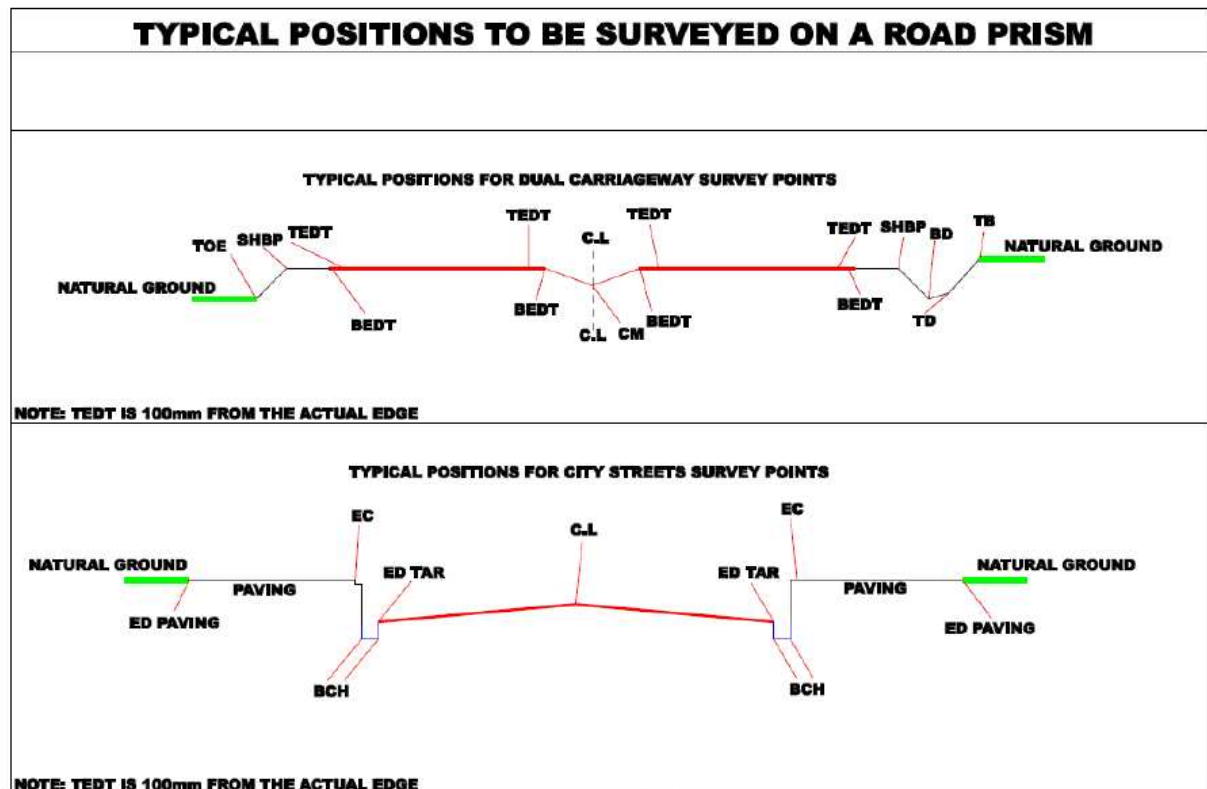


Figure 4: Typical positions for dual carriageway and city street survey points

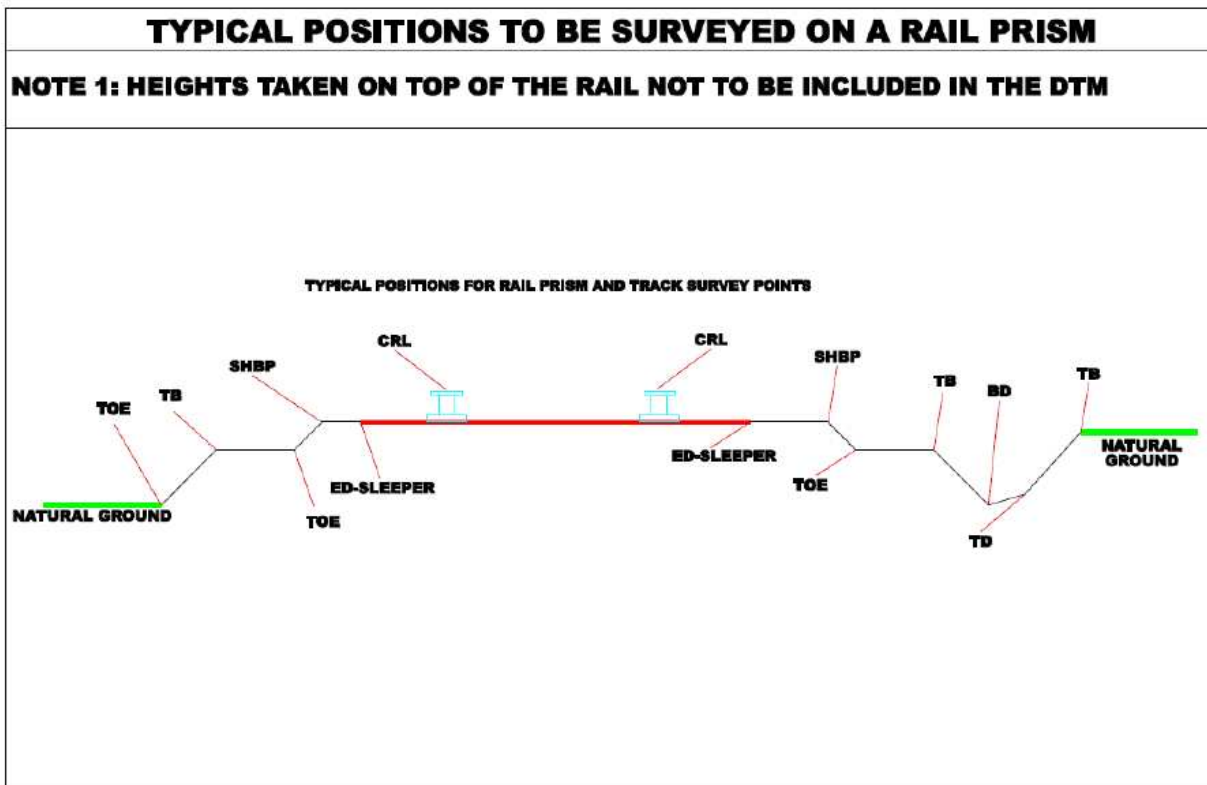


Figure 5: Typical positions for rail prism and track survey points

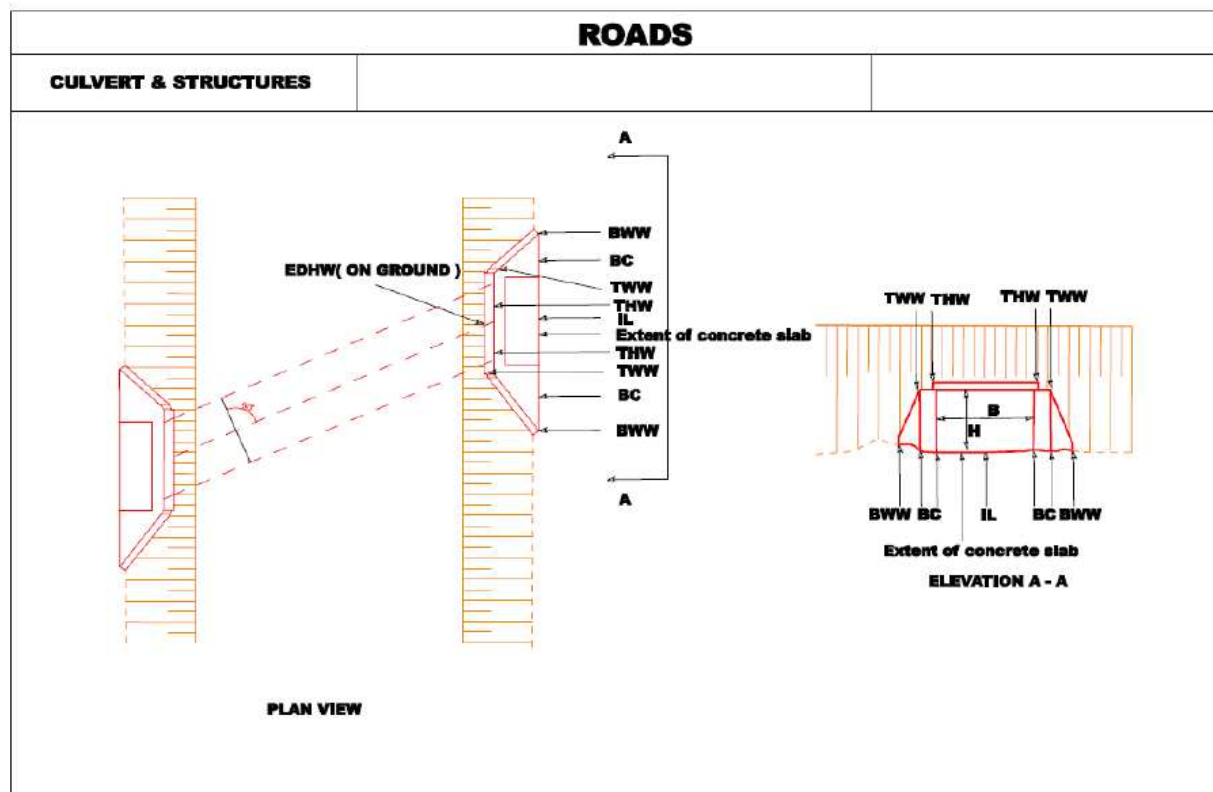


Figure 6: Survey requirements at drainage structures

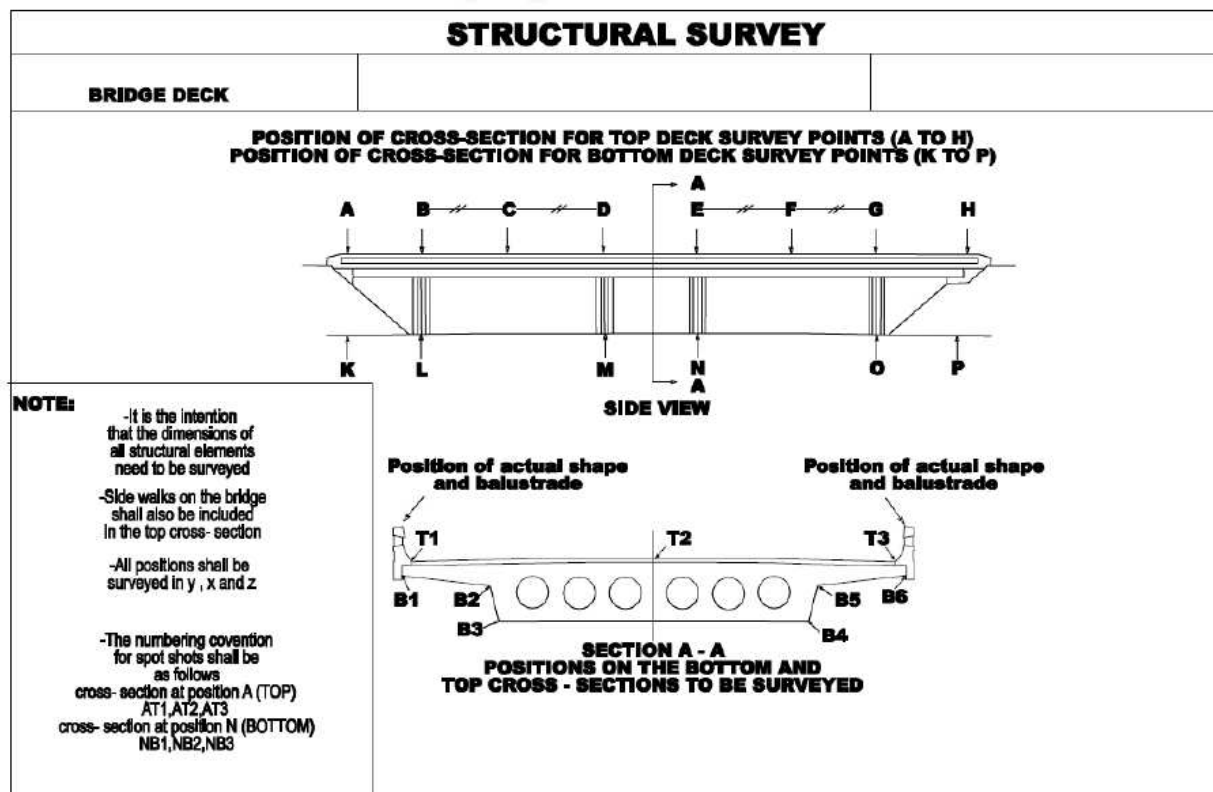


Figure 7: Position of cross section for top and bottom deck survey points (Bridge deck)

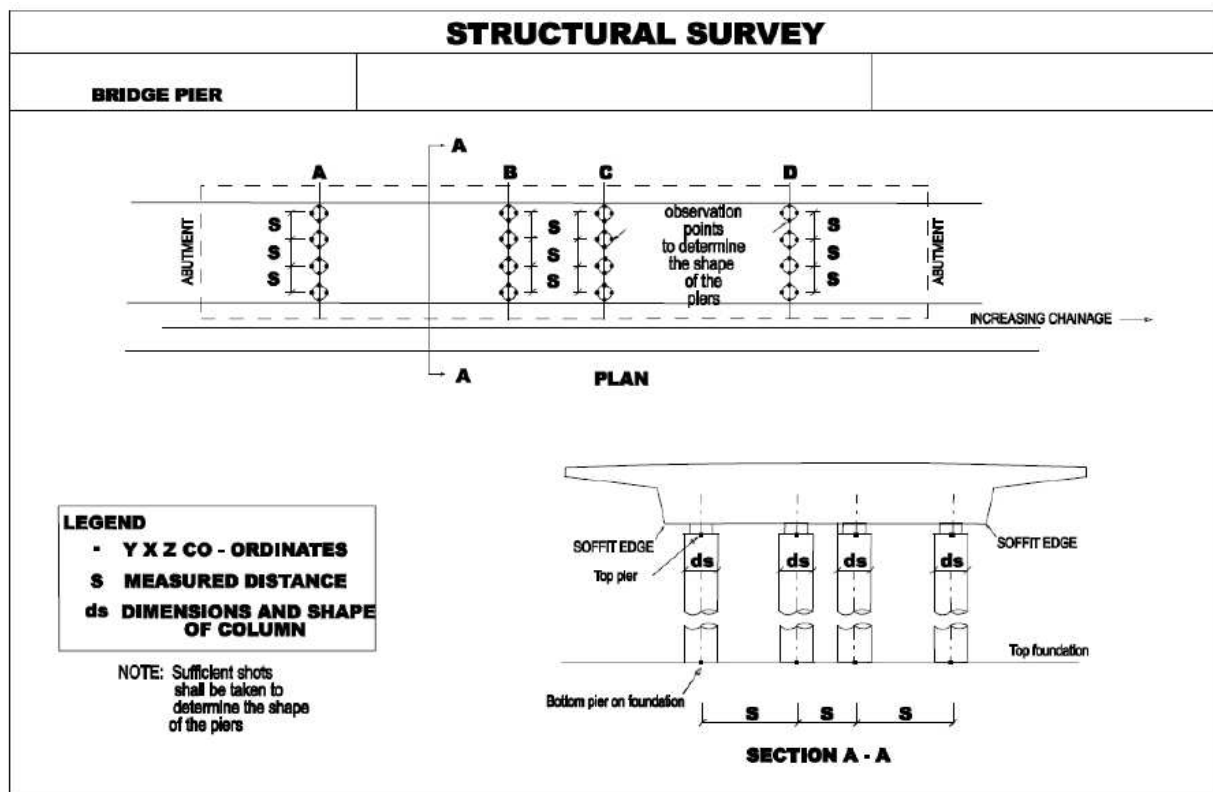


Figure 8: Positions and dimensions of survey positions on bridge piers

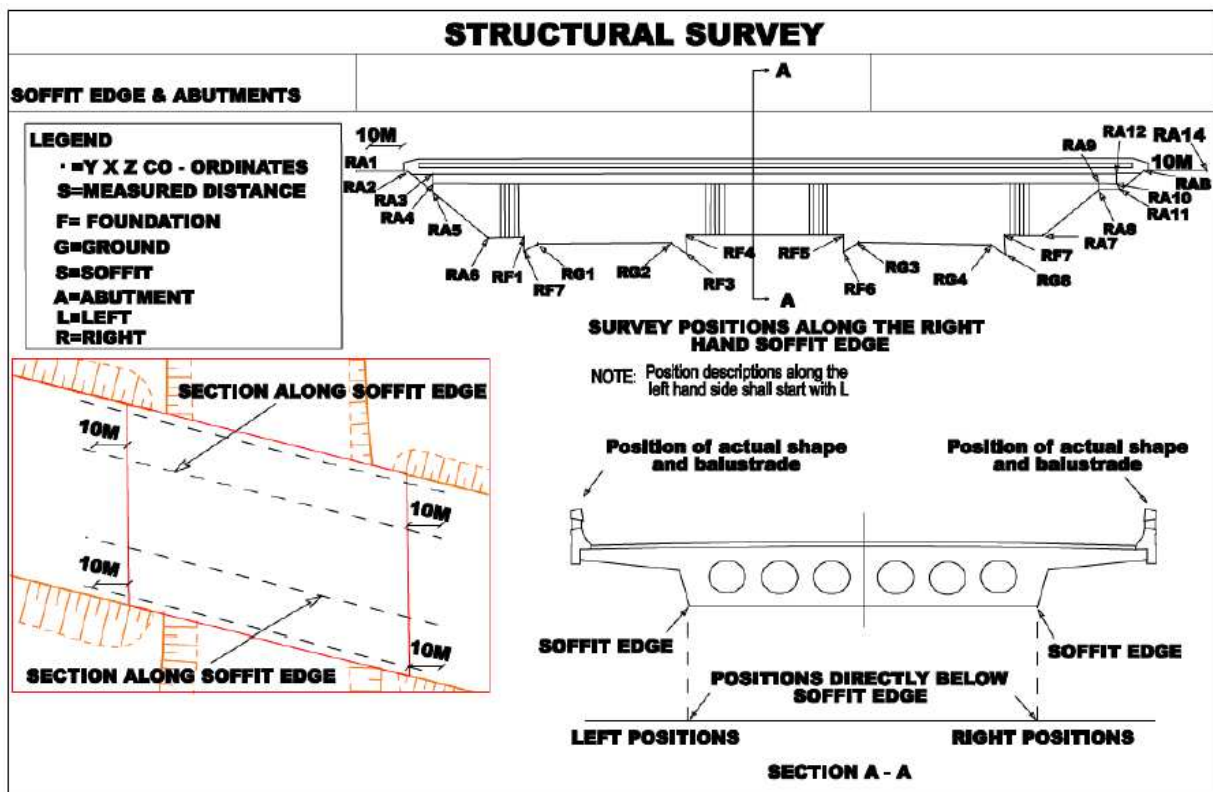


Figure 9: Positions of survey points on soffit edges and abutments

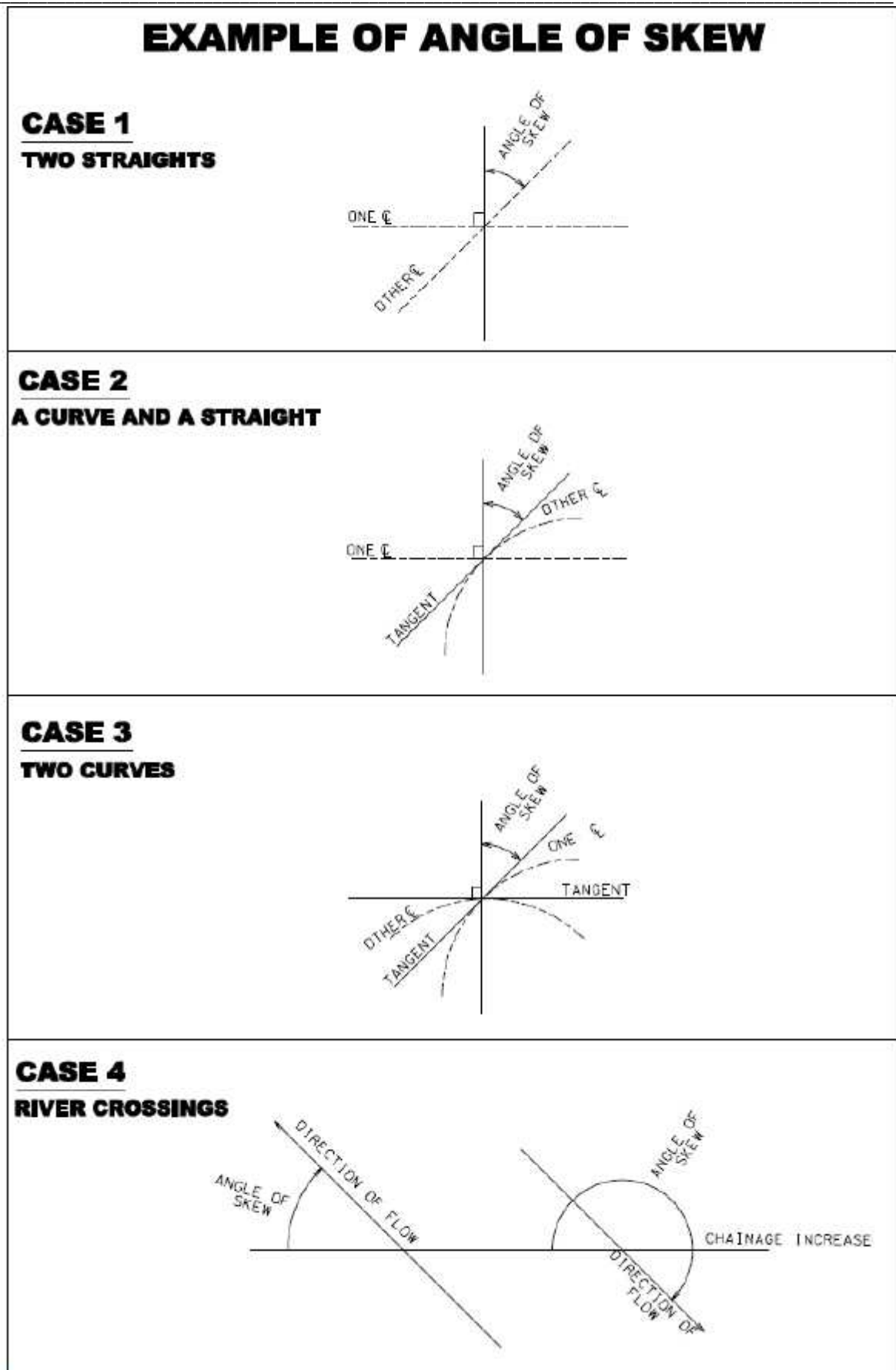


Figure 10: Example of angle or skew

ANNEXURE C

STANDARD SURVEY SYMBOLS

- 1 -

E13(1985)

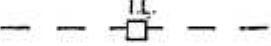
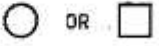
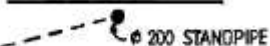
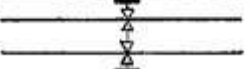
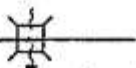
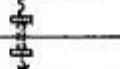
ANNEXURE 1

STANDARD			SYMBOLS	
LAND SURVEY	TRIGONOMETRICAL BEACON		 473	
	SURVEY STATION		P KB 7 1 517  54	
	CADASTRAL OR MINING BEACON			
	PHOTO GROUND CONTROL	FIXED HORIZONTALLY & VERTICALLY		
		FIXED HORIZONTALLY		
		FIXED VERTICALLY		
BENCH MARK		1314,176 		
BOUNDARIES, FENCES, ETC.	SAR BOUNDARY	FENCED		
		UNFENCED		
	SECURITY FENCE	ON BOUNDARY		
		NOT ON BOUNDARY		
	FENCE			
	GATE	IN FENCE		
ACROSS TRACK				
CATTLE GUARD				

- 2 -

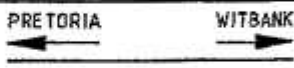
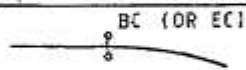
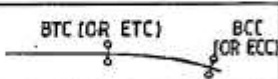
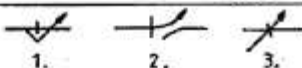
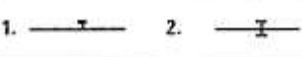
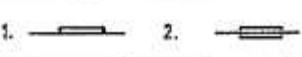
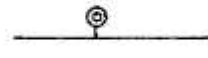
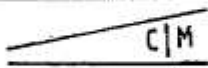
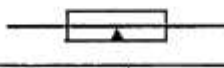
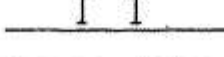
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ANNEXURE 1

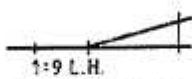
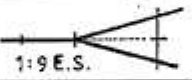
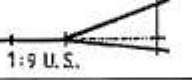
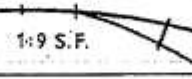
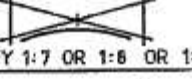
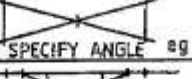
STANDARD SYMBOLS		
WIRES, CABLES AND PIPES	TELEPHONE OR TELEGRAPH ROUTE (SPECIFY NUMBER OF WIRES)	
	POWER ROUTE SPECIFY eg. ESCOM, 88 kV, 2 WIRES,	
	CABLE OR PIPE (SPECIFY)	SURFACE 
		UNDERGROUND 
	MARKER FOR UNDERGROUND CABLE OR PIPE	
	MANHOLE (CABLE, STORMWATER, SEWER, ETC.)	
	FIRE HYDRANT	
	WATER METER	
	WATER VALVE	
	WATER TANK (STATE CAPACITY & HEIGHT OF TOWER)	
	LOCO WATERING POINT	STANDPIPE 
		GANTRY 
CULVERTS	BOX CULVERT SPECIFY SIZE	
	PIPE CULVERT SPECIFY SIZE	

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E 13 (1985)
ANNEXURE 1

STANDARD SYMBOLS		
GENERAL TRACK ITEMS	EXISTING TRACK	
	BEGINNING OR END OF CIRCULAR CURVE	
	TRANSITION CURVE	
	STOP BLOCK	
	SAND DRAG	
	DERAILER 1. HAYES DERAILER 2. DERAILING SWITCH 3. SCOTCH BLOCK	
	BLOCK JOINT 1. ONE RAIL 2. BOTH RAILS	
	LOCKING BAR OR SAFETY BAR 1. ONE RAIL 2. BOTH RAILS	
	SPLICE JOINT	
	RAIL AND FLANGE LUBRICATOR	
	AXLE COUNTER	
	CLEARANCE MARKER	
	ASH PIT	
	MASS BRIDGE	
	OFF-TRACK PLATFORM	

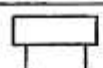
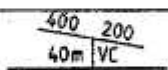
ANNEXURE 1

STANDARD SYMBOLS		
TURN - OUTS AND CROSSINGS	TURNOUT SPECIFY ANGLE AND HAND eg. 1:9 L.H.	
	EQUAL SPLIT	
	UNEQUAL SPLIT	
	SIMILAR FLEXURE	
	CONTRARY FLEXURE	
	SINGLE SLIP	 SPECIFY 1:7 OR 1:8 OR 1:9
	DOUBLE SLIP	 SPECIFY ANGLE eg 1:7
	DIAMOND CROSSING	 SPECIFY ANGLE eg 1:4,5
	SCISSORS CROSSING	 SPECIFY ANGLE eg 1:6
SIGNALS	SEMAPHORE SIGNAL	
	COLOUR LIGHT SIGNAL	

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E13(1985)

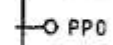
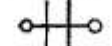
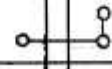
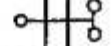
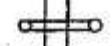
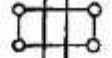
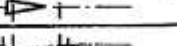
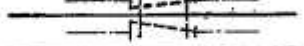
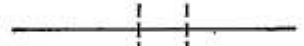
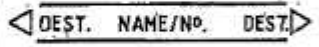
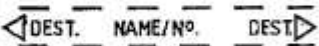
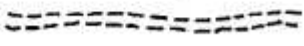
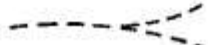
ANNEXURE 1

STANDARD SYMBOLS			
NOTICE BOARDS	TELEPHONE		
	NAME BOARD		 OR 
	WHISTLE BOARD		
	NOTICE BOARD		 OR 
	WATERING BOARD		
	WARNING BOARD		 OR  CTC
	SPEED RESTRICTION		
	SPEED DERESTRICTION		
SIGN POSTS	LEVEL CROSSING SIGNS	DISTANT	
		CLOSE - UP	
		WITH FLASHING LIGHTS	
	GRADE POST	V.C. OF 120 m OR SHORTER	
		V.C. SUMMIT LONGER THAN 120 m SAG	
			
	KILOMETRE POST		1.  2. 
	1. FULL KILOMETRE 2. HALF KILOMETRE		

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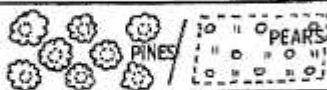
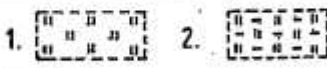
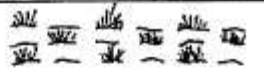
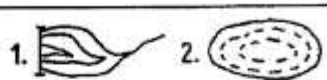
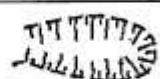
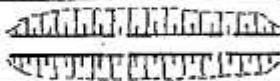
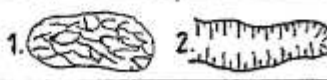
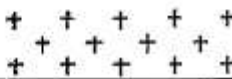
ANNEXURE 1

STANDARD SYMBOLS		
TRACTION MASTS	CANTILEVER MAST	
	PUSH PULL - OFF MAST	
	PULL - OFF MAST	
	DOUBLE BOOM	
	DOUBLE BOOM WITH RAKING LEG	
	TENSION BRIDGE	
	BRIDGE MAST	
	SWITCH STRUCTURE	
	ANCHOR MAST	
LEVEL CROSSINGS	LIFTING BOOM	LONG  SHORT 
	SWINGING BOOM	
	OPEN	
ROADS AND PATHS	TARRED	
	GRAVEL	
	TRACKS	
	FOOTPATH	

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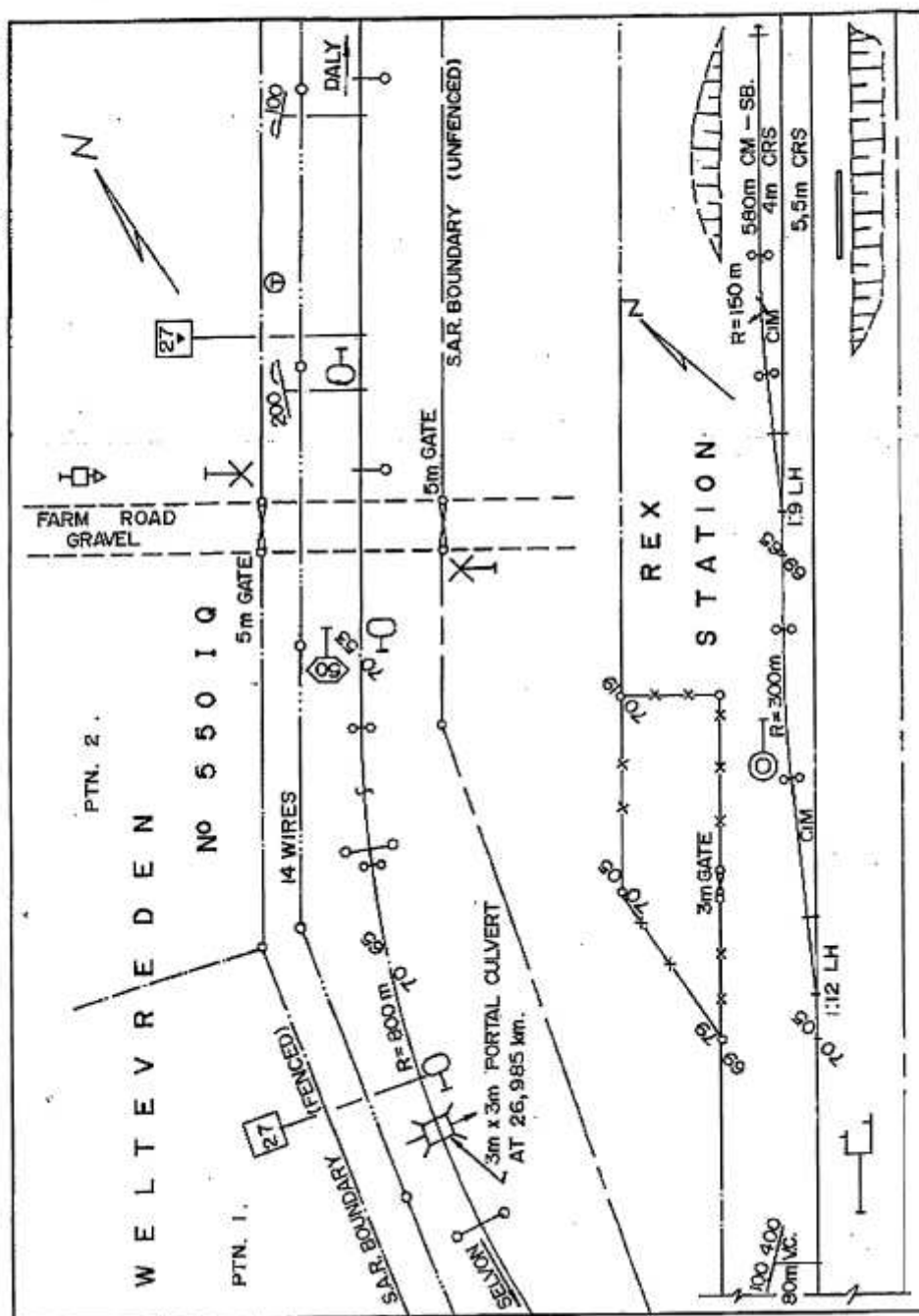
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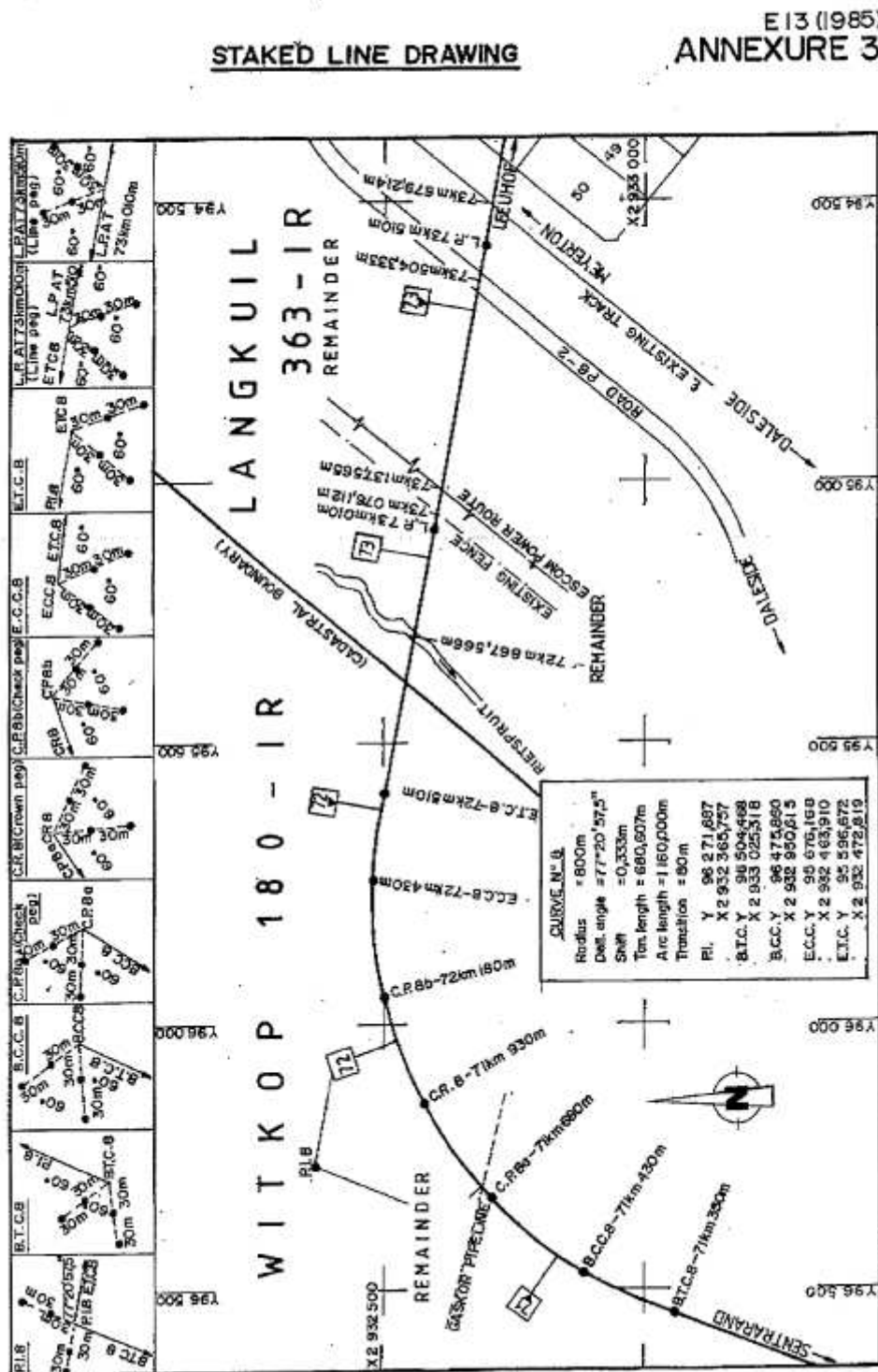
ANNEXURE 1

STANDARD SYMBOLS	
LAND FEATURES	PLANTATION / TREES / ORCHARD 
	BUSH 
	1. DRY LAND 2. IRRIGATED LAND 
	LOOSE BOULDERS 
	ROCK OUTCROP 1. SCATTERED 2. CONTINUOUS 
	CLIFF 
	MARSH 
	1. DAM 2. LAKE / PAN 
	QUARRY OR BORROW PIT 
	DUMP OR EARTH MOUND 
	FILL 
	CUTTING 
	1. SURFACE EROSION 2. DONGA 
	CEMETERY 

USE OF SYMBOLS

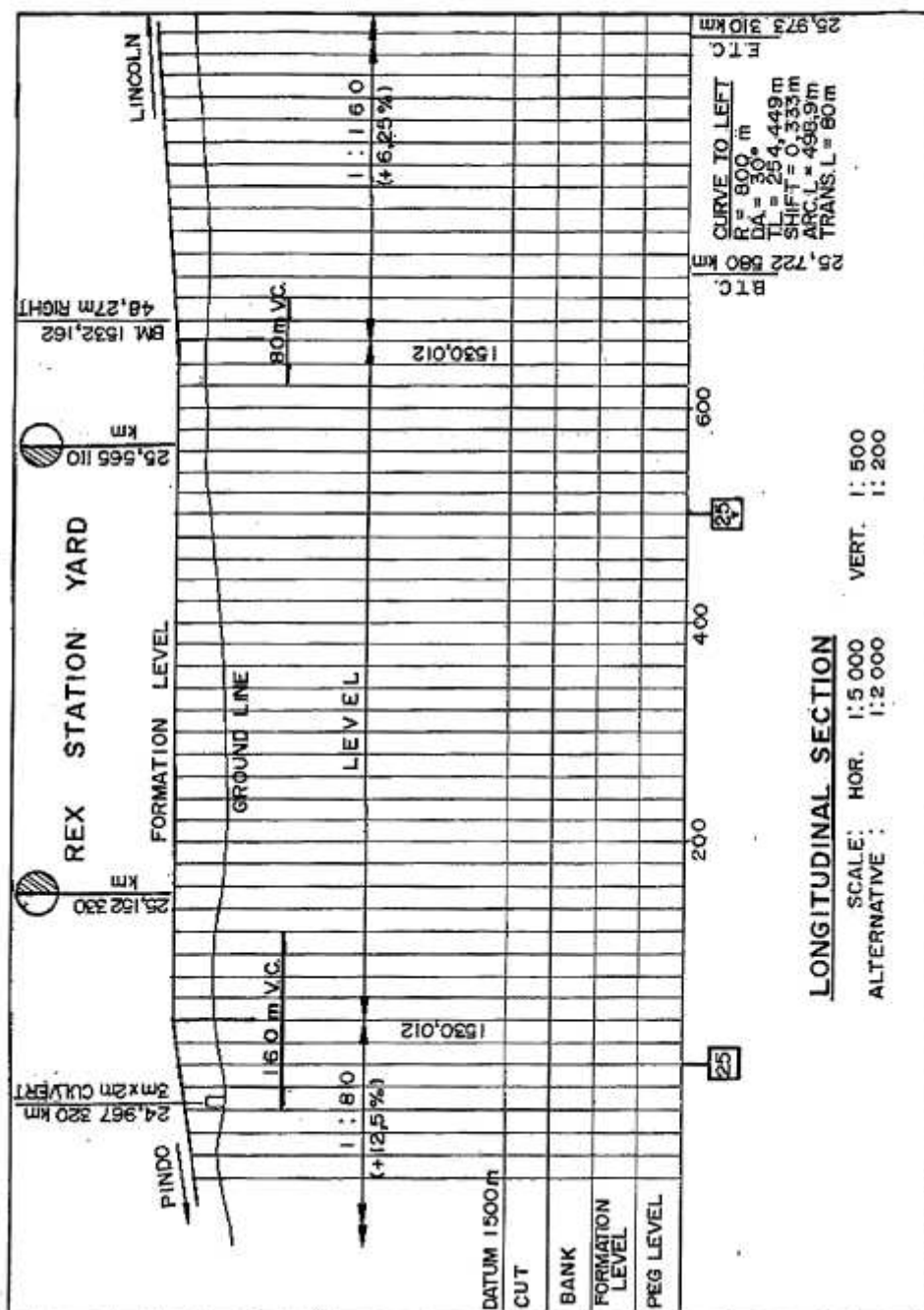
E 13 (1985)
ANNEXURE 2





LONGITUDINAL SECTION

E13 (1985)
ANNEXURE 4



ANNEXURE E

SURVEY FEATURES CODE LIST

DISCIPLINE	FEATURE CODE	CODE DESCRIPTION	COMMENT ON FEATURE
CAD / SURVEYOR	BM	BENCH MARK	
	GCS	GROUND CONTROL STATIONS	
	SIS	SURVEYOR'S INSTRUMENT/TRVERSE STATION	
	STD	SURVEYOR'S TRIGONOMETRICAL BEACON	
DTM	SS	SPOTSHOT OF NATURAL GROUND LEVEL	AS USED IN DIGITAL TERRAIN MODEL
TRACK	BBB	BOTTOM BALLAST BED	BOTTOM/TOE OF BALLAST BED (NOT FORMATION SHOULDER - IN YARD IGNORE FORMATION SHOULDER IF NOT CLEARLY DEFINED)
	BCC	BEGINNING OF CIRCULAR CURVE	POSITION WHERE BCC IS PAINTED ON TRACK SLEEPER
	BTC	BEGINNING TRANSITION CURVE	POSITION WHERE BTC IS PAINTED ON TRACK SLEEPER
	CL	CENTRE LINE OF TRACK	
	CLM	TRACK CLEARANCE MARKER	WHERE TRACK INTERVAL IS 2.4M
	ECC	END OF CIRCULAR CURVE	POSITION WHERE ECC IS PAINTED ON TRACK SLEEPER
	ELX	EDGE OF LEVEL-CROSSING	EDGE OF PRE-CAST CROSSING BLOCKS , WHERE SERVICE , GRAVEL , OR TAR ROAD CROSSES TRACK
	ETC	END OF TRANSITION CURVE	POSITION WHERE ETC IS PAINTED ON TRACK SLEEPER
	FPJ	FISHPLATED JOINTS	LIFT , JUNCTION OR TIGHT - JOINT TYPES
	IBJ	INSULATED BLOCK JOINTS	DRY , FACTORY OR SITE GLUED
	LLB	TURNOUT/SET , LAST LONG BEARER	
	LUB	OHTE HEIGHT GAUGE	
	OHG	POINT FEATURE , CATTLE GUARD	FITTED ON APPROACH TO LEVEL CROSSING TO AVOID ELECTROCUTION
	PCG	POINT FEATURE , CATCH POINT DEVICE	FITTED TO TRACK , NEXT TO LEVEL CROSSING
	PCP	POINT FEATURE , WORKSHOP INSPECTION PIT	
	PIP	POINT FEATURE , TRACK SLAB EDGE	
	PTS	GRADE POST	

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

TENDER NUMBER: TNPA/2024/07/0022/72284/RFQ

DESCRIPTION OF THE SERVICES: PROVISION OF TOPOGRAPHIC SURVEY SERVICES FOR A PERIOD OF SIX (6) MONTHS TO SUPPORT THE UPGRADE OF ROADS AND SERVICES AT THE PORT OF CAPE TOWN AS REQUIRED BY TRANSNET NATIONAL PORTS AUTHORITY.

	GRP	KILOMETRE (MILEAGE) REFERENCE MARKER	
	KM	SPEED RESTRICTION BOARD	
	SB	SIGN , NAME BOARD	STATION , TURNOUT OR OTHER INFORMATION SIGNS
	SNB	SIGN , WHISTLE BOARD	
	SWB	RAIL LEFT	
	RL	RAIL RIGHT	
	RR	STOPBLOCK BUFFER	
	SBB	SPLICE JOINTS	ALSO CALLED EXPANSION JOINT OR BREATHING
	SPJ	STOCK RAIL JOINTS	AHEAD OF TURNOUT/SET SWITCH TOE , TST
	TBB	TOP OF BALLAST BED	ADJACENT TO , BUT NOT ON THE SLEEPER END
	TCIP	TURNOUT/SET , TRACK CENTRE LINE	THEORETICAL INTERSECTION POINT
	TES	TURNOUT/SET , END OF SET	
	TET	TURNOUT/SET , END OF TURNOUT	
	TGR	GUARD RAILS IN TRACK	OVER BRIDGES , VIADUCTS , EXTENDED CULVERT LENGTHS
	TIP	TURNOUT/SET , INTERSECTION POINT	CROSSING INTERSECTION OF GAUGES
	TST	TURNOUT/SET , CROSSING TOE	
	TXN	TURNOUT/SET , CROSSING NOSE	PHYSICAL CROSSING NOSE
	W	WIELDS	FLASH-BUTT , THERMIT , GAS OR COPPER BLOCK TYPES
SIGNALS	SAX	SIGNAL AXLE COUNTER	
	SCL	COLOUR LIGHT SIGNAL POST	CENTRALISED RAIL TRAFFIC CONTROL SIGNALLING
	SCO	SIGNAL CABLE OVERHEAD	
	SCS	SIGNAL CABLE SURFACE LAID	
	SCU	SIGNAL CABLE UNDERGROUND	
	SDB	SIGNAL DISTRIBUTION BOX	
	SDR	SIGNAL DERAILER	
	SGS	GROUND SIGNAL	SIGNALLING IN YARD FOR SHUNTING
	SLB	TRESTLE / LOCKING BAR	
	SPM	POINT MOTOR	MECHANISED , IN LINE WITH DRIVE RODDING
	SSP	SEMAPHORE SIGNAL PYLON	LOCALISED RAIL TRAFFIC CONTROL SIGNALLING UTILISING WIRE RUNS NEXT TO TRACKS
	STM	TUMBER	HAND OPERATED , IN LINE WITH DRIVE RODDING
	OM	OVERHEAD MAST	

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OHE (ELECTRIFICATION)	OMF	OVERHEAD FOUNDATION	MAST
	OPB	OVERHEAD POWER BOX	
TRACTION	TSS	TRACTION SUBSTATION	
	TTF	TRACTION TRANSFORMER	
	TTS	TRACTION TIE-STATION	
OPERATIONS	CTC		
	LTC		
	LYC		
RAIL RESERVE	BB	BOTTOM BANK	
	BOC	BOTTOM OF CUTTING	
	CON	LINE OF CONSTRUCTION	LINE OF CONSTRUCTION UNDERTAKEN WHILE ON SITE
	FS	FORMATION SHOULDER	
	FT	FORMATION TOE	
	TB	TOP BANK	
	TOC	TOP OF CUTTING	
DRAINAGE	BC	INVERT LEVEL TO BE TAKEN AT ALL TIMES	
	BW		
	CAN		
	CP		
	CWM		
	EM		
	GAB	EROSION PROTECTION	
	MH		
	OBD		
	PC	INVERT LEVEL TO BE TAKEN AT ALL TIMES	
	PCD		
	PO		
	PSS		
	RAP	EROSION PROTECTION	
	RVR	TOP EDGE OF RIVER	
	SP	EROSION PROTECTION	
	STR	CENTRE OF STREAM, CREEK	
	TCD		
	TGB		
	THC		
	USD		
	VCD		
	VGB		
	VHC		
ROADS	EGR	EDGE GRAVEL ROAD	

TRANSNET NATIONAL PORTS AUTHORITY (TNPA)

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	ETR	EDGE TAR ROAD	
	PCR	POINT FEATURE , CONCRETE RAMP	
	PCS	POINT FEATURE , CONCRETE SLAB	
	PFP	POINT FEATURE , FOOTPATH	
	PPS	POINT FEATURE , PAVED SURFACE	
	RBM	ROAD BOOM	LEVEL CROSSING CONTROL, BOOM
	RBR	ROAD BARRIER	NEW JERSEY (CONCRETE, PLASTIC OR OTHER) BARRIER
	RCL	ROAD CENTRELINE	
	RGR	ROAD GUARD RAIL	
	RKB	ROAD KERB	
	RPB	ROAD PARKING BAY	
	RSP	ROAD SIGN POST	FOLLOWED BY R, T , W , SERIES SIGN ANNOTATION, RELEVANT SPEED INFO & POST DIAMETER
	RTX	ROAD NAME TEXT	
STRUCTURES	BHW	BOTTOM HEAD WALL	
	BWW	BOTTOM WING WALL	
	CAD	STRUCTURE	
	CMF	CONCRETE, MASS FOUNDATION	
	CPB	CORNER PERMANENT BUILDING	
	CTB	CORER TEMPORARY BUILDING	
	GAR	GARAGE STRUCTURES	ALL TYPES: COVERED, ROOFED AND/OR ENCLOSED
	HRB	HAND-RAIL, BRIDGES	
	HRT	HAND-RAIL, TRACK SIDE	
	HRW	HAND-RAIL, WORKSHOPS	
	LPR	LOADING PLATFORM, RAIL	
	LPV	LOADING PLATFORM, VEHICULAR	
	RCF	CONCRETE, REINFORCED FOUNDATION	
	SGC	STRUCTURE, GANTRY CONSTRUCTION	
	SLO	STRUCTURE, SILO	
	SOT	STRUCTURE, OVER TRACK	
	SST	STRUCTURE, STAIRS	
	THW	TOP OF HEAD WALL	
	TWW	TOP OF WING WALL	
	WMB	WALL, MASONRY BRICK	
	WRC	WALL, REINFORCED CONCRETE	
	WRK	WALL, ROCK	

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	WTS	WALL, TIMBER SCREEN	
FENCING	CFP	CORNER FENCE POST	
	F	FENCE LINE	FOLLOWE BY FENCE TYPE
	GP	GATE POST	FOLLOWED BY SLIDE, BI OR SINGLE DIRECTIONAL
POWER	PIC	POWER, INSPECTION CHAMBER/COVER	
	POD	POWER, OTHER OVERHEAD	
	PPA	POWER, PYLON ANCHOR	
	PPF	POWER, PYLON FOUNDATION	
	PRO	POWER, LINE CROSSING RAILWAY OVERHEAD	
	PSD	POWER, SUBSTATION DISTRIBUTION FEED	
	PSF	POWER, SURFACE LAID	
	PUG	POWER, UNDERGROUND	
TELEPHONE	PTL	POINT FEATURE, TELEPHONE LINE	
	PTP	POINT FEATURE, TELEPHONE POST	
WATER	WM	WATER METER	
	WR	WATER RESERVOIR	
	WRO	WATER, OVERHEAD PIPED	
	WSF	WATER, SURFACE LAID	
	WTB	WATER, THRUST BLOCK	
	WUG	WATER, UNDER-GROUD	
	WVC	WATER, VALVE CHAMBER	
SEWERAGE	SIP	SEWER, INSPECTION PIT	
	SPS	SEWER, PIPED AT SURFACE	
	SPU	SEWER, PIPED UNDER-GROUND	
MISCELLANEOUS	CSF	CABLE, SURFACE LAID	OTHER THAN SIGNAL, TELEPHONE, TELCOM AND
	CUG	CABLE, UNDERGROUND	OTHER THAN SIGNAL, TELEPHONE, TELCOM AND
	DAM	POINT FEATURE, DAM	
	FEX	FIRE EXTINGUISHER	
	FH	FIRE HYDRANT	
	FHB	FIRE HOSE CHAMBER/BOX	
	GRO	GAS PIPE, ROUTED OVERHEAD	
	GSF	GAS PIPE, SURFACE LAID	
	GUG	GAS PIPE, UNDERGROUND	
	PBG	PIPE, BELOW GROUND	OTHER THAN WATER, STORMWATER, GAS AND SEWER

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	PFM	POINT FEATURE, FARM	
	PLF	POINT FEATURE, LAND FEATURE	INDICATE BY ANNOTATION IF CULTIVATED LAND, FIELDS, GRASSED, LANDSCAPED, PARKS, VINEYARD OR OTHER VEGETATION
	PLP	POINT FEATURE, LIGHT POST	
	PON	POINT FEATURE, POND	
	PSF	PIPE, SURFACE LAID	OTHER THAN WATER, STORMWATER, GAS AND SEWER
	ST	STORAGE TANK	INDICATE BY ANNOTATION IF CHEMICAL, DIESEL, OIL, PETROL, WATER OR OTHER
	TOO	TELECOM, OTHER OVERHEAD	
	TR	POINT FEATURE, TREE	INDICATE BY ANNOTATION/SYMBOL IF LARGE, MEDIUM OR SMALL
	TSF	TELECOM, SURFACE LAID	
	TTO	TELECOM, TRACK OVERHEAD	
	TUG	TELECOM, UNDERGROUND	
	WER	POINT FEATURE, WEIR	

Annexure A (Attached as own document)

Annexure D (Attached as own document)

Annexure F (Attached as own document)



ANNEXURE A: SURVEY AREA DRAWING



ANNEXURE D:
TCP CAD
STANDARDS
(ENG-STD-0001)

Note: If hardcopy, check electronic system for latest revision

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Note: If hardcopy, check electronic system for latest revision

1. Purpose

The purpose of this document is to ensure that all CAD files and drawings are created in a logical and consistent format, and in a manner reflecting consistent design practice during the execution of the Projects within Transnet Capital Projects.

2. Scope

This standard applies to all PD&E and engineering personnel within Transnet Capital Projects, as well as external contractors and consultants appointed by PD&E, whom are responsible for developing, creating and issuing drawings.

All Engineering staff, contractors and consultants that are involved in the production of drawings for TCP, will be issued with this standard and must ensure compliance. It is noted that where fabrication shop details are required, it is not necessary for the contractor to comply with these standards and their own CAD packages may be used.

General drawing practice shall comply with current discipline-specific South African Standards.

In certain cases clients may prescribe standards different from this document.

3. References

- ISO 9001: Quality management systems- Requirements
- SANS 10144: Detailing of steel reinforcement for concrete
- SANS 10143: Building Drawing Practice
- SANS 1044-2: Welding Part II: Symbols
- SANS 10111: Engineering Drawing Part 1,2 and 3
- SANS 282: Bending dimensions of bars for concrete reinforcement
- South African Institute of Steel Construction (SAISC) Standard
- SYS-P-0001: Transnet Programme Numbering/Codification Procedure
- BS 3939: Graphical symbols for electrical power, telecommunications and electronic diagrams
- BBB0041: Preparation of Drawings for Transnet Freight Rail
- BBB4354 : Preparation of signalling documents
- BBD 5371 : CAD Standard for technical Documentation
- SANS NRS 1002 : Graphical symbols for Electrical Diagrams
- CSE Z 148: Symbols for Signalling

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- Transnet Bridge Code 1983
- BBB4354: Technical asset life cycle management configuration management
- ENG-P-0105: Engineering Drawings

4. Responsibility

Administrators of the Drawing Standards are responsible for monitoring the implementation of the Standards and ensuring adherence to the Standards.

Any proposed changes to the Drawing Standards must be reviewed by the Drawing Standards Committee, as constituted from time to time by the Portfolio Executive, Engineering. Final approval vests in the Portfolio Executive Engineering.

5. Procedure

This standard should be read together with Engineering Procedure ENG-P-0105: Engineering drawings

6. Drawing Standard

6.1 Glossary of Terms

2D	Two Dimensional
3D	Three Dimensional
CAD	Computer Aided Design
DGN	MicroStation format graphics files and suffix
DWG	AutoCAD format graphics files and suffix
NTS	Not to Scale

6.2 Software

Only the most current versions of AutoCad and Microstation are to be used.

6.3 Units

All drawings will conform to SI units (Systems International)

Note: If hardcopy, check electronic system for latest revision

6.4 Language

All notes, comments and text will be in the English language (UK Standard)

All instructions on a drawing shall be in the imperative tense i.e.: Pipe to be cut, connection to be welded.

6.5 Templates

A template with all title blocks, text attributes, layer or level controls must be used when starting a new drawing. Templates are set up for each specific discipline i.e. Civil must use their specific templates, Architects their specific template etc. These discipline specific templates contain the discipline specific layer or level control.

Drawings/models must be done in model space. Viewports must then be created in the paper space at the required scale.

Notes must be done in paper space i.e. on the actual drawing sheet.

6.6 Drawing sizes

Designation	Trimmed Size
A0	841 x 1189
A1	594 x 841
A2	420 x 594
A3	297 x 420
A4	210 x 297

Long drawings, where necessary for wiring/circuit diagrams, cable run diagrams, track layouts etc. shall be prepared with widths equal to the widths of "A" series sheets, as required.

6.7 Scales

The requirements of scale settings are as follow:

When using model space, the design must always be full size, i.e. active scale = 1:1.
The title block shall not be scaled.

The viewport will be created on the drawing sheet (in paper space) and scaled to the required scale, rather than trying to scale the drawing sheet to a scale.

Note: If hardcopy, check electronic system for latest revision

In the case of non-dimensional drawings such as diagrammatic drawings, the viewport must be scaled to suit the drawing sheet.

Different vertical and horizontal scales may be chosen in order to exaggerate a profile or to clarify thin layers of a section.

The preferred scales are:

1:1	1:2	1:5
1:10	1:25	1:50
1:100	1:20	1:500
1:1000	1:200	1:5000
1:10000	1:2000	1:50000
1:100000	1:20000	

6.8 Text Attributes

All text shall be in Arial font, with a width factor of 0.7mm

Layer	Colour	Line type	Line weight	Plot style	Use/description
T2	WHITE	CONT	0.25	MONO	General text 2.5mm
T3	YELLOW	CONT	0.35	MONO	General text 3.5mm
T5	RED	CONT	0.50	MONO	General text 5.0mm
T7	GREEN	CONT	0.70	MONO	General text 7.0mm

Note: If hardcopy, check electronic system for latest revision

6.9 Dimensioning

All detailed dimensions shall be in millimetres

All elevations shall be in metres up to 3 decimal places, and clearly indicated, i.e.:

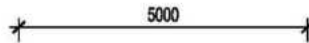
EL 23.000 m

Co-ordinates shall be stated in metres to 3 decimal places.

Dimensioning must be done whilst in paper space, in an **active** viewport. This is done so that the dimension size will always be consistent in scale i.e. it will be relative in scale to the scale that the viewport is set at.

Dimensions are not to be exploded.

Examples:



Dimension with oblique line



Dimension with dot



Dimension with arrow



Leader

6.10 Hatching

All hatching to be done in accordance with SANS 10143

Note: If hardcopy, check electronic system for latest revision

6.11 Layer Control

Standard layers with their own identities will be used in all drawings. The following categories apply:

1. Common layers (without discipline prefix)
2. Architectural layers (A_)
3. Civil layers (C_)
4. Structural layers (S_)
5. Electrical, light and power layers (E_)
6. Mechanical layers (M_)
7. Overhead Track Equipment layers (O_)
8. Signal layers (N_)
9. Telecommunications layers (V_)
10. Bridge layers (B_)
11. Water layers (W_)
12. Perway layers (P_)
13. G.I.S. / Land surveying layers

There are no specific layers set out in this document; save to say that text and all different objects and features must be named in its own layer.

Should further Layers or Levels be required the discipline specific prefix should be used.

COMMON LAYERS						
LAYER NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
0	STANDARD LAYER	WHITE	CONT	0.25	MONO	YES
DIMS	DIMENSIONS (PER SCALE)	WHITE	CONT	0.25	MONO	YES
HATCH	GENERAL HATCHING	11	CONT	0.18	MONO	YES
HATCH- 252	HATCHING IN COLOUR 252	252	CONT	DEFAULT	COLOUR	YES
HATCH- 254	HATCHING IN COLOUR 254	254	CONT	DEFAULT	COLOUR	YES
T2	GENERAL TEXT 2.5mm	WHITE	CONT	0.25	MONO	YES
T3	GENERAL TEXT 3.5mm	YELLOW	CONT	0.35	MONO	YES
T5	GENERAL TEXT 5.0mm	RED	CONT	0.50	MONO	YES
T7	GENERAL TEXT 7.0mm	GREEN	CONT	0.70	MONO	YES
VPORT	VIEWPORTS IN LAYOUTS	254	CONT	DEFAULT	NORMAL	NO
FRAME	TITLE BLOCK FRAME	WHITE	CONT	0.25	MONO	YES
LOGOS	LOGO LAYER	WHITE	CONT	0.25	MONO	YES

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ARCHITECTURE						
LAYER NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
A_BR-N	NEW BRICKWALLS	RED	CONT	0.5	MONO	YES
A_BR-X	EXTG BRICKWALLS	YELLOW	CONT	0.35	MONO	YES
A_CONC-N	NEW CONCRETE	GREEN	CONT	0.7	MONO	YES
A_CONC-X	EXTG CONCRETE	YELLOW	CONT	0.35	MONO	YES
A_DOOR	DOORS	MAGENTA	CONT	0.18	MONO	YES
A_FIT	FITTINGS	CYAN	CONT	0.18	MONO	YES
A_FLFIN	FLOOR FINISH	8	CONT	0.13	MONO	YES
A_GRID	GRIDLINES	9	CENTRE	0.18	MONO	YES
A_HIDE	HIDDEN LINES	CYAN	HIDDEN	0.18	MONO	YES
A_PART-N	NEW PARTITIONS	BLUE	CONT	0.7	MONO	YES
A_PART-X	EXTG PARTITIONS	YELLOW	CONT	0.35	MONO	YES
A_REM	DEMOLISH/REMOVE	9	DASHED	0.18	MONO	YES
A_WIN	WINDOWS	MAGENTA	CONT	0.18	MONO	YES
G1	GENERAL 0.18	11	CONT	0.18	MONO	YES
G2	GENERAL 0.25	WHITE	CONT	0.25	MONO	YES
G3	GENERAL 0.35	YELLOW	CONT	0.35	MONO	YES
G5	GENERAL 0.5	RED	CONT	0.5	MONO	YES
G7	GENERAL 0.7	BLUE	CONT	0.7	MONO	YES
H	HATCH	11	CONT	0.18	MONO	YES
H-252	SOLID HATCH/INFILL	252	CONT	0.25	COLOUR	YES
H-254	SOLID HATCH/INFILL	254	CONT	0.25	COLOUR	YES
A_SITE	SITE AND LOCALITY PLANS	RED	CONT	0.18	MONO	YES
A_DIM	DIMENSIONS	RED	CONT	0.18	MONO	YES
A_BR-N2	CAVITIES	RED	CONT	0.18	MONO	YES
A_SEW	DRAINAGE PLAN	GREEN	CONT	0.40	MONO	YES
A_SW	STORMWATER PLAN & SECTION	RED	CONT	0.18	MONO	YES
A_BL	BUILDING LINE	8	HIDDEN	0.13	MONO	YES

CIVIL						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
C_BENCH	BENCH MARKS	WHITE	CONT	0.25	MONO	YES
C_BLD-N	PROPOSED BUILDINGS	GREEN	CONT	0.35	MONO	YES
C_BLD-X	EXISTING BUILDINGS	RED	CONT	0.18	MONO	YES
C_BRG-N	PROPOSED BRIDGES	GREEN	CONT	0.35	MONO	YES
C_BRG-X	EXISTING BRIDGES	RED	CONT	0.18	MONO	YES
C_CHAIN	CHAINAGE	MAGENTA	CONT	0.15	MONO	YES
C_CONC	CONCRETE SURFACING	GREEN	CONT	0.35	MONO	YES
C_CONC-B	CONCRETE BELOW GROUND LEVEL	YELLOW	DASH	0.25	MONO	YES
C_CRANE	CRANE RAILS & EQUIPMENT	YELLOW	CONT	0.25	MONO	YES

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CIVIL						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
C_CULV-N	PROPOSED CULVERTS	GREEN	CONT	0.35	MONO	YES
C_CULV-X	EXISTING CULVERTS	MAGENTA	CONT	0.15	MONO	YES
C_FNC-PA-X	EXISTING FENCING- PALISADE	MAGENTA	FENCE2	0.15	MONO	YES
C_FNC-PC-X	EXISTING FENCING- PRECAST CONCRETE	MAGENTA	DIVIDE	0.15	MONO	YES
C_FNC-ST-X	EXISTING FENCING-STEEL/WIRE	CYAN	FENCE3	0.25	MONO	YES
C_FNC-PA-N	FENCING-PALISADE	YELLOW	FENCE2	0.25	MONO	YES
C_FNC-PC-N	FENCING-PRECAST CONCRETE	YELLOW	DIVIDE	0.25	MONO	YES
C_FNC-ST-N	FENCING-STEEL/WIRE	YELLOW	FENCE3	0.25	MONO	YES
C_FORM-N	PROPOSED FORMATION	4	CONT	0.70	MONO	YES
C_FORM-X	EXISTING FORMATION	41	CONT	0.25	MONO	YES
C_GRID	GRID LINES	251	CONT	0.01	MONO	YES
C_GR-LN	GROUND LINE	MAGENTA	DASH	0.15	MONO	YES
C_KERB-N	PROPOSED KERBING	GREEN	CONT	0.35	MONO	YES
C_KERB-X	EXISTING KERBING	MAGENTA	CONT	0.15	MONO	YES
C_PAV	PAVING	WHITE	CONT	0.25	MONO	YES
C_PREM	PREMIX SURFACING	YELLOW	CONT	0.25	MONO	YES
C_RD-M	PROPOSED ROAD MARKINGS	WHITE	CONT	0.25	MONO	YES
C_RD-N	EXISTING ROAD MARKINGS	251	CONT	0.01	MONO	YES
C_REM	REMOVED/DEMOLISHED CIVIL WORKS	251	HIDDEN	0.01	MONO	YES
C_RES	RESERVOIRS	YELLOW	CONT	0.25	MONO	YES
C_RET	RETAINING STRUCTURES	GREEN	CONT	0.35	MONO	YES
C_SERV	SERVITUDES	93	DASHED2	0.25	MONO	YES
C_SEW-N	PROPOSED SEWER	40	DASH/DOT	0.50	MONO	YES
C_SEW-X	EXISTING SEWER	41	DASH/DOT	0.25	MONO	YES
C_SHORE	SHORE LINE, QUAY WALLS	CYAN	CONT	0.25	MONO	YES
C_SIGN-N	PROPOSED SIGNAGE	WHITE	CONT	0.25	MONO	YES
C_SIGN-X	EXISTING SIGNAGE	251	CONT	0.01	MONO	YES
C_SW-N	PROPOSED STORMWATER	150	DIVIDE	0.50	MONO	YES
C_SW-TXT-N	PROPOSED STORMWATER TEXT	2	CONT	0.25	MONO	YES
C_SW-X	EXISTING STORMWATER	151	DIVIDE	0.25	MONO	YES
C_SW-TXT-X	EXISTING STORMWATER TEXT	MAGENTA	CONT	0.15	MONO	YES
C_STEEL	STEEL STRUCTURES	YELLOW	CONT	0.25	MONO	YES
C_SLEV	SLEEVE PIPES	WHITE	DASH	0.25	MONO	YES
C_TR-CUR	CURVE DATA	WHITE	CONT	0.25	MONO	YES
C_TR-N	PROPOSED RAIL TRACKS	CYAN	CONT	0.50	MONO	YES
C_TR-X	EXISTING RAIL TRACKS	251	CONT	0.01	MONO	YES
C_TR-T	TEMPORARY RAIL TRACKS	YELLOW	CONT	0.25	MONO	YES
C_TUN-N	PROPOSED TUNNELS	102	DASH	0.70	MONO	YES
C_TUN-X	EXISTING TUNNELS	101	DASH	0.25	MONO	YES
C_WR-N	PROPOSED WATER (PIPES/FITTINGS)	80	BORDER	0.50	MONO	YES
C_WR-X	EXISTING WATER (PIPES/FITTINGS)	81	BORDER	0.25	MONO	YES

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CIVIL						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
C_BB	BANK BOTTOM EXISTING	35	HIDDEN	0.25	MONO	YES
C_BT	BANK TOP EXISTING	35	DASHED	0.25	MONO	YES
C_BA	BANK BATTER EXISTING	35	CONT	0.25	MONO	YES
C_BB-N	BANK BOTTOM NEW	41	HIDDEN	0.25	MONO	YES
C_BT-N	BANK TOP NEW	41	DASHED	0.25	MONO	YES
C_BA-N	BANK BATTER NEW	41	CONT	0.25	MONO	YES
C_SHORE	SHORE LINE	CYAN	CONT	0.25	MONO	YES
C_QUAY	QUAY WALL	GREEN	CONT	0.25	MONO	YES
C_FIRE-E	FIRE EQUIPMENT	RED	CONT	0.25	MONO	YES
C_FIRE-P	FIRE SUPPLY PIPING	RED	DASHDOT	0.25	MONO	YES

STRUCTURES						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
S_STEEL1	DETAIL1:5/1:10	GREEN	CONT	0.7	MONO	YES
S_STEEL2	PLAN/SECT/ELEV	WHITE	CONT	0.5	MONO	YES
S_STEEL3	DET/PLAN/SECT	YELLOW	DASHED	0.25	MONO	YES
S_STEEL4	DETAIL1:2	CYAN	CONT	1.2	MONO	YES
S_STEEL5	PLAN/SECT/ELEV	RED	CONT	0.18	MONO	YES
S_STEEL6	PLAN/SECT/ELEV	RED	DASHED	0.18	MONO	YES
S_STEEL7	PLAN/SECT/ELEV	RED	CENTRE	0.18	MONO	YES
S_STEEL8	DETAILS	YELLOW	DASHED	0.25	MONO	YES
S_STEEL9	EXISTING	RED	DASH/DOT	0.18	MONO	YES
S_STEEL10	EXISTING	YELLOW	DASH/DOT	0.25	MONO	YES
S_STEEL11	PLAN/SECT/ELEV	YELLOW	CONT	0.25	MONO	YES
S_STEEL12	PLAN/SECT/ELEV	YELLOW	CENTRE	0.18	MONO	YES
S_STEEL13	DETAILS	WHITE	DASHED	0.05	MONO	YES
S_CONC1	FOUND/PLAN	GREEN	CONT	0.7	MONO	YES
S_CONC2	REBAR DETAIL	GREEN	CONT	0.7	MONO	YES
S_CONC3	REBAR FOUND	YELLOW	CONT	0.25	MONO	YES
S_CONC4	REBAR FOUND	YELLOW	DASHED	0.25	MONO	YES
S_CONC5	REBAR FOUND	WHITE	CONT	0.5	MONO	YES
S_CONC6	REBAR FOUND	WHITE	DASHED	0.5	MONO	YES
S_CONC7	REBAR FOUND	RED	CENTRE	0.18	MONO	YES
S_CONC8	REBAR FOUND	BLUE	CONT	1.0	MONO	YES
S_WALLS	WALLS	RED	CONT	0.18	MONO	YES
S_HATCH	PROPOSED HATCH	8	CONT	0.01	MONO	YES
S_HATCH EX	EXISTING HATCH	15	Cont	0.065	MONO	YES
S_SLABLINE	SLAB LINE	MAGENTA	Cont	0.18	MOMO	YES
S_REBAR	REBAR	CYAN	CONT	0.50	MONO	YES

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STRUCTURES						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
S_COLUMN	COLUMN PLAN	GREEN	CONT	0.35	MONO	YES
S_CONC SECT	CONCRETE SECTION	CYAN	CONT	0.5	MONO	YES
S_CONC SECT	CONCRETE SECTION HATCH	8	CONT	0.01	MONO	YES
S_REBAR	REBAR SECTION	RED	CONT	0.18	MONO	YES
S_DIMENSIO	DIMENSION	RED	CONT	0.18	MONO	YES
S_BEAM_DS	BEAM DS	BLUE	CONT	0.7	MONO	YES
S_BEAM_US	BEAM US	BLUE	CONT	0.7	MONO	YES

ELECTRICAL, LIGHT AND POWER						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
E_CABLE	ELECTRICAL CABLES BELOW SURFACE	222	ELEC-1	0.35	MONO	YES
E_CDUCT	DOWN CONDUCTORS	BLUE	CONT	0.70	MONO	YES
E_COND	CONDUITS	WHITE	DASH	0.25	MONO	YES
E_DBOARD	DISTRIBUTION BOARDS	YELLOW	CONT	0.35	MONO	YES
E_EARTH	EARTH SPIKE	RED	CONT	0.50	MONO	YES
E_EX	EXISTING ELECTRICAL	9	CONT	0.18	SCREEN60	YES
E_LUM	LUMINAIRES	RED	CONT	0.50	MONO	YES
E_PSKIRT	POWER SKIRTING	245	DASH	2.00	MONO	YES
E_REM	REMOVED/OBSOLETE ELEC ITEMS	CYAN	DASH	0.25	MONO	YES
E_SW-SOC	LIGHT SWITCHES, SOCKET OUTLETS	WHITE	CONT	0.25	MONO	YES
E_WIRE	ELECTRICAL WIRING	YELLOW	CONT	0.35	MONO	YES
E_ELP	ELECTRICAL LIGHT POLE	RED	CONT	0.25	MONO	YES
E_HLM	HIGH LIGHT MAST	RED	CONT	0.25	MONO	YES

MECHANICAL						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
M_AIRCON	AIRCONDITIONERS	MAGENTA	CONT	0.25	MONO	YES
M_DUCT	AIRCON DUCTING	WHITE	CONT	0.25	MONO	YES
M_FANS	EXTRACTOR & CEILING FANS	CYAN	CONT	0.25	MONO	YES

OVERHEAD TRACK EQUIPMENT						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
O_STRC-X	EXISTING STRUCTURES	WHITE	CONT	0.25	MONO	YES
O_STRC-N	PROP. STRUCTURES	RED	CONT	0.50	MONO	YES
O_MOFF-X	EXISTING MAKE OFF WIRES	WHITE	CONT	0.70	MONO	YES

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OVERHEAD TRACK EQUIPMENT						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
O_MOFF-N	PROP MAKE OFF WIRES	RED	CONT	0.50	MONO	YES
O-EARTH-X	EXISTING EARTH WIRE	WHITE	CONT	0.18	MONO	YES
O-EARTH-N	PROP EARTH WIRE	BLUE	DASH	0.30	MONO	YES
O-TLINE-X	EXISTING TRANS -MISSION LINE	WHITE	CONT	0.50	MONO	YES
O-TLINE-N	PROP TRANS -MISSION LINE	GREEN	CONT	0.35	MONO	YES
O_NEG RET-X	EXISTING NEG. RETURN	WHITE	C-DOT	0.35	MONO	YES
O_NEG RET-N	PROP NEG. RETURN	BLUE	C-DOT	0.50	MONO	YES

SIGNALS						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
N_EQ-N	PROPOSED SIGNAL EQUIPMENT	232	CONT	0.50	MONO	YES
N_EQ-X	EXISTING SIGNAL EQUIPMENT	231	CONT	0.25	MONO	YES
N_CAB-X	SIGNAL CABLES EXISTING	201	PHANTOM	0.25	MONO	YES
N_CAB-N	SIGNAL CABLES NEW	201	DIVIDE	0.25	MONO	YES

TELECOMMUNICATIONS						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
V_CBL-N	PROPOSED COMMS CABLES	202	PHANTOM	0.70	MONO	YES
V_CBL-X	EXISTING COMMS CABLES	201	PHANTOM	0.25	MONO	YES
V_NAV	NAVIGATION EQUIPMENT	214	CONT	0.25	MONO	YES
V_OPTIC-N	PROPOSED FIBER OPTIC CABLE	192	PHANT2	0.70	MONO	YES
V_OPTIC-X	EXISTING FIBRE OPTIC CABLE	191	PHANT2	0.25	MONO	YES
V_PNT-N	PROPOSED VOICE/DATA POINT	YELLOW	CONT	0.35	MONO	YES
V_PNT-X	EXISTING VOICE/DATA POINT	9	CONT	0.18	MONO	YES
V_REM	REMOVED/OBSOLETE COMMS ITEMS	CYAN	DASH	0.25	MONO	YES

BRIDGE/MARINE						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
B_ABUT	ABUTMENT	GREEN	CONT	0.5	MONO	YES
B_BOL	BOLLARD	GREEN	CONT	0.5	MONO	YES
B_BORE	BOREHOLES	YELLOW	CONT	0.25	MONO	YES
B_CENT	CENTRE LINE	RED	CENTRE	0.18	MONO	YES
B_CONC	CONCRETE	GREEN	CONT	0.5	MONO	YES
B_CONTH	CONCRETE THIN	RED	CONT	0.18	MONO	YES
B_CONTHK	CONCRETE THIC	GREEN	CONT	0.5	MONO	YES

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BRIDGE/MARINE						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
B_CONMED	CONCRETE MED	YELLOW	CONT	0.25	MONO	YES
B_CONHIDTH	CONC HIDE THIN	RED	DASHED	0.18	MONO	YES
B_CONHIDTH	CONC HIDE THIC	YELLOW	DASHED	0.25	MONO	YES
B_CONCHIDM	CONC HIDE MED	WHITE	DASHED	0.35	MONO	YES
B_CONCHAT	CONC HATCH	RED	CONT	0.18	MONO	YES
B_CONCSHAD	CONC SHADE	11	GREYSCA		GREY	YES
B_CONCSHAD	CONC SHADE	12	GREYSCA		GREY	YES
B_CONCSHAD	CONC SHADE	13	GREYSCA		GREY	YES
B_CONCPIPE	CONC PIPES	WHITE	CONT	0.35	MONO	YES
B_CONTT	CONTOUR INTER	RED	CONT	0.18	MONO	YES
B_CONTMN	CONTOUR MAIN	YELLOW	CONT	0.25	MONO	YES
B_CADAS	CADASTRALS	RED	CONT	0.18	MONO	YES
B_CAISS	CAISSONS	WHITE	CONT	0.35	MONO	YES
B_COORD	COORDINATES	YELLOW	CONT	0.25	MONO	YES
B_DECK	DECK SLAB	WHITE	CONT	0.35	MONO	YES
B_EXIST	EXISTING	RED	CONT	0.18	MONO	YES
B-FEND	FENDERS	WHITE	CONT	0.35	MONO	YES
B_FIREHYD	FIRE HYDRANT	WHITE	CONT	0.35	MONO	YES
B_GRID	GRID LINES	RED	CENTRE	0.18	MONO	YES
B_HAND	HANDRAILING	WHITE	CONT	0.35	MONO	YES
B_KEYPL	KEY PLAN	YELLOW	CONT	0.25	MONO	YES
B_LOGRID	LO GRIDLINES	RED	CONT	0.18	MONO	YES
B_MANH	MANHOLES	WHITE	CONT	0.35	MONO	YES
B_MASCAP	MASS CAPPING	WHITE	CONT	0.35	MONO	YES
B_PAVE	PAVING	WHITE	CONT	0.35	MONO	YES
B_PARA	PARAPETS	WHITE	CONT	0.35	MONO	YES
B_PCBEAM	PC BEAMS	WHITE	CONT	0.35	MONO	YES
B_PIER	PIERS	WHITE	CONT	0.35	MONO	YES
B_REINFTHN	REBAR THIN	RED	CONT	0.18	MONO	YES
B_REINFTHC	REBAR THICK	GREEN	CONT	0.5	MONO	YES
B_REINFMED	REBAR MEDIUM	WHITE	CONT	0.35	MONO	YES
B_REINFHIDT	REBAR HIDE THN	RED	DASHED	0.18	MONO	YES
B_REINFHIDM	REBAR HIDE MED	YELLOW	DASHED	0.25	MONO	YES
B_REINFDIM	REBAR DIMENS	RED	CONT	0.18	MONO	YES
B_STEEL	STEEL WORKS	WHITE	CONT	0.35	MONO	YES
B_SLTDRAIN	SLOT DRAIN	WHITE	CONT	0.35	MONO	YES
B_WGS	WGS84 GRID	RED	CONT	0.18	MONO	YES
B_WWALL	WING WALLS	WHITE	CONT	0.35	MONO	YES
B_RETWALL	RETAIN WALL	WHITE	CONT	0.35	MONO	YES
B_GEN1	GENERAL 0.18	RED	CONT	0.18	MONO	YES
B_GEN2	GENERAL 0.25	YELLOW	CONT	0.25	MONO	YES

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BRIDGE/MARINE						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
B_GEN3	GENERAL 0.35	WHITE	CONT	0.35	MONO	YES
B_GEN4	GENERAL 0.5	GREEN	CONT	0.5	MONO	YES
B_GEN5	GENERAL 0.7	CYAN	CONT	0.7	MONO	YES

WATER (CIVIL)						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
W_PROP1	OIL SEP/BLDGS	GREEN	CONT	0.5	MONO	YES
W_PROP2	STRUCTURES	GREEN	DASHED	0.5	MONO	YES
W_PROP3	PIPES	WHITE	CENTRE	0.5	MONO	YES
W_REBAR1	LAYOUT	WHITE	CONT	0.7	MONO	YES
W_REBAR2	REINFORCING	BLUE	CONT	0.7	MONO	YES
W_REBAR3	REINFORCING	BLUE	DASHED	0.7	MONO	YES
W_REBAR4	LAYOUT	WHITE	DASHED	0.7	MONO	YES

PERWAY LAYERS						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
P_CAT-G	CATTLE GRID	GREEN	CONT	0.25	MONO	YES
P_GEOT	GEOTECHNICAL DATA	WHITE	CONT	0.25	MONO	YES
P_GR-LAY	LAYERWORKS	35	CONT	0.25	MONO	YES
P_TACHY-T	TACHY TEXT	WHITE	CONT	0.25	MONO	YES
P_TACHY-L	TACHY LEVEL	WHITE	CONT	0.25	MONO	YES
P_TACHY-L	TACHY POINTS	WHITE	CONT	0.25	MONO	YES
P_RD-G	ROAD GRAVEL	41	DASHED	0.25	MONO	YES
P_RD-M	ROAD MAIN	WHITE	CONT	0.25	MONO	YES
P_RD-S	ROAD SIGNS	WHITE	CONT	0.25	MONO	YES
P_TR-DES	TRACK DESIGN	RED	CONT	0.25	MONO	YES
P_TR-CO	TRACK CO-ORDS	WHITE	CONT	0.25	MONO	YES
P_TR-F	TRACK FUTURE	ORANGE	CONT	0.25	MONO	YES
P_TR-C	TRACK CENTRE LINE	WHITE	CENTER	0.25	MONO	YES
P_TR-TO	TRACK TURNOUTS	WHITE	CONT	0.25	MONO	YES
P_TR-UP	TRACK UPLIFT	252	HIDDEN	0.25	MONO	YES
P_TR-S	TRACK SLEEPERS	WHITE	CONT	0.25	MONO	YES
P_TR-R	TRACK RAILS	WHITE	CONT	0.25	MONO	YES
P_TR-EQ	TRACK EQUIPMENT	WHITE	CONT	0.25	MONO	YES
P_TR-SUR	TRACK SURVEYED	WHITE	CONT	0.25	MONO	YES

Note: If hardcopy, check electronic system for latest revision

PERWAY LAYERS						
NAME	DESCRIPTION	COLOUR	LINE TYPE	LINE WEIGHT	PLOT STYLE	PLOT
P_TEL-T	CABLE ROUTE TELCOM	201	PHANTOM	0.25	MONO	YES
P_TEL-N	CABLE ROUTE NEOTEL	201	DIVIDE	0.25	MONO	YES
P_TEL-TR	CABLE ROUTE TRANSNET	201	DASHDOT	0.25	MONO	YES
P_SUBS-D	SUBSOIL DRAIN, GEOFABRIC, FINDRAIN	111	CONT	0.25	MONO	YES

6.12 Section Lines



Section lines are to be as above. They are to be inserted as a block from the symbols library.

6.13 North Point



The North Point above is to be used. It is to be inserted as a block from the symbols library.

Note: If hardcopy, check electronic system for latest revision

6.14 The Title Block

The Title Block must reflect the following:

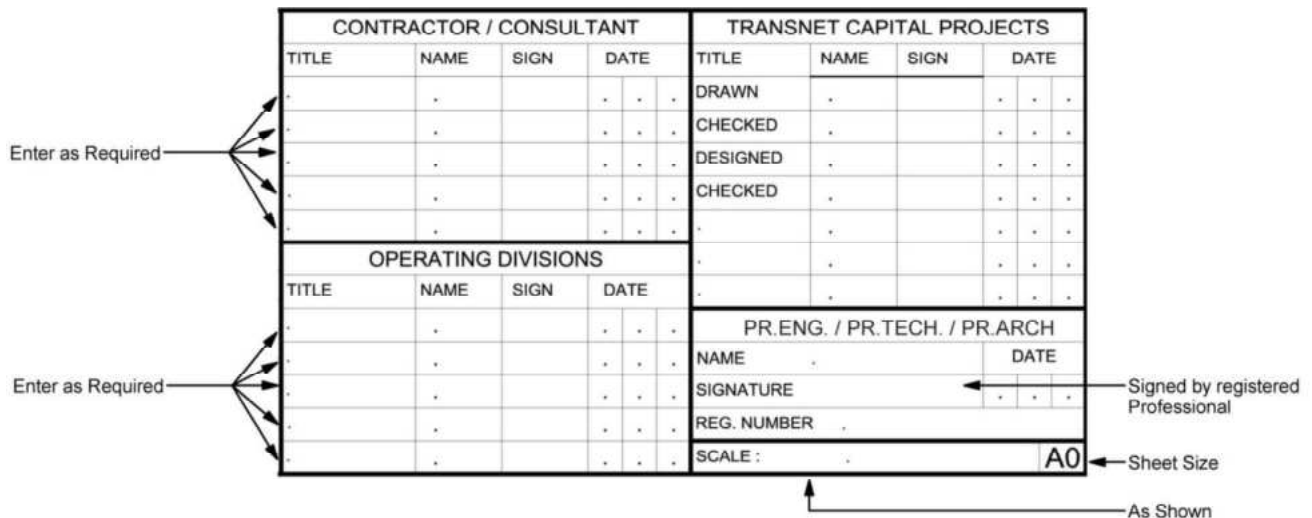
Transnet Capital Projects											Relevant Address
TRANSNET LTD (TRADING AS TRANSNET CAPITAL PROJECTS) : REG. NO. 1990/000900/06 237 MAHATMA GANDHI ROAD DURBAN P.O. BOX 1073, DURBAN											Relevant telephone and fax numbers
TEL: 031 361 1696 FAX: 0866 770815											
PORT OF DURBAN											Area Title
PIER 2: PORT OF DURBAN										First Line: Project description	
CONTAINER TERMINAL										Second Line: Item description	
CVR WORKSHOP										Third Line: Item description (Optional)	
GROUND FLOOR PLAN										Fourth Line: General drawing description, type of drawing e.g.: Plan, Section, Elevation, General Arrangement etc.	
PROJECT NUMBER	OD	FBS	DIS	TYPE	DRAWING NO.	SHEET	REV	ID			
* * * * *	*	* * *	*	* * *	* * * *	*	*	*	TD		
7 digit sequential number	Operating Division	Facility Breakdown Structure: sometimes referred to as WBS (Work Breakdown Structure)	Discipline	Document Type	Sequential Drawing number	Sheet Number	Revision Number	Originator of the Drawing			
									These will be supplied by Document Control		

Figure 6.14.1 The Title Block

Note: If hardcopy, check electronic system for latest revision

6.15 Fields in the Signature Block

The Fields in the title block must reflect the following:



The diagram shows a signature block form with the following sections and fields:

- CONTRACTOR / CONSULTANT** (Top Left): A table with 4 columns: TITLE, NAME, SIGN, DATE. It contains 5 rows of data.
- TRANSNET CAPITAL PROJECTS** (Top Right): A table with 4 columns: TITLE, NAME, SIGN, DATE. It contains 5 rows of data.
- OPERATING DIVISIONS** (Bottom Left): A table with 4 columns: TITLE, NAME, SIGN, DATE. It contains 5 rows of data.
- PR.ENG. / PR.TECH. / PR.ARCH** (Bottom Right): A section for professional registration, containing:
 - NAME (with a small table for initials)
 - SIGNATURE (with a line for the signature)
 - REG. NUMBER (with a small table for digits)
 - SCALE (with a line for the scale)
 - A0 (Sheet Size)

Annotations:

- "Enter as Required" with arrows pointing to the first four rows of the Contractor/Consultant table.
- "Enter as Required" with arrows pointing to the first four rows of the Operating Divisions table.
- "Signed by registered Professional" with an arrow pointing to the Signature field.
- "Sheet Size" with an arrow pointing to the A0 field.
- "As Shown" with an arrow pointing to the SCALE field.

Figure 6.15.1 Fields in the Signature Block

6.16 Revised Drawings

All amendments to drawings must be clearly referenced and indicated on the original drawing together with the draughtperson's name and date. The amendment block has provision for a checker's signature, an approval signature and a date.

Drawings and amendments to drawings shall be indexed as follows:

- Internal TCP issue to have No. as ` 1, 2, 3 etc. Description to always read ` Issued internal review'.
- Tender drawings: No. to be alphabetical ie.: OA, OB, OC etc.
- Construction drawings : No. to be alpha-numerical ie.: 01, 02, 03 etc.
- As built drawings: ZZ
- All drawings shall have the revision raised to the next applicable revision reference (as stated above) which shall be inserted in the revision box of the drawing title block before any drafting is started.
- Previously revised drawings to be saved as and re-named to reflect the current revision number. Revisions to be noted from bottom to top and previous revision clouds to be removed from drawings.

Note: If hardcopy, check electronic system for latest revision

[illegible]

Figure 6.16.1 Revisions in the Title Block

Revision & Hold Clouds

- All revised aspects on a drawing must be annotated by means of a "Revision" cloud wherever practical and a triangle with the revision number therein.
- "Hold" clouds should be used wherever applicable and practical to indicate hold status within the drawing.

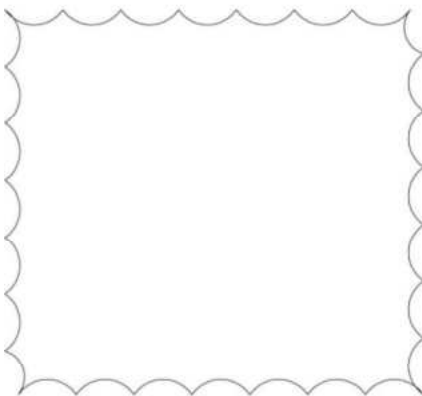


Figure 6.16.2 "Hold" Cloud

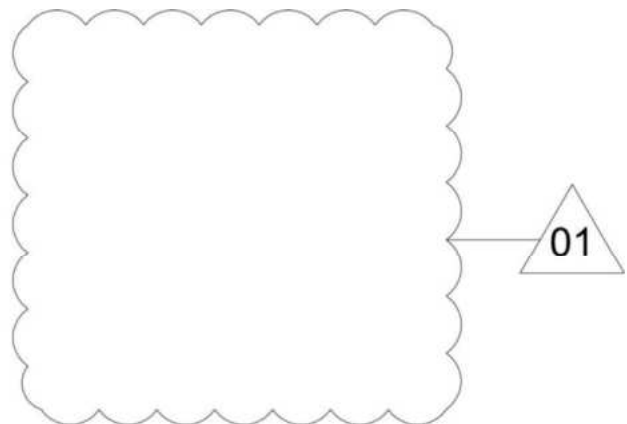


Figure 6.16.3 "Revision" Cloud

Note: If hardcopy, check electronic system for latest revision

6.17 Reference Drawings

Drawing number as reflected in drawing title.

Drawing description as per general drawing description in title block.



Figure 6.17.1 Reference Drawings

6.18 Key Plan usage

Key plans for different areas in the project are provided and should be referenced in. This approach allows any changes to the key plan to appear immediately on all drawings plotted from that point on.

Note: The drawing subject area is to be hatched on the current drawing.

6.19 Symbols and abbreviations

For Standard symbols Refer to:

- SANS 10143: Building drawing practice
- BBB0041: Preparation of drawings for Transnet Freight Rail
- SANS 1044: Welding Part II: Symbols
- BS 3939: Graphical symbols for electrical power, telecommunications and electronic diagrams
- Z148: Symbols for Signalling

If it is necessary to use symbols which are not standard national symbols, or located on the Transnet template, a new symbol may be created with its description tabled on the applicable drawing.

Note: If hardcopy, check electronic system for latest revision

6.20 Identification of Views

All views shall be identified in the following format:

- The two main forms of projection shall be used namely third and first angle projection.
- Indicate scale only if scale varies from title block scale
- Reference to a drawing where a section or a detail was taken is required if the view is shown on another drawing.
- Letters shall be used for details. Numbers shall be used for elevations and sections. Do not use letters "I" and "O"

Type	Format	Example
Details	Alpha	DETAIL A
Section	Numeric	SECTION 1
View	Alpha	VIEW X
Items	Alpha	ITEM A – TROLLEY FRAME



ANNEXURE F:
EMPLOYER'S
STANDARD:
DOCUMENTATION
CONTROL

Note: If hardcopy, check electronic system for latest revision

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1. Purpose

This standard outlines the documentation requirements that are to be implemented by the *Contractor* for the preparation, submission, receipt, review, and collection of Technical and (or) Deliverable Documentation, as detailed in the Contractor Documentation Schedule (CDS).

Contractor documentation is of the utmost importance for the in-house Engineering activities as the information contained in the *Contractor's* documentation interfaces with several other disciplines for the Engineering, e.g., Mechanical, Structural, Piping, Control and Instrumentation, Electrical, etc.

The supply of high quality documentation within the time required as defined in the '*Works Information*', Contractor Documentation Schedule (CDS), and *Contract* must be considered as one of the main objectives by the *Contractor*.

2. Scope

This scope defines the *Contractor's* responsibilities in terms of the preparation of all the *Contractor* Deliverables required for each *Contract*.

3. References

- ISO 9001:2000 - Quality Management Systems Requirements
- SANS 10111 - Code of Practice for Engineering Drawings
- SANS 10143 - Building Drawing Practice
- DOC-FAT-0001 - Contractor Documentation Schedule (CDS)
- DOC-FAT-0002 - Contractor Documentation Register (CDR)
- DOC-FAT-0003 - Contractor Review Label (CRL)
- DOC-FAT-0004 - Contractor Review Label (CRL) for drawings

Note: If hardcopy, check electronic system for latest revision

4. Definitions / Abbreviations

4.1 Definitions

'As-Built' Document	Is a final record of what was actually installed / constructed according to the Fabrication / Construction <i>Contractor</i> , and includes all deviations or changes from the approved AFC document(s). As-Built document(s) are required to reflect the same degree of detail as the original document(s). As-Built document(s) shall be done by all <i>Contractors</i> .
<i>Contract</i>	Formal document evidencing agreement between <i>Employer</i> and <i>Contractor</i> for supply of on site or off site services (generic term used for Purchase Orders, Contracts and Service Orders in this Procedure).
<i>Contractor</i>	The party to a contract that provides services to the <i>Employer</i> (generic term used for Vendors, Suppliers, Contractors, Consultants, etc.).
Controlled Document	Any document where its revision and distribution are recorded to ensure that Project Team Members holding a copy of the document have the current revision, and will receive future revisions, subject to a formal review and approval process.
Documentation	Collective term used to describe drawings and documents, e.g., letters, faxes, drawings, specifications, reports, manuals, standards, publications, software, etc.
Document Control	The function that ensures systematic registration, distribution, retrieval, status reporting, and storage of revision controlled documentation, typically Technical and (or) Deliverable documentation.
Document Management	Is the over-arching term used to describe the management of documentation on a Project.
<i>Employer</i>	The party to a Contract or Purchase Order to whom the goods are supplied or for whom the work or services are performed. For this project Transnet Capital Projects is the <i>Employer</i> .
<i>Employer's</i> Documentation	Shall mean all documentation issued to <i>Contractors</i> by the Project.
Engineering Deliverables	Technical documentation generated by Engineering, i.e. drawings, drawing registers, Engineering Document Registers, calculations, requisitions, equipment lists, design specifications, etc.

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'For Record' Document	A set of record drawings / documents conforming to the marked up prints, drawings and other data, handed over to the <i>Employer</i> as part of the Project Handover Procedure.
Master Document	The original wet signed (signature) document which is held by Project Office Document Control.
Native/Source Document	Original electronic file format of documentation.
Project Deliverables	Is any document, drawing, report, register, task, etc.
<i>Project Manager</i>	The Project Manager is appointed by the <i>Employer</i> , and his role is to manage the Contract for the <i>Employer</i> .
Squad Checking	The review of technical documentation by multiple Engineering disciplines in order to ensure co-ordination, communication and interface between the various disciplines; done in an area specifically allocated for the review of documentation; the process / activity is controlled by Document Control but the work is executed by the Engineering Team.
Tender Document	The formal document that expresses the terms, both Commercial and Technical, against which a Tenderer submits its Tender for Contracts.
Transmittal	Is documented evidence of the formal distribution of documentation to recipients which display Transmittal No., Title, Date, Issue Reason, Revision No. etc. It is evidence of distribution and receipt of documentation.
Uncontrolled Document	Any copy of a document where distribution is not required to be recorded, and that does not require revision control or formal review.
Working Document	The main working copy of an original document where proposed changes are recorded for incorporating into subsequent revisions.
'Works Information'	Shall refer to the <i>Works Information</i> as defined in the Contract

4.2 Abbreviations

AB	As-Built / Recorded Documentation
----	-----------------------------------

Note: If hardcopy, check electronic system for latest revision

AFC	Approved For Construction
CDR	Contractor Documentation Register
CDS	Contractor Documentation Schedule
CRL	Contractor Review Label
DC	Document Control
DCIS	Document Control Instruction Sheet
EDMS	Electronic Document Management System
FN	Final
RE	Responsible Engineer

5. Responsibilities

5.1 Contractor

The *Contractor* is responsible for submitting all documentation, required by the Contract, via Document Control to the relevant *Project Manager*, to comply with the requirements of this standard.

The *Contractor* is responsible for setting up and maintaining his own internal Document Control Process to ensure traceability and accountability for all information submitted to the *Project Manager*, and all information issued to Sub-Contractors.

5.2 Sub-Contractors

The *Contractor* is responsible for providing the *Sub-Contractors* with all the relevant information, and for ensuring that the *Sub-Contractors* applies the Standard, and submit their data via the *Contractor* for formal submission to the *Project Manager*. (If the *Contractor* sub-contracts work, he is responsible for providing the Works as if he had not sub-contracted.)

6. Procedure

6.1 Documentation to be Submitted

6.1.1 Contractor Documentation Schedule (CDS) (DOC-FAT-0001)

The CDS states the Employer's requirements for:

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- The document types to be submitted by the *Contractor* at various stages of the Contract
- The timing for documentation to be submitted by the Contractor
- The *Project Manager* completes the Contractor Documentation Schedule (CDS) and includes it with the Enquiry and Contract as an attachment / annexure to the 'Works Information' document. The *Contractor* submits documentation as required by the Contractor Documentation Schedule (CDS), within the time specified in the Contract. All documentation shall be submitted according to the dates specified in the Contractor Documentation Schedule (CDS).

6.2 Contractor Documentation Register (CDR) (Annexure B)

The Contractor Documentation Register (CDR) is a list of documentation that the *Contractor* is to submit in accordance with the *Contract*. The *Contractor* is to use the Contractor Documentation Schedule (CDS) as the basis for developing the Contractor Documentation Register (CDR). The CDS is the minimum requirement, and the *Contractor* is still responsible to include all documentation on the CDR required for the successful completion of the contract even if no CDS has been included in the *Contract*.

The title of the documentation shall adequately define and describe the facility and equipment where applicable. The Contractor Documentation Register (CDR) must be submitted within 2 weeks of the *Contract* award date, unless otherwise indicated on the Contractor Documentation Schedule (CDS) or in the Contract. Once the Contractor Documentation Register (CDR) is submitted, the *Project Manager* in conjunction with Document Control assigns document numbers to each document. The Contractor Documentation Register (CDR) is reviewed and returned to the *Contractor* as defined elsewhere in this Standard. The *Contractor* is to use the exact document numbers and titles as provided and listed by the *Project Manager* on the Contractor Documentation Register (CDR), on each of the documents.

The Contractor Documentation Register (CDR) is a 'live' document that shall be updated and re-submitted by the *Contractor* on a regular basis to reflect any changes made, e.g., updated planned / actual submission dates or addition of new documents requiring new numbers. Changes to a row(s) of the register shall be highlighted in colour across the entire row(s).

The Contractor Documentation Register (CDR) shall be submitted in Excel (electronic format) as well as PDF format upon each submission to the Project, and shall also be submitted with the final documentation, unless otherwise agreed as per par 6.3.

The forecast and actual submission dates shall reflect the dates of the next issue of the documentation, and once this submission reaches conclusion the dates are to be updated to reflect the next issue, i.e., the as-built documentation submission dates.

6.3 Format in which Documentation is to be submitted

Although the aim of this Standard is to encourage all documentation to be managed and submitted electronically the *Contractor* can apply to the *Project Manager* to have these requirements changed to accept only paper copies of all documentation

Note: If hardcopy, check electronic system for latest revision

6.4 Documentation Preparation Requirements

6.4.1 Quality

Documentation shall be of the highest quality to allow immediate and accurate use by the Project Manager, i.e., without any need for interpretation due to possible illegibility, or prints / copies of poor quality.

Any illegible or indecipherable drawings will be systematically rejected and returned to the *Contractor*, who shall in no case allege documentation being rejected and returned as a reason for any delay affecting delivery.

All documentation shall have sufficient borders for punching as required for filing purposes.

6.4.2 Standards and Codes

All documentation shall conform to the latest revisions of the following, i.e.,:-

- SANS 10111 - Code of Practice for Engineering Drawings, or
- SANS 10143 - Building Drawing Practice, or
- ISO 9001:2000 - Quality Management Systems Requirements

6.4.3 Language

All drawings and documents shall be in English.

6.4.4 Units and Dimensions

All units and dimensions on the *Contractor's* documentation shall be in SI units, unless otherwise specified.

6.4.5 Sizes of Documentation

6.4.5.1 Drawings

The following standard drawing sizes shall be used:

- A3 - 277 x 420mm
- A2 - 420 x 594mm
- A1 - 594 x 841mm
- A0 - 841 x 1189mm

Note:

- Drawings wider than A0 are not acceptable to the *Project Manager*
- Hard copy drawings shall be printed out at actual size, e.g., shall not print A1 size when drawing size is A0
- A4 drawings are prohibited unless issued as part of a document.

Note: If hardcopy, check electronic system for latest revision

6.4.5.2 Other Documents

All the *Contractor's* documentation other than drawings shall be prepared on standard A3 or A4 size sheets suitable for insertion into an A4 (W71) hard-core binder (file).

All documentation shall have sufficient borders to allow for punching.

6.4.6 Documentation with Multiple Sheets

6.4.6.1 Drawings

If a series of drawings of a particular area is produced by the *Contractor* (e.g., loop diagrams which may have fifty (50) or more sheets) one sequential drawing number shall be used with a series of sheet numbers.

Where more than one sheet is used, the first sheet (numbered 01) shall incorporate an index for all the other sheets in the series, including their current revision status and date.

6.4.6.2 Documents

The *Contractor's* documents with several sheets (e.g., data sheets, reports, etc.) shall be compiled as sets, i.e., a multi sheet document identified as a single document with a single document number. Thus, each sheet is identified individually, e.g., "sheet 10 of 15" and all documents shall be numbered from page 2 onwards.

Each set shall include a Table of Contents and the identification data shall as a minimum contain the following, i.e., the document number, revision number, page number and continuation information shall appear on every page of the multiple page documents. The front sheet of each document shall be page 1; however the number or wording "page 1" is not shown on the first page.

6.4.7 Details Required on Documentation

Each drawing and document shall be identified with the following information, i.e.,:-

- Project Name and Number
- Contract Number or Purchase Order Number
- Equipment Tag Number(s) (if applicable)
- Manufacturer's model / type (if applicable)
- Official Name of *Contractor's* Company
- *Contractor's* Reference Number
- Project Document or Drawing Number
- Electronic File Name (identical to the *Employer's* Document or Drawing Number and not the *Contractor's* Document or Drawing Number)
- Identification and signature of Originator, Checker, Approver, PR Eng, etc.
- Complete Descriptive Title
- Revision

Note: If hardcopy, check electronic system for latest revision

- Date

6.5 Electronic Documentation Requirements

No "Protection" or "password" will be placed on electronic files.

Electronic submissions shall conform to the minimum quality standard as listed below, i.e.,:-

- File Formats to be submitted
- All deliverables submitted by the *Contractor* must be supplied in the formats listed below, and be editable using the software listed in Table 1. Only exceptions that have prior approval from the *Project Manager* will be accepted. Software used shall be the latest generation, and where appropriate, shall be regularly upgraded.

Note:

All electronic documents shall be submitted in Adobe Acrobat (PDF) format and the 'Native' file shall be included at the final submission.

6.5.1 Table 1: Acceptable File Formats

Document Type	Description
Drawings	Native: Micro Station 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Data Sheets (other than instrumentation)	Native: MS Excel 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Data Sheets (Instrumentation)	Native: As per software used or as otherwise specified in Contract
	Published In: Adobe Acrobat (PDF) version 7 or later
Engineering Data Lists	Native: MS Excel 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Calculation Outputs / Results	Native: As per software used or as otherwise specified in Contract
	Published In: Adobe Acrobat (PDF) version 7 or later
Document Viewers – Redlining	Adobe Acrobat v7 minimum with "Comments" enabled
All Reports	Native: MS Word 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Report supporting Data including: Calculations, Charts,	Native: As per software used or as otherwise specified in Contract

Note: If hardcopy, check electronic system for latest revision

Graphs, Indexes, etc.	Published In: Adobe Acrobat (PDF) version 7 or later
Manuals	Native: MS Word 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
General Documents	Native: MS Word 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Presentations	Native: MS PowerPoint 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Colour Photographs / Scanned Images	Native File format: JPG Compression level 1%
Graphic Imagery	Published images in: TIF uncompressed or WMF
	Native image format: Corel Draw 7 CDR file
	Adobe Photoshop 7.0 PSD
	PowerPoint 2000 PPT file
Project Schedules	Native: Primavera P6 (preferred)
	Native: MS Project
	Published In: Adobe Acrobat (PDF) version 7 or later
Databases (preferred)	MS SQL Server 2000
Databases (non-preferred)	ODBC compliant
	Microsoft Access 2003
Data Compression	Software: WinZip 8.0
Other General Project Data	Native: Microsoft Office 2003 application or later
	Published In: Adobe Acrobat (PDF) version 7 or later

6.5.1.1 Native File

Native files shall be clean of all extraneous fonts, formats and styles to ensure inadvertent reformatting and format adjustments or difficulties that do not eventuate in downstream handling of documents.

6.5.1.2 Adobe Acrobat (.PDF) Files

PDF files shall be of a high quality and without dark background shading as definition may otherwise become lost.

The quality of Adobe Acrobat (.PDF) files shall be such that a hardcopy of a laser printed A1 Adobe Acrobat (.PDF) drawing can clearly be read in A3 size. Similarly A3 and A4

Note: If hardcopy, check electronic system for latest revision

Adobe Acrobat (.PDF) file quality shall be such that hardcopy of a laser printed A3 or A4 Adobe Acrobat (.PDF) document can clearly be read in A4 size.

The Contractor shall physically test and confirm this prior to transmitting Adobe files.

PDF files shall be saved as "Reader Extent" to make provision for the use of electronic signatures.

PDF files shall be "Optimized" to improve Quality and then "Reduce File Size" through Adobe.

6.5.1.3 Databases

Databases shall be presented in compatible format on CD Rom as specified in Table 1. Multi format documents (created from several files) shall be combined and submitted as a single Adobe Acrobat (.PDF) file.

6.5.1.4 Drawing Files

These shall be submitted in Adobe Acrobat (.PDF) and the 'Native' file format shall be submitted on the final submission unless otherwise specified. 'Native' files shall include reference / border files, etc.

A single file shall be submitted per document, i.e., under no circumstances shall different drawings with different numbers appear on one sheet under one file name, nor shall a drawing with multiple sheets be saved into one electronic file.

All CAD drawings shall be contained in one single merge file, any form of ex Ref or Reference File will not be accepted.

6.5.1.5 Sketches

These shall be A3 or A4 size scanned as Adobe Acrobat (.PDF) file.

6.5.1.6 Text Documents

Each page of a single document shall be collated into one file. (The "wet" signature Contractor Review Label (CRL) coversheet, where required, is inserted at the beginning of the document prior to review).

6.5.1.7 Tables / Diagrams

These shall be A4 and A3 size only.

6.5.1.8 Reports

Reports containing Word, Excel, DGN, DWG, brochures, etc., shall be compiled as one Adobe Acrobat (.PDF) file.

Note:

Note: If hardcopy, check electronic system for latest revision

Original colour hardcopies shall be scanned in colour to ensure all details of paper documents.

6.5.1.9 Photo's / Video's

Prints should be submitted of conventional photographs or prints and digital files of electronic images, or as specified by the Project Manager.

6.5.2 Security

Files shall be clear of known viruses and extraneous (irrelevant) macro's. The *Contractor* shall at all times have the latest generation of virus protection software. The *Contractor* shall ensure appropriate security systems are in place to prevent unauthorized electronic distributions and (or) unauthorized editing or manipulation of electronic files.

6.5.3 Scanning Requirements

Where possible 'native' files shall be converted to PDF rather than scanned from hardcopy.

Where this cannot be done all drawings and documents shall be manually scanned black and white except where colour image and fonts are required or necessary.

The settings below should be adhered to where possible and may vary depending on scanning software used. Where images rendered with these settings are unreadable, operators shall use their discretion, and adjust colour depth and resolution accordingly.

6.5.3.1 Scan Settings

- Resolution:-

Black and White - 200 dpi

Colour - 100 dpi

Fine Line Drawings - 300 dpi

- Image Type:-

Black and White - 1 Bit

Colour Line Drawings - 8 Bit (256 colours) minimum

Colour photos and rendered images - 24 Bit

Use automatic threshold to determine the white and black points

- Other Criteria to Adhere to:-

Rotate to correct reading (i.e., viewable at correct orientation)

De-skew (i.e., straighten if on a slant)

Note: If hardcopy, check electronic system for latest revision

De-speckle (i.e., remove background dirt)

Optimized (i.e., reduce file size)

Note:

When a scanned drawing is printed to be re-scanned, subsequent to, e.g., mark-ups or signatures, then it shall be scanned at a setting of 400 dpi.

6.6 Documentation Numbering

Once the Contractor Documentation Register (CDR) has been submitted by the *Contractor*, Document Control will allocate the *Employer's* documentation numbers on the Contractor Documentation Register (CDR) and return it to the *Contractor*.

A unique sequence number is allocated to each document and remains the same for each submittal of that specific document.

The *Contractor* shall use the *Employer's* document numbers and titles exactly as per the Contractor Documentation Register (CDR) on all documentation submitted.

Electronic file names for all documentation shall be exactly as per the *Employer's* documentation numbers, including the revision number.

7. Revising Documentation

All documentation carries a revision block, which must be completed in full before submitting to the *Project Manager*, and typically denotes the following:-

- NO. - Revision Number, e.g., 00, 01, etc.
- DESCRIPTION - Describes the status, e.g., Issued for Tender and a brief description of the changes made.
- BY - Person responsible for revising the document
- CHK'D - Person responsible for checking the revised document
- APP'D - Person responsible for approving the revised document
- DATE - Date of the revised document

7.1 Revision Notes

The revision block should record each change in revision with a brief but specific description of the changes made.

Terms such as "Minor Revision" or "General Revisions" shall be avoided in favour of a more specific notation.

More than one line may be used but only the revision number and date together with the relevant initials shall appear in the top line.



Note: If hardcopy, check electronic system for latest revision

7.2 Indicating Revisions

Revisions shall be clearly identified by placing a revision triangle with the correct revision number in the right hand column in the case of documents, and is adjacent to the area on the document that has been changed.

All revisions made on drawings shall be enclosed by a cloud except in cases where to add a cloud detracts from the readability of the drawing. At subsequent revisions all clouds and revision triangles from the previous formal revision shall be removed from the drawing.

7.3 As-Built / Final Revisions

Should documentation require changes upon completion of Construction, it shall be revised to an "As-Built" status, as well as bear the wording "Certified As-Built", which is indicated in the revision block of the documentation.

Should documentation not require any changes upon completion of Construction, it shall be revised to a "Final" status, as well as bear the wording "Certified Final", which is indicated in the revision block of the documentation.

8. Documentation Submission

8.1 Documentation Submission Format

All documentation shall be submitted under cover of a *Contractor's* Transmittal Note.

8.2 Electronic Transmission

The Contractor Documentation Schedule (CDS) defines which documentation shall be transmitted electronically. All electronic documentation shall be transmitted on CD ROM unless otherwise agreed as per Par 6.3.

Documentation submitted on CD ROM shall be contained in a zip file with the Transmittal Note enclosed.

Note:

In the event of documentation required urgently and the *Contractor* is not able to submit a CD ROM and (or) hard copy format timeously, then e-mail transmission may take place (but in extreme cases only)

Per e-mail - the file size may not exceed 5 MB and the Transmittal Note shall be attached.

The *Contractor* is still required to submit the relevant CD ROM to Document Control without delay.

When sending an e-mail the *Contractor* shall ensure that the subject field of the e-mail is completed as follows, i.e.,:

Note: If hardcopy, check electronic system for latest revision

- Contract Number – *Contractor's* Transmittal Number and Description of documentation transmitted.

8.3 Hard Copy Transmission

Documentation shall be submitted in printed hard copy format unless otherwise stated on the Contractor Documentation Schedule (CDS).

8.4 Transmittal Notes (Annexure A)

All documentation shall be submitted under cover of the *Contractor's* Transmittal Note indicating all *Contract* references (i.e., Project No, *Contract* No, etc.), Project Documentation Number(s), Revision Number, Title and Chronological listing of transmitted documentation.

The *Contractor's* Transmittal Note shall state the purpose / issue reason of the documentation submission.

Documentation for different purposes must be sent on separate *Contractor* Transmittal Notes. The *Contractor* shall note that documentation will be rejected if this requirement is not met.

The *Contractor* Transmittal shall be signed, date stamped and returned to the *Contractor* by Document Control.

8.5 Formats and Quantities of Documentation

The required number of copies and formats of documents / drawings shall be specified in the Contractor Documentation Schedule (CDS).

A typical example of quantities and formats would be as follows:-

- Pre-Construction – Hard copy and PDF (to be specified in 'CDS')
- Construction – Hard copy and PDF (to be specified in 'CDS')
- As-Built – Red Lined – Hard copies (Normally 3 off) (to be specified in CDS')
- Certified As-Built / Final – Hard copies (full size) and CD ROMs containing PDF and 'Native' file formats (to be specified in 'CDS')

8.6 Address for Submission

The address of submission will be as specified in the *Contract* and all submissions will be identified with the Contract Number, and the responsible *Project Manager*. All deliveries will be made to Document Control who will distribute the documentation to the relevant *Project Manager*.

9. Review and Acceptance of *Contractor* Documentation

The *Contractor* submits documentation as the *Contract* requires to the *Project Manager* via Document Control for review and acceptance.

Note: If hardcopy, check electronic system for latest revision

9.1 Contractor Review Label (CRL)

The purpose of the Contractor Review Label (CRL) is for the *Project Manager* to assign a review code to the reviewed documentation denoting the status of the documentation after consolidation of comments. The Contractor Review Label (CRL) is to be inserted by the *Contractor* as follows:-

9.1.1 First Submission of Documentation

The first revision is revision '0', with subsequent revisions '1', '2', '3', etc.

9.1.2 Review of Documentation

Acceptance of documentation by the Project will in no way relieve the *Contractor* of their responsibility for the correctness of information, or conformance with the requirements. This responsibility rests solely with the *Contractor*.

Once documentation has been reviewed by the Project, all comments are consolidated and a review code is assigned on the Contractor Review Label (CRL) to the original reviewed / marked-up drawing / document by the *Project Manager*.

9.1.2.1 Review Codes for Contractor Documentation

The Review Code resulting from the review is as follows, i.e.,:-

- Code C1 – Accepted

The *Contractor's* design / submission of documentation is accepted and the *Contractor* only needs re-submit documentation only if major changes have been made. The next submission will be the for Approval of "Redline" and / or "Final " documentation.

- Code C2 – Accepted with Comments. Revise and Resubmit

In the event that the Project returns documentation with comments noted, the *Contractor* shall, within the '*period of reply*' as defined in the *Contract Data*, make the required changes and submit the revised documentation for further review on the next revision.

- Code C3 – Not Accepted. Revise and Resubmit for Review

In the event that the Project returns documentation with "Not Accepted, Revise and Re-submit" the *Contractor*, within the '*period of reply*', make the required changes and re-submit the revised documentation on a new revision for further review. Should these revisions necessitate changes in other related documentation, the *Contractor* shall make the appropriate changes and re-submit all the revised related documentation for further review. The *Contractor* shall not proceed with any activities controlled by the *Contractor's* documentation until it has been re-submitted and acceptance indicated.

The *Contractor* revises and re-submits documentation but on the next revision until a review code 'C1' is achieved. This review process shall not entitle the *Contractor* to submit any claims due to time loss.

Note: If hardcopy, check electronic system for latest revision

- Code C4 – Review Not Required

Documentation signed at "Code C4" level is considered to be for information only and does not require further submission, and shall not be returned to the *Contractor*. However, Document Control shall issue a Transmittal only to the *Contractor* in this regard as notification.

9.1.2.2 Return of Reviewed Documentation

The original reviewed / marked-up drawing / document is scanned to PDF format and a copy is returned to the *Contractor* indicating the *Project Manager's* further instructions.

Return of the reviewed documentation is either in hard copy format, in which case the original reviewed / marked-up drawing / document is returned, or on CD.

Contractors will be advised by e-mail or fax (accompanied by a copy of the Project's Transmittal Note) that documentation is available for their collection.

9.1.3 Review Period

The *Contractor* shall allow the *Project Manager* the 'period of reply' to review and respond to the *Contractor's* submission of documentation, i.e., from time of receipt by the *Project Manager* to the time of dispatch by the *Project Manager*. However, work shall proceed without delay in the event of late return of the documentation by the *Project Manager* with prior notification in writing by the *Contractor*.

9.1.4 Revised Documentation

On receipt of the reviewed documentation the *Contractor* shall make any modifications requested / marked-up and re-submit the revised documentation within 'the period of reply' on the Contractor Documentation Schedule (CDS). Queries regarding comments / changes should be addressed with the *Project Manager* prior to re-submittal.

Any re-submittals, which have not included the changes / comments identified, will be marked with the applicable review code and returned to the *Contractor* to be corrected and re-submitted. The *Contractor* shall re-issue the revised documentation incorporating all comments on a new revision and other specified details not included in the previous issue within 'the period of reply' of receipt of the marked-up documentation.

All revised data shall be submitted in its entirety and shall reflect the revision control numbers, and shall also indicate which documentation the revised documentation supersedes, if applicable.

In the case of drawings every sheet has its own revision number and is revised as an individual document.

In the case of documents all sheets under cover of one document number shall be under the same revision number and be re-submitted, even if the revision is a minor one.

Note: If hardcopy, check electronic system for latest revision

10. As-Built / Final Documentation

This is Certified 'As-Built / Final Accepted' documentation or documentation for which no further review is required. The final documentation shall form part of the final *Contractor* Manual(s) or Data Packs

Contractors shall provide the 'As-Built' documentation that form part of the Operating, Instruction and Maintenance Manuals that were issued and accepted prior to 'As-Built' conditions for inclusion in these types of manuals by the *Project Manager*.

10.1 Definition of Final and As-Built Status of Documentation

10.1.1 "Final" Documentation

This applies to "As Manufactured and Delivered to Site".

Documentation submitted subsequently by the *Contractor* once "Final" status is reached shall be indicated as such in the Revision Notes Block as "Final" and shall also reflect the New Revision Number on the document in the revision block provided.

10.1.2 "As-Built" Documentation

This applies to "As Constructed or As Installed".

The Contractor Documentation Schedule (CDS) shall indicate the documents which are to be brought to "As-Built" status, and must be submitted only after practical completion when the documentation qualifies for "As-Built" status, and the period after completion by which they must be finalized.

10.2 Preparation of As-Built Documents

10.2.1 Transnet Capital Projects Documents

The *Contractor* responsible for completing the construction / installation works shall prepare three (3) marked up hard copies of the applicable documents to represent the As-Built condition(s). The mark-ups shall be in RED pencil or pen and be complete and accurate.

Once prepared the As-Built mark-up documentation is transmitted to Transnet Capital Projects for updating of the original design documentation.

Documents / drawings updated with information known by the *Project Manager* and as provided by *Contractors* at the completion of their *Contracts* is utilized by the *Project Manager* to update Engineering Deliverables / drawings to this status, i.e., "For Record Purposes".

Note:

File naming convention on drawings / documents shall be in accordance with the Project numbers assigned on the Contractor Documentation Register (CDR).

Note: If hardcopy, check electronic system for latest revision

10.2.2 Design, Supply and Install Contractor Documents

Contractors responsible for the design, supply and installation of equipment are responsible for producing As-Builts of their own documentation.

The *Contractor* shall prepare three (3) marked up hard copies of the applicable documents to represent the As-Built condition(s). The mark-ups shall be in RED pencil or pen and be complete and accurate.

Once prepared the As-Built mark-up documentation is transmitted to the *Project Manager* for Approval through the normal process. Once approved C1 the *Contractor* can proceed to update his drawings and submit as part of the final package

The mark-ups are returned to the *Contractor* so that they can produce the As-Built revisions.

11. Installation, Maintenance and Operating Manuals and Data Books

These shall be supplied by the *Contractor* as manuals in an A4 hard covered, red, grease and waterproof binder using two (2) ring type binders.

Drawings and charts larger than A4 shall be folded and those greater than A3 shall be enclosed in an A4 plastic pocket of adequate strength.

Manuals shall be well indexed and user friendly. Manuals shall include a summarized Table of Contents and in manuals comprising a number of files / volumes there should be one summarized Table of Contents in each of the files / volumes. The draft Table of Contents shall be submitted for review to the Project Manager prior to the compilation and official submittal of the manuals. The technical content of manuals shall be specified by the *Project Manager*.

The originals of all brochures shall be issued to the *Project Manager*. When a general brochure is applicable to a range of equipment, then the specific item, catalogue number or model number shall be stated, which is best achieved by introducing a separate index page, which cross-references the specific item to a tag number.

The address, phone numbers, fax numbers and reference numbers of all *Sub-Contractors* shall be provided.

Where manuals include drawings that still need to be revised to "As-Built" status, and such manuals are required prior to 'As-Built' status, the manual will not be considered to be in its final form until the "As-Built" version of each such drawing has been incorporated.

The required number of copies of the manual(s) shall be as specified by the *Project Manager* and submitted per type or model number of equipment included in the contract, or as specified by the *Project Manager*.

Note: If hardcopy, check electronic system for latest revision

A typical example of what the binder / file(s) shall be marked with on the spine and the front cover is as follows: -

- Project Name
- Manual Title, e.g., Installation, Maintenance and Operating Manual
- FBS No. and Title
- Manual Numbering (e.g., Volume 1 of 2, etc.)
- Contract Number
- Contractor Name

12. Cancelling and Superseding Documentation

The Document Control Procedure for cancelling and superseding is as follows:-

12.1 Superseding

If the document / drawing has been transmitted anywhere and is to be replaced by a different document number / drawing number, then it is superseded. The superseded item should go up a revision and always have the new drawing or document number written across it, as the normal practice.

The Document Controller is to check that this has been done on the drawing or document, and the revision title block should be preceded with:-

- e.g. "SUPERSEDED by 222057-2-211-M-GA-0030"

12.2 Cancelling

If the item is to be cancelled, it means the item has been previously transmitted and it is not being replaced by another drawing number / document number. In this case the Document Controller should check that the revision has gone up, the word "CANCELLED" is written across the drawing / document and the word "CANCELLED" is placed at the beginning of the revision title block

13. Records

All documents generated in terms of this standard are to be retained by Transnet Capital Projects as records in accordance with the requirements of Project Procedure DOC-P-0013.

Note: If hardcopy, check electronic system for latest revision

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Note: If hardcopy, check electronic system for latest revision

[illegible]