

<b>SUBJECT</b>	Minutes for Sewerage Waste Removal and Disposal Services - Briefing Session
<b>TITLE</b>	PROVISION OF SEWERAGE WASTE REMOVAL AND DISPOSAL SERVICES FOR TRANSNET SOC LTD (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") DURBAN TERMINALS: DURBAN MULTIPURPOSE POINT, CAR, MAYDON WHARF AND AGRIBULK FOR A PERIOD OF 36 MONTHS
<b>RFQ NO.</b>	iCLM DB 1021/TPT
<b>MEETING NO.</b>	01
<b>VENUE</b>	Okolweni Boardroom, Maydon Wharf
<b>DATE</b>	16 July 2025 at 10H00 am
<b>ATTENDEES</b>	<p><b><u>Tenderers:</u></b> As per attendance register</p> <p><b><u>Transnet Port Terminals Representatives:</u></b></p> <ul style="list-style-type: none"> <li>• Zine Mdaki (ZM) – Contract Specialist</li> <li>• Phumza Lehlohla (PL) - Contracts</li> <li>• Zibuyile Khwela (ZK) – SHEQ Manager– MW Terminals</li> <li>• Ntando Ngongoma (NN) – SHEQ Manager – MPT Point and Car</li> </ul>
<b>APOLOGIES</b>	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
<b>1.</b>	<b>OPENING – Zine Mdaki</b>		ZM
	<b>Signing of attendance register and handing out presentation</b>		PL
	<b>Safety Briefing</b>		NN
1.1	Welcome & Introductions	ZM	
1,2	<ul style="list-style-type: none"> <li>• ZM opened the meeting and welcomed all present</li> <li>• NN gave all attendees a safety briefing</li> <li>• ZM introduced Transnet Port Terminals team members</li> <li>• The purpose of the briefing session was to discuss the contents of the "request for proposal" (RFP) document; provide guidance in terms of the tender process; discuss the technical evaluation criteria, the scope of work and Pricing schedule.</li> <li>• For the interest of time, Bidders are requested to note down all questions and ask them at the end of the briefing session.</li> </ul>	ZM	

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
2.	<b>SCOPE OF WORK</b>	NN	
	<p>Tenderers were referred to the Scope of Work document to ensure that they adhere to and comply with the specific requirements of the Scope of Work. A historic background was communicated with bidders by the user area to give an insight of the Terminals. The below points were emphasized by the end user:</p> <p>Objective: TPT requires an experienced service provider to facilitate the collection and responsible disposal of sewage waste from each septic tank at the different terminal locations at MPT Point, Car, Maydon Wharf and Agriport Terminals.</p> <p>The following Scope of work (deliverables) were discussed:</p> <ul style="list-style-type: none"> <li>• Service provider to conduct a thorough site assessment to identify any hazards, such as cargo, machinery, power/cable lines, before any work is performed and ensure the area is clear of obstructions.</li> <li>• Ensure all personnel wear appropriate personal protective equipment including safety boots, reflective overalls, hard hat, apron, gloves, and eye protection.</li> <li>• Opening of the jojo and septic tank lids to prepare for collection and ensure the lids are protected and not damaged.</li> <li>• Position the vacuum truck at a safe distance from the septic tank, ensuring adequate space for hose connections and operations.</li> <li>• Carefully remove the septic tank lid, ensuring it is placed safely and securely to prevent accidental falls.</li> <li>• Visually inspect the tank for any signs of damage or unusual conditions before commencing pumping operations.</li> <li>• Connect the vacuum truck's hose to the jojo and septic tank outlet, ensuring a secure and leak-proof connection.</li> <li>• Engage the vacuum pump and gradually increase the vacuum pressure to the required level, monitoring the vacuum gauge.</li> <li>• Carefully pump out the septic tank sludge, ensuring that the hose is positioned to avoid damage to the tank or surrounding structures.</li> <li>• Monitor the vacuum gauge and the tank level to ensure that the sludge is being pumped out efficiently and safely.</li> <li>• Take all necessary precautions to prevent spills or leaks during the collection and transportation.</li> <li>• Replace the septic tank lid securely and ensure that it is properly sealed.</li> <li>• Transport the collected sludge to a designated disposal facility in accordance with local regulations.</li> <li>• Cleaning up of spillages that occur from the overflow of jojo and septic tanks during collection and transportation.</li> <li>• Maintain accurate records of all waste collection and disposal activities, including dates, locations, and quantities.</li> <li>• Report any incidents or problems encountered during the waste collection process to the appropriate personnel.</li> </ul>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	<p><b>ADHOC SERVICES</b></p> <p>The service provider will be required to service the aforementioned areas on an adhoc basis should any emergency situation arise upon which collection and disposal will be required. Ad-hoc services can occur any time of the day or week (weekend/public holidays), it is required that the service provider responds within 2hours of the call out due to the sensitivity of the services. The Port operates on a 24/7 basis hence it is required that you always have a team on standby to attend to such emergencies.</p>		
3.	<p><b>Technical Evaluation</b></p>	ZK	
	<p>Technical Evaluation: Bidders were advised that in order to pass technical they need to score 80 points and the below technical evaluation criteria, and scoring was discussed:</p> <p>Eligibility Criteria: Bidders will need to comply with all the eligibility criteria that is necessary to establish whether bidders are in accordance with set conditions/regulatory compliance. In respect of Sewerage Waste Removal and Disposal Services, the following eligibility criteria was set:</p> <ul style="list-style-type: none"> <li>✓ Service provider to submit a valid letter of good standing from the Department of Employment and Labour for Compensation for Occupational Injuries and Diseases Act No. 130 of 1993, registration will be verified with COIDA.</li> <li>✓ Service provider to submit a valid Municipal permit to deliver domestic effluent to an approved municipal facility.</li> <li>✓ Service provider to submit a valid Transnet National Port Authority Waste disposal licence.</li> </ul> <p>Bidders that pass the eligibility criteria will proceed to be evaluated on technical.</p> <p>Technical evaluation Scoring Criteria: Bidders to note scoring guideline on the technical evaluation</p> <p><b>Company's Experience</b> – Service provider must submit traceable reference letter(s) /Completion Certificate(s) indicating that they have successfully completed a forty-eight (48) month contract or an accumulation of contracts which are not less than three (3) months per contract, which in total result in a forty-eight (48) month contract duration for the provision of sewerage waste removal and disposal within the past five (5) years. The following should be reflected on the references.</p> <ol style="list-style-type: none"> <li>(1) The project description,</li> <li>(2) Client Company name,</li> <li>(3) Client contact details (email and telephone),</li> <li>(4) Project duration: start and completion dates</li> <li>(5) Client signature</li> </ol> <p>Score is 25 points</p>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	<p><b>Vehicle Capability</b> - Service provider to have as a minimum of 2 tanker vehicle to transport sewerage waste with a gross vehicle mass of 15000 or above. Proof to be submitted in the form of;</p> <p>i) company vehicle registration logbook, or  ii) where the company will be leasing the vehicle, vehicle registration logbook from the leasing company and a lease agreement that covers the duration of contract on a company letterhead, signed by both parties. Scores 25 points</p> <p><b>Key Personnel Experience</b> - Service provider to have a Driver that is competent in the transportation of dangerous goods. Proof to be submitted in a form of:</p> <p>i) a valid certificate for the transportation of hazardous goods.  ii) A valid Driver's licence with PrDP 'D' Scores 25 points</p> <p><b>Key Personnel Experience</b> - Service provider to have a minimum of two assistant that are trained in the handling of dangerous goods. Proof to be submitted in a form of a valid training certificate. Scores 25 points</p>		
<b>4.</b>	<b>Pricing schedule:</b>	NN	
	<p>Pricing Instructions were highlighted for the bidders as per page 60 to 63 of the RFP.</p> <ul style="list-style-type: none"> <li>• Bidders were requested to ensure that they use our pricing schedule and no other.</li> <li>• They should not add or subtract anything on the pricing schedule as this may lead to disqualification.</li> <li>• If a bidder is not charging for a certain service they must put R0.00 and not n/a.</li> <li>• Bidders were requested to quote for everything as this may lead to disqualification.</li> </ul> <p>Pricing:</p> <ul style="list-style-type: none"> <li>✓ Bidders to quote for the different size tanks as listed on the pricing schedule for the different areas.</li> <li>✓ Bidders to note also the number of collections that are done for the various tanks on a weekly basis.</li> <li>✓ Bidders to note page 73 where they will consolidate their prices for the different plants for the three years.</li> <li>✓ Bidders should also note the adhoc collections which are estimated at 10 collections per year for the various tank sizes.</li> <li>✓ Bidders to consolidate their prices on the last page of the Pricing schedule.</li> </ul> <p>Bidders to note that incomplete or additions to Pricing Schedule will result in disqualification.</p>		
<b>5.</b>	<b>COMMERCIAL</b>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
5.1	<p><b>RFP closing date and location:</b> The closing date for the RFP is 28 July 2025 at 12:00 midday and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page 6 and 7 of the tender document.</p>		
5.2	<p><b>Communication:</b> Specific queries relating to this RFP before the closing date of the RFP should be submitted onto the system using the clarification request form on page 33 of the RFP and to [zine.mdaki@transnet.net] before 15:00 on 24 July 2025. Details on how to navigate the system are on pages 6 and 7 of RFP document).</p> <p>Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response: zine.mdaki@transnet.net</p> <p><b>Deadline for All Clarifications 15H00, 24 July 2025.</b></p>		
5.3	<p><b>The Adjudication is based on the following criteria:</b></p> <p><b>Stage 1</b></p> <p><u>Step 1</u></p> <p><u>Test for Administrative responsiveness:</u></p> <ul style="list-style-type: none"> <li>• Bid has been lodged on time;</li> <li>• All returnable documents are completed and returned by closing date &amp; time</li> <li>• Verify validity of all returnable documents.</li> <li>• Verify if the Bid document has been duly signed by the authorised respondent</li> <li>• Whether any general and legislation qualification criteria set by Transnet, have been met</li> <li>• Whether the Bid contains a priced offer</li> <li>• Whether the Bid materially complies with the scope and/or specification</li> </ul> <p><u>Test for Substantive responsiveness</u></p> <ul style="list-style-type: none"> <li>• Whether any general and legislation qualification criteria set by Transnet, have been met</li> <li>• Whether Bid contains a priced offer; (Section 4 &amp; Annexure B Pricing Schedule)</li> <li>• Whether the Bid complies with the scope and/or specification given</li> <li>• Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> <li>✓ Valid letter of good Standing (COIDA). [Refer to Returnable Schedule T2.2-1]</li> <li>✓ Valid Municipality permit to deliver domestic effluent to an approved municipal facility. [Refer to Returnable Schedule T2.2-2]</li> </ul> </li> </ul>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	<p style="text-align: center;">✓ Valid Transnet National Port Authority Waste disposal licence. [Refer to Returnable Schedule T2.2-3]</p> <ul style="list-style-type: none"> <li>• SECTION 10 : Certificate of attendance of compulsory RFP Briefing</li> </ul> <p><b>Stage 2</b></p> <p><u>Step 2 - Minimum Threshold of 80 points for technical evaluation criteria</u></p> <p><b>Previous Experience</b> [Refer to Returnable Schedule T2.2-4] 25 Points</p> <p><b>Vehicle Capability</b> [Refer to Returnable Schedule T2.2-5] 25 Points</p> <p><b>Key Personnel Experience</b> - Driver that is competent in the transportation of dangerous goods. [Refer to Returnable Schedule T2.2-6] 25 Points</p> <p><b>Key Personnel Experience</b> - Minimum of two assistants that are trained in the handling of dangerous goods. [Refer to Returnable Schedule T2.2-7] 25 Points</p> <p><b>Stage 3</b></p> <p><u>Step 3 - Final weighted scoring: Price and Specific Goals</u></p> <ul style="list-style-type: none"> <li>✓ Price 80</li> <li>✓ Specific Goals 20 (B-BBEE Level 1 or 2 = 10 points and EME or QSE 51% Black Owned) = 10 points</li> <li>✓ Evaluation for BBEE level will be done on the BBEE affidavit/BBEE Certificate.</li> <li>✓ Bidders were encouraged to go through common mistakes found on BBEE affidavits as per presentation handouts.</li> </ul> <p><u>Step 4 - Post Tender Negotiation</u></p> <p>Requesting Best and Final Offer (BAFO) (If Applicable)</p> <p>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 post-tender negotiation with the view of arching a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2<sup>nd</sup> and 3<sup>rd</sup> ranked bidder (of required in a sequential manner)</p> <p><u>Step 5 - Objective Criteria</u></p> <p>Not applicable for this project</p> <p><u>Step 6 - Final Award</u></p>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	Award of business and conclusion of contract		
5.4	<p>Bidders are edged take note of the Returnable Schedules in the RFP document</p> <p><b>RFP MANDATORY RETURNABLE SCHEDULES:</b></p> <p>SECTION 4: Pricing and Delivery Schedule ANNEXURE B Pricing Schedule Technical Pre-Qualification – T2.2-1 TO T2.2-3 SECTION 10: Certificate of attendance of compulsory RFQ briefing</p> <p><b>RETURNABLE DOCUMENTS USED FOR SCORING</b></p> <ul style="list-style-type: none"> <li>Valid proof of Respondent’s compliance to B-BBEE requirements stipulated in Section 9 of this RFP</li> <li>Company's Experience T2.2-4</li> <li>Vehicle Capability T2.2-5</li> <li>Key Personnel Experience T2.2-6</li> <li>Key Personnel Experience T2.2-7</li> </ul> <p><b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b></p> <p>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.</p> <p>SECTION 1: SBD1 Form SECTION 5: Proposal Form &amp; List of Returnable documents SECTION 6: Certificate of Acquaintance with RFP Terms &amp; Conditions &amp; Applicable Documents SECTION 7: RFP Declaration and Breach of Law Form</p>	Tenderers	
5.5	<b>RFP validity:</b> The RFP validity period is 180 working business days after the date of closing.		
5.6	Respondents must ensure that the Certificate of Attendance of Compulsory RFP Briefing on page 39 (Section 10 of the RFP Bid Document) is fully completed and signed by a Transnet port Terminals Representative and uploaded with the bid document.		
5.7	Tenderers were urged to upload their tender document before closing date and time to avoid unforeseen circumstances such as electricity or network failure.		

5.	QUESTIONS AND ANSWERS		
	<p><b><u>Questions</u></b></p> <p><b>Question:</b> Why is Transnet not appointing more than one service providers for this bid to avoid disappointments from service providers?</p> <p><b>Response:</b> The deliverables of the scope of the work has been proven to be done adequately and professionally by a single service provider.</p>		

	<p><b>Question:</b> Why does Transnet require service providers to have a National Port Authority Waste disposal license.</p> <p><b>Response:</b> This is to comply with the TNPA requirements that all waste disposal companies operating in the port must have a TNPA Waste disposal licence.</p> <p><b>Question:</b> How does one acquire/get the National Port Authority Waste disposal license.</p> <p><b>Response:</b> Application are sent to Bilal Sayed of TNPA, details including email address and contact details were shared on the screen for all to note.</p> <p><b><a href="mailto:bilal.sayed@transnet.net">bilal.sayed@transnet.net</a></b></p> <p><b>Question:</b> Will a Spillage Management certificate be acceptable for the assistant.</p> <p><b>Answer:</b> For scoring criteria, we require the handling of dangerous goods certificate for the assistant.</p>		
<b>6.</b>	<b>CLOSING</b>		
6.1	The meeting closed at 11H15.		

**Compiled by:**



**Zine Mdaki – Contracts Specialist**

**Date: 17/07/2025**