

MINUTES OF THE COMPULSORY RFP SITE BRIEFING MEETING RFQ No:

TP/2023/06/0003/33629/RFP- For the Provision of Preventative, Corrective, Emergency Plus Minor New Works for Electrical Lights and Power, Plumbing Services, General Building Maintenance (GBM) and General Civil Maintenance (GCM) for a period of Twenty-Four (24) months on an "As And When Required Basis in the Northern Region (Tshwane).

Compulsory RFP Site Meeting held at 11:00 on 21 September 2023 at 171 Minaar Street, Pretoria.

1.0	ATTENDANCE																					
1.1	<u>Present/ Internal from Transnet:</u>																					
	<table><tr><th>NAME & SURNAME</th><th>ROLE</th><th>OPERATING DIV</th></tr><tr><td>Refilwe Ramothwala</td><td>Regional Procurement manager (Chairperson)</td><td>TP</td></tr><tr><td>Aifheli Lambani</td><td>Regional Facilities Manager</td><td>TP</td></tr><tr><td>Hlayiseka Baloyi</td><td>Facilities Manager</td><td>TP</td></tr><tr><td>Livhuwani Khokhomela</td><td>Facilities Manager</td><td>TP</td></tr><tr><td>Arinao Nembilwi</td><td>Facilities</td><td>TP</td></tr></table>				NAME & SURNAME	ROLE	OPERATING DIV	Refilwe Ramothwala	Regional Procurement manager (Chairperson)	TP	Aifheli Lambani	Regional Facilities Manager	TP	Hlayiseka Baloyi	Facilities Manager	TP	Livhuwani Khokhomela	Facilities Manager	TP	Arinao Nembilwi	Facilities	TP
	NAME & SURNAME	ROLE	OPERATING DIV																			
	Refilwe Ramothwala	Regional Procurement manager (Chairperson)	TP																			
	Aifheli Lambani	Regional Facilities Manager	TP																			
	Hlayiseka Baloyi	Facilities Manager	TP																			
	Livhuwani Khokhomela	Facilities Manager	TP																			
	Arinao Nembilwi	Facilities	TP																			
1.2	<u>External Companies/ Bidders</u>																					
	COMPANY NAMES IN ATTENDANCE																					
	Phuthalushaka Civil Projects,																					
	Hand P Group																					
	Kenfore Engineering																					
	Menyollo Holdings																					
	Khabako Reeds (Pty)Ltd																					
	Onza Construction																					
	Cities Land Scaping and Projects																					
	Pheta Trading Enterprise																					
	Lettam Building																					
	Diba Bes (Pty)Ltd																					
	Higher Ground T/S (Pty)Ltd																					
	BT Conglomerate																					
	Munachi (Pty) Ltd																					
	Wise Acre Trade & Investment																					
	Baiadi Investments and Projects 133																					
	Dainah and Joyce Business Enterprise																					
	Empowercon Holdings																					
	Marebeyane Trading																					
	Sankox Pro																					
	Bulkeng (Pty)Ltd																					
	Lungolwakhe Group																					
	Silverwell Business Enterprise																					
	Musenqa Kea Thabo JV																					
	Kweladi Trading																					
	Seebo Group																					
	Real Time Trading																					
	Denzhelashu Projects and Trading																					

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Okuhle Kahle Trading
Thenga Holdings
Manya Construction
Shibari-Mnukwa & Benford
Thebe 2 Temi JV
Mamonyane Construction
Moda Woman Projects JV BerryBlue Trading
Gaborena Construction
Nemanashe Civils JV
Tshwaranang Plumbing
Masikhane Civil Contractors
UBE Construction
Accolade Engineers Pty (Ltd)
Chisa Multi Projects
Mmakatilla Supply and Projects
Ngutyana Construction
Lapeng La Gae Coctruction
Rem Mams Group
Nkodla Trading
Ngutyana Construction
Mafundwani Constrction
Khamanyana Nghoni Trading Enterprise
Enza Lelithuba
TGP Projects
Mavizo Projects
Bulumko Group
Tsalach Engineering
Maunyatlala Shakwana
Bosvark Development
BTE Projects
Pagama Civils
Mumy & Sons Projects & Construction
Tiro Civils & Building
WKS Holdings
NGS Construction & Projects
Aromane Projects
Kentore Engineering
Makeyise Trading Projects
Pavati Trading
Brilliant Engineering
Mangatlu Trading Enterprise
Spinks Trading

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<p><u>WELCOME AND INTRODUCTION</u></p> <p>The Chairperson opened the meeting, introduced self, welcomed everyone present and afforded TP team an opportunity to introduce themselves.</p>
<p><u>SAFETY BRIEFING</u></p> <p>The Chairperson conducted a safety briefing.</p>
<p><u>TENDER CLOSING AND METHOD OF DELIVERY</u></p> <p>Tender submissions will be made on Transnet E-tenders Submission Portal. (https://transnetetenders.azurewebsites.net)</p> <p>Tenders to be submitted punctually <i>on Thursday, 19 October 2023 at 14:00.</i></p> <p><i>Late and E-Mailed Submissions will NOT be accepted.</i></p> <p>Tender Validity period is 12 Weeks from closing date.</p>
<p><u>REGISTRATION:</u></p> <p>Bidders were reminded that there is no site attendance certificate as attendance of the Compulsory Site Meeting will be validated in a way of checking the company names on the attendance register. Only companies that attended Compulsory Site Meeting are allowed to submit the responses and only those will be considered for evaluation process. Bid responses for companies which did not attend the Compulsory Site Meeting will be overlooked.</p> <p><u>Attendance Register</u></p> <p>The Chairperson requested everyone present to complete and sign the attendance register even if they are representing the same company and further cautioned Bidders that signing for multiple companies by one person is prohibited as it leads to collusion which is a punishable offence to those who get caught engaging in such. It was stressed that failure to complete the register will result in an automatic disqualification.</p> <p>Bidders were further requested to make sure that their writing is neat and readable as possible since it is their responsibility to do so, and Transnet will not be held liable in the event they miss important/ critical information pertaining the tender process due to bouncing e-mails where the details e</p> <p>The Chairperson gave guidance as to how the register is to be completed and further advised attendees those who do not receive any communication to be on a lookout on the website for updates on what they might have missed due to their information not being clear so that they can still get updated and bid regardless of having not received correspondence.</p>

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	<p>The Chairperson requested everyone present to complete and sign the attendance register even if they are representing the same company and further cautioned Bidders that signing for multiple companies by one person is prohibited as it leads to collusion which is a punishable offence to those who get caught engaging in such. It was stressed that failure to complete the register will result in an automatic disqualification.</p> <p>Although Transnet will send mails to all Bidders attending the briefing session, those who do not receive correspondence must check on the National Treasury website and Transnet e-tender portal for information that would have sent to them through mail that could be bouncing so that they can access the information and bid anyway.</p>
	<p><u>TENDER NOTICE :</u></p> <p>After closing date Respondents are NOT to communicate with any other TP employee(s) and should direct all clarifications/questions to the Regional Procurement manager of Transnet Property (TP) to the following e-mail address: Refilwe.Ramothwala@transnet.net</p>
	<p><u>Description of discussion By Chairperson</u></p> <ol style="list-style-type: none"> 1. In her address, the Chairperson mentioned that the reasons for the briefing session are as follows: 2. To explain the scope of requirements in detail and provide a brief background on the project in such a way that Respondents are clear of what is required from them; 3. To explain all procurement processes such as the evaluation criteria, the importance of submitting mandatory documentation etc.; 4. Minutes of the briefing session, updated documents and other communication resulting from the meeting discussions between Transnet and the bidders will be distributed to all Respondents who attended the briefing session for everyone to align on a common ground as such will form basis for measurement. 5. Bidders were informed that Clarification questions can be sent to Ms. Ramothwala only until the 09 October 2023, and the period would not be extended. 6. The Chairperson re-read the mandatory returnable documents, and stressed the importance of proof of address, and why it was classified as mandatory. 7. The Chairperson re-read and pointed out all the changes made to the initial tender pack and indicated that they will all be summarised in the Record of Addenda that will be sent to all bidders who filled in the attendance register and get uploaded on the online platforms where the tender was advertised. She further stated the importance of utilizing

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	<p>the updated documents as clearly listed in the record of addenda as failure will lead to non-compliance and thereby disqualification of the bid.</p> <p>8. The Chairperson suggested to the bidders who already downloaded the document that the simplified way to address the Record of Addenda list of items is to only replace all those affected pages using the Record of Addenda as a checklist to ensure that all changes effected have been addressed in order to place themselves at an advantageous position. However, at this point, everyone is supposed to ignore the old document and consider this one due to the number of cosmetic changes made to avoid disqualification.</p> <p>9. She stated that those Bidders who did not download the documents yet as they do not have to make any page replacements, however they are still required to submit a record of addenda as it the one that resulted in the document being updated.</p> <p>10. The importance of certified documents with a stamp of less than three months was highlighted by the Chairperson stating the negative audit outcomes resulting from non-certified documents and Mr Hlayiseka Baloyi, indicated that failure to certify will result in the bid being disqualified.</p> <p>11. Transnet reserves the right no to award business to the lowest quoted bidder where it gets established that a proper cost consideration has not been made by the Bidder/s.</p> <p>12. The Chairperson urged the Bidders to price as fair as possible and not fall into a trap of under and overquoting to increase their chances of success in as far as pricing is concerned.</p> <p>13. The Chair also stated that: For local community development purposes, speedy of response and economies of scale (where possible), preference will be given to companies located within various Provinces where the services are required which is Tshwane/ Gauteng for this tender. Other Provinces within the Northern Region are also encouraged to participate in the tenders issued in their respective Provinces as they will also be given such preference.</p> <p>14. The central point of Travelling will be adjusted from Bellville to Margaretha Prinsloo Street, Klerksdorp.</p> <p>15. Bidders are to note Proof of residence was mistakenly placed under functionality, it is mandatory as there will not be any scores allocated to the same, however is important to submit on the closing date of tender to determine locality.</p>
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TENDER PROCESS

- The **MANDATORY documents** required on closing.

Gatekeepers (Mandatory)

N.B: To prove attendance, bidders company name will be checked in the attendance register to confirm attendance of the Compulsory Tender Clarification Meeting, which failure will lead to their tender being overlooked.

1. CIDB 6 GB Grade or Higher
2. Submit a valid certified Trade test certificate for Plumbing Artisan.
3. submit a valid certified PIRB License for a Plumber
4. Submit a valid certified Trade test of the Electrician Artisan
5. submit a valid certified Installation Electrician License (IE)
6. Submit a valid certified Trade test Refrigeration Mechanic (Airconditioning) Artisan certificate
7. Submit proof of registration as an Electrical contractor with Department of Labour (This can be subcontracted)
8. Submit Letter of Good Standing (COID-A) from Department of Labour and Employment or its agencies.
9. Submit Proof of Business Address or Residence
10. Record of Addenda and fully completed and signed Acknowledgment Form.

All above requirements are mandatory. Bidders who fail to submit all the above requirements shall be disqualified. All foreign qualifications must be SAQA approved.

All certified copies, stamp date must not be older than 3 months from the closing date of this tender.

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SPECIFIC GOALS POINTS CLAIM FORM

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION LEVEL 1	10
EME or QSE 51% BLACK OWNED	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

B-BBEE will not be used as a pre-qualification since June of 2023. This will be used on a scoring. The threshold of B-BBEE will not be used for the whole 20 points. other points will be distributed to QSE 51% BLACK,& EME

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 – Level 1	10
EME or QSE 51% Black Owned	10
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

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.

Please refer to Document No: 26. T2.2-26 Specific Goals for more detailed information.

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Discussion by Facilities Manager: Ms Livhuwani Khokhomela

1. Ms Khohomela reiterated that this is a "As and when" contract and that the boundary for the works is the entity of Tshwane and surrounding areas – All Transnet Properties are included herein.
2. He explained the scope of work in detail and explained the evaluation methodology to be applied. Other specialized, (general works) water tanks, delivery and re-filling of water tanks will be part of the scope as well as septic tank desludging. The scope is not limited to the mentioned parts however, is encompassed within.
3. Ms Khohomela extensively went into the pricing of this tender and further confirmed that an excel spreadsheet will be sent to the bidder to enable them to price accordingly.
4. Employees are to be paid as per stipulated legislature.
5. Price escalation won't be accepted.
6. Rates will remain the same as submitted throughout the entire contract.
7. Ms Khohomela reminded the bidder of price escalation for year 1 and year 2, as well as the mark-up percentage table that needed to be filled. Failure of which would lead to disqualification.
8. Ms Khohomela further explained that failure to populate any item on the pricing list would lead to disqualification as it needs to be accounted for, should the bidder not wish to charge Transnet, the specific item should be priced R 0.00
9. Markup will be corrected on Page 8 of 11 on the pricing data. The Mark-Up table will be included in the Pricing Data. This will be distributed within the excel pricing sheet that will be sent to the bidders.
10. He also advised the bidder to do their due diligence regarding completion of their submission.
11. Joint venture are permissible, and all documents must be sent in that respect.
12. It is imperative that the specialists be considered when pricing.
13. All international or foreign qualifications are to be SAQA accredited.
14. All Certified Documents must be no longer than three months since certification. Members who do not submit the required certified documents will be disqualified.

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15. Bidders were encouraged to go through the KPIs specified. Compliance issues are to be considered, these will include licenses.
16. Technical capability will be measured after checks on mandatory documents.
17. Clarification was made to CVs, the year the trade test was achieved will be checked and judged from date of achievement, post qualification, any experience before the qualification will not be considered.
18. All Six (6) Elements of Quality will be Judged. Maximum points will be given to the accreditation.
19. Tangible evidence of project experience is required, i.e. document with the client's letterhead, contract, or a completion certificate. Company experience will be judged according to the number of submissions.
20. Method statement will detail how the works will be executed.
21. All are seven (7) items are listed under method statement which needs to be addressed and complied to.
22. Bidders were sensitized that the Minimum points to achieve the next steps is 70%

QUESTIONS AND ANSWERS: All question to be sent writing to MS. Refilwe Ramothwala.

Q.1 Bidder requires confirmation on Audited financial statements and Annual financial statements.

Answer: The bidder is to submit Annual Financial statements.

Q.2 Bidder asked about Addenda, saying because this is a new tender, why are we still making reference to the previous document.

Answer: Yes, it is a new Tender, changes were made to the previous tender document, and for the comfort of those who saw and downloaded the first document, the addenda is necessary. Those who had not seen the first document will on way be disadvantaged, but changes made to the first document are worth noting through the addenda.

Q.3 Bidder wants to know what informed the request for CIDB grading 6GB as he believes the nature of the work as per scope is minor.

Answer: Bidders need to familiarise themselves with how CIDB has classified their Gradings.

Frequently asked Question

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Q.4 There was a request for clarification was raised regarding the experience prior to qualification. The Bidder asked if the experience is considered when the person was working in the field for several years before achievement of their qualification.

Answer: prior qualification experience cannot be considered. Making an example of a driver who has been driving for 15 years, without a driver's license. The driving license experience will only be valid and considered after issue date.

Q.5 Why are CIBD Grades 1 & 2 not considered?

Answer: Unfortunately, CIDB regulations supersedes Transnet. With the works of this magnitude, it is imperative that the correct grading suppliers bid for the contract.

Q.8 Since the Central point as stated in the document, are the bidders going to be given offices.

Answer: No, it is for admin purposes that the location is hinged, bidders will not be given an office station.

CLOSURE:

Tenderers were advised to reflect all their pricing as NO Variations will be accepted once the final offer is made to the successful bidder. The Chairperson thanked everyone in attendance and urged them to pose all their question in writing.

Meeting adjourned.