



TRANSNET SAMMS SOLUTION

**NON-COMPULSORY VIRTUAL BRIEFING (on-line) SESSION:
FOR THE PROVISION OF A SOFTWARE ASSET MANAGEMENT MANAGED SERVICES FOR A
PERIOD OF THREE (3) YEARS**

TCC/2024/02/0001/58265/RFP

PRESENTED BY: MAHLODI KGANYAGO & BARBARA MSOMI

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Opening/Welcome

Team

- ❖ Welcome the bidders
- ❖ Each Transnet attendee to briefly introduce themselves.

General Disclaimer: This briefing session must not contradict the RFP, and its supporting documents published, and should there be any errors, acts of omissions or misinterpretations, then the RFP and its attachments takes precedence of it.

Respondents will be given an opportunity to ask questions at the end.

All verbal questions must be put in writing on the RFP Clarification form (Section 8) and Transnet will provide a written response.

NB: No verbal feedback must be construed as binding until in writing



Key Points - General (1/3)

Please note the following submission requirements, but not limited to:

- Final RFP and **all Returnable Documents listed on Section 5 (List of Returnable Documents)** may still be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za and Transnet website, free of charge.
- Respondents who 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.
- RFP closing date is **22 April 2025, at 12:00**. Respondents must ensure that bids are uploaded timeously onto the system.
- Transnet will not accept bid submission via email. All bids must be loaded on the system.
- Bid Validity period is **180 Business Days from Closing Date**.
- Respondents RFP proposal must **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.**

Respondents must register on the National Treasury's Central Supplier Database CSD prior to submitting/uploading 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.



Key Points - General (2/3)

- Communication relating to this RFP:
 - After the briefing session, should Respondents have more questions, RFP Clarification Request Form (Section 8) should be submitted onto the system, and also sent to Mahlodi.Kganyago@transnet.net before **12h00 on 15 April 2025**.
 - After the closing date of the RFP, a Respondent may only communicate with the name of delegated individual (Barbara Msomi), at telephone number 011 308 1892, email Barbara.Msomi@transnet.net on any matter relating to its RFP Proposal.
 - 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.
 - Respondents are required to ensure that all clarification questions are sent to Transnet before the clarification closing date and time in order to allow Transnet sufficient time to respond to all clarification questions.
- 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.
- 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.



Key Points - General (3/3)

Proposal Submission:

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

- Log on to the Transnet eTenders management platform website/ Portal ((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

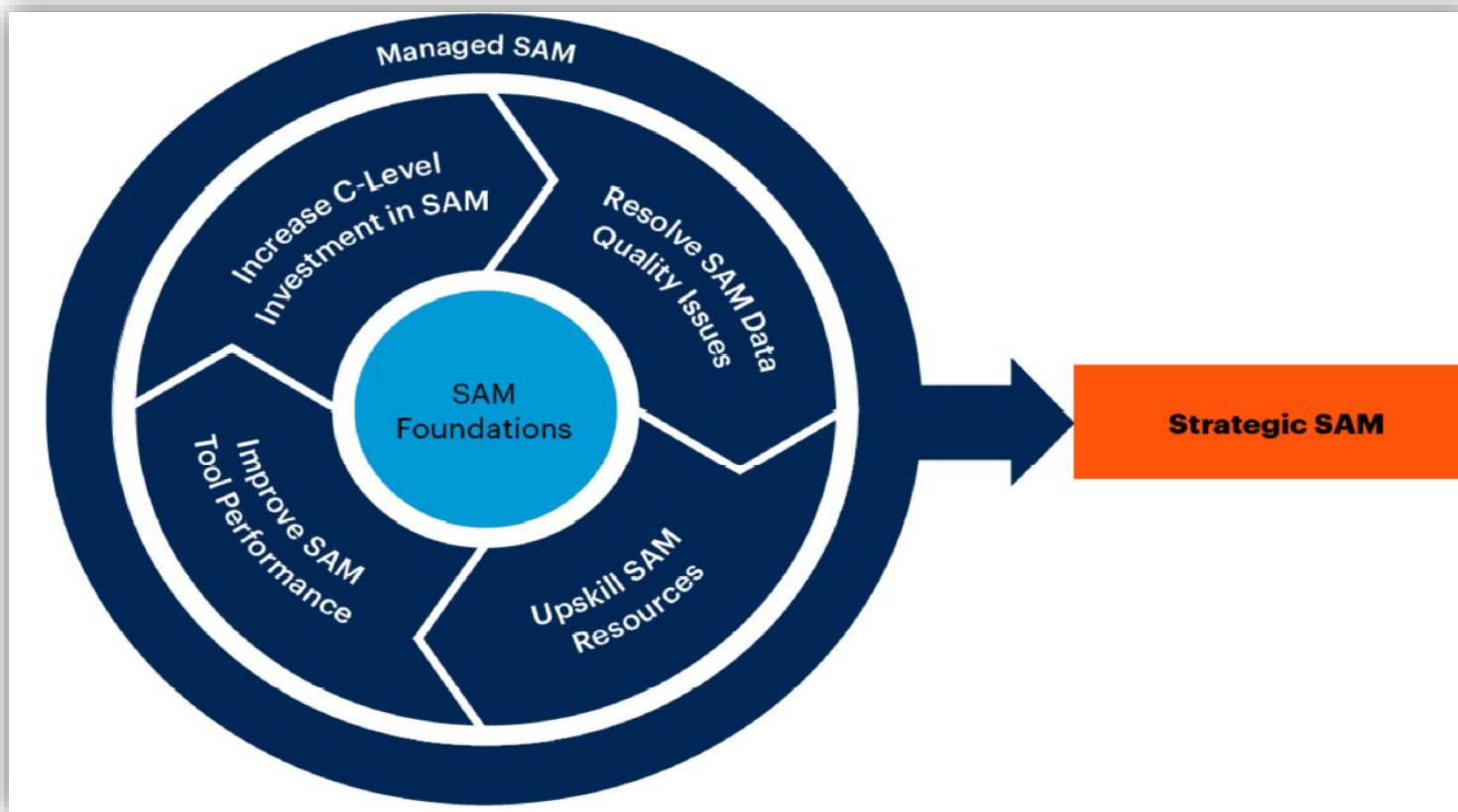
Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges 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.



Scope of Requirements

Business requirement (Scope of Work):

The Service Provider to deliver the required strategic SAM solution for Transnet needs as per below:





- Software / device scanning within Transnet network, discovery and update of the Transnet catalog of software products in use.
- Software license status using a software management lifecycle, the following statuses are to be considered:
 - ❑ Procurement of software license – Purchasing and registration of software licenses.
 - ❑ Allocation of software license – Assigning of a software license to a user or device.
 - ❑ Discovery / Auto discovery and maintenance of software license - the ability to find new, moved or changed assets with/without dependence of an agent.
 - ❑ Discontinuing of software license
 - ❑ Discontinue utilization of software licenses.
- Input parameters and configurations using SAMMS solution.
- Integrate and synchronize with other databases or systems.
- Access rights and permissions - security levels for gaining access to software license data and making changes to software / device data device / software.
- Reporting - functionality to identify, track, monitor device and software licenses.
- Workflow and Automation - The ability to automate SAMMS processes.
- Contracts Management - The ability to manage, prioritize and comply with Transnet's software contracts and agreements.
- Training for all relevant role-players.
- Detailed reporting, Group based and per OD.
- MSA to be defined where SLAs will be stipulated.

Functional Requirements	Non-Functional Requirements
Software / device scanning/discovery within Transnet network	Enterprise or Business Architecture
Software license Status lifecycle <ul style="list-style-type: none">❑ Procurement of license❑ Allocation of software licenses❑ Discovery of software licenses❑ Maintenance of software license❑ Discontinue of software license	Training Requirements
Input parameters and configurations	Change Management
Access rights and permissions	Test plan and Strategy
Integration with other systems	Communication Plan
Reporting capabilities	IT Security



B-BBEE

B-BBEE Definition:

Broad-Based Black Economic (B-BBEE) means the economic empowerment of all black people including women, workers, youth, people living with disabilities and people living in rural areas through diverse but integrated socio-economic strategies.

Purpose:

- To increase the number of black people that manage, own and control enterprises and productive assets.
- To facilitate ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises
- To achieve an equitable representation in all occupational categories and levels in the workforce
- To procure from large, medium and small sized black owned enterprises
- To increase investment in enterprises and communities that are owned and managed by black people
- A valid B-BBEE certificate for LE company's OR an Affidavit for QSE and EME's is required

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 Sworn affidavit or a CIPC Certificate

PREFERENTIAL PROCUREMENT REGULATIONS 2022



PPPFA provides for a preference points system in terms of which contracts below a prescribed value be evaluated on the basis that 20 out of 100 possible points must be allocated to “specific goals” and 80 points allocated to price.

For contracts above a prescribed value, 10 out of 100 possible points must be allocated to “specific goals”, and 90 points allocated to price

- (a) The applicable preference point system as envisaged in the regulations 4, 5, 6 or 7.
- (b) The specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal .

80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

90/10 preference point system for acquisition of goods or services with Rand value above R50 million

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, bidders will be scored zero for preference points.

Joint Venture



In 2019 DTI released amendments to the Codes of Good Practice. Joint Ventures are referred to in Revised Code 000, Statement 000: General Principles

As per paragraph 7 of Amended Code Series 000, Statement 000 of the Codes of Good Practice, unincorporated joint ventures are required to compile a consolidated verification certificate. A consolidated verification certificate will consolidate the verified compliance data of joint venture partners if those Measured Entities were a single Measured Entity.

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.

A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified but may only score point out of 90 for price and (b) scores 0 points applying the 90/10 principle . Refer PPPFA No. 40553 for more info on preference point.

Note the following:

- A consolidated verification certificate is required.
- 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 12 months and only applicable to a specific project.



B-BBEE - Reasons to include B-BBEE Level

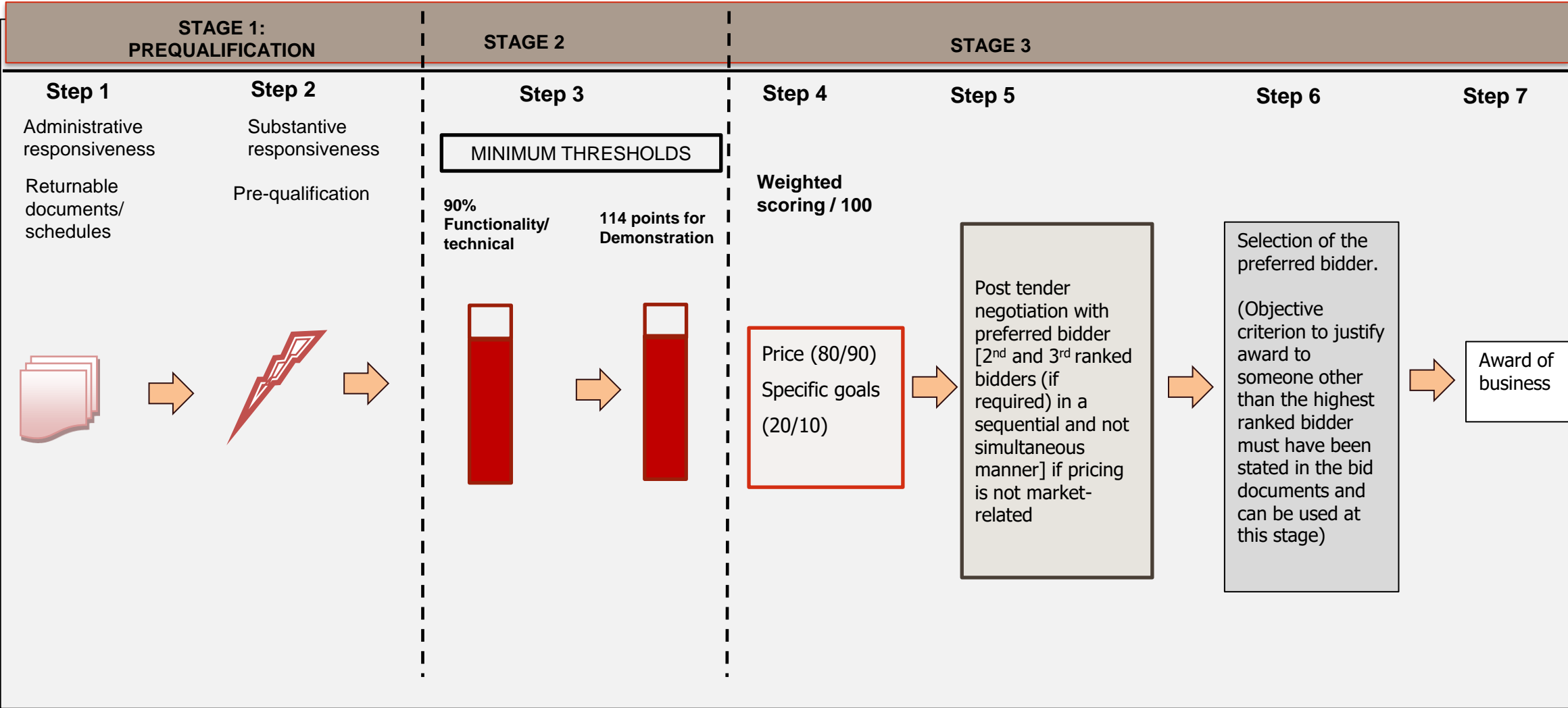
No	Specific goals	Points allocation 80/20	Points allocation 90/10
1	B-BBEE Level of Contribution Level 1 or 2	15	7,5
2	30% Black Women Owned Entities	2,5	1,25
3	Entities that are 51 % Black Owned	2,5	1,25
	Total	20	10

- Research was conducted using Central Supplier Database (CSD) and the team drew the information close to the scope requirements as they are reliant on how suppliers capture information on the CSD system.
- CSD provides a cap in downloading information of 5000 records.
- The scope of requirement used was Information Technology Broadcasting and Telecommunications , IT Management services, Software Management Services

Evaluation Process - Summary



Transnet will utilise the following methodology and criteria:





Step One: Test for Administrative Responsiveness

Step ① : Procurement conducts evaluations to highlight non-responsive (non-compliant) bids and attempts to obtain outstanding documentation from respondents prior to declaring them non-responsive and eliminating bids

Administrative responsiveness check

- Validate whether bid has been lodged on time
- Validate whether all returnable documents and/or schedules were completed and returned by the closing date and time
- Verify the validity of all returnable documents
- Verify if the Bid document has been duly signed by the authorised respondent

Mandatory Returnable Documents

- SECTION 4 and **Annexure D**: Pricing Schedule

Returnable Documents Used For Scoring

- Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn Affidavit)
- Valid B-BBEE certificate(s) for 51% Owned Black Designated QSE/ and/or Sworn Affidavit (s) for 51% Owned Black Designated EME, for the proposed 30% Subcontractor(s) for the parts bidding for, as stipulated in Section 11 of this RFP
- All documents as per **Annexure A**: Technical / Questionnaire Requirements.
- Annexure C**: Services Rendered
- Annexure D**: Key Personnel/Team



Step One: Test for Administrative Responsiveness continues...

Essential Returnable Documents & Schedules

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

Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years

SECTION 1: SBD1 Form

SECTION 5: Proposal Form and List of Returnable documents

SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

SECTION 7: RFP Declaration and Breach of Law Form

SECTION 9: Specific Goals Points Claim Form

SECTION 10: Job Creation Schedule

SECTION 11: SBD5

SECTION 12: Protection Of Personal Information

SECTION 13: Protection Of Personal Information (For Operator Contract only)

ANANNEXURE B: Technical Evaluation Criteria- Demonstration

ANNEXURE F : Scope of Work

ANNEXURE G : Draft Master Agreement

ANNEXURE H : Transnet's General Bid Conditions

ANNEXURE I : Transnet's Supplier Integrity Pact

ANNEXURE J : Non-Disclosure Agreement

ANNEXURE K: Supplier Declaration Form



Step Two: Test for Substantive Responsiveness

Step 2 : Evaluation committee evaluates if the bid conforms to all the terms, conditions, scope and/or specifications of the bid documents without material deviation or qualification

Substantive responsiveness test:

Yes/No

- Whether any general pre-qualification criteria set by Transnet, have been met

Validate Pricing Schedule Annexure D:

- Check whether **Annexure D** : Pricing was fully completed as per requirement, and can be used for Step 4
- Whether the Bid materially complies with the scope and/or specification given

The test for a Substantive responsiveness [Stage Two] must be passed for a Respondent's Proposal to progress to Step Three.



Step Three: Minimum Threshold of 90% for Technical Criteria

Step 3 :Technical evaluation criteria that are used to determine the competency and capability of respondents, highest scores reflect best suited respondents.

Technical Description	WEIGHTINGS
Technical Requirements and Technical Desktop Evaluation	100%
Total	100%





Step Three: The test for the Technical threshold will include the following (refer to Annexure A - C)

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

Respondents must complete and submit Annexure A – C which include a Technical Questionnaire. A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to **Annexure A – C**

Technical Evaluation Criteria: Desktop Evaluation	Scoring Points
Bidder's Experience (Capability & Capacity)	8.00
Bidder's Experience (Reference Letters)	24.00
Proposed Software Asset Management Managed Service (Functionality)	68.00
Total:	100.00
Minimum qualifying score required:	90.00



Step Three: The test for the Technical threshold will include the following (refer to Annexure A - C)

The test for the Technical Demo Presentation will include the following:

Technical Demo presentation	Scoring points
Compliance	14
Core functional Capabilities	26
Integration and compatibility	15
Automation and intelligence	30
Security	23
User experience and support	33
Additional Functional Requirements-infrastructure	39
Total	180
Minimum qualifying score required	144



Step Four: Evaluation and Final Weighted Scoring continues...

Price and TCO Criteria [Weighted score 90/80 points]:

Evaluation Criteria	RFP Reference
<ul style="list-style-type: none"> Commercial offer 	Section 4 and pricing Annexure D

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

$$PS = 90/80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

P_{min} = Price of lowest acceptable Bid



Step Four: Evaluation and Final Weighted Scoring

Broad-Based Black Economic Empowerment criteria [Weighted score 20/10 points]

- B-BBEE evaluation in the final stages of evaluation and will be based on the Bidders B-BBEE scorecard.
- Minimum B-BBEE Level 1-2 accreditation in new codes required as a B-BBEE minimum level .
- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated below:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80/90
B-BBEE STATUS LEVEL OF CONTRIBUTION	20/10
B-BBEE Level of Contribution Level 1 or 2	
30% Black Women Owned Entities	
Entities that are 51 % Black Owned	
Total points for Price and Specific Goals must not exceed	100



Step Four: Evaluation and Final Weighted Scoring continues...

Broad-Based Black Economic Empowerment criteria [Weighted score 20/10 points]

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 9 no. 1.4 of the Specific Goals Form in Section 9 of the RFP.

Evaluation Criteria	Final Weighted Scores	Final Weighted Scores
Price and Total Cost of Ownership	90	80
B-BBEE - Scorecard	10	20
TOTAL SCORE:	100	100

Either the 80/20 or 90/10 preference point system will apply



Step Five : Post Tender Negotiations (if applicable)

- 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. A final evaluation will be conducted in terms of 80/20 **OR** 90/10 and the contract will be negotiated and awarded to the successful Respondent(s).



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:

- All Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:
- The financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
- A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
- The tenderer is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- The tenderer is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of



Step Seven: Award of business and conclusion of contract

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



How to Improve Success of Bid Submission

Most common mistakes/reasons bidders are not successful in their bid submissions

Prequalifying Criteria

- Failure to meet mandatory requirements
- Non-submission of mandatory requirements/supporting as per RFP requirements
- Invalid / expired mandatory documents submitted

Functional Requirements

- Failure to respond to the requirements as per the RFP.
- Response to requirements not clearly articulated in the bid submission.
- Non-submission of supporting documents.
- Not using the technical evaluation criteria as a guide to respond to key requirements for points allocation.

Administrative

- Bid submission not reviewed internally for completeness, accuracy and relevance to the RFP terms of reference
- Documents not signed by duly authorised person
- Documents partially completed
- File/Document/Bid submission poorly packaged
- Last minute submission

TRANSNET



Thank you

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