



Transnet Freight Rail
an Operating Division of
TRANSNET LIMITED
(Registration No. 1990/000900/06)

REQUEST FOR PROPOSAL (“RFP”)

RFP NUMBER HO/C/G/087

SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS

ISSUE DATE : 24 MARCH 2009
CLOSING DATE : 14 April 2009
CLOSING TIME : 10h00

Please note that late responses and those delivered or posted
to the incorrect address will be disqualified.



RFP NUMBER HO/C/G/087
SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS

SCHEDULE OF DOCUMENTS

Section

- 1. Notice to Bidders**
- 2. Background, Overview and Scope of Requirements**
- 3. Proposal Form**
- 4. Resolution of Board of Directors (Respondent's Representative)**
- 5. Certificate of Acquaintance with RFP Documents**
- 6. Pricing and Delivery Schedule**
- 7. General Tender Conditions (CSS5 – Goods)**
- 8. Standard Terms and Conditions of Contract (US7 - Goods)**
- 9. Specifications and Drawings**

PREVIEW COPY ONLY



SECTION 1

RFP NUMBER HO/C/G/087

SUPPLY OF WORKWEAR FOR A PERIOD OF TWO (2) YEARS

NOTICE TO BIDDERS

1. Proposals are requested from interested persons, companies, close corporations or enterprises (hereinafter referred to as the "**Respondent(s)**") to supply the above-mentioned equipment to Transnet.

On or after 24 MARCH 2009 the RFP documents may be inspected at, and are obtainable from the office of TRANSNET TENDER ADVICE CENTRE, LEVEL 100, CARLTON CENTRE, 150 COMMISSIONER STREET, JOHANNESBURG.

Any additional information or clarification will be faxed or emailed to all potential Respondents, if necessary.

2. A formal briefing session will not be held but should Respondents have specific queries they should email these to the Transnet employee(s) indicated below:

Name : Carolina Lourens / Cor du Plooy
Division : Transnet Freight Rail (Supply Chain Services) (Clothing)
Email : Carolina.lourens@transnet.net / Cor.duplooy@transnet.net

In the interest of fairness and transparency the said information will then be made available to the other Respondents who have collected RFP documents. For this purpose all Respondents need to indicate their intention to respond by informing the above-mentioned Transnet employee (per email only) of their contact numbers as soon as possible but before 14 April 2009.

3. Proposals in duplicate must reach the Secretary, Transnet Acquisition Council before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

RFP No	: HO/C/G/087
Description	: SUPPLY OF WORKWEAR
Closing date and time	: 14 April 2009 at 10h00
Closing address (refer options paragraph 4 below)	



4. DELIVERY INSTRUCTIONS FOR THIS RFP

- 4.1 **If posted**, the envelope must be addressed to the Secretary, Transnet Acquisition Council, P.O. Box 4244, JOHANNESBURG 2000 and must be dispatched in time for sorting by the Post Office to reach the Secretary before the closing time of the RFP. In the event of the late receipt of a Proposal, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 4.2 **If delivered by hand**, the envelope is to be deposited in the TRANSNET tender box which is located at the main entrance, INYANDA HOUSE, 21 WELLINGTON STREET, PARKTOWN, JOHANNESBURG, and should be addressed as follows:

THE SECRETARY
TRANSNET ACQUISITION COUNCIL
GROUND FLOOR
21 WELLINGTON ROAD
PARKTOWN
JOHANNESBURG

The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please ensure that response documents or files are not larger than the above dimensions. Responses which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes.

It should also be noted that the above tender box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.

- 4.3 **If dispatched by courier**, the envelope must be addressed as follows and delivered to the Office of The Secretary, Transnet Acquisition Council and a signature obtained from that Office.

THE SECRETARY
TRANSNET ACQUISITION COUNCIL
TABLE 1/10
1ST FLOOR
INYANDA HOUSE
21 WELLINGTON ROAD
PARKTOWN
JOHANNESBURG

- 5. Please note that this RFP closes punctually at 10:00 on Tuesday 14 April 2009.
- 6. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."
- 7. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.
- 8. The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.



9. Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
10. Envelopes must not contain documents relating to any RFP other than that shown on the envelope. All envelopes must reflect the return address of the Respondent on the reverse side.
11. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 22 (*Alterations made by the Respondent to Tendered Prices*) of the General Tender Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

12. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)**

Transnet fully endorses and supports the Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

Transnet would therefore prefer to do business with local business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their RFP responses. Transnet will accordingly allow a “preference” in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act, 5 of 2000 (as amended), to companies who provide a BBBEE Accreditation Certificate. All procurement and disposal transactions in excess of R30 000 (thirty thousand S.A. Rand) will be evaluated accordingly. All transactions below this threshold will, as far as possible, be set aside for Exempted Micro Enterprises (EMEs).

Consequently, when Transnet invites prospective suppliers to submit Proposals for its goods and services, it urges Respondents (Large Enterprises and QSE’s - see below) to have themselves accredited by any one of the various Accreditation Agencies available who do their BBBEE ratings in accordance with the **latest Codes (i.e. those promulgated on 9 February 2007)**.

Although no agencies have, as yet, been accredited by SANAS (South African National Accreditation System), Transnet will, in the interim, accept rating certificates of Respondents who have been verified by agencies who do their BBBEE ratings in accordance with the latest Codes as promulgated on 9 February 2007. This will be an interim arrangement only until such time as the SANAS List has been approved by the DTI. (Certificates are valid for a period of one year only).

12.1 Enterprises will be rated by such agency based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
 - Rating level based on all seven elements of the BBBEE scorecard
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
 - Rating based on any four of the elements of the BBBEE scorecard
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5 million):**
 - EMEs are exempted from BBBEE accreditation



- Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition
- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE, i.e. 110% BBBEE recognition
- EME's should only provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30%

12.2 In addition to the above, Respondents who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their RFPs the percentage, of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor(s), as well as a breakdown of the distribution of the aforementioned percentage must also be furnished with the RFP response to enable Transnet to evaluate / adjudicate all RFPs received on a fair basis.

12.3 Respondents will be required to furnish proof of the above to Transnet. (i.e. a detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or proof of turnover in respect of EMEs). Failure to do so will result in a score of zero being allocated for BBBEE.

Turnover : Kindly indicate your company's annual turnover for the past year R.....

- If annual turnover <R5m, please attach audited financials.
- If annual turnover >R5m please attach an accreditation certificate issued by an Accreditation Agency, together with all the relevant score sheets pertaining thereto.

13. COMMUNICATION

Respondents are warned that a response will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFP to the Transnet employee as indicated in clause 2 above, and may also at any time after the closing date of the RFP, communicate with the Secretary of the Transnet Acquisition Council, at telephone number 011 544 9577 or fax no. 011 774 9760 on any matter relating to its RFP response.

14. RFP SCHEDULE

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with Transnet representatives at a location to be agreed.

15. INSTRUCTIONS FOR COMPLETING THE RFP

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set can be a copy of the original signed Proposal.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Proposals:
 - Respondent's latest audited financial statements;
 - Respondent's valid Tax Clearance Certificate.



16. COMPLIANCE

The successful Respondent (hereinafter referred to as the “**Supplier**”) shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

17. ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Proposal must be legally authorised by the Respondent to do so (Refer Section 4). A list of those person(s) authorised to negotiate on your behalf (if not the authorised signatories) must also be submitted along with the Proposal together with their contact details.
- All prices must be quoted in South African Rands
- Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents and may wish to visit the Respondent’s place of manufacture (works) during this process.

NB: Unless otherwise expressly stated, all Proposals furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. Transnet reserves the right to reject any or all offers.

**FAILURE TO OBSERVE ANY OF THE AFOREMENTIONED REQUIREMENTS
MAY RESULT IN A PROPOSAL BEING REJECTED / NON RESPONSIVE**

18. DISCLAIMERS

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

- modify the RFP’s Goods and request Respondents to re-bid on any changes
- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFP’s closing date
- award only a portion of the proposed Goods which are reflected in the scope of this RFP
- split the award of the contract between more than one Supplier
- make no award of a contract



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

19. LEGAL REVIEW

Any Proposal submitted by a Respondent is subject to review and negotiation of the proposed contract by Transnet's Legal Counsel.

Respondents to complete this section:

NAME OF RESPONDENT
PHYSICAL ADDRESS
.....

Respondent's contact person:	Name.....
	Designation.....
	Telephone.....
	Cell Phone.....
	Facsimile.....
	Email.....
	Website.....

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Transnet urges its clients, suppliers and the general public to report any fraud or corruption on the part of Transnet's employees to
TIP-OFFS ANONYMOUS : 0800 003 056



SECTION 2

RFP NUMBER HO/C/G/087

**SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS**

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. EXECUTIVE OVERVIEW

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

- Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Supplier's economies of scale and streamlined service processes.
- Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Supplier(s).
- Transnet must receive proactive improvements from the Supplier with respect to supply of Goods and related processes.
- Transnet's overall competitive advantage must be strengthened by the chosen Supplier's leading edge technology and service delivery systems.
- Transnet end users must be able to rely on the chosen Supplier's personnel for service enquiries, recommendations and substitutions.
- Transnet must reduce costs by streamlining its acquisition of Goods, including managed service processes on a Group basis.

2. SCOPE OF REQUIREMENTS

SUPPLY AND DELIVERY OF WORKWEAR

3. GENERAL INFORMATION

It is required that all Transnet operating divisions will be included in the scope of this Proposal.

The service provider(s) must provide the identified information requested and comply with the requirements stated in the RFP.



4. AS AND WHEN CONTRACTS

Purchase orders will be placed on the successful Respondents from time to time as and when supplies are required.

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

The Respondents must indicate hereunder the combined manufacturing and delivery lead time for delivery of the Goods /products/material to end destination in the Republic of South Africa, calculated as from the 7th (seventh) day after the date of the relevant purchase order:

RFP ITEM NUMBER	MANUFACTURING & DELIVERY LEAD TIME
1.	(weeks/months)
2.	(weeks/months)
3.	(weeks/months)
4.	(weeks/months)

- (i) Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for. However, delivery periods and maximum monthly rates of delivery offered by the Respondents will be used as guidelines in establishing lead times and monthly delivery requirements with the Supplier.
- (ii) Where scheduled deliveries are required, the delivery period(s) specified must be strictly complied with, unless otherwise requested by TRANSNET. Material supplied earlier than specified may not be paid for or may be returned with the Supplier being held liable for all expenses incurred, eg. railage charges, handling charges, etc., both ways.

If the delivery period(s) offered by the Respondents is/are subject to a maximum monthly production capacity, full particulars must be indicated hereunder:

RFP ITEM NUMBER	MAXIMUM MONTHLY PRODUCTION CAPACITY
1.	(weeks/months)
2.	(weeks/months)
3.	(weeks/months)
4.	(weeks/months)

(If there is insufficient space above to accommodate all the items concerned, a separate statement containing the details must be submitted).



The Respondents must state hereunder the annual holiday closedown period and whether this period has been included in the delivery lead time offered

.....

.....

The Respondent is to furnish the following information:

What action does the Respondent propose to take to ensure continuity of supply during non-working days or holidays and periods occupied in stocktaking or in effecting repairs to plant or in overhaul of plant which would ordinarily occur within the stated delivery period:

.....

.....

.....

5. PRE-PRODUCTION SAMPLES

Only in cases when a pre-production sample(s) is called for, the Respondent should state here the date required to deliver the necessary pre-production sample(s) calculated as from the date of notification of acceptance of the Proposal by Transnet:

.....

NB : Purchase Orders will be placed on the Supplier(s) only after the date of approval of the pre-production sample(s).

State the number of days/weeks/months after which delivery would commence subject to Transnet's approval of the pre-production sample(s), calculated as from the date of such approval:

.....

6. MANUFACTURERS

The Respondents must state hereunder the actual manufacturer(s) of the Goods tendered for:



(i) LOCAL MANUFACTURER(S):

RFP ITEM NO.	NAME	ADDRESS (IN FULL)
.....
.....
.....
.....

7. SUPPLIERS

The Respondents must state the actual name(s) and address/addresses of the suppliers of the Goods for inspection purposes only:

(i) LOCAL MANUFACTURER(S):

RFP ITEM NO.	NAME	ADDRESS (IN FULL)
.....
.....
.....
.....

8. NATIONAL RAILWAY SAFETY REGULATOR ACT

In compliance with the **National Railway Safety Regulator Act, 16 of 2002**, the successful Respondent (the “Supplier”) shall ensure that the Goods to be supplied to Transnet, under the terms and conditions of a contract between the parties, comply fully with the specifications as set forth in Section 9 (*Specifications and Drawings*) of this RFP, and shall thereby adhere to railway safety requirements and/or regulations. Permission for the engagement of a subcontractor by the Supplier, as applicable, both initially and during the course of a contract, shall be subject to a review of the capability of the proposed subcontractor to comply with the specified railway safety requirements and/or regulations. The Supplier and/or its subcontractor shall grant Transnet access, during the term of the contract, to review any safety-related activities, including the coordination of such activities across all parts of the organisation.

Accepted:

YES	
-----	--

NO	
----	--



9. SERVICE LEVELS

- Experienced national account representative/s to work with Transnet’s sourcing/procurement department (no sales representatives are needed for individual department/locations). Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- Transnet will have quarterly reviews with the Supplier’s account representative on an ongoing basis.
- Transnet reserves the right to request that any member of the Supplier’s team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.
- Supplier guarantees that it will achieve a 95% service level on the following measures. If the Supplier does not achieve this level as an average over each quarter, Transnet will receive a 1.5% rebate on quarterly sales payable in the next quarter:
 - Pick perfect rate/quantity/specifications
 - On-time delivery
- Supplier must provide a toll-free number or alternative number for customer service calls.
- Supplier will pay all costs for returns (shipping, restocking, etc.) as long as materials are in resalable condition. Time limitation on returns will be 14 (fourteen) working days from date of delivery unless the product needs to be shipped back to original manufacturer either for repair or replacement, and then another future reasonable date shall be determined.
- Failure of the Supplier to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty, giving 30 (thirty) days’ notice to the Supplier.

Accepted:

YES	
-----	--

NO	
----	--

10. CONTINUOUS IMPROVEMENT INITIATIVES AND VALUE ADD

Respondents shall indicate whether they are committed to participate in the continuous improvement initiatives of Transnet to reduce the overall cost of transportation within South Africa during the duration of the contract.

Accepted:

YES	
-----	--

NO	
----	--

If “yes”, please specify.

Respondents must briefly describe their commitment to the continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be introduced. Specific



(ii) continuity of supply (refer clause 10.1(c) of Form US7):

.....

.....

.....

(iii) compliance with the Occupational Health and Safety Act, 85 of 1993 (refer clause 7.1(f) of Form US7)

.....

.....

.....

(iv) compliance with the National Railway Safety Regulator Act, 16 of 2002 (refer clause 12 above)

.....

.....

.....

12. REFERENCES

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels:

Name of Company	Contact Person	Telephone number



13. EVALUATION CRITERIA

The following criteria will need in terms of evaluation of this tender but will not be united to the criteria:

COMMERCIAL:

- Pricing - Whilst not the sole factor for consideration, competitive pricing and overall level of discounts will be critical in indicating how much you value Transnet's business

TECHNICAL:

- Adherence to specification
- Production capacity
- References
- SABS Capability Report
- Quality and Workmanship

BBBEE:

Compliance to basic condition of Employment BBBEE status of company, only level 3 and above will be taken in consideration

PRIEVIEW COPY ONLY



PRIEVIEW COPY ONLY

Respondent's Signature

Date and Company Stamp



SECTION 3

RFP NUMBER HO/C/G/087

**SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS**

PROPOSAL FORM

I/We _____
(name of company, close corporation or partnership)

of (full address) _____

carrying on business under style or title of (trading as) _____

represented by _____

in my capacity as _____

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, as the case may be, dated _____ a certified copy of which is annexed hereto, hereby offer to supply the above-mentioned Goods at the prices quoted in the schedule of prices in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of RFP documents.

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

- (i) Standard Terms and Conditions of Contract, Form No. US7 - Goods;
- (ii) General Tender Conditions, Form CSS5 – Goods; and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Proposal form; and;-

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

Respondent's Signature

Date and Company Stamp



Should Transnet decide that a formal contract should be signed and so inform me/us in the facsimile or letter of acceptance, this Proposal (and, if any, its covering letter and any subsequent exchange of correspondence) together with Transnet's letter of acceptance/intent, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Goods within 4 (four) weeks, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period ofonly; and agree to a penalty clause to be negotiated with Transnet, which will allow Transnet to invoke a penalty (details to be negotiated) against us should the delivery of the Goods be delayed due to non-performance by us.

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

Respondent to indicate *domicillium citandi et executandi* hereunder:

NOTIFICATION OF AWARD OF RFP

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

VALIDITY PERIOD

Transnet desires a validity period of 4(four) months (from closing date) against this RFP. It should be noted that Respondents may offer an earlier validity period, but that their Proposals may be disregarded for that reason. Should Respondents be unable to comply with this validity period, an alternative validity period must be stated hereunder:

This RFP is valid until _____ (State alternative validity period/date).



TAX (VAT) REGISTRATION NUMBER

The Respondent must state hereunder the tax registration number which is applicable to Value-Added Tax:

TAX CLEARANCE CERTIFICATE

Respondents are required to forward a valid copy of their company’s Tax Clearance Certificate with their Proposal.

Indicate tax clearance certificate expiry date: _____

BANKING DETAILS

BANK: _____

BRANCH NAME / CODE: _____

ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

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

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

(i) Registration number of company / C.C.

(ii) Registered name of company / C.C.

(iii) Full name(s) of director/member(s) Address/Addresses ID Number/s

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

REGISTRATION CERTIFICATE

Respondents must submit a certified copy of their company’s Registration Certificate with their Proposal.

Respondent’s Signature

Date and Company Stamp



NAME AND ADDRESS OF ACCREDITED AGENT

Provide hereunder, if applicable, details of the accredited agent in the Republic of South Africa appointed as local representative by foreign Respondents and whose address shall be regarded as the Respondent’s domicilium citandi et executandi in terms of the Standard Terms and Conditions of Contract, US7 – Goods.

Name
Address

CONFIDENTIALITY

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Goods, which is either directly or indirectly related to Transnet’s business, written approval to divulge such information will have to be obtained from Transnet.

DISCLOSURE OF PRICES TENDERED

Respondents must indicate here **whether Transnet may disclose** their tendered prices and conditions to other Respondents:

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

DECLARATION

Respondents to declare hereunder whether any family and/or direct relationship exists between any of the owners / members / directors / partners / shareholders (unlisted companies) of the responding company and any employee or board member of the Transnet Group:

YES		NO	
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If YES, please indicate below:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
 PARTNER/SHAREHOLDER

ADDRESS



Indicate nature of relationship (if any):

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

PRICE REVIEW

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

RETURNABLE DOCUMENTS

Respondents are required to submit the following returnable documents with their responses (see tick):

Notice to Bidders – Section 1	√
Background overview – Section 2	√
Proposal Form – Section 3	√
Resolution of Board of Directors (Respondent’s Representative) – Section 4	√
Certificate of Acquaintance with RFP Documents – Section 5	√
Pricing & Delivery Schedule – Section 6	√
General Tender Conditions, Form CSS5 – Section 7	√
Conditions of Contract, Form US7 – Section 8	√
Audited Financials for previous year	√
Valid Tax Clearance Certificate	√
VAT Registration Certificate	√
BBBEE Accreditation Certificate	√
Transnet Supplier Declaration/Application	√
Specifications and Drawings – Section 10	√

NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8 and 9, as indicated in the footer of each page, must be signed and dated by the Respondent.

 Respondent’s Signature

 Date and Company Stamp



By signing the RFP documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof and Transnet Limited will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2009.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1 _____ 1 _____

2 _____ 2 _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

PRIEVIEW COPY ONLY



SECTION 4

RFP NUMBER HO/C/G/087

**SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS**

SIGNING POWER : RESOLUTION OF BOARD OF DIRECTORS

NAME OF COMPANY: _____

It was resolved at a meeting of the Board of Directors held on _____ that

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

in his/her capacity as indicated above is/are hereby authorised to enter into, sign, execute and complete any documents relating to Tenders, Proposals and/or Contracts for the supply of Goods.

FULL NAME _____

SIGNATURE CHAIRMAN

FULL NAME _____

SIGNATURE SECRETARY



SECTION 5

RFP NUMBER HO/C/G/087

**SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS**

CERTIFICATE OF ACQUAINTANCE WITH RFP DOCUMENTS

NAME OF COMPANY: _____

I/We _____ do

hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFP and all conditions contained therein, as laid down by Transnet Limited for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

I/We furthermore agree that Transnet Limited shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any RFP contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2009

WITNESS : _____

SIGNATURE OF RESPONDENT



SECTION 6

RFP NUMBER HO/C/G/087

**SUPPLY OF WORKWEAR
 FOR A PERIOD OF TWO (2) YEARS**

PRICING & DELIVERY SCHEDULE

ITEM 1

DESCRIPTION JACKET, MENS "WORKWEAR"
 STEWARD BLUE COTTON DRILL WITH
 TRANSNET LOGO
 SPECIFICATION NUMBER CSS 286.21 G26

ITEM 35/	SIZE	QTY	PRICE PER EACH
a. 35091473	77	20
b. 35091474	82	93
c. 35091475	87	2191
d. 35091487	92	5023
e. 35091499	97	7359
f. 35091503	102	7559
g. 35091515	107	5427
h. 35091527	112	2754
i. 35091539	117	1707
j. 35091540	122	648
k. 35091552	127	319
l. 35091564	132	215
m.35091565	137	37
n. 35091566	142	8
o. 35091567	147	10
p. 35091568	152	2
q. 35091569	157	6

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 Respondent's Signature

 Date and Company Stamp



ITEM 2

DESCRIPTION JACKET, WOMANS "WORKWEAR"
 STEWART BLUE COTTON DRILL WITH
 TRANSNET LOGO
 SPECIFICATION NUMBER CSS 286.21 G151

ITEM 35/	SIZE	QTY	PRICE PER EACH
a. 35154921	77	44
b. 35154933	82	36
c. 35154945	87	106
d. 35154957	92	128
e. 35154969	97	180
f. 35154970	102	102
g. 35154982	107	112
h. 35154994	112	66
i. 35155004	117	36
j. 35155016	122	42
k. 35155028	127	6
l. 35155041	132	6
m. 35155053	137	6
n. 35155065	142	3
o. 35155077	SPECIAL	1

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ITEM 3

DESCRIPTION TROUSERS, MENS "WORKWEAR" 2PIECE
 STEWART BLUE COTTON DRILL
 SPECIFICATION NUMBER CSS 286.21 G27
 SABS 434 2008

ITEM 35/	SIZE	QTY	PRICE PER PAIR
a. 35092266	87	3040
b. 35092278	92	6118
c. 35092291	97	7956
d. 35092306	102	7318
e. 35092318	107	5072
f. 35092331	112	2594
g. 35092343	117	1319
h. 35092355	122	639
i. 35092367	127	277
j. 35092379	132	176
k. 35147674	67	54
l. 35147686	72	10
m. 35147698	77	133
n. 35147702	82	438
o. 35147714	137	36
p. 35147726	142	6
q. 35147738	147	20
r. 35082380	SPECIAL	1

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ITEM 4

DESCRIPTION SLACKS, WOMEN "WORKWEAR"
 STEWART BLUE ALL COTTON DRILL
 SPECIFICATION NUMBER CSS 286.21 G151

ITEM 35/	SIZE	QTY	PRICE PER PAIR
a. 35101286	77	1
b. 35101298	82	20
c. 35101302	87	52
d. 35101314	92	48
e. 35101326	97	60
f. 35101338	102	64
g. 35101351	107	101
h. 35101363	112	76
i. 35101375	117	44
j. 35101387	122	58
k. 35101399	SPECIAL	1

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 Respondent's Signature

 Date and Company Stamp



SECTION 7

RFP NUMBER HO/C/G/087

**SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS**

GENERAL TENDER CONDITIONS - GOODS

Refer Form CSS5 attached hereto

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SECTION 8

RFP NUMBER HO/C/G/087

SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS

STANDARD TERMS AND CONDITIONS OF CONTRACT
FOR THE SUPPLY OF GOODS TO TRANSNET

Refer Form US7 attached hereto.

Respondents should note the obligations as set out in Clause 24 of the General Tender Conditions (Section 7) which reads as follows:

“The Supplier shall adhere to the Standard Terms and Conditions of Contract as set out in Form US7 – Goods, a copy of which is attached hereto.

Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer an alternative. Please note that any alternative offered shall be compared with acceptance of the Form US7 conditions or alternatives offered by other Respondents, except penalties for late deliveries, the exclusion of which may disqualify the RFP, save where indicated otherwise by Transnet.”

Respondent's Signature

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Date and Company Stamp



SECTION 9

RFP NUMBER HO/C/G/087

SUPPLY OF WORKWEAR
FOR A PERIOD OF TWO (2) YEARS

SPECIFICATIONS AND DRAWINGS

Specification number CSS 286.21 G26 Revised Jul'08
Specification number CSS 286.21 G151 Revised Jun'03
Specification number CSS 286.21 G27 Revised Jul'08
Specification SABS 434 2008

JACKET, MENS (TWO-PIECE WORKWEAR SUIT)

Reference item No. 35/148566 "Stewart Blue" Transnet logo : Cloth stock item No
35/3492

Reference item No. 35/140408 "Orange" Transnet logo : Supply

1. REQUIREMENTS:

1.1 MATERIAL:

1.1.1 All cotton outer material will be according to the RFQ or contract either cut make & trim or supply

by Transnet Limited

1.1.2 Reference item no. 35/140408 "Orange" National Ports Authority to be supplied by the manufacturer

The colour to be an acceptable match to 1150C orange of CKS 129.

1.1.3 All trimming to be supplied by contractor.

1.2 GARMENT:

The jacket shall comply with the requirements (other than Packing and Marking and Labeling of Garments) to SABS 434/Latest.

(a) Style C for front- (S) Slide fastener without butted front. One breast pocket and two side pockets with blunted or square corners.

(b) Style 1 – Back with yoke, back pleats and adjustment tabs, except side vents are not required. Back yoke depth must be 18 cm at the centre back.

Respondent's Signature

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Date and Company Stamp



- (c) Style p- plain cuff.
- (d) Patch pocket to be square
- (e) Adjustment tabs to be square and fasten with button, size 105 mm x 55 mm.
- (f) Breast pocket flap to be square with button and button hole fastener.
- (f) Breast pocket size to be 14 cm x 15 cm and 10 mm from yoke seam.
- (g) Side pocket size to be 16 cm x 18 cm and positioned 30 mm from hem
- (h) Reflective strips shall comply with requirements other than positing and colour to:
SANS 50471 : 2006 / EN 471 : 2003
 - a) One strip on waist circumference 170cm from underarm
 - b) Horizontal strip on front left and right hand side above the yoke.
Length to be graded according to size (average length of 180 cm)
 - c) Sleeve strips to be \pm 170 cm from underarm.
 - d) Colour to be silver (17mm) on lime (50 mm)

1.3 EMBLEM:

Horizontal logo format silk-screened on pocket.
“Stewart Blue” Transnet logo silk-screened in white*

*White close colour match No. 1c/2 of CKS 129.

1.4 SCREENPRINTING:

Colour fastness to washing of screening. The numerical ratings for change in colour and staining of transfer cloths, determined in accordance with the relevant SABS method, shall not be less than 4.

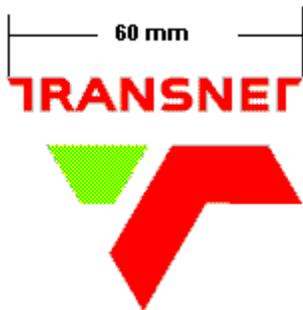
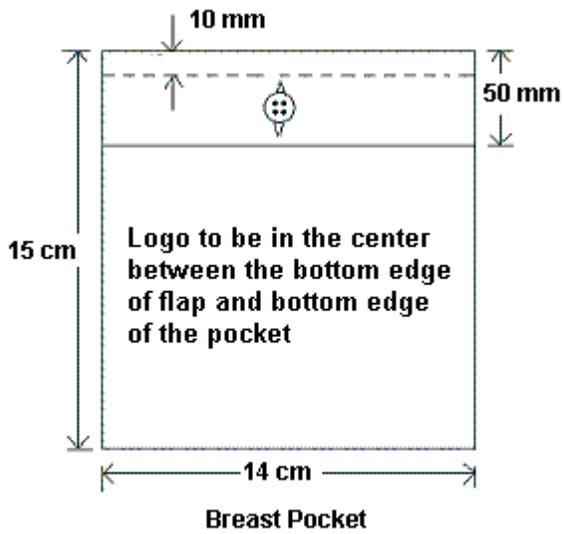
1.5 LABELING:

The garment shall be labeled and marked in accordance with the requirements of specification CSS 286.21 LAB/1.

1.6 PACKING:

The garments shall be paced and marked in accordance with requirements of specification CSS 286.21 PAC/1.

(All artwork to be confirmed with the Quality Assurance Department)
Logo to be \pm 12mm from top in the center, letter height of 7mm



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Respondent's Signature



Annex A
(normative)

Special conditions of tender

A-1 Unless otherwise stated, Transnet Limited (or an officer or organization deputed by it), shall be the inspecting authority.

A-2 Two pre-production sample jackets shall have been inspected, tested and approved by the inspecting authority before bulk production is commenced, and these samples shall each be accompanied by a trim chart containing a sample of each component material. It shall be the duty of the manufacturer to give adequate notice to the inspecting authority of the availability of these samples.

A-3 The jackets shall be subject to inspection during the course of manufacture. The inspector shall, during normal working hours, be given all reasonable facilities for carrying out his duties and shall have the right of entry into the contractor's factory and the factory or works of any subcontractor where work on jackets supplied to this specification may be in progress.

A-4 The contractor shall inspect the finished jackets for compliance with the specification before submitting them to the inspecting authority for final inspection.



A-5 Before acceptance, the jackets shall have been inspected and tested by the inspecting authority and found to comply with the requirements of the specification.

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REVISION HISTORY SHEET		
Document	Quality Assurance	Document No.
Subject	ADMINISTRATION, PREPARATION, MAINTENANCE AND DISTRIBUTION OF PRIVATE SPECIFICATIONS	Effective date 31 March 2004
Controlling Officer: R. Roodt		
Approving Officer: C. J.V. du Plooy		



Rev/No	Date approved	Nature of revision
1	March 2004	1 Remove Portnet item. 35/140408 and 35/91071 General amendments, add logo's
2	April 2005	1.2 (b) Change back yoke to 18 cm
3	November 2005	Insert Petronet reference item 35/91337
4	July 2008	1 Remove Old logo items Spoornet 35/91463, Transnet 35/102129 Coallink Freightdynamics 35147472 Petronet 35/91337 2) Reinstate ref 35/140408 (for National Port Authority) 3) Implement reflective strips clause (1.2 h)

Jackets, women's (workwear)

Reference item Nos. 35/154908 Transnet logo

1 Scope

This specification covers the requirements for material, cut, make, and trim of workwear jackets for female personnel employed by Transwerk.

NOTES

- 1 The following requirements will be specified in tender invitations and in each order or contract:
 - a) The size(s) required (see 4.4)
- 2 Special conditions of tender (which cover the conditions of acceptance of the jackets) are given in annex A.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this



specification. All standards are subject to revision and, since any reference to a standard is deemed to be a reference to the latest edition to a standard, parties to agreements based on this specification are encouraged to take steps to ensure the use of the most recent editions of the standards indicated below. Information on currently valid national and international standards may be obtained from the South African Bureau of Standards.

CSS 286.21, *Clothing — LAB/1: Labelling — PAC/1: Packing and marking.*

CKS 129, *Colours for textiles.*

CKS 574, *Slide (zip) fasteners.*

SABS 0101, *Standard nomenclature for stitches, seams, and stitchings.*

SABS 1360-2, *Size designation of clothes — Part 2: Women's and girls' outerwear garments.*

SABS 1362, *Sewing threads.*

SABS 1387-4, *Cotton jean and drill fabrics.*

3 Definitions

For the purposes of this specification, the following definitions apply:

3.1 **acceptable:** acceptable to Transnet Limited.

3.2 **nominal:** subject to the tolerances normal to good manufacturing practice.

4 Requirements

4.1 Materials

The outer material (stock item No. 35/3492) shall be an all cotton drill fabric that complies with the requirements for type D59 of SABS 1387-4 and shall be of a colour that is an acceptable match to colour No. 36c "Stewart blue" of CKS 129. This material will be supplied by Transnet Limited.

4.1.1 General



The component materials specified in 4.1.2 to 4.1.4 (inclusive), all of a colour that is an acceptable match to that of the outer material, shall be supplied and used by the manufacturer.

4.1.2 Slide fasteners

One-way open-end type slide fasteners that comply with the relevant requirements for performance class B of CKS 574.

4.1.3 Threads

The threads shall comply with the relevant requirements of SABS 1362 and shall be as follows:

- a) **sewing thread:** a polyester-and-cotton core-spun thread, or a staple polyester thread, ticket No. 80 (in both cases).
- b) **overlocking thread:** a crimp-textured polyester thread, ticket No. 140.

4.1.4 Press-studs

Press-studs shall be intrinsically corrosion-resistant metal press-studs suitable for heavy duty. The inside diameter of the hole in the female section shall be at least 4 mm.

4.2 Workmanship

The jackets shall be cut and made in accordance with first-class workmanship throughout, and shall be free from defects that affect their appearance or that could affect their serviceability (or both), and from marks, spots and stains incurred in the making-up. All seams shall be smooth and all stitching shall be uniform. Seams and stitching shall be free from twists, pleats and puckers and shall be extensible enough to obviate seam cracking and undue shrinkage in use. All ends of sewing that are not secured in seams or in other sewing shall be adequately back-tacked. All ends of sewing shall have been trimmed and loose threads removed. The jackets shall be of uniform and acceptable make, colour and finish, and the matching of the shades of the component parts of a jacket shall be such as to be acceptable.

4.3 Style



The jacket shall have a one-way open-end type slide fastener and press-stud, an open neck shirt type collar and lapels and plain set-in sleeves. Each front shall have two breast pockets without flaps, the left pocket shall accommodate a pen division, and two slanted side panel pockets. The jacket shall be unlined and provided with a hanger loop at the inside of the collar at the nape of the neck. The back shall have a yoke.

4.4 Sizes

The jackets shall be supplied in one or more of the size designations given in column 1 of table 1, as specified in the order or contract, and shall conform with the appropriate values given in columns 2-7 (inclusive) of table 1.

4.5 Make

NOTE — Unless inconsistent with the text, all measurements are nominal.

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Table 1 - Size range Dimensions in centimetres

1	2	3	4	5	6	7
Size designation 1)	Nominal finished garment measurements					
	Bust	Hips 2)	Back Length	Sleeve length 3)	Cuff	Scye circumference
77	92	97	72	42	26	50
82	97	102	73	43	27	51
87	102	107	73	44	27	52
92	107	112	74	45	28	53
97	112	117	74	46	28	54
102	117	122	76	47	29	55
107	122	127	76	48	29	56
112	127	132	78	48	30	57
117	132	137	78	49	30	58
122	137	142	79	49	31	59
127	142	147	79	50	31	60
132	147	152	81	50	32	61
137	152	157	81	51	32	62



142	157	162	84	51	33	63
1) Based, in accordance with SABS 1360-2, on the bust girth, in centimetres, of the intended wearer						
2) Measured at the widest point at the bottom.						
3) Under-arm length.						

4.5.1 Fronts

The jacket foreparts shall be a shirt-style with open fronts and bust darts from the side seams. A press-stud shall be fitted 5 cm above the slide fastener. Each shall be 10 cm shorter than the total length of the jacket and foreparts shall be cut round accordingly. Each lapel shall have a step of finished length 20 mm.

4.5.2 Pockets

4.5.2.1 Breast pocket

The breast pocket shall be of self-material without flaps. The left breast pocket shall have an acceptable pen division in the pocket. The right breast pocket shall have a minimum width of 12 cm between the seams and a minimum depth of 16 cm (to accommodate a note book size A6, 105mm width x 150mm height x 8mm thick)

4.5.2.2 Side pockets

The welted side pockets shall be of outer material with slanted openings and inside pocket bags

4.5.3 Facings

Each front shall have a grown-on facing of finished width 45 mm at both the shoulder seam and bottom.

4.5.4 Back

The jacket shall be shirt-style with a 15 cm yoke. Each side seam shall be 10 cm shorter than the total length of the jacket and the back-part shall be cut round accordingly.

4.5.5 Collar

The collar shall be an open-neck shirt type collar of outer material, lined with outer material. The finished



depth shall be 80 mm at the centre back and 75 mm at the points

4.5.6 Sleeves

The sleeves shall be one-piece set-in type sleeves

4.5.7 Slide Fastener

The slide fastener shall be stitched on its full length on both stringers with two rows. It shall be covered on both the inside and outside, with material to obviate body and outside contact

4.5.8 Hem

The hem at the bottom of the jacket shall have a finished width of 10 mm. Edges to be hemmed shall be overlocked, turned in stitched down 8 mm from edge.

4.5.9 Logo

The Transwerk Logo shall be silk-screened on the left front pocket in White.

4.5.10 Screen-printing

Colour fastness to washing of screen-printing: The numerical ratings for change in colour and staining of transfer cloths, determined in accordance with the relevant SABS method, shall not be less than 4.

4.6 Stitches, seams and stitchings

4.6.1 General

All sewing shall be in accordance with SABS 0101.

4.6.2 Stitches

Stitches shall be as follows:

- a) **overlocking**: any of stitch types 502-505; and
- b) **all other stitching**: stitch type 301.

4.6.3 Seams

Seams shall be at least 7 mm wide and shall be as follows:

- a) **side, shoulder and sleeve-insertion**: seam type SSa; and
- b) **all other seams**: seam type SSa-1.

4.6.4 Stitchings



Exposed raw edges and bottoms: stitching type EFd.

4.6.5 Number of stitches

The number of stitches shall be as follows:

- a) **seams:** 40 ± 4 per 10 cm;
- b) **overlocking:** 32 ± 4 per 10 cm; and
- c) **buttonholes:** 12 ± 1 per cm.

5 Labelling, packing and marking

5.1 Labelling

As specified in CSS 286.21 LAB/1.

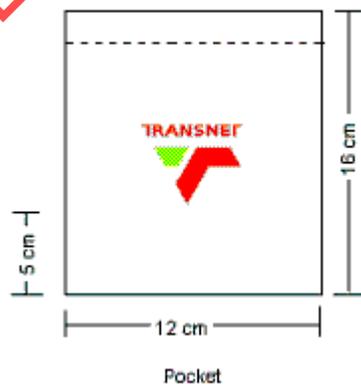
5.2 Packing and marking

As specified in CSS 286.21 PAC/1.

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Fig.1 Front





Annex A
(normative)

Special conditions of tender

A-1 Unless otherwise stated, Transnet Limited (or an officer or organization deputed by it), shall be the inspecting authority.

A-2 Three pre-production sample jackets shall have been inspected, tested and approved by the inspecting authority before bulk production is commenced, and these samples shall each be accompanied by a trim chart containing a sample of each component material (as given in 4.1.2 to 4.1.4). It shall be the duty of the manufacturer to give adequate notice to the inspecting authority of the availability of these samples.

A-3 The jackets shall be subject to inspection during the course of manufacture. The inspector shall, during normal working hours, be given all reasonable facilities for carrying out his duties and shall have the right of entry into the contractor's factory and the factory or works of any subcontractor where work on jackets supplied to this specification may be in progress.

A-4 The contractor shall inspect the finished jackets for compliance with the specification before submitting them to the inspecting authority for final inspection.

A-5 Before acceptance, the jackets shall have been inspected and tested by the inspecting authority and found to comply with the requirements of the specification.



REVISION HISTORY SHEET		
Document Quality Assurance		Document No. Effective date June 2003
Subject ADMINISTRATION, PREPARATION, MAINTENANCE AND DISTRIBUTION OF PRIVATE SPECIFICATIONS		
Controlling Officer: R. Roodt		
Approving Officer: C.J.V. du Plooy		
Rev/No	Date approved	Nature of revision
1	December 2008	1) Change to Transnet logo

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TROUSERS WORKWEAR, MENS (FOR TWO-PIECE WORKWEAR SUIT)

Reference item No. 35/92254 “Stewart Blue” Cloth stock item No. 35/3492

2. REQUIREMENTS:

1.1 MATERIAL:

- 1.1.1 All cotton outer material will be according to the RFQ or contract either cut make & trim or supply by Transnet Limited
- 1.1.2 All trimmings to be supplied by the contractor

Respondent's Signature

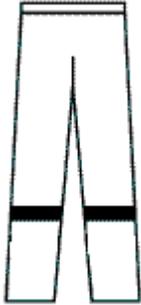
Date and Company Stamp



1.2 GARMENT:

The trousers shall comply with the requirements (other than Packing and Marking, & Labeling of Garments) to SABS 434/Latest.

- (a) The hip pocket shall be of width 15 cm and depth 16 cm
- (b) Belt loop length of 55mm
- (c) The front shall fasten with a button
- (d) The top end of the pocket to be 30 mm forward of the side seam
- (e) Reflective strips shall comply with requirements other than positing and colour to:
SANS 50471 : 2006 / EN 471 : 2003
 - * Strips to be silver (17mm) on lime (50 mm)
 - * One strip on each leg positioned proportionally below the knee



1.3 LABELING:

The garment shall be labeled and marked in accordance with the requirements of specification CSS 286.21 LAB/1. In addition to the requirements of the labeling specification the trousers left front to be folded for the sewn-in label to be visible when in the plastic packing.

1.4 PACKING:

The garments shall be packed and marked in accordance with requirements of specification CSS 286.21 PAC/1.



Annex A
(normative)

Special conditions of tender

A-1 Unless otherwise stated, Transnet Limited (or an officer or organization deputed by it), shall be the inspecting authority.

A-2 Two pre-production sample trousers shall have been inspected, tested and approved by the inspecting authority before bulk production is commenced, and these samples shall each be accompanied by a trim chart containing a sample of each component material. It shall be the duty of the manufacturer to give adequate notice to the inspecting authority of the availability of these samples.

A-3 The trousers shall be subject to inspection during the course of manufacture. The inspector shall, during normal working hours, be given all reasonable facilities for carrying out his duties and shall have the right of entry into the contractor's factory and the factory or works of any subcontractor where work on trousers supplied to this specification may be in progress.

A-4 The contractor shall inspect the finished trousers for compliance with the specification before submitting them to the inspecting authority for final inspection.

A-5 Before acceptance, the trousers shall have been inspected and tested by the inspecting authority and found to comply with the requirements of the specification.

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REVISION HISTORY SHEET		
Document Quality Assurance		Document No.
Subject ADMINISTRATION, PREPARATION, MAINTENANCE AND DISTRIBUTION OF PRIVATE SPECIFICATIONS		Effective date 12 September 2004
Controlling Officer: R. Roodt		
Approving Officer: C. J.V. du Plooy		
Rev/No	Date approved	Nature of revision
1	September 2006	1) Remove reference items. Metrorail 35/117898 and Portnet 35/40408 2) Replace button fly with slide fastener (SABS 434) 3) Waistband to SABS 434 4) Fronts to SABS 434 5) Pockets to SABS 434
4	July 2008	1 Implement reflective strips clause (1.2d)

 Respondent's Signature

 Date and Company Stamp



Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (**SDF**) on page 2 of this letter
2. Copy of cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original or certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (ABVA Member).

NB: *- Failure to submit the above documentation will delay the vendor creation process.
- Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent ABVA Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent ABVA Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent ABVA Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.

Respondent's Signature

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Date and Company Stamp



Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

Supplier Declaration Form

Company Trading Name						
Company Registered Name						
Company Registration Number Or ID Number If A Sole Proprietor						
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number (if registered)						

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

Contact Person	
Designation	
Telephone	
Email	

Annual Turnover Range (Last Financial Year)	< R5 Million	R5-35 million	> R35 million
Does Your Company Provide	Products	Services	Both
Area Of Delivery	National	Provincial	Local
Is Your Company A Public Or Private Entity	Public	Private	
Does Your Company Have A Tax Directive Or IRP30 Certificate	Yes	No	
Main Product Or Service Supplied (E.G.: Stationery/Consulting)			

BEE Ownership Details			
% Black Ownership	% Black women ownership	% Disabled person/s	

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Respondent's Signature

Date and Company Stamp



				ownership		
Does your company have a BEE certificate			Yes		No	
What is your broad based BEE status (Level 1 to 8 / Unknown)						
How many personnel does the firm employ		Permanent		Part time		

Name of person procuring your services/products	
Contact number	
Transnet operating division	

Duly Authorised To Sign For And On Behalf Of Firm / Organisation

Name		Designation	
Signature		Date	

Stamp And Signature Of Commissioner Of Oath

Name		Date	
Signature		Telephone No.	

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

Internal Transnet Departmental Questionnaire (for office use only)

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

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

Vendor Name			
	Vendor Number		

TFR		TRE		TPT		TPL		TNPA		TCP		TRN	
Create		Unblock		Amend		Extend		Once-Off / Emergency Request					
Supplier's trading name													



Supplier's registered name			
Please indicate if the Supplier has a contract with sourcing Transnet OD	Yes		No
If yes please submit / furnish details of such a contract (together with the SDF)			

a) What is being procured from the supplier?			
i. Products only	Yes		No
ii. Services only	Yes		No
iii. Labour only	Yes		No
iv. Mix of services and products	Yes		No
v. Mix of services and labour	Yes		No

b) If your answer is **YES** to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

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

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

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

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)

NARROW BASED (NB)			
BEE O/S	BWBE	DPBE	MR

BROADBASED (BBBEE)				
CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE



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

Section 3: To be completed by Supplier Management

I hereby approve disapprove this application

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

Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

9. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
10. Copy of cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
11. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
12. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
13. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
14. A letter with the company's letterhead confirming physical and postal addresses
15. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
16. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (ABVA Member).

NB:

- **Failure to submit the above documentation will delay the vendor creation process.**
- *Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.*

IMPORTANT NOTES:

- e) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent ABVA Member), should you feel you will be able to attain a better BBBEE score.



- f) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent ABVA Member).
- g) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent ABVA Member).
- h) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.

Vendor/Supplier Management *[please substitute this with your relevant Transnet department before sending this document out]*

PREVIEW COPY ONLY

Supplier Declaration Form

Company Trading Name						
Company Registered Name						
Company Registration Number Or ID Number If A Sole Proprietor						
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number (if registered)						

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

Contact Person	
Designation	



Telephone	
Email	

Annual Turnover Range (Last Financial Year)	< R5 Million		R5-35 million		> R35 million	
Does Your Company Provide	Products		Services		Both	
Area Of Delivery	National		Provincial		Local	
Is Your Company A Public Or Private Entity			Public		Private	
Does Your Company Have A Tax Directive Or IRP30 Certificate			Yes		No	
Main Product Or Service Supplied (E.G.: Stationery/Consulting)						

BEE Ownership Details

% Black Ownership		% Black women ownership		% Disabled person/s ownership	
Does your company have a BEE certificate		Yes		No	
What is your broad based BEE status (Level 1 to 8 / Unknown)					
How many personnel does the firm employ		Permanent		Part time	

Name of person procuring your services/products	
Contact number	
Transnet operating division	

Duly Authorised To Sign For And On Behalf Of Firm / Organisation

Name		Designation	
Signature		Date	

Stamp And Signature Of Commissioner Of Oath

Name		Date	
Signature		Telephone No.	

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.

Internal Transnet Departmental Questionnaire (for office use only)

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

Respondent's Signature

Date and Company Stamp



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

Vendor Name			
	Vendor Number		

TFR	TRE	TPT	TPL	TNPA	TCP	TRN
Create	Unblock	Amend	Extend	Once-Off / Emergency Request		
Supplier's trading name						
Supplier's registered name						
Please indicate if the Supplier has a contract with sourcing Transnet OD				Yes	No	
If yes please submit / furnish details of such a contract (together with the SDF)						

b) What is being procured from the supplier?

vi. Products only	Yes	No
vii. Services only	Yes	No
viii. Labour only	Yes	No
ix. Mix of services and products	Yes	No
x. Mix of services and labour	Yes	No

d) If your answer is **YES** to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

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

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



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

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)

NARROW BASED (NB)				BROADBASED (BBBEE)				
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE

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

Section 3: To be completed by Supplier Management

I hereby approve disapprove this application

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

PREVIEW COPY ONLY