

## **NON-COMPULSORY REQUEST FOR PROPOSAL (RFP) BRIEFING SESSION MINUTES**

|                       |  |
|-----------------------|--|
| <b>Meeting name</b>   | Briefing Session for Establishment of an approved panel of service providers for the provision of General Network Equipment and Related Services for a period of three (3) years on an as and when required basis. |
| <b>Venue</b>          | TEAMS  |
| <b>Date</b>           | 23 March 2023  |
| <b>Time</b>           | 10:00 – 12:00  |
| <b>RFP GSM number</b> | TCC/2022/07/0200/8276/RFP  |

1. Welcome, Safety Briefing and Introduction of the Transnet Team.
2. Key Points - General:
  - 2.1 Submission requirements, but not limited to:
    - The briefing session should not contradict the RFP and its supporting documents.
    - No verbal feedback should be construed as binding until is in writing.
    - RFP document can be downloaded from National Treasury e-Tender Publication Portal at: [www.etenders.gov.za](http://www.etenders.gov.za) and/or Transnet website, at no cost. Any updates will be uploaded on NT e-portal and Transnet website. Bidders are encouraged to check updates on the websites.
    - Important Date: RFP Closing date - 05 April 2023 at 13h00.
    - Validity period of the RFP: 180 Business Days from the closing date.
    - RFP: signed, stamp and date the bottom of each page.
    - Bidders are required to register on the Central Supplier Database (CSD): Bidders /Respondents must be registered on the CSD prior to uploading their bid responses. only foreign suppliers with no local registered entity need not register on the CSD.
  - 2.2 Communication relating to this RFP:
    - The bidders were taken through the communication after the briefing session. should bidders have more questions, RFP Clarification Request Form (Section 8) should be submitted onto the system, and also sent to [Reetsang.Modise@transnet.net](mailto:Reetsang.Modise@transnet.net) and [Barbara.Msomi@transnet.net](mailto:Barbara.Msomi@transnet.net) before 13h00 pm 27 March 2023. Clarification questions should be sent to Transnet before the clarification closing date and time.
    - Bidders were taken through communication after the closing of the RFP that they can only communicate with [Barbara.Msomi@transnet.net](mailto:Barbara.Msomi@transnet.net) on any matter relating to this RFP Proposal.
  - 2.3 Proposal Submission:
    - The bidders were taken through how to submit the bid responses. Transnet further referred the bidders to page 7 of 54 for details on how to submit the bid responses. Bidders

Transnet SOC Ltd  
Registration Number  
1990/000900/30

138 Eloff Street  
Braamfontein  
JOHANNESBURG  
2000

P.O. Box 72501  
Parkview, Johannesburg  
South Africa, 2122

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

Group Company Secretary: Ms S Bopape

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

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

were urged to use Google Chrome when using the Transnet e-tender portal. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)

- Bidders were requested to ensure that their bid submission is uploaded in the Transnet e-tender portal and avoid uploading the documents on the last minutes to prevent any issues when uploading.

3. Scope and Technical Requirements:

- The bidders were taken through the details of the scope of requirements of the RFP. Bidders are required to provide their proposals regarding the scope of requirements as described in the RFP.

4. B-BBEE:

**B-BBEE Definition:**

Black Economic Empowerment is a policy of the South African government which aims to facilitate broader participation in the economy by black people.

**B-BBEE Amended Codes Principles**

- Enhanced the recognition status of black owned EMEs and QSEs
- An **EME** that is **100% owned by black people** qualifies as a level 1 contributor;
- An **EME** that is more than **51% owned by black people** qualifies as a **level 2 contributor**;
- No **verification** requirements for EMEs; EME to obtain a valid **Sworn affidavit** or a **CIPC Certificate**
- **Large Entity's are to produce a valid B-BEE certificate from an approved verification agency**

**Determining validity of a sworn affidavit for B-BBEE compliance (Practice Guide 01 of 2022:)**

- The legal dictionary (<https://legal-dictionary.thefreedictionary.com/Affadavit>) defines a sworn affidavit as a written statement of facts voluntarily made by a person under an oath or affirmation administered by a person authorized to do so by law.
- Page **3 of 9** Practice Guide 01 of 2022: Determination of Validity of a B-BBEE Verification Certificate, B-BBEE Certificate and Sworn Affidavit . Refer to page 4 of 9 of the Practice Guide.
- Bidders who do not submit B-BBEE Status Level Verification Certificates or applicable affidavit copy will be deemed as non-compliant contributors to B-BBEE will score zero for preference points .
- This also applies to Bidders who submit letters or expired certificates indicating that their B-BBEE status is in the process of being verified. Where a B-BBEE certificate is to be used for scoring purposes only, such letters indicating that their B-BBEE status is in the process of being verified or expired certificates are submitted,

## 5. Joint Venture:

- A JV will require its own Broad-Based Black Economic Empowerment (B-BBEE) certificate if they would like to tender or enter into a contract that requires a B-BBEE Certificate.
- 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.
- The consolidation is based on the weighting as defined in the joint venture agreement.
- The respective scores are weighted according to their proportionate share in the joint venture.
- A joint venture certificate is valid for twelve (12) months and only applicable to a specific project.
- A consolidated verification certificate will consolidate the verified compliance data of joint venture partners in accordance.

## 6. Price and B-BBEE:

- The bidders were taken through Price and B-BBEE, it was explained that pricing will only be requested on upcoming RFP/RFQ upon the establishment of the approved list and that either 80/20 or 90/20 preference point system will be utilised on the upcoming RFP. The B-BBEE scorecard will either be 20/10 and if bidders fail to submit, mean the preference points for the BBEE status level of contribution are not claimed.
- After the establishment of the approved list, bidders will only complete on price and B-BBEE.

## 7. Evaluation Methodology:

### 7.1 Step One: Administrative Responsiveness

- The bidders were taken through the documents Transnet checks when doing the Administrative Evaluation and further referred to Section 5 of the RFP for returnable documents and/or schedules required for this RFP. The mandatory, documents used for scoring and essential returnable were also highlighted with the impact of not submitting the documents.

### 7.2 Step Two: Substantive Responsiveness

- Transnet explained the technical pre-qualification and how bidders need to respond to the criteria.

### 7.3 Step Three: Technical Evaluation Criteria

- The Bidders were taken through in details the Technical Evaluation and how the weighting and scoring are utilized. The bidders were advised that they could even score themselves based on the documents they will be submitting.

#### 7.3.1 Summary of responding to the RFP requirements:

- Please submit **ALL** the information that is required in the RFP. Suppliers are usually not successful based on the following reasons:
  - Non submission of the information that is required or information that is non-response to what has been requested. Insufficient documentation will decrease the bidder's chances of obtaining the 70% threshold or pass any stage of the evaluation.
  - Bidder do not submit all documents and assume that Transnet might know about their company.
  - Bidders do not review the documents that has been put together to responding to the RFP. Bidders must ensure they go through the notes and complete the sections in full.
  - Copy and paste. Do not copy and paste when responding to RFP's.
  - Submission of Company profile without responding to the information that has been requested in the RFP. Do not forward your company profile without checking if it covers all the RFP requirements.

#### 7.4 Step 4 of the evaluation:

- Bidders were taken through the final step of the evaluation for awarding the business for the establishment of an approved list. Only bidders that have passed the 70% threshold will be put on the list and then Transnet will also be concluding the framework agreements with the preferred bidders.
- Transnet further explained that suppliers on the approve list will compete on price and B BBEE, the request for a quote will be issued to all the suppliers on the approve list to quote on the individual upcoming RFP's.

#### 8. Question asked during the RFP Briefing session:

| NO: | QUESTION RAISED DURING THE RFP BRIEFING SESSION  | TRANSNET RESPONSE   |
|-----|--|---|
| 1.  | If we are going to submit more than one OEM certificate, what is the expectation in terms of the completion of the schedules?<br>For instance, the qualified technicians must we have ten (10) qualified technicians per OEM certificate that we submit? | If more than one Network Equipment OEM are proposed, then information on $\geq 10$ qualified (wrt installation of the OEM's equipment) technicians need to be submitted in the schedule for at least one of the OEMs.<br>Furthermore, if the alternative OEM does not have at least 10 qualified technicians listed, the alternative OEM will not be considered for the RFQ stages. |

#### 9. Closing of the RFP Briefing:

- The briefing session presentation, together with the minutes of the briefing session, will be uploaded on the National Treasury e-tender and the Transnet E-tender, please

ensure that you constantly check on the two (2) portals for any update until the RFP closing date.

- Transnet thanked all for joining the meeting.

Meeting adjourned at 11:23

Signed: Reetsang Modise

Date: 31 March 2023

***Refer to the non-compulsory Briefing Session Presentation for more details.***