

MINUTES OF THE COMPULSORY TENDER BRIEFING AND SITE INSPECTION MEETING

RFQ No: TP/2024/09/0005/76156/RFP

Description: FOR THE PROVISION FOR OFFICE CLEANING, HYGIENE, LANDSCAPING, AND GARDENING SERVICES AT KILNER PARK, KOEDOESPOORT AND SURROUNDING AREAS, AS AND WHEN REQUIRED FOR TRANSNET SOC LIMITED TRADING AS TRANSNET PROPERTY FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Meeting held at 11:00 on 16 September 2024 at Pre-Fab Building, Kilnerpark

1.0	ATTENDANCE		
1.1	<u>Present/ Internal from Transnet:</u>		
	NAME & SURNAME	ROLE	OPERATING DIVISION
	Kebaabetswe Modise	Senior Buyer (Chairperson)	TP
	Livhuwani Khohomela	Facilities Manager	TP
	Hlayiseka Baloyi	Facilities manager	TP
	Mbali Xaba	SHE Specialist	TP
	Theo Hlungwane	Contract Safety Specialist	TP
	Arinao Nembilwi	Facilities manager	TP
	Robert Motlhake	Facilities	TP
1.2	<u>External Companies/ Bidders:</u>		
1.	NAME & SURNAME		
	COMPANY NAME		
	1. Nomfezeko Mveku	Wealth Group Cleaning Services	
	2. Nwaxixonngi Mdaka	Zitholama Cleaning and Chemicals	
	3. Thylos Dibakwana	Morewa Cleaning Service	
	4. Bayanda Nyasheng	Mayedwaka Mboya (Pty) Ltd	
	5. Dumisani	Medlograph (Pty) Ltd	
	6. Lefa Legodi	Remone Printing and Projects	
	7. Ntomiyenkosi Radebe	Nolunathi (Pty) Ltd	
	8. Earlyman Mangena	Brevimode	
	9. Thonipho Mavhungu	Musenga	
	10. Kagiso Pilane	Dikapi Cleaning Services	
	11. Noluthula Dlamini	Thuthukani Cleaning and Gardening	
	12. Londolani Mashau	Zwamathomo (Pty) Ltd	
	13. Godfrey Mangotlo	Gojan Holdings	
	14. Lerato Zengetwa	Hlumela Business Consulting	
	15. Suzan Mokobi	Delta Cleaning and Hygiene	
	16. Tommy Mndawu	Them Goodied (Pty) Ltd	
	17. Tshepo	Karuwa Africa	
18. Ronald Tshibalanganda	Gerson Mufamule		
19. Julia Molano	Tau Li Mesana		

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20. Pulane	Thaliweed
21. Isaac Kgatlha	Khatlha General Cleaning Service
22. Khoete Nickson	Gosebo and Pebetse
23. Sanelisiwe Sibaya	Brand Basani
24. Mpho Mohale	Mphoza Thomas Trading and Projects
25. Fift Laka	Amo3nthle Project
26. Mathebula Matimba	Dyron Projects
27. Murido Tsiko	Denzhelashu Trading and Projects
28. Mokwena Patrick	Kgatisi Trading CC
29. Bonginkosi Kabinde	Medlograph (Pty) Ltd
30. Thendo Maitakhole	SBK Construction and Projects
31. Mohale Lehlogonolo	Envoy
32. Modjadji Maponya	Mahlatsji Mmethi Cleaning and Security
33. Dorothy Mmekwa	Motsogapele5 (Pty) Ltd
34. Moses Matjani	Motsogapele5 (Pty) Ltd
35. Palesa Malepe	Moving Forward Trading and Projects
36. Itumeleng Chauke	Moving Forward Trading and Projects
37. Phila Coka	Izithelo Hygiene and Cleaning
38. Olebogeng MOteetee	Lugano Projects
39. Billy Mabilo	Mankwete Construction and Projects
40. Ephaim Mdluli	Basetsang Projects
41. Kgomoosotho Matsemela	Khomosotho Trading
42. Maloa Tikedi	Tikedi Holdings (Pty) Ltd
43. Justice Tshikomba	ITC Group CC
44. Lerato Magoale	Twilight Reflections
45. Given Shivambu	Rirhale Trading Enterprise
46. Martha M Phuti	Mosadi CS
47. Nakedi M Marapyane	Tele Civils (Pty) Ltd
48. Celimpilo Ximba	RSCM Investments
49. Kened	Kengloholdings
50. SA Mokgwa	One More Trading
51. Tumelo Mokobi	43va Group
52. Tendani Ntshivhugu	Making It Work
53. Olefile Morake	Lighthouse
54. Tendani Netshivhungu	Making It Work
55. Mengonet	Element Crossing
56. Berryblue	Berryblue Trading
57. Lesibana	Lesibana Cleaning
58. Khanyisile Khanyile	WPM Consulting (Pty) Ltd
59. Peter Manshau	Murafho Consulting

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60. Tshireletso Tsebe	Kgabo Dumela Mining and Engineering
61. Thembinkosi Zungu	TOKS Log (Pty) Ltd
62. Hlepibah Mabusela	Charitoo Enterprise CC
63. Takalani Makhani	Blackwood Services
64. Nonjabuliso shongwe	Mvelo-lotho
65. Memory Ramonoana	Nexus Innovative Solutions (Pty) Ltd
66. Pat Madavhu	Tshipembe Projects
67. Livingstone Mudau	Technowax
68. Mashau Hardy	CAPS M Trading and Projects
69. Thulile Zwane	Amanola Ethu Projects and Trading
70. Vuyo Pike	Adoscapes (Pty) Ltd T/A Searchlight Services
71. Siphosihle Mthimunye	Sikhona Group
72. Dimakatso Kedibone	Dimakatso Kedibone Cleaners
73. Nkuna Sheila	Prodore Facilities Service Group
74. Khanyisa Masamanzi	Ngqutura Transport Services
75. Nompumelelo Dlamini	Cum Lauda Trading
76. Goitseone Mokgosi	Tshimologo Entshwa Projects
77. Maila Tumelo	Geralgino Projects and Consulting
78. Kagile Mphuphi	Keavusi Trading and Projects
79. Ollers Manzini	Renaissance
80. Silas Mphahlele	Turclea
81. Thikho	Dipusol (Pty) Ltd
82. Kgeote	Gosebo and Pebetse
83. Clement Mathubu	Big O Trading 657
84. Lorrific	Lorrific Holdings (Pty) Ltd
85. DIBA SES	DIBA
86. Nandipha	Dibabes
87. Ronewa Nethononda	Lomba Solution (Pty) Ltd
88. Toivo Tladi	Ndlazi Tladi Consultatory
89. Kgotsofalo	Nare ya Kgotso Trading and Projects
90. Mosema Morake	Mkoko Group
91. Bongani Hlatshwayo	Just Design Landscaping
92. W Raolane	Give me Foor Trading and Projects 104 CC
93. Mandla Hlatshwayo	Grefs holdings
94. Lucky Mukondelile	TMA Management Services
95. AndreDlamini	Prospect Cleaning Services
96. Mpho Ledwaba	BIDVest Cleaning Services
97. Malesela	Kameso Total Hygiene
98. Thomas Sikhwivhilu	Lilian Drigon Group
99. Keavusi Trading and Projects	Keavusi Trading and Projects

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	<p><u>WELCOME AND INTRODUCTION</u></p> <p>The Chairperson opened the meeting, introduced self, welcomed everyone present and afforded TP team an opportunity to introduce themselves.</p> <p>The Chairperson further requested the bidders to pardon the Transnet team in the 10-minute delay that occurred regarding the site briefing and the mishap of being re-directed to a different building.</p>
	<p><u>SAFETY BRIEFING</u></p> <p>The Chairperson requested Ms Mbali Xaba to conduct a safety briefing.</p>
	<p><u>TENDER CLOSING AND METHOD OF DELIVERY</u></p> <p>Tender submissions will be made on Transnet E-tenders Submission Portal. (https://transnetetenders.azurewebsites.net)</p> <p>Tenders to be submitted punctually <u>on Friday, 11 October 2024 at 14:00.</u></p> <p><i>NO Late and E-Mailed Submissions will be accepted.</i></p> <p>Tender Validity period is 180 business days from closing date.</p>
	<p><u>REGISTRATION:</u></p> <p>Bidders were reminded that there is no site attendance certificate as attendance of the Compulsory Site Meeting will be validated in a way of checking the company names on the attendance register. Only companies that attended Compulsory Site Meeting are allowed to submit the responses and only those will be considered for evaluation process. Bid responses for companies which did not attend the Compulsory Site Meeting will be overlooked.</p> <p><u>Attendance Register</u></p> <p>The Chairperson requested everyone present to complete and sign the attendance register even if they are representing the same company and further cautioned Bidders that signing for multiple companies by one person is prohibited as it leads to collusion which is a punishable offence to those who get caught engaging in such. It was stressed that failure to complete the register will result in an automatic disqualification.</p> <p>Bidders were further requested to make sure that their writing is neat and readable as possible since it is their responsibility to do so, and Transnet will not be held liable in the event they miss important/ critical information pertaining the tender process due to bouncing e-mails.</p> <p>The Chairperson gave guidance as to how the register is to be completed.</p>
	<p><u>TENDER NOTICE :</u></p> <p>After closing date Respondents are NOT to communicate with any other TP employee(s) and should direct all clarifications/questions to the Senior Buyer of Transnet Property (TP) to the following e-mail address: Kebaabetswe.Modise@Transnet.net.</p>

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Discussion By Chairperson

1. The Chairperson mentioned that the reasons for the briefing session are as follows:
2. To explain the scope of requirements in detail and provide a brief background on the project in such a way that Respondents are clear of what is required from them;
3. To explain all procurement processes such as the evaluation criteria, the importance of submitting mandatory documentation etc.
4. Minutes of the briefing session, updated documents and other communication resulting from the meeting discussions between Transnet and the bidders will be distributed to all Respondents who attended the briefing session for everyone to align on a common ground as such will form basis for measurement.
5. Recording of meeting is prohibited.
6. Bidders were urged to submit their bid on time to avoid disappointment due to late submission, details of technical support to be included with minutes for the purpose of assisting bidders struggling to submit.
7. Mandatory requirements were stressed, including the Minimum Wage Schedule and acknowledgement to ensure alignment with the constitution of the Republic of South Africa.
8. The Chairperson went through evaluation methodology, extensively explaining all the evaluation stages:

- **Step One: Administrative test**

The Chairperson urged the bidders return all document on time.

Bid to contain a priced offer.

All documents will be verified for validity.

All documents must be certified, with the stamp not being older than 3 months.

Bidders are advised not to leave blanks as it might disadvantage them, rather write N/A.

Emailed submissions will not be considered.

- **Step Two: Substantive test**

Testing of compliance to all legislations as laid out by Transnet.

Submission of a valid COID

Acknowledgement of the Minimum Wage Schedule

- **Step Three: Minimum threshold**

Risk assessment (25%)

Company previous experience (25%)

Method statement (25%)

Organogram and CV's of Key persons (25%)

(70% Pass mark)

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- **Step Four: Pricing (80%)**

Make sure you fill in all pricing fields, leave no blacks.

- **Step Five: Specific goals (20%)**

The Chairperson placed a lot of emphasis B-BBEEE credentials, and that the importance of the submission of such to maximize scoring. Failure to submit will not result in a disqualification but will affect the score. An example was given.

- **Step Six: Objective criteria**

At this stage, we enter into negotiations, facilitated by both procurement and technical. Should there be a requirement to do so.

- **Step Seven: Award of business**

- The chairperson highlighted that the evaluation process for Administrative and Technical might run parallel, therefore, there might be instances where a bidder would have passed step Three, but later we find that they had failed step One and/or step Two, which then disqualifies them.
- If bidders have any questions, they are advised to send them through by the end of the day for acknowledgment (16 September 2024).
- The Chairperson re-read the mandatory returnable documents, and stressed the importance of proof of address, and why it was classified as mandatory.
- The importance of certified documents was highlighted by the Chairperson stating the negative audit outcomes resulting from non-certified documents.
- Transnet reserves the right not to award business to the lowest quoted bidder where it gets established that a proper cost consideration has not been made by the Bidder/s.
- The Chairperson urged the Bidders to price as fair as possible and not fall into a trap of under and overquoting to increase their chances of success in as far as pricing is concerned.
- The chair handed over to the facilities manager for expansion and explanation of the scope and pricing in further detail.

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TENDER PROCESS

- The **MANDATORY documents** required on closing.

Gatekeepers (Mandatory)

All above requirements are mandatory. Bidders who fail to submit all the above requirements shall be disqualified. All foreign qualifications must be SAQA approved.

All certified copies, stamp date must not be older than 3 months from the closing date of this tender.

SPECIFIC GOALS POINTS CLAIM FORM

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION LEVEL 1	10
EME or QSE 51% BLACK OWNED	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points:

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor – Level 1	10
EME or QSE 51% Black Owned	10
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

Discussion by Regional Facilities Manager:

- Ms Khohomela is of the view that the visitors should have brought the contract document for ease of reference.
- She briefly explained how this contract is composed and the deliverables expected;
- Provision of cleaning, gardening/ land scaping (grass cutting) and hygiene services;

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4. Bidders noted the misalignment of the scope of work, quantities and how to place their staff. The scope of work also talks to the required resources and tissues to placed, etc. (An addendum is hereto published).
5. The pricing data, Annexure B, that's the offer, that's where bidders will price. (An addendum is hereto published).
6. Bidders must also consider Leave days, UIF registration, COIDA registration, and the registration with labour, and cleaners must get payslips. Minimum wage schedule to be referenced hereto.
7. **Hygiene:** Rental of hygiene equipment and the servicing of the equipment.
The disposal of SHE bins takes place weekly, and service provider needs to provide a disposal certificate.
Bidders are advised to research the cost of rental/purchase of equipment if they do not have the equipment.
8. Bidders must make sure they pay their staff, Transnet is outsourcing, thereby transferring the risk and responsibility to an external service provider. Failure to pay worker will result in termination of the contract, and a possibility of being blacklisted.
9. Bidders to note the yearly escalation required on the pricing sheet.

The bidders are to note the new closing date due to the changes in the scope and pricing. The new closing date and time will be 11 October 2024; 14:00 (An addendum is hereto published).

QUESTIONS AND ANSWERS: All question to be sent writing to Ms. Kebaabetswe Modise.

Q1. There is no provision for quantities of urinals and consumables.

Answer: An addendum will be published which addresses all the missing information noted. Including Staff complement, full area and gardening/grass cutting services.

Q.2 Bidder queries on sworn affidavit, he says we have stressed on B-BBEEE, is a sworn affidavit considered?

Answer: The Chairperson indicated the sworn affidavit falls under B-BBEEE credentials, which she did mention.

Q.3 Bidder asked about the possibility of contract extension to other works.

Answer: The Chairperson confirmed that this will not occur. Each requirement will be addressed per publication.

Ms Khohomela urged the bidders to take a walk around to see the premisses in relation to the works.

CLOSURE:

Meeting adjourned on site at 12:15

The Chairperson thanked everyone in attendance and urged them to pose all their question in time, in writing to the email address provided in the tender document.