

TPT/2023/02/0026/21841/RFP: FOR THE PROVISION OF PHYSICAL GUARDING SECURITY SERVICES AT ALL TERMINALS (I.E. RICHARDS BAY (INCLUDING KENDAL), DURBAN, PORT ELIZABETH (INCLUDING LOHATLA), NGQURA, EAST LONDON, CAPE TOWN, AND SALDANHA (HEREINAFTER REFERRED TO AS "THE SECURITY SERVICES") FOR TRANSNET SOC LTD [REGISTRATION NUMBER 1990/000900/30] OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") FOR A PERIOD OF THREE (3) YEARS"

31 August 2023 - 10:00

Ms TEAMS

1. Notes

Welcome (Nozipho Mdletshe)

All attendees were welcomed.

Nozipho read out the Agenda for the meeting, and told bidders that questions can be written on the meeting chat and not all answers will be answered at the briefing meeting. Briefing Session Notes, Clarifications and the Presentations will be sent via email to all bidders, therefore urged bidders to use correct email address so that everyone receives the briefing session correspondences on time; and uploaded on eTenders / Transnet eTender Portail.

Transnet Port Terminals (TPT) representatives were introduced.

2. Announcement (All parties)

All parties online were requested to switch off their cameras and microphone, as it will cause delays on during the session.

Nozipho told attendances that the network has delays effect when changing presentation slides and the delays is about three to five seconds and urged bidders to be patient.

Bidders were reminded that the session was non-compulsory, and **(Section 10 of the RFP Document)** which was Attendance Certificate on the RFP pack is not mandatory but to Transnet to have correct names of the person who attended.

5. Introduction of Briefing Session

Nozipho confirmed with the bidders on Ms Teams that the briefing session was for the Provision of Physical Guarding Security Services at all Terminals (i.e. Richards Bay (including Kendal), Durban, port Elizabeth (including Lohatla), Ngqura, East London, Cape Town, and Saldanha (hereinafter referred to as "the Security Services") for Transnet SOC Ltd [registration number 1990/000900/30] operating as Transnet Port Terminals (hereinafter referred to as "TPT") for a period of three (3) years. She further emphasized that this was a request for RFP (Request for Proposal).

Nozipho spoke to bidders about the importance of reading the RFP prior to the briefing session as that will make all presentations easy to follow and questions or clarification being asked early as possible. RFP requests Respondents who wish to submit their bids to submit their full contacts details to SCM personnel, which was Nozipho Mdletshe on email before the briefing session.

She pleaded with bidders to use emails as form of communication even though RFP has landline number / cellphone number as it will be hard to trace correspondence.

4. SESSION RULES OF ENGAGEMENT

- Bidders are requested to remain for the entire duration of the briefing session.
 - An approximate time allocation of two hours for the session.
 - This session is being voice recorded, bidders to switch off cameras.
 - An opportunity for Clarification questions will be provided at the end of the briefing session.
 - All questions will be recorded, and the answers will be consolidated and forwarded to all bidders whose attendance has been confirmed by TPT. Any additional clarification questions hereafter will only be accepted by TPT until **12:00am on Wednesday, 6 September 2023.**
 - Responses to clarification questions will be provided to bidders who have provided their contact information and loaded onto the e-tender portal and on the Transnet tender's website.
 - All communication after this briefing session must only be directed to Nozipho Mdletshe email address: nozipho.mdletshe@transnet.net
 - After the closing date of the RFP, a Respondent may only communicate with DBAC secretariate email phumza.lehlohla@transnet.net on any matter relating to its RFP Proposal.
 - A copy of this presentation will be provided to all bidders whose attendance has been confirmed by Transnet and loaded onto the e-tender portal and on the Transnet tender's website.
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- **Closing date: 12 September 2023**
 - **Time: 12h00**

5. **RETURNABLE DOCUMENTS**

Respondents must submit with their responses to this RFP, as a minimum requirement, all the returnable documents indicated below:

All Sections must be signed and dated by the Respondent

- **Section 1:** SBD 1 Form
- **Section 2:** NOTICE TO BIDDERS
- **Section 3:** BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS
- **Section 4:** PRICING AND DELIVERY SCHEDULE
- **Section 5:** PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS
- **Section 6:** CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE DOCUMENTS
- **Section 7:** RFP DECLARATION AND BREACH OF LAW FORM
- **Section 8:** RFP CLARIFICATION REQUEST FORM
- **Section 9:** SPECIF GOALS POINTS CLAIM FORM
- **Section 10:** CERTIFICATE OF ATTENDANCE OF NON-COMPULSORY RFP BRIEFING SESSION
- **Section 11:** JOB-CREATION SCHEDULE
- **Section 12:** SBD 5
- **Section 13:** PROTECTION OF PERSONAL INFORMATION

Section 2: NOTICE TO BIDDERS

Refer to paragraph 3 of RFP

Log on to the Transnet eTenders management platform website (<https://www.transnet.net>);

- Click on "TENDERS";
- Scroll towards the bottom right-hand side of the page;
- On the blue window click on "register on our new eTender Portal";
- 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

Nozipho explain to bidders that proposals will be submitted online as Transnet no longer uses Tender Box system. She explains that bidders need to familiarise themselves with the new process of submitting bids.

She told bidders that **User Guide** was attached at the end of the RFP, and they should register and test before it's too late. Bidders were encouraged to submit a day before the closing date to avoid surprises as late submission won't be allowed.

6. RETURNABLE DOCUMENTS -continues

All Sections must be signed and dated by the Respondent.

RFP ANNEXURES:

- **ANNEXURE A** - SCOPE OF WORK
- **ANNEXURE A1** - ELIGIBILITY CRITERIA (**Including Appendix 1-16**)
- **ANNEXURE B** – DRAFT MASTER AGREEMENT
- **ANNEXURE C** - DRAFT SERVICE LEVEL AGREEMENT
- **ANNEXURE D** - TRANSNET GENERAL BID CONDITIONS*
- **ANNEXURE E** - TRANSNET SUPPLIER INTEGRITY PACT
- **ANNEXURE F** - NON-DISCLOSURE AGREEMENT
- **ANNEXURE G** - PRICING AND DELIVERY SCHEDULE

7. Evaluation Methodology

This is where we explain the evaluation criteria and the stages that are being considered when evaluating the bid documents before we even reach the final award.

Nozipho emphasized that the adjudication is based on the following criteria:

- **Stage 1:** Test for Administrative responsiveness, where we go through all the returnable documents that have been mentioned earlier in **Section 4**. Bidders are hereby requested to state Yes or No in terms of attaching the required documents as evidence as stated on Returnable **Annexure A1**.
- **Stage 2:** Technical Evaluation, Eligibility Criteria and Functionality. On Technical we've **step 1** (Returnable A1 of Annexure A1 which is the Eligibility Criteria Bidders must comply 100% with its condition to be evaluated further and attach evidence / all documents that are requested to qualify for stage 2) **step 2** (Minimum threshold of 80% in Technical Criteria (including **Appendix 1-16**)).
- **Stage 3: The Best Financial Offer**, that is the only time evaluators get to open the financial proposals, so all the other stages don't require price offers. This tender is for **90/10** so all the prices will be 90% and 10% **Specific Goal**.
- **Stage 4:** Negotiations with recommended Bidders.
- **Stage 5:** Objective Criteria / Condition to Award.
- **Stage 6:** The Final Stage that is the award of Business.

8. Closing of the RFP

The opening process was explained in detail, Tenders are downloaded in the presence of DBAC Team and Transnet Internal Auditors. Tender documents are recorded prior to the adjudication process.

A Bid Preparation and Evaluation Team is responsible for the evaluation process. The team is made up with representatives from Supply Chain Management, Risk and Compliance and Transnet Internal Auditors. The team will make a recommendation to the Divisional Bid Acquisition Council (DBAC) for approval.

- TPT can withdraw the Tender in whole or in part.
- TPT will not re-imburse any Tenderer for any preparatory costs for other work performed in connection with this Tender, whether or not the Tenderer is awarded a contract.

Annexure G (Pricing and Delivery Schedule) - Bidders were urged not to change it. If Bidders perhaps wants to give us an option they can rather, have it as **option 2**, rather than changing the pricing schedule.

Bidders to complete Transnet's original (**Annexure G**) pricing and delivery schedule, if one feels that they have another solution, they can have it as **option 2**. Transnet will evaluate option 1 as it is the mandatory returnable.

- **Refer to SCM presentation attached.**

9. Enterprise Supplier Development – Requirements

Duduzile greeted everyone online, she gave a brief overview and objectives of Transformational Specific Goals as per Transnet Preferential Procurement Policy (TPPP). Priority will be given to the specific goals to advance areas or categories of persons or groups who were previous disadvantaged. Preferential Procurement point will be allocated as per RFP and ESD presentation.

- **Refer to ESD presentation attached.**

10. Security Services (Scope of Work – Annexure A/1 (returnables Appendix 1 - 16))

Nico greeted everyone online; he advised the attendees that he will be giving the high-level overview of the project, scope of work and evaluation criteria. He explained that some part of the presentation been already mentioned / clarified by Nozipho.

He then gave bidders a brief overview and the purpose of the provision of physical security services to and emphasized that the Tender is for all Transnet Port Terminals "National" as per bid full description.

- **Refer to Security presentation attached.**

11. Clarifications

- **Refer to clarification sheet attached.**

12. Closure

NO LATE TENDERS WILL BE ACCEPTED & TENDERS SUBMITTED TO PERSONAL E-MAIL WILL NOT BE ACCEPTED.

Nozipho thanked everybody for attending the meeting / login in and advised all the bidders to forward their clarifications in writing on the clarification forms provided in Section 8 or send her an email.

Nozipho Mdletshe



Supply Chain Management

Chairperson

Date: 31 August 2023