

SUBJECT	Minutes of the Compulsory Briefing Session
TENDER NO.	TE25-BFX-05K-17030 - TE/2025/10/0018/110505/RFP
TITLE	FOR THE PROVISION OF GARDENING AND VEGETATION SERVICES AT TRANSNET ENGINEERING BLOEMFONTEIN FOR A PERIOD OF THREE (3) YEARS
MEETING NO.	001
VENUE	Transnet Engineering Bloemfontein
DATE& TIME	09 December 2025 from 09:00
ATTENDEES	Nozuko Sani – TE Supply Chain Management Kagisho Seroto – TE Supply Chain Management Fezeka Mondli – TE PEMM Bloemfontein Centre Sibusiso Mnisi – TE PEMM Bloemfontein Centre Vivian Seotlolla – TE SHERQ Bloemfontein Centre 37 Contractors as per attendance register
APOLOGIES	None
ADDITIONAL DISTRIBUTION	Attendance registers and Certificates of attendance

MINUTE	DESCRIPTION OF DISCUSSION
1.	OPENING BY NOZUKO SANI
	<p>Nozuko Sani opened the meeting and welcomed all present. An introduction was done from TE stating the purpose of the meeting to ensure all were at the correct venue for the correct tender briefing.</p> <p>The required PPE as specified in the tender document Safety shoe with steel toe cap and a reflective vest was re-emphasized in the meeting, and bidders without proper PPE will not be allowed to enter the plant.</p> <p>Nozuko indicated that she will not go through the whole tender documents but will only highlight the areas that are vital and to be noted by the tenderers, however if the tenderer needs clarity on any area, she did not address an opportunity will be given to tenderers to seek clarity and it was agreed as such.</p> <p>The tenderers were requested to ensure that they sign the attendance register and the certificate of attendance is signed with the same company name to be used for tendering before they leave the venue that will be submitted with the tender as a mandatory returnable document.</p> <p>NB: It was further emphasized than an individual cannot represent or tender under different companies, however two individuals can represent one company.</p> <p>The certificate of attendance will only be signed after the site visit.</p>
2.	Tender Administration: Done by Nozuko Sani
2.1	<p>Tender document</p> <p>Tender availability - Tender documents are available free of charge on both National Treasury www.etenders.gov.za and Transnet e-tender portal http://transnetetenders.azurewesites.net (Using Google Chrome) the downloading details or instructions are available on the RFP document.</p> <p>Closing date - Tenderers are to note the tender closing date is Tuesday the 20 January 2026</p>

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	<p>at 16:00 pm,</p> <p>Tender submission method - tenderers were made aware of the ONLY submission method. The only acceptable method of bid submission is through electronic e-tender submission, and the submission details are also available on the RFP document. Please refer to section 2, paragraph 3 for a detailed process on how to upload submissions): https://transnetetenders.azurewebsites.net</p>
2.3	<p>Tender Evaluation methodology set for tender.</p> <p>Tenderers were made aware of the evaluation criteria that will be followed in evaluating the tender.</p> <p>STAGE 1: TEST FOR RESPONSIVENESS</p> <p>Step 1</p> <p>Administrative & Substantive responsiveness</p> <p>Returnable documents/ schedules/ Pre-qualification</p> <p>- Fully compliance to Scope of Works</p> <p>- Signed Contract cleaning minimum wage price schedule as per Government Gazette No 11792 of 04 February 2025 for Contract Cleaning Sector Minimum Wage</p> <p>STAGE 2</p> <p>Step 2</p> <p>MINIMUM THRESHOLDS</p> <p>Functionality/ technical 70 points Minimum Threshold</p> <p>Technical / Functional criteria & weightings must be stipulated in the tender document</p> <p>STAGE 3</p> <p>Step 3</p> <p>Weighted scoring / 100***</p> <p>Price (80)</p> <p>Specific goals (20)</p> <p>WEIGHTED SCORE</p> <p>Step 4</p> <p>Price negotiation if applicable. (eg Market Related Price negotiation or Best And Final Offer d)</p> <p>Step 5</p> <p>Selection of the preferred bidder.</p> <p>(Objective criterion to justify award to someone other than the highest ranked bidder must have been stated in the bid documents and can be used at this stage, if applicable)</p> <p>Step 7</p> <p>Award of business and conclusion of contract</p> <p>Stage 1 – Test for responsiveness</p> <p>List of returnable documents – it was explained in detail the difference between Mandatory returnable documents, Returnable documents used for scoring and Essential returnable documents.</p> <p>Tenderers were made aware that the whole bid document is a returnable document.</p> <p>Mandatory Documents – is the document that cannot be requested if not submitted the tenderer will be disqualified.</p> <p>Section 4: Completed Pricing and Delivery Schedule</p> <p>Annexure B: Fully completed excel Pricing and Delivery Schedule</p> <p>Section 12: Completed and Signed Contract cleaning minimum wage price schedule as per Government Gazette No 11792 of 04 February 2025 for Contract Cleaning Sector Minimum Wage.</p> <p>Section 10: Certificate of Attendance of Compulsory RFP Briefing</p> <p>Returnable Documents used for scoring – if not submitted the tenderer will not be disqualified for not submitting however will score 0 points for the points allocated for the specific requirement.</p> <p>Essential returnable documents – If a tenderer fail to submit an essential document will not be disqualified but Transnet will request the tenderer to submit if the document is required.</p>

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	<p>An example of Tax Compliance PIN was made</p> <p><u>Stage 2 – Test for functionality or technical capability</u></p> <p>The total for technical threshold is 100% but the tenderers need to obtain a minimum of 70% to progress to the next stage of evaluation and the point allocated are as follows:</p> <p>1. The methodology, standards, and working procedures = 50 Points</p> <p>The bidder is required to submit a methodology illustrating the methods, standards, and working procedures that will be used in the execution of this contract.</p> <p>The methodology must contain a minimum of the below listed activities:</p> <p>Score 50 points for a detailed methodology submitted containing all nine (9) activities as stipulated under evidence column.</p> <p>Score 40 points for a methodology submitted containing all six (6) activities as stipulated below:</p> <ul style="list-style-type: none"> • Various Gardening methods for grass cutting, gardening, tree felling and bush clearing. • Personnel management including Absenteeism, Relievers and Grievances • Infections prevention control • Medical emergency response • Equipment availability • Material availability <p>Score 30 points for a methodology submitted containing all Five (5) activities as stipulated below:</p> <ul style="list-style-type: none"> • Personnel management including Absenteeism, Relievers and Grievances • Infections prevention control • Medical emergency response • Equipment availability; and • Material availability <p>Score 20 points for a methodology submitted containing all Four (4) activities as stipulated below:</p> <ul style="list-style-type: none"> • Personnel management including Absenteeism, Relievers and Grievances • Medical emergency response • Equipment availability; and • Material availability <p>Score 10 points for a methodology submitted containing all three (3) activities as stipulated below:</p> <ul style="list-style-type: none"> • Personnel management including Absenteeism, Relievers and Grievances • Equipment availability; and • Material availability

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	<p>Score 0 Points If methodology is not submitted, or is submitted but not aligned to any of the scoring guideline as stipulated above</p> <p>2. Contactable Reference Letters on a company letter head = 50 Points</p> <p>Bidder must submit at least three signed and/ or stamped reference letters of previous similar work done within the past Five (5) years, with contactable details, signed by the representative of the client to whom the service was rendered to.</p> <p>The reference letters must be in the company letterhead of the client and must contain contactable details (telephone number and email address) of the company/client providing the reference.</p> <p>Score 50 points for submitted three (3) signed reference letters on a company letterhead with contactable details</p> <p>Score 25 points for submitted two (2) signed reference letter on a company letterhead with contactable details</p> <p>Score 15 points for submitted one (1) signed reference letter on a company letter head with contactable details</p> <p>Score 0 point for No references letter submitted, or reference letter submitted is not signed, not on a company letter head, no contactable details, not within the past Five (5) years.</p> <p><u>Stage 3 – Price and Specific Goals</u></p> <table border="1"> <thead> <tr> <th>Evaluation Criteria</th><th>Final Weighted Scores</th></tr> </thead> <tbody> <tr> <td>Price and Total Cost of Ownership</td><td>80</td></tr> <tr> <td>Specific goals - Scorecard</td><td>20</td></tr> <tr> <td>TOTAL SCORE:</td><td>100</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Selected Specific Goal</th><th>Number of points allocated (80/20)</th></tr> </thead> <tbody> <tr> <td>B-BBEE Level of contributor (1 or 2)</td><td>5</td></tr> <tr> <td>51% Black Youth Owned Entities</td><td>5</td></tr> <tr> <td>30% Black women Owned entities</td><td>5</td></tr> <tr> <td>The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area</td><td>5</td></tr> <tr> <td>Non-Compliant and/or B-BBEE Level 3-8 contributors</td><td>0</td></tr> </tbody> </table>	Evaluation Criteria	Final Weighted Scores	Price and Total Cost of Ownership	80	Specific goals - Scorecard	20	TOTAL SCORE:	100	Selected Specific Goal	Number of points allocated (80/20)	B-BBEE Level of contributor (1 or 2)	5	51% Black Youth Owned Entities	5	30% Black women Owned entities	5	The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area	5	Non-Compliant and/or B-BBEE Level 3-8 contributors	0
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3	<p>QUESTIONS AND CLARIFICATIONS TO BIDDERS</p> <p>Before the award of business, the bidder needs to be compliant to Tax if not a maximum of Seven days will be offered to become Tax Compliant, failure will lead to bidder disqualification.</p> <p>Safety file will be required only from the bidder who got appointed, as such the service provider will not be able to resume with the duties until the safety file is approved.</p> <p>Bidders were urged and informed to pay the garden employees as per approved Gazetted Labour Rates, to issue the proper PPE to employees and company branded uniform.</p> <p>Bidders were urged to quote the labour rates as per current Gazetted rates, upon the award the rates will be adjusted in accordance with the applicable rates.</p> <p>QUESTIONS RECEIVED AFTER THE BRIEFING</p> <p>1. I would like to know the difference of the scope of work between the currently running contract and the one we attended it's briefing yesterday, the 9th of December 2025? About 60% of the work was left unattended and there are even area where we didn't go through during site visit, bush density blocked us and those areas are part of the contract we attended briefing for. If the scope of work is the same, it is always bad to be in competition with competitors with special expectations and the one to enjoy opportunities like that in field.</p> <p>ANSWER TO THE QUESTIONS</p> <p>The current supplier has nothing to do with site meeting or the scope of work nor his performance during the time. The bidders are required to quote per service required. And according to technical person who walked the plant bidders even went a little bit deeper to show exactly what they must be ready for.</p> <p>QUESTIONS RECEIVED AFTER THE BRIEFING</p> <p>2. I noticed that 70% of the scope of work require herbicide application in order the site being</p>											

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	<p>well rehabilitated and continuation of landscaping maintenance, I also noticed the improper cut stamp treatment where the trees are still alive, that normally happens when the Herbicide application monitoring is improper. Normally in big contracts like this, PCO license is a compulsory requirement to protect the environment good work quality.</p> <p>ANSWER TO THE QUESTIONS</p> <p>The % is the suppliers own discretion we did not discuss that. 60% or 70% area sizes are the bidders own understanding, but the total area was communicated which is 110 ha. The pricing schedule includes the litres of herbicides required as such the bidder will apply at his/her own discretion during the running of the contract. The PCO certificate will be requested from the bidder appointed as indicated during briefing session.</p> <p>QUESTIONS RECEIVED AFTER THE BRIEFING</p> <p>3. Lastly, I would like to suggest that the addendum to be made as clarification of the points that different between the scope of work and the pricing page to avoid confusion.</p> <p>ANSWER TO THE QUESTIONS</p> <p>The bidders are urged to quote as per pricing schedule and not confuse with the scope of work provided, the scope of work is for the bidders to understand the scope of work required from them.</p> <p>The only point for clarity are herbicide to supply the total of x 24, 20litres in the period of three years</p> <p>NO FURTHER CLARIFICATIONS WERE RECEIVED.</p>
4	<p>Technical Specification– done by Fezeka Mondli</p> <p>SHERQ requirements - done by Vivian Seotlolla with the inclusion of Safety requirements.</p> <p>Plant walk – done by Sibusiso Mnisi with the bidders.</p>
5	ADJOURNED
	The meeting adjourned around 12.20

Prepared By: Nozuko Sani

Date: 11 December 2025

Signature

