

**TRANSNET CORPORATE CENTRE**an Operating Division of **TRANSNET SOC LTD**[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

**REQUEST FOR PROPOSAL [RFP] [SERVICES]****PROVISION OF PSYCHOMETRICS AND COMPETENCY-BASED ASSESSMENTS,  
COMPETENCY-BASED INTERVIEW GUIDES DIGITAL PLATFORM ALIGNED TO  
TRANSNET COMPETENCY FRAMEWORK FOR A PERIOD OF THREE (3) YEARS**

<b>RFP NUMBER</b>	<b>TCC/2024/02/0001/58169/RFP</b>
<b>ISSUE DATE:</b>	<b>12 March 2024</b>
<b>BRIEFING SESSION:</b>	<b>18 March 2024 @ 11H00</b>
<b>CLOSING DATE:</b>	<b>26 March 2024</b>
<b>CLOSING TIME:</b>	<b>12:00 PM</b>
<b>BID VALIDITY PERIOD:</b>	<b>180 Business Days from Closing Date</b>

**Note to the bidders:**

*Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.*

**SCHEDULE OF BID DOCUMENTS**

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ANNEXURE A MASTER AGREEMENT

ANNEXURE B TRANSNET'S GENERAL BID CONDITIONS

ANNEXURE C TRANSNET'S SUPPLIER INTEGRITY PACT

ANNEXURE D NON-DISCLOSURE AGREEMENT

**SERVICE PROVIDERS TO PROVIDE THE FOLLOWING SERVICES: PSYCHOMETRIC AND COMPETENCY-BASED ASSESSMENTS, COMPETENCY- BASED INTERVIEW GUIDES DIGITAL PLATFORM ALIGNED TO TRANSNET COMPETENCY FRAMEWORK FOR A PERIOD OF THREE (3) YEARS**

**SECTION 1: SBD1 FORM**

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET CORPORATE CENTRE, A DIVISION TRANSNET SOC LTD</b>							
BID NUMBER:	TCC/2024/02/0001/58169/FRP	ISSUE DATE:	12 MARCH 2024	CLOSING DATE:	26 MARCH 2024	CLOSING TIME:	12:00
DESCRIPTION	PSYCHOMETRIC AND COMPETENCY-BASED ASSESSMENTS, COMPETENCY- BASED INTERVIEW GUIDES DIGITAL PLATFORM ALIGNED TO TRANSNET COMPETENCY FRAMEWORK FOR A PERIOD OF THREE (3) YEARS						
<b>BID RESPONSE DOCUMENTS SUBMISSION</b>							
<b>RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED (please refer to section 2, paragraph 3 for a detailed process on how to upload submissions):</b> <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>							
CONTACT PERSON	Lindani Langa						
TELEPHONE NUMBER	011 308 1795						
E-MAIL ADDRESS	Lindani.Langa@transnet.net						
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE						
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE						
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		

Respondent's Signature

Date & Company Stamp

<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]</b>		
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

## PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: .....

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

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

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

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

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

**SECTION 2 : NOTICE TO BIDDERS****1 INVITATION TO BID**

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

<b>DESCRIPTION</b>	<b>PSYCHOMETRIC AND COMPETENCY-BASED ASSESSMENTS, COMPETENCY- BASED INTERVIEW GUIDES DIGITAL PLATFORM ALIGNED TO TRANSNET COMPETENCY FRAMEWORK FOR A PERIOD OF THREE (3) YEARS</b>
<b>TENDER ADVERT</b>	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
<b>RFP DOWNLOADING</b>	<p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> <li>• Click on "Tender Opportunities";</li> <li>• Select "Advertised Tenders";</li> <li>• In the "Department" box, select Transnet SOC Ltd.</li> </ul> <p>Once the tender has been in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet Portal at <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a> (please use <b>Google Chrome</b> to access Transnet link/site) free of charge (<i>refer to section 2, paragraph 3 below for detailed steps</i>)</p>
<b>COMMUNICATION</b>	<p>Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form</p> <p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
<b>BRIEFING SESSION</b>	<p><b>Yes Compulsory</b></p> <p>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: Lindani.Langa@transnet.net not later than <b>12:00 on 15 March 2023</b></p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p>

	Refer to paragraph 2 for details.
<b>CLOSING DATE</b>	<p><b>12:00 on Tuesday, 26 March 2024</b></p> <p>Bidders must ensure that bids are uploaded timeously onto the system. Generally, if a bid is late, it will not be accepted for consideration.</p> <p><b><i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i></b></p>
<b>VALIDITY PERIOD</b>	<p><b>180 Business Days from Closing Date</b></p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.</p> <p>Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.</p> <p>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 10.12</p>

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

## 2 FORMAL BRIEFING

A compulsory pre-proposal RFP briefing will be conducted via Microsoft Teams on the **18<sup>th</sup> of March 2024** at **11H00** for a period of  $\pm$  1.5 hours. [Respondents to provide own transportation and accommodation]. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

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

## 3 PROPOSAL SUBMISSION

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

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

- Log on to the Transnet eTenders management platform website/ Portal ([\(\(transnetetenders.azurewebsites.net\)\)](https://transnetetenders.azurewebsites.net) Please use **Google Chrome** to access Transnet link/site);

- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)

#### 4 RFP INSTRUCTIONS

- 4.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 4.2 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- 4.3 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.

#### 5 JOINT VENTURES OR CONSORTIUMS

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

- Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate). Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 8, Clause 4.1 of the specific goals Claim Form.

## 5. COMMUNICATION

- 5.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to **Lindani Langa** before **12:00 pm on 8<sup>th</sup> of March 2024**, substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- 5.2 After the closing date of the RFP, a Respondent may only communicate with the **Lindani Langa** at telephone number **011 308 1795**, email [Lindani.Langa@transnet.net](mailto:Lindani.Langa@transnet.net) on any matter relating to its RFP Proposal.
- 5.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 5.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- 5.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- 5.6 Transnet will publish the outcome of this RFP in the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and Transnet website for the results of the tender process. All unsuccessful bidders have a right to request Transnet to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form

## 6 CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFP or the subsequent contract, written approval must be obtained from Transnet.

## 7 COMPLIANCE

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

## 8 EMPLOYMENT EQUITY ACT

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



## 9 DISCLAIMERS

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

- 9.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 9.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 9.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 9.4 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 9.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;
- 9.6 split the award of the contract between more than one Supplier/Service provider, should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 9.7 cancel the bid process;
- 9.8 validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;
- 9.9 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 9.10 not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;
- 9.11 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- 9.12 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the outcome of the tender has been published the outcome of the bid process on the National Treasury e-tender Portal and Transnet website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods at their quoted price.

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

## 10 LEGAL REVIEW

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

## 11 SECURITY CLEARANCE

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

## 12 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

***For this purpose, the attached SBD 1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.***

## 13 TAX COMPLIANCE

Respondents must be compliant when submitting a proposal to Transnet and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**Transnet urges its clients, suppliers and the general public to report any fraud or corruption to  
TIP-OFFS ANONYMOUS:**



You can choose to be **Anonymous** or **Non-Anonymous** on **ANY** of the platforms  
**PLEASE RETAIN YOUR REFERENCE NUMBER**



**AI Voice Bot "Jack"**

Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.

**What's App**

Speak to an Agent via What's App.

**Speak to an Agent**

Speak to an Agent via the platform with no call or data charge

**Telegram**

Speak to an Agent via Telegram



**0800 003 056**



**086 551 4153**



**reportit@ethicshelpdesk.com**



**\*120\*0785980808#**

**SECTION 3:****BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS****1 BACKGROUND**

Transnet has a mandate to put in place robust selection methods in order to “identify, hire, promote and proactively develop the best talent to deliver on the Transnet vision and strategy”. The following are critical principles to be considered when making selection decisions:

- Hire and promote the best and right talent that meet the required education, experience, knowledge, skills, competencies, and abilities required for the role.
- Hire and promote objectively and fairly by applying objective and fair screening and selection methods.
- Hire and promote for role and organisational alignment by determining candidates motivational and values fit.
- Be just and equitable by ensuring that people management decisions relating to amongst others, hiring, promotion and development decisions are objective, impartial, and free of personal bias.
- Be efficient, flexible and innovative.

In selecting candidates for suitable roles using interviews, Transnet utilises competency-based behavioural interviews. The creation of competency based behavioural interview questions is currently and centrally managed and is compiled manually by the resources within Transnet’s Group Assessment Centre. They should ensure that these interview guides are created as and when there is an interview request. The same is expected of the hiring manager to develop technical questions to assess functional competencies for each position they interview for.

The process of manually creating unique interview questions per position across various levels of complexity is time consuming and pose potential risks around the degree of consistency and fairness of the interview questions. It should be taken into account that most of the team members creating these interview guides have not received any training.

In addition to interviews, Transnet uses psychometrics assessments to support the business in making informed people management decisions around the recruitment and development of talent. Psychometrics and Competency-based assessments can assist in identifying the candidates’, strengths, and areas of development during selection and development processes.

Psychometrics assessments offer scientific credibility and objectivity to the process of selecting and developing employees. Psychometrics assessments provide a fair and accurate way of assessing individuals and teams assessed using standardized, reliable, and valid assessment tools.

To achieve the purpose of the selection processes, the assessment centre uses **a variety of assessment tools fit for the purpose**. These assessments need to align with the Transnet Competency-based and Assessment Frameworks and provide guidance in selecting and using appropriate assessment tools. For psychometrics and competency-based assessments to be conducted, there is a **need to have a platform that will assist in the process of booking, assessing, scoring, and generating reports for candidates**.

## 2. EXECUTIVE OVERVIEW

Transnet is calling for proposals from experienced service providers who have both the capacity (including national footprint) and capability to offer the most cost-effective, HPCSA approved psychometric and competency-based assessments; as well as competency-based interview guides/questions digital platform aligned to the Transnet Competency and Assessment Frameworks.

Transnet defines **Psychometrics Assessments**; as the provision of registered/ classified psychometric assessment tools that are administered by Psychologists and Psychometrists who are registered with the Health Professionals Council South Africa (HPCSA), with the aim of providing Transnet with a valid and reliable method of selecting the most suitable job applicants or candidates for development, career progress and promotion as well as team interventions and coaching.

**Competency-Based Behavioural Interviews** is defined as a structured interview that uses behavioural questions to help the interviewer identify a candidate's potential performance based on critical competencies identified for that position. Competency-based behavioural interviews are a widely used mode of job interviewing. Digital platform refers to the accessibility of competency-based interview questions via online or digital platforms to enable digital creation of interview guides and interview panel interview ratings.

Transnet as an employer will use outcomes of the psychometrics assessments alongside competency-based interviews and other selection methods to inform decisions to hire, promote, develop, and coach.

## 3. SCOPE OF REQUIREMENTS

The potential service provider will be engaged by Transnet to provide psychometrics and competency-based assessments tools, administer, score, generate integrated reports and provide feedback. The service provider should train the Transnet Assessment Consultants on the assessment batteries. In addition, the service provider should provide training on the competency-based interview guide digital platform to all HRBP's across all the OD's. For continuity purposes, there will be super users per OD to ensure that HRBP's are trained when the need arises for a period of three (3) years (36 months). It should be noted that most of the services offered by the psychometrics and competency-based assessments

service providers also include competency-based interview guide online system and other candidate screening technologies.

The successful bidder should have offices to service or associates duly qualified and accredited in terms of the bid requirements in different provinces to service the different sites of Transnet without Transnet incurring additional costs.

- i. Gauteng
- ii. Western Cape
- iii. Eastern Cape
- iv. Mpumalanga
- v. KZN
- vi. Free State
- vii. Northern Cape
- viii. North West
- ix. Limpopo

Below is an overview of scope of services for the provision of competency-based interview guide online system, provision of psychometrics and competency-based assessments, as well as the Assessment Platform to make bookings, invite candidates, assess, score, and generate reports.

### **3.2 COMPETENCY-BASED INTERVIEW QUESTIONS LIBRARY / INTERVIEW GUIDES ALIGNED TO TRANSNET COMPETENCY FRAMEWORK AND ACCESSIBLE DIGITALLY.**

The service provider should design a library of competency-based interview questions across various levels of complexity and the interview questions must be accessed digitally by People Management teams in order to create interview guides, as and when there are candidate interviews to be conducted. Below is the detailed scope of services:

The service must have interview guide builder platform with access to competency-based interview questions – functional and behavioural across various levels of role complexity and ability to create interview guide per job requisition.

Each interviewer must be able to evaluate and store candidate feedback using the built-in and customisable evaluation form.

The service provider must be able to provide competency-based interview skills training across hiring managers and people management teams.

The service provider must be able to implement the interviewing guide solution / digital interview guide builder in at least 2 or more client environment.

### Competency Based Interview Questions Library

- Design behavioural and functional competency-based interview questions across various levels of complexity of the position; aligned to the Transnet competency framework.
- Provide for the functionality that will allow People Management teams to be able to select interview questions and create interview guides for all position across various levels to ensure that interviews are focused on the job requirements: experience, knowledge, competencies, and motivations.

### Competency based Candidate Interview Scoring / ratings

- Ensure the design of candidate interview scoring aligned to the competencies.
- Ensure the design of a consolidated interview scoring based on candidates interviewed for the position.
- Share and recommend best practices on candidate interview scoring taking into account Transnet requirements.
- Delivery of a consistent interview experience that gives every candidate an equal opportunity to showcase their suitability for the job irrespective of who the interviewer is.

### Competency-based interview guide digital / online platform

- Digital or online platform refers to the service provider to be able to provide Transnet with access to the competency-based interview questions online or digitally to enable digital creation of interview guides and interview panel interview ratings. Ensure that the platform has controls to avoid leaking of interview questions / interview guides.

### Training: Competency-based interview guide digital / online platform

- Train and empower **People Management teams including end users** to be able to access and utilise the online platform.

### Training: How to conduct Competency-based interviews

- Provide competency-based interview skills training across **hiring managers and people management teams (End users)**. Build capability across **hiring teams including line managers** on how to conduct competency-based interviews covering aspects such as preparing for interviews, build candidate rapport, how to ask interview questions and probing and managing the interview.

### Credentials of the Service Provider

- Prior experience in implementing the interviewing guide solution at similar size organisations as Transnet is required.

- Demonstrated Project management and change management expertise in implementing the solution is also a prerequisite. These will partner with the Transnet Change management team.
- The service provider must provide a detailed transition and handover exit plan to ensure records are accurately handed over at the end of the contract period.

**NB. The platform used by the service provider must be compatible/able to integrate with the Recruitment and Onboarding system used in Transnet.**

- The service provider must be able to do a customer satisfaction measurement and report

### **3.3 PSYCHOMETRIC AND COMPETENCY-BASED ASSESSMENTS**

The psychometric and competency-based assessments included in the scope are those which would aim to measure any of the following attributes, as graded at the various organizational levels: Cognition, Personality, Capability, Management and Supervisory Competence and Aptitude, Reasoning Ability, Emotional Intelligence, Integrity, Psychomotor, Learning Potential, and Motivation, Interest and Preference, **(See table below for details on constructs and instruments).**

Transnet aims to appoint a service provider that specializes in Assessment and Development Centre Services for talent acquisition as well as employee development. The psychometric and competency-based assessment input and outcomes should be relevant to all levels ranging from entry level to Executive Management level positions, based on the Transnet Assessment Model/Framework.

The bidder should also cite their **Professional Registration Category and registration number, years of experience in psychometric and competency-based assessments** and **Assessment Tools they are accredited on.** Transnet reserves the right to use Industrial and Organisational Psychologist and Psychometrist. The Industrial and Organisational Psychologist as a Stream Lead.

The bidder must have a fully established Assessment and Development Centre process in place to manage all services from:

- Assessment Requests,
- Test administration, (all Transnet assessments will be supervising in person or online) done in one seating
- Integrated Report Writing (based on the number of tools used), and Comparative Report(if there is more than one candidate assessed for the same role)
- Provision of selection feedback to People Management, Line Managers as well as developmental feedback candidates
- Data analytics report based on projects completed

The bidder should have a conducive designated venue to conduct psychometric and competency-based assessments which are easily accessible and provide for reasonable accommodation for Persons with



Disability as aligned to HPCSA Assessment Regulations. Transnet reserves the right to inspect the venues as and when required. (part of the technical evaluation)

**It is vital that the psychometric instruments themselves are known to produce accurate results based on known sound and proven psychometric properties and statistical principles. Therefore, the ambit of service provider will be limited to their potential to employ the services of:**

- **Industrial and Organisational Psychologists and Psychometrists registered with HPCSA** to conduct assessments using classified psychometric tools, and conduct psychometric assessments as referred to in the various constructs.
- The required constructs and instruments are listed below indicating the levels of which assessments will be required, as well as the preferred constructs to be assessed as per the Transnet Assessment Model/Framework.
- **The service provider should ensure that Transnet Senior Assessment Consultants are trained on assessment tools that forms part of the Transnet Assessment Model/Framework**, further to ensure accreditation and exposure takes place. i.e., Test administration (**all Transnet assessments will be supervised in person or online**) done in one seating, Integrated Report Writing (based on the number of tools used), and Comparative Report (if there is more than one candidate assessed for the same role), Provision of selection feedback to People Management, Line Managers as well as developmental feedback for candidates, Data analytics report based on projects completed.

**The appointed service providers must provide accreditation certification or approval letter from Original Equipment Manufacturer (Test Developer) listed on the table below. Below are the constructs, test/batteries required: The service provider should tick yes to at least three (3) Essential on Ability, (3) Personality assessment tools, two (2) Essential on Leadership Cognitive/Capability, (2) Competency-Based Assessment simulations.**

**TABLE A:**

<b>Construct measured</b>	<b>Assessment Tools</b>	<b>Level of Importance</b>	<b>Yes/No</b>
Ability	Critical Reasoning Test Battery (CRTB)	Essential	
	Verify-g+	Essential	
	AON assessment batteries (suite)	Essential	
	Adapt – G	Essential	
	Raven Progressive Matrices	Preferred	
Leadership Cognitive/Capability	Cognitive Process Profile (CPP)	Essential	
	CPP Regeneration	Preferred	
	Saville Swift Executive Aptitude	Essential	
	Career Path Appreciation (CPA)	Preferred	
	Modified Career Path Appreciation (MCPA)	Preferred	
Emotional Intelligence	EQ-I 2.0	Essential	
Motives, Values, Preferences Inventory	Hogan Motives, Values, Preferences Inventory (MVPI)	Essential	
	TTS Career guidance assessment solution	Essential	
Personality	Insights Discovery Preference Evaluator	Preferred	
	Myers Briggs Type Indicator (MBTI)	Preferred	
	Occupational Personality Questionnaire (OPQ)	Essential	
	15 FQ+	Preferred	
	Hogan Development Survey (HDS)	Essential	
	Saville Wave Professional Styles	Essential	
	Hogan Personality Inventory (HPI)	Essential	
	Adept 15	Essential	
	Wave Work Roles	Essential	
	Enneagram	Preferred	
Psychomotor	Dover System/Vienna Test Systems (VTS)	Preferred	
	Wing challenge and scales rt (drv)AON Online System	Preferred	
Competency-Based Assessment simulations	Grade Level-based - In basket	Essential	
	Role plays	Preferred	
	Presentation	Preferred	
	Grade Level-based - Situational Judgement	Essential	
Integrity	Giotto Integrity Questionnaire	Preferred	
	Work-Related Risk and Integrity Scale (WRISc)	Essential	
Behavioural Development	Hogan Development Survey (HDS)	Essential	

**NB. The usage of assessment tools outside of the scope of work by the service provider will lead to an audit finding.**

Type of Reports	
Integrated Report	Line Manager and People business partner/Panel
Development Report	Candidate

**NB. Comparative Report will be required where there is more than one candidate applied for the same position as and when required.**

Type of Feedback	
Provision of Verbal Feedback	Line Manager and People business partner/Panel
Provision of Verbal Feedback	Candidate

**NB. The cost of feedback will only be paid upon provision of feedback and should be charged separately.**

**It is important to note that psychometrics tools are known to produce accurate results based on sound, proven psychometric properties and statistical principles. Therefore, the ambit of the service provider will be limited to their potential to employ the services of:**

**In terms of the psychometrics and competency-based assessment services to be procured, below is a brief overview:**

The key deliverables of this project will contain the following:

- The service providers will administer assessments for Transnet as and when required **in partnership with the Transnet Assessment Centre Senior Consultants as per the Transnet Assessment Model/Framework**. This will be aligned to the Transnet Leadership Competency Framework and Transnet values until the Transnet Assessment Centre is fully established and functional.
- Based on the above, the appointed service providers will ensure Transnet internal Senior Assessment Consultants are trained, accredited and able to do the following in their day-to-day work. i.e., Test administration (all Transnet assessments will be supervised in person or online) done in one seating, Integrated Report Writing (based on the number of tools used), and Comparative Report (if there is more than one candidate assessed for the same role), Provision of selection feedback to People Management, Line Managers as well as developmental feedback for candidates, Data analytics report based on projects completed for all grade levels A-G.
- All **materials developed** or produced data as a result of this contract **will be solely owned by Transnet, which will copyright all material**.
- The psychometric assessment service provider will **provide services nationally to Transnet** and its Operating Divisions across the country, as the need arises.

- On a **quarterly basis, the service provider will be expected to present trends emerging from the assessment results** by position/occupational level and other requirements deemed necessary by Transnet.
- The service provider must provide a **detailed transition and handover exit plan** to ensure records are accurately handed over at the end of the contract period.
- **Integrated reports** for each candidate should be provided by the service provider to Transnet requester. Feedback should be provided as and when required and the billing for feedback should be separated and paid once feedback has been provided.
- The Service Provider should demonstrate **capacity to deliver the required services nationally** and provide an update on each project plan. The service provider will be required to provide evidence of capability and capacity to do bulk both online (50+) as well as paper and pencil-based assessments.
- Demonstrate Assessment and Development centre solution that is **POPIA compliant**.
- Administer psychometric assessments and **assessment centres within 48 hours to 72 hours** after receiving a request from Transnet.
- **Deliver integrated** reports for selection and development within 48 hours to 72 hours after assessment administration.
- The assessment **report must include candidates' strengths and areas of development**.
- Provide feedback to HRBPs/People Business Partners and Line Managers within 48 to 72 hours upon requested by Transnet.
- Has a **proven track-record of providing assessments across all occupational levels**, not only on a project basis but as a continuous contract.
- The service providers should have **an office space, properly zoned** for business and be willing to be visited by Transnet Talent Management team as and when necessary.

**NB. The platform used by the service provider must be compatible/able to integrate with the Recruitment and Onboarding system used in Transnet.**

**Pre technical requirements:**

All bids should demonstrate the **value-add to Transnet** in terms of the following:

- Process Efficiencies.
- Digital accessibility.
- Reduced turnaround times.
- Decentralised access to the service provider interview guide platform by various Operating Divisions

- Access to the service provider assessment platform by Transnet Assessment Consultants
- Easy access to candidate, assessment report, interview data including consolidated panel interview feedback.
- Savings in terms of pricing.
- Specialised Services offered e.g., case studies, in-baskets and simulations.

#### **3.4 Service Provider's Premises**

- Zoned business site,
- fully furnished and
- space for more than 10 candidates
- Fully functional laptops

#### **4. GREEN ECONOMY / CARBON FOOTPRINT**

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

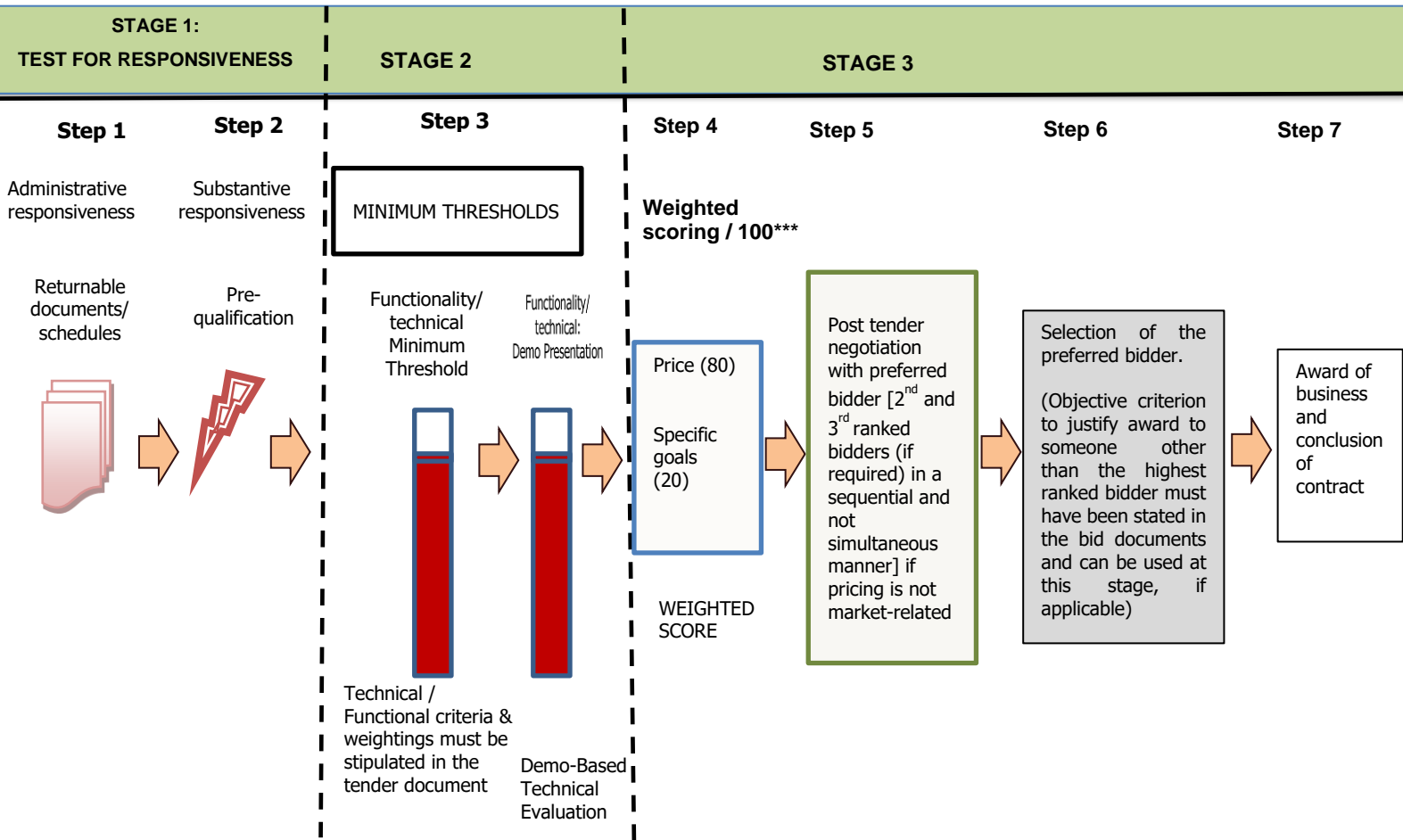
#### **5. GENERAL SERVICE PROVIDER OBLIGATIONS**

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

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

### 6. EVALUATION METHODOLOGY

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



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

**6.1. STEP ONE: Test for Administrative Responsiveness**

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check</b>	<b>RFP Reference</b>
<ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> </ul>	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> <li>Whether all Mandatory Documents and/or schedules [where applicable] were completed and returned by the closing date and time</li> </ul>	<i>Section 4</i> <i>Section 6</i>

***The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further pre-qualification***

**6.2. STEP TWO: Test for Substantive Responsiveness to RFP**

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

<b>Check for substantive responsiveness</b>	<b>RFP Reference</b>
<ul style="list-style-type: none"> <li>Whether the Bidder has attended Compulsory Briefing Session</li> </ul>	<i>For Virtual (MS Teams Attendance Register/Chat box respondent Details)</i>
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer that meet the minimum requirements for table A</li> </ul>	<i>Section 4</i>
<ul style="list-style-type: none"> <li>Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows:           <ul style="list-style-type: none"> <li>The Bidders' active valid HPCSA certificates for industrial psychologists or psychometrist</li> </ul> </li> </ul>	<i>Annexure J</i>
<ul style="list-style-type: none"> <li>Acceptance of the scope of work</li> </ul>	<i>Annexure K</i>
<ul style="list-style-type: none"> <li>The service provider should tick yes to at least three (3) Essential on Ability, (3) Personality assessment tools, two (2) Essential on Leadership Cognitive/Capability, (2) Competency-Based Assessment simulations.</li> <li></li> </ul>	<i>Table A</i>

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

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Respondent's Signature

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Date & Company Stamp



**6.3. STEP THREE: Minimum Threshold 80 points for Technical Criteria**

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<p><b>Bidder has provided proof of experience in providing Executive, Management, Specialist and Bargaining unit assessments.</b></p> <ol style="list-style-type: none"> <li>1. Bidder has provided no reference letter [0]</li> <li>2. Bidder has provided reference letter with any 1 of the level assessments [5]</li> <li>3. Bidder has provided reference letter with any 2 of the level assessments [10]</li> <li>4. Bidder has provided reference with letter any 3 of the level assessments [15]</li> <li>5. Bidder has provided reference letter with all 4 of the level assessments [20]</li> </ol> <p><b>Evidence-</b> Reference letter/s or Annexure H (Bidder's Reference List)</p>	<b>20</b>
<p><b>Bidder has provided proof of experience in providing Research and Data Analytics Services</b></p> <ol style="list-style-type: none"> <li>1. Bidder has provided no client reference letter [0]</li> <li>2. Bidder has provided 1 to 3 client reference letters [5]</li> <li>3. Bidder has provided 4 and more client reference letters [10]</li> </ol> <p><b>Evidence-</b> Reference letter/s or Annexure H (Bidder's Reference List)</p>	<b>10</b>
<p><b>Bidders Experience in conducting assessments in large organisations on an online platform.</b></p> <ol style="list-style-type: none"> <li>1. 2000 employees and below [5]</li> <li>2. 3000 – 7 000 employees [10]</li> <li>3. 8 000 – 10 000 employees [15]</li> <li>4. 10 000 and above employees [20]</li> </ol> <p><b>Evidence-</b> Reference letter/s from clients stating their staff component/Annexure H (Bidder's Reference List)/ Company profile</p>	<b>20</b>
<p><b>Key Personnel Experience</b></p> <p><b>Project Manager</b></p> <ol style="list-style-type: none"> <li>1. Less than 2 years' experience [0]</li> <li>2. Over 2 -4 years' experience [1]</li> <li>3. Over 4-6 years' experience [2]</li> <li>4. Over 6-8 years' experience [3]</li> <li>5. Over 8 - 10 years' experience [4]</li> <li>6. Over 10 years' experience [5]</li> </ol> <p><b>Evidence-</b> Project Manager's CV</p>	<b>5</b>

<p><b>System Technician</b></p> <ol style="list-style-type: none"> <li>1. Less than 2 years’ experience [0]</li> <li>2. Over 2 -4 years’ experience [1]</li> <li>3. Over 4-6 years’ experience [2]</li> <li>4. Over 6-8 years’ experience [3]</li> <li>5. Over 8 - 10 years’ experience [4]</li> <li>6. Over 10 years’ experience [5]</li> </ol> <p><b>Evidence-</b> System Technician’s CV</p>	<p><b>5</b></p>
<p><b>Industrial Psychologist or Psychometrist</b></p> <ol style="list-style-type: none"> <li>1. Less than 2 years’ experience [0]</li> <li>2. Over 2 -4 years’ experience [2]</li> <li>3. Over 4-6 years’ experience [4]</li> <li>4. Over 6-8 years’ experience [6]</li> <li>5. Over 8 - 10 years’ experience [8]</li> <li>6. Over 10 years’ experience [10]</li> </ol> <p><b>Evidence-</b> Industrial Psychologist or Psychometrist ’s CV</p>	<p><b>10</b></p>
<p><b>Bidders Sample of Assessment Individual Report</b></p> <ol style="list-style-type: none"> <li>1. If Report includes Development need [5]</li> <li>2. If Report includes Progression readiness [5]</li> <li>3. If Report includes strengths [5]</li> <li>4. If Report includes Weakness [5]</li> </ol> <p><b>Evidence -</b> Bidders Sample of Assessment Individual Report</p>	<p><b>20</b></p>
<p><b>Bidders Experience in providing a platform that caters for competency-based interview guides and Competency-based interview questions bank/library.</b></p> <ol style="list-style-type: none"> <li>1. No copy of a sample interview guide was provided [0]</li> <li>2. Copy of a sample interview guide provided without a question bank/library [5]</li> <li>3. Copy of a sample interview guide provided with a question bank/library [10]</li> </ol> <p><b>Evidence -</b> Competency-based interview questionnaire</p>	<p><b>10</b></p>
<p><b>Total Score</b></p>	<p><b>100</b></p>
<p><b>Minimum Threshold</b></p>	<p><b>80</b></p>

The test for the Technical and Functional threshold will include the following

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

***The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent’s Proposal to progress to Step Four for final evaluation***

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Respondent’s Signature

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Date & Company Stamp

**STEP FOUR: Demo Based Evaluation for competency-based interviews.**

Bidders that have passed the technical evaluation will be required to do an in-person presentation to demonstrate their system's capability.

Item	Requirement	Yes	No
1	The interview guide builder platform with access to <b>behavioral competency-based interview questions</b> across various levels of role complexity.		
2	The interview guide builder platform with access to <b>functional / technical competency-based interview questions</b> across various levels of role complexity.		
3	<b>Ability to select interview questions and create interview guide</b> per job requisition.		
4	<b>Panel interview consolidation:</b> Ability to evaluate, consolidate panel scoring or feedback and store candidate interview results using the built-in and customisable evaluation form.		
5	Experience in providing <b>competency-based interview skills training</b> across hiring managers and people management teams (face to face and / or online).		
6	Past / current experience where the interviewing guide solution / digital <b>interview guide builder has been implemented.</b>		
7	Functionality to <b>manage user access controls to avoid leaking</b> of interview questions / interview guides.		
8	Capability <b>to integrate the interview guide builder with Applicant Tracking systems</b> e.g. Cornerstone recruiting.		

***The minimum threshold for Demo – Based Evaluation is to pass all questions in order for Respondent's Proposal to progress to Step Four for final evaluation.***

**6.4. STEP FIVE: Evaluation and Final Weighted Scoring**a) **Price and TCO Criteria** [Weighted score 80 points]:

<b>Evaluation Criteria</b>	<b>RFP Reference</b>
<ul style="list-style-type: none"> <li>Commercial offer</li> </ul>	<i>Section 4</i>
<ul style="list-style-type: none"> <li>Commercial discounts<sup>1</sup></li> <li>Price adjustment conditions / factors</li> <li>Exchange rate exposure</li> <li>Disbursements</li> </ul>	<i>Section 4</i>

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

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

- Ps* = Score for the Bid under consideration  
*Pt* = Price of Bid under consideration  
*Pmin* = Price of lowest acceptable Bid

b) **Specific Goals** [Weighted score 20 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 8, Clause 4.1 of the specific goals Claim Form.

**6.5. SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

<b>Thresholds</b>	<b>Minimum Threshold</b>
Technical / functionality	<b>80</b>

<b>Evaluation Criteria</b>	<b>Final Weighted Scores</b>
Price and Total Cost of Ownership	80
Specific goals - Scorecard	20
<b>TOTAL SCORE:</b>	<b>100</b>

<sup>1</sup> Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected

### 6.6. STEP SIX: Post Tender Negotiations

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

### 6.7. STEP SIX: Objective Criteria

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

- the tenderer:
- is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,
- 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,
- has the legal capacity to enter into the contract
- 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,

- complies with the legal requirements, if any, stated in the tender data and
- is able, in the option of the employer to perform the contract free of conflicts of interest.

**6.8. STEP SEVEN: Award of business and conclusion of contract**

- Immediately after approval to award the contract has been received, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

**SECTION 4: PRICING AND DELIVERY SCHEDULE PSYCHOMETRIC ASSESMENT TOOLS**

*Respondents are required to complete the all the table below:*

Construct	Assessment Tool	Unit of Measure	Quantity	Price for Test Administration
<b>Ability</b>	Technical Test Battery	Per Test	1	
	General Reason Test Battery	Per Test	1	
	Clerical Test Battery	Per Test	1	
	Critical Reasoning Test Battery	Per Test	1	
	Verify-g+	Per Test	1	
	Adapt - G	Per Test	1	
	AON assessment batteries (suite)	Per Test	1	
	Raven Progressive Matrices	Per Test	1	
<b>Cognitive</b>	Cognitive Process Profile	Per Test	1	
	CPP Regeneration	Per Request	1	
	Saville Swift Executive Aptitude	Per Test	1	
	Career Path Appreciation	Per Test	1	
	Modified Career Path Appreciation	Per Test	1	
	Adept 15	Per Test	1	
	Odyssey	Per Test	1	
	Wave Work Roles	Per Test	1	
<b>Emotional Intelligence</b>	EQ-I 2.0	Per Test	1	
<b>Personality</b>	Hogan Motives, Values, Preferences Inventory	Per Test	1	
	Hogan Development Survey	Per Test	1	
	Occupational Personality Questionnaire	Per Test	1	
	15 FQ+	Per Test	1	
	Hogan Personality Inventory	Per Test	1	
	Insights Discovery Preference Evaluator	Per Test	1	
	Myers Briggs Type Indicator	Per Test	1	

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	Saville Wave Professional Styles	Per Test	1	
	Enneagram	Per Test	1	
<b>Career Guidance</b>	TTS Career guidance assessment solution	Per Test	1	
	Occupational Interest Questionnaire	Per Test	1	
<b>Psychomotor</b>	Vienna Test Systems	Per Test	1	
	Wing challenge and scales rt (drv) AON Online System	Per Test	1	
<b>Simulations</b>	In basket	Per Test	1	
	Role plays	Per Test	1	
	Presentation	Per Test	1	
<b>Integrity</b>	Giotto Integrity Questionnaire	Per Test	1	
	Work-Related Risk and Integrity Scale	Per Test	1	
<b>Types of Report</b> <b>NB. Comparative Report will be required where there is more than one candidate applied for the same position as and when required.</b>	<b>Integrated Report (Line Manager and People Business Partner and Panel)</b>	Per Grade Level	1	
	<b>Development Report (Candidate)</b>	Per Report	1	
<b>Types of Feedback</b> <b>Provision of verbal Feedback</b> <b>NB. The cost of feedback will only be paid upon provision of feedback and should be charged separately.</b>	<b>Line Manager, People Business Partner/Panel</b>	Per Session	1	
	<b>Candidate</b>	Per Session	1	

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 Respondent's Signature

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 Date & Company Stamp

No	Deliverable/Description of Services	Unit of Measure	Cost per Year 1 (excl. VAT)	Cost per Year 2 (excl. VAT)	Cost per Year 3 (excl. VAT)
1	Accreditation Training of Transnet Assessment Consultants	1			
2	Administration of assessments	Per session			
3	Total price of assessment tools (per grade level)	1			
4	CPP Report Regeneration (Report will be at Transnet's discretion)	1			
	Integrated Reports	1			
5	Feedback (HRBP, Line and Candidate) charged separately upon completion of providing feedback	1			
6.	Data Analytics	1			
7.	<b>Access</b> to digital Interview guide platform – including all administrative tasks and reports: 125	Number to give access to the platform: 125			
8.	Competency-based behavioural interviewing skills training: People management and Line managers ( <b>online eLearning access</b> ) <ul style="list-style-type: none"> <li>Number of Line Managers: 6 007</li> <li>Number of People Management: 1712</li> </ul>	<ul style="list-style-type: none"> <li>Number of Line Managers: 6 007</li> <li>Number using People Management users: 1712 (Total: 7 719)</li> </ul>			
9.	Training of People Management Users on how to use the interview guide digital platform ( <b>facilitated</b> ). <ul style="list-style-type: none"> <li>Number of People Management employees: 125</li> <li>Pricing of 25 delegates per class</li> </ul>	<ul style="list-style-type: none"> <li>Number to train: 125</li> <li>Pricing of 25 delegates per class</li> </ul>			
10.	Competency based behavioural interviewing skills training: People management and Line managers ( <b>Train the trainer</b> ) <ul style="list-style-type: none"> <li>Number to train: 125</li> <li>Pricing of 25 delegates per class</li> </ul>	<ul style="list-style-type: none"> <li>Number to train: 125</li> <li>Pricing of 25 delegates per class</li> </ul>			
<b>Total Price excl. of VAT</b>					
<b>VAT 15%</b>					
<b>Total Price Incl. of VAT</b>					

Respondent's Signature

Date &amp; Company Stamp



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

**Notes to Pricing:**

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
- (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
  - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.

If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.

- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Accommodation and Flights (Government Rate and Economy Class) & Car Hire (Group B) will be reimbursed at cost price. Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- e) Quantities given are estimates only. Any orders resulting from this RFP will be on an "as and when required" basis.
- f) Where a Respondent's price(s) includes imported goods/items, the rate of exchange to be used must be in South African Rands for purposes of determining whether the price is market related or not and must be the currency's rate published by the South African Reserve Bank on the date of the advertisement of the bid:
- Currency rate of exchange utilised: \_\_\_\_\_
- g) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for the contract duration. [Not to be confused with bid validity period Section 2, clause 1]

YES	
-----	--

## 1. DISCLOSURE OF CONTRACT INFORMATION

### PRICES TENDERED

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

### JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

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

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

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

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

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

The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld.

<b>Is the Respondent</b> <i>(Complete with a "Yes" or "No")</i>						
<b>A</b>		<b>Closely Related to a DPIP/FPPO</b>		<b>Closely Associated to a DPIP/FPPO</b>		
<b>List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.</b>						
<b>No</b>	<b>Name of Entity / Business</b>	<b>Role in the Entity / Business</b> (Nature of interest/ Participation)	<b>Shareholding %</b>	<b>Registration Number</b>	<b>Status</b> (Mark the applicable option with an X)	
					<b>Active</b>	<b>Non-Active</b>
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. RISK**

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

**2.1 Quality and specification of Services delivered:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2.2 Continuity of supply:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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---

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SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_  
Name \_\_\_\_\_

---

---

2 \_\_\_\_\_  
Name \_\_\_\_\_

---

---

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

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

I/We \_\_\_\_\_

—  
[name of entity, company, close corporation or partnership] of [full address]

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ carrying on business trading/operating as

\_\_\_\_\_

represented

by \_\_\_\_\_

in my capacity as

\_\_\_\_\_

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated \_\_\_\_\_ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Transnet decide to enter into Post Tender Negotiations with highest ranked bidder(s).

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

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

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

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

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

- (i) Master Agreement (which may be subject to amendment at Transnet's discretion if applicable);
- (ii) General Bid Conditions; and
- (iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

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

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

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply/provision of Services within 2 [two] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

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

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

#### **ADDRESS FOR NOTICES**

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

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

Name of Entity:

---

—

Facsimile:

\_\_\_\_\_

—

Address:

\_\_\_\_\_

—

\_\_\_\_\_

—

**NOTIFICATION OF AWARD OF RFP**

As soon as possible after approval to award the contract(s), the successful Respondent [**Service provider**] will be informed of the acceptance of its Proposal. Transnet will also publish the outcome of the tender, including successful and unsuccessful bidders, in the National Treasury e-tender portal. Any unsuccessful bidder has a right to request reasons for the bid not to be successful and Transnet has a duty to provide those reasons on receipt of the request from the bidder.

**VALIDITY PERIOD**

Transnet requires a validity period of 180 Business Days [from closing date] against this RFP, excluding the first day and including the last day.

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RETURNABLE DOCUMENTS**

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

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

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

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

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

**a) Mandatory Returnable Documents**

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

<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
SECTION 4: Pricing and Delivery Schedule	
SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
ANNEXURE J: Proof of HPCSA registration and active membership and category: Industrial Psychology and or Psychometry	
ANNEXURE K: Bidder to confirm the acceptance of the scope of work	



**b) Returnable Documents Used for Scoring**

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

*Insert any documents to be used for the technical evaluation that will not result in disqualification but a score of zero for that aspect of the technical evaluation, e.g., number of references or CVs required.*

<b><u>RETURNABLE DOCUMENTS USED FOR SCORING</u></b>	<b>SUBMITTED [Yes or No]</b>
ANNEXURE F: Respondent’s valid proof of evidence to claim points for compliance with Specific Goals’ requirements as stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)	
ANNEXURE H: REFERENCE LIST COMPANY’S EXPERIENCE	
ANNEXURE I: KEY RESOURCE EXPERIENCE	
ANNEXURE K: ACCEPTANCE OF SCOPE OF WORK	

**c) Essential Returnable Documents:**

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

<b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b>	<b>SUBMITTED D [Yes or No]</b>
ANNEXURE A MASTER AGREEMENT	
ANNEXURE B TRANSNET'S GENERAL BID CONDITIONS	
ANNEXURE C TRANSNET'S SUPPLIER INTEGRITY PACT	
ANNEXURE D NON-DISCLOSURE AGREEMENT	
ANNEXURE E: TAX COMPLIANCE STATUS AND PIN	
ANNEXURE F: VALID B-BBEE CERTIFICATE OR SWORN- AFFIDAVIT	
ANNEXURE G: IN THE CASE OF JOINT VENTURES, A COPY OF THE JOINT VENTURE AGREEMENT OR WRITTEN CONFIRMATION OF THE INTENTION TO ENTER INTO A JOINT VENTURE AGREEMENT	
ANNEXURE H: REFERENCE LIST COMPANY'S EXPERIENCE	
ANNEXURE I: KEY RESOURCE EXPERIENCE	
ANNEXURE J: PROOF OF HPCSA REGISTRATION AND ACTIVE MEMBERSHIP AND CATEGORY: INDUSTRIAL PSYCHOLOGY AND OR PSYCHOMETRY	
ANNEXURE K: ACCEPTANCE OF SCOPE OF WORK	
SECTION 1: SBD1 FORM	
SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS	
SECTION 8: RFP DECLARATION AND BREACH OF LAW FORM	
SECTION 9: B-BBEE PREFERENCE CLAIM FORM	
SECTION 10: PROTECTION OF PERSONAL INFORMATION	

Respondent's Signature

Date &amp; Company Stamp

**Annexure E:**

Bidder to attach TAX compliance status and PIN

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Respondent's Signature

---

Date & Company Stamp

**ANNEXURE F:**

Bidder to attach valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)

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Respondent's Signature

---

Date & Company Stamp

**Annexure G:**

In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement

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Respondent's Signature

---

Date & Company Stamp

---

Respondent's Signature

---

Date & Company Stamp

**Annexure H: Bidder’s Reference List / Company’s Experience**

Client Name	Client Contact (Name, Contact No: & Email Address)	Number of Employees	Employee Level (i.e. Executive, Executive, Management, Specialist and Bargaining unit assessments.	Contract Description	Contract Value (Incl. VAT)	Duration (Start & End Date)

**Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/Reference Letter etc, must ensure that their substitute document/table etc include the same heading specified in the table**

**NB: Documents/table etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification.**

\_\_\_\_\_  
 Respondent’s Signature

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

---

Respondent's Signature

---

Date & Company Stamp



**Annexure I:  
Experience of Resources**

Using the format below, provide information on key personnel proposed to represent the Bidder:

Name and Surname					
Proposed position for the Position			<b>Project Manager</b>		
Date of Birth					
Nationality					
No. of years' experience					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Project Description	Project Value (Incl. VAT)	Project Duration (From -To)

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

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

Name and Surname					
Proposed position for the Position			<b>Industrial Psychologist</b>		
Date of Birth					
Nationality					
No. of years' experience					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Project Description	Project Value (Incl. VAT)	Project Duration (From -To)

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

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

Name and Surname					
Proposed position for the Position			<b>Psychometrist</b>		
Date of Birth					
Nationality					
No. of years' experience					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Project Description	Project Value (Incl. VAT)	Project Duration (From -To)

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

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

Name and Surname					
Proposed position for the Position			<b>System Technician</b>		
Date of Birth					
Nationality					
No. of years' experience					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Project Description	Project Value (Incl. VAT)	Project Duration (From -To)

**Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/CV's etc, must ensure that their substitute document/table etc include the same heading specified in the table**

**NB: Documents/table etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification**

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

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

**Annexure J:**

**Submission of Valid Registration with HPCSA**

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Respondent's Signature

---

Date & Company Stamp

**ANNEXURE L:**

**Bidder to confirm the acceptance of the scope of work for the Psychometric and Competency-Based assessments, Competency-based interview guides and digital platform aligned to Transnet competency framework for the period of three (3) years.**

ACCEPTANCE OF SCOPE OF WORK	STATE YES/NO
Do you accept the Scope of Work presented in Section 3 of this RFP?	

**Signature:** \_\_\_\_\_

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

**For and on behalf Bidder**

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

\_\_\_\_\_  
Respondent’s Signature

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

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

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

•	Transnet’s General Bid Conditions
•	Master Agreement and SLA attached
•	Transnet’s Supplier Integrity Pact
•	Non-disclosure Agreement

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

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by Transnet’s Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

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

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Respondent’s Signature

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

Name \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

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

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



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

NAME OF ENTITY: \_\_\_\_\_

We \_\_\_\_\_ do hereby certify that:

1. Transnet has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
3. We have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Goods/Services as well as Transnet information and Employees, and have had sufficient time in which to conduct and perform a thorough due diligence of Transnet's operations and business requirements and assets used by Transnet. Transnet will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. At no stage have we received additional information relating to the subject matter of this RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;
5. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner;
6. We have complied with all obligations of the Bidder/Supplier as indicated in the Transnet Supplier Integrity which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with Transnet;
7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid;
8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of Transnet;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of Transnet

\_\_\_\_\_  
Respondent's Signature\_\_\_\_\_  
Date & Company Stamp

in the past 10 years. I further declare that if they were a former employee or board member of Transnet in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFP; and

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

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

ADDRESS:

---

—

---

—

Indicate nature of relationship with Transnet:

---



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

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

#### **BIDDER'S DISCLOSURE (SBD4)**

#### **12 PURPOSE OF THE FORM**

12.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid.

In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

#### **13 Bidder's declaration**

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>2</sup> in the enterprise, employed by the state?

**YES/NO**

13.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

13.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

13.2.1. If so, furnish particulars:

.....  
.....

13.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

13.3.1. If so, furnish particulars:

.....  
.....

<sup>2</sup> 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.

**14 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:

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

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

14.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

14.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

14.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

14.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

14.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>3</sup> 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.

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

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

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Respondent's Signature

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Date & Company Stamp

**BREACH OF LAW**

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

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

NATURE OF BREACH:

\_\_\_\_\_

\_\_\_\_\_

DATE OF BREACH: \_\_\_\_\_

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

### SECTION 7: RFP CLARIFICATION REQUEST FORM

RFP No:

RFP deadline for questions / RFP Clarifications: Before 12:00 pm on [REDACTED]

TO: Transnet SOC Ltd  
ATTENTION: Lindani Langa  
EMAIL: [Lindani.Langa@transnet.net](mailto:Lindani.Langa@transnet.net)  
DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_

RFP Clarification No [to be inserted by Transnet] [REDACTED]

<b>REQUEST FOR RFP CLARIFICATION</b>
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Respondent's Signature

Date & Company Stamp

**SECTION 8 : SPECIFIC GOALS POINTS CLAIM FORM**

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for specific goals Contribution. Transnet will award preference points to companies who provide valid proof of evidence of as per the table below.

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

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to 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 Transnet preferential procurement policy.

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

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<ul style="list-style-type: none"> <li>• <b>B-BBEE Level of contributor (1 or 2)</b></li> <li>• <b>30% Black women Owned entities</b></li> </ul>	<b>20</b>
<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>

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

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



**2. DEFINITIONS**

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"Ownership"** means 51% black ownership
- (e) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (f) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (h) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (i) **"Price"** includes all applicable taxes less all unconditional discounts.
- (j) **"Proof of B-BBEE Status Level of Contributor"**
- i) the B-BBBEE status level certificate issued by an authorised body or person;
  - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (k) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (l) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (m) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

**3. POINTS AWARDED FOR PRICE****3.1 THE 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

- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

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

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor (1 or 2)	15
30% Black women Owned entities	5
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

**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	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

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
<b>Large</b>	Certificate issued by SANAS accredited verification agency
<b>QSE</b>	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 <a href="http://www.dti.gov.za/economic_empowerment/bee_codes.jsp">www.dti.gov.za/economic_empowerment/bee_codes.jsp</a> .]
<b>EME<sup>4</sup></b>	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 Transnet or regulatory bodies such as National Treasury or the DTI. It is the Bidder’s responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

**5. BID DECLARATION**

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

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

- 6.1 B-BBEE Status Level of Contribution: . = .....(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	
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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
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- v) Specify, by ticking the appropriate box, if subcontracting with any of the following enterprises:

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

**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 or any other matter required in terms of the Preferential Procurement Regulations, 2022 which will affect or has affected the evaluation of a bid the purchaser may, in addition to any other remedy it may have
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
  - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (f) forward the matter for criminal prosecution.

WITNESSES	
1.	.....
2.	.....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS.....

**SECTION 9: PROTECTION OF PERSONAL INFORMATION**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):  
  
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:  
  
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is “Transnet” and the Data subject is the “Respondent”. Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.

- 8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).
- 9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
- 10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet’s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
- 11. In submitting any information or documentation requested in this RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP and further confirming that they are aware of their rights in terms of Section 5 of POPIA

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

<b>YES</b>	<b>NO</b>
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- 12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject’s personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
- 13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent’s authorised representative: \_\_\_\_\_

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

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Respondent's Signature

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Date & Company Stamp