

**NON-COMPULSORY BRIEFING SESSION  
TENDER NUMBER: TE/2024/03/0039/59946/RFP**

**FOR THE PROVISION OF HYGIENE SERVICES FOR TRANSNET ENGINEERING AT  
GERMISTON REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**Minutes of the non-compulsory briefing session held on: 23 April 2024  
Microsoft Teams**

<b>Date: 23 April 2024</b>	<b>Time: 10H00</b>	<b>Venue: Microsoft Teams (Virtually)</b>
Meeting Convened by	Transnet Engineering, Supply Chain Management	
Type of Meeting	Non-Compulsory Briefing Session	
Chairperson	Rosalia Mojela	
Present	All individuals as per Teams attendance register.	
<b>1. OPENING AND WELCOME</b>		
<b>Discussion</b>		
The Chairperson opened the meeting and welcomed all in attendance. The agenda was outlined		
Conclusion	Meeting was officially opened	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	None	None
<b>2. PURPOSE OF THE MEETING</b>		
<b>Discussion</b>		
<ul style="list-style-type: none"> <li>- To make sure that all respondents understand what is expected of them with regards to the Tender process and all Tender requirements related to commercial and Technical criteria.</li> </ul>		
Conclusion	The Chairperson indicated that there are colleagues who will be presenting certain agenda items.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	None	None
<b>3. TECHNICAL REQUIREMENTS</b>		
<b>Discussion</b>		
<p>The attendees were taken through:</p> <ul style="list-style-type: none"> <li>- Commercial requirements</li> <li>- The scope of requirements</li> <li>- Technical requirements</li> <li>- Tendering procedures</li> </ul>		
<b>4. TENDER PROCESS</b>		
<b>Discussion</b>		
The attendees were taken through		
<b>Safety Brief was conducted by TE Risk Department</b>		
<b>Tendering procedure</b>		
<ul style="list-style-type: none"> <li>- The closing date and time which is <b>Friday, 10 May 2024 at 14:00 pm.</b></li> <li>- Questions/ bid clarifications prior to the closing of the RFP must be channeled through Rosalia Mojela via email</li> <li>- <b>Tenders were taken through the online tender submission steps to follow. Due date for clarification is 03 May 2024.</b></li> <li>- Respondents must ensure that all the required returnable documents are submitted with their proposals – Section 4: Pricing &amp; delivery schedule and documents listed on Returnable Documents in Section 5 of the RFP</li> </ul>		

The chairperson advised on the following:

- Respondents to submit / upload complete documents and refer to Section 5 of the RFP for guideline on all required documents lists.
- The mandatory requirements for the tender.
- Evaluation methodology and criteria was explained in detail.
- Bidders are required to populate Annexure B and ensure that all 6 sheets are completed and signed at the bottom as acknowledgement. Failure to complete all sheets it will render the bid non-responsive.
- Bidders are to complete Annexure C with consolidated values from Annexure B, also include all cost for supply and installation of equipments as a once off cost for the total duration of the contract .
- Provision was made on Annexure C for SHE file and respondents must ensure all costs involved should be included on their proposals
- The chairperson reminded attendees to familiarize themselves with Transnet Terms and Conditions of tendering and all other supporting documents attached with the RFP.

**The chairperson also informed the supplier to formally send the questions / clarifications via email after the briefing session.**

The chairperson informed respondents to channel all communication through to [Rosalia.Mojela@transnet.net](mailto:Rosalia.Mojela@transnet.net) before the closing date.

#### **Technical Presentation**

- Transnet Engineering technical team took the potential bidders through the technical summary highlighting critical points:
- The need for requiring the hygiene services.
- An estimated KM/distance between the main plant (Germiston) and locations that falls under Germiston region have been provided to bidders.
- The bidders are required to quote for all regions as stipulated on Annexure B and no alteration should be done on the document. Failure to quote for all regions will render the bid non-responsive.
- Bidders to ensure that they submit their technical supporting evidence which are aligned with the requirements as stipulated in the technical criteria.

#### **Question & Answers**

**Q:** The Annexure B on the portal does not download all the sheets (some bidders were able to download all the sheets).

**A:** *TE to share the sheets with bidders that are present in the meeting. Attach on both portals (Transnet and National Treasury) separate sheets for easy access.*

**Q:** On Annexure B, how many units per month should be quoted?

**A:** **24 per annum means twice a month and 12 per annum means once a month.**

**Q:** Which rates to follow when quoting, should we utilize AA rates?

**A:** **All costs should be included when quoting, it will depend on individuals how they do their costing.**

**Q:** What if you have a contract that is renewed annually, will the letters be accepted (cumulative experience that amounts to 3 years)?

**A:** *It will be considered as the contract was renewed in the same institution or company.*

**Q:** How is TE going to ensure that the reference letters submitted are legit from bidders?

**A:** *The reference letters are required to have contactable reference stated as per the evaluation criteria*

**Q:** Can a new company utilize closed-down company's reference letters with the same owners?

**A:** *No, as the company on the reference letters does no longer exist or the tendering company.*

**Q:** SHE bins states monthly, are we going to quote weekly, every second week or monthly?

**A:** *As per Annexure B, it states once monthly.*

**Q:** Will this contract be awarded to one or multiple companies?

**A:** *Only one company will be awarded and bidders are required to quote for all arears stipulated in Annexure B*

**Q:** If a company have yearly contracts for 4 years from the same company, will that be considered as 4 different contracts or 1 contract?

**A:** *Since the requirement is 3 years- experience, the letters will be considered as 1 reference since it was yearly contracts (3 reference letters will be equivalent to 1 reference letter with 3 years' experience as per the criteria)*

**Q:** Will the costs for safety files quoted as a once off or yearly?

**A:** *A provision has been made on Annexure C for yearly.*

**Q:** If you had previous companies that provided hygiene services however you want to bring a new company on board, is it allowed?

**A:** *A consideration will be made only if the new company have been operating and acquired experience as stipulated on the evaluation criteria.*

**Q:** Will Transnet own the equipment at the end of the contract? Can we have a rental fee costing?

**A:** *No, Transnet will not own the equipment at the end of the contract. All costs involved for the equipment should be incorporated in the contract costing, use Annexure C column B SUPPLY & INSTALLATION OF EQUIPMENT, your costs must be inclusive for the full 3 years and take note that installation cost is a once off.*

**Q:** Are companies required to submit monthly disposal certificate after disposal.

**A:** *Yes, it is stated in the Annexure A Specification.*



**Q:** Can more than one company collaborate when responding to the bid?

**A:** *Yes, in a form of join venture however all relevant documents for that JV should be attached with the response.*

*In a case where one director(s) with multiple companies doing the same service, cannot submit multiple tenders for different companies as it will be considered as collusion in terms of Competition Act of South Africa.*

<b>CONCLUSION</b>	In the absence of questions the chairperson declared the meeting adjourned	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Chairperson to share Annexure B with attendees and upload on both portals (National Treasury and Transnet)</b>	None	None
<b>5. CLOSURE OF THE MEETING</b>		
<b>Discussion</b>		
The chairperson thanked all in attendance and all meetings were closed.		
Conclusion	All meetings were adjourned at 11:30.	

Signed by Chairperson

  
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**Signature**

26/04/2024  
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**Date**

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