



CLARIFICATION MEETING

**TNPA/2022/09/1180/13371/RFP:
FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF UNIFORM TO
TRANSNET NATIONAL PORTS AUTHORITY FOR A PERIOD OF FIVE
(5) YEARS ON AN "AS AND WHEN" REQUIRED BASIS**

Date : 02 May 2023

Venue : Microsoft Teams

AGENDA

Agenda Item	Responsible Person
1. Welcome and Introduction	Pfarelo Netshiongolwe
2. House/ Meeting Rules	Pfarelo Netshiongolwe
3. Background	Alvin Naidoo
4. Scope of Work	Alvin Naidoo
5. Tender Evaluation Methodology	Pfarelo Netshiongolwe
5.1 Evaluation Steps	Pfarelo Netshiongolwe
5.2 Pricing and Delivery Schedule	Pfarelo Netshiongolwe
5.3 Returnable Documents	Pfarelo Netshiongolwe
6. Tender Submission	Pfarelo Netshiongolwe
7. Questions & Answers	All

1. WELCOME AND INTRODUCTION

Meeting Purpose and Objective

- The purpose of this meeting is to clarify the Request for Proposal: **RFP No:** TNPA/2022/09/1180/13371/RFP **advertised on the** on the Transnet and National Treasury e-Tender Portals.
- The objective of this meeting is to:
 - Ensure that the Employer's objectives are well understood.
 - Building an environment for business (and projects) success.
- To report any fraud, tip-offs anonymous: **0800 003 056** or transnet@tip-offs.com

2. HOUSE/MEETING RULES

- Please put your laptops on mute during the presentations.
- All questions to be raised after the presentation.
- Make use of the hand raise function on MS Teams to be acknowledged if you have a question to raise.
- TNPA will endeavor to answer all questions in the session, however all answers to be responded to in writing and issued with briefing session minutes.
- Questions to be followed-up by email to **Pfarelo.Netshiongolwe@transnet.net** by no later than close of business, Monday, 11 May 2023 at 12:00pm.
- No content/information will be repeated during the session for the benefit of those who join the session late.



BACKGROUND & SCOPE OF WORK



3. BACKGROUND

Transnet provides uniform clothing to operational employees annually in terms of the entitlement, Occupational Health and Safety Act and enhancement of the corporate image. This RFP seeks to source Suppliers to manufacture, supply and deliver uniform items to Transnet National Ports Authority (TNPA). TNPA requires uniform for employees across all ports, however; the successful Supplier/s will be required to deliver items ordered to the warehouse in Kwazulu-Natal Province, Port of Durban.

4. SCOPE OF REQUIREMENTS

Refer to paragraph 3 of RFP document for the detailed scope of requirements

4.1 The scope of this RFP is to source and secure the manufacture, supply and delivery of uniform for TNPA. Bidders must be able to manufacture, supply and deliver clothing to TNPA for a period of five (5) years as per the Technical Specifications attached hereto as **Annexure A**. The uniform baskets are divided into five (5). TNPA will appoint a qualifying Supplier per basket for the provision of uniform items. Bidders will be required to deliver to the TNPA national clothing warehouse at the Port of Durban, KwaZulu Natal. The uniform item list is contained in **Annexure B**. The uniform item list is categorised into various uniform “baskets”. Bidders will be required to indicate which uniform “basket/s” they are bidding for. Bidders will thus be appointed to supply specific uniform “baskets” to TNPA.

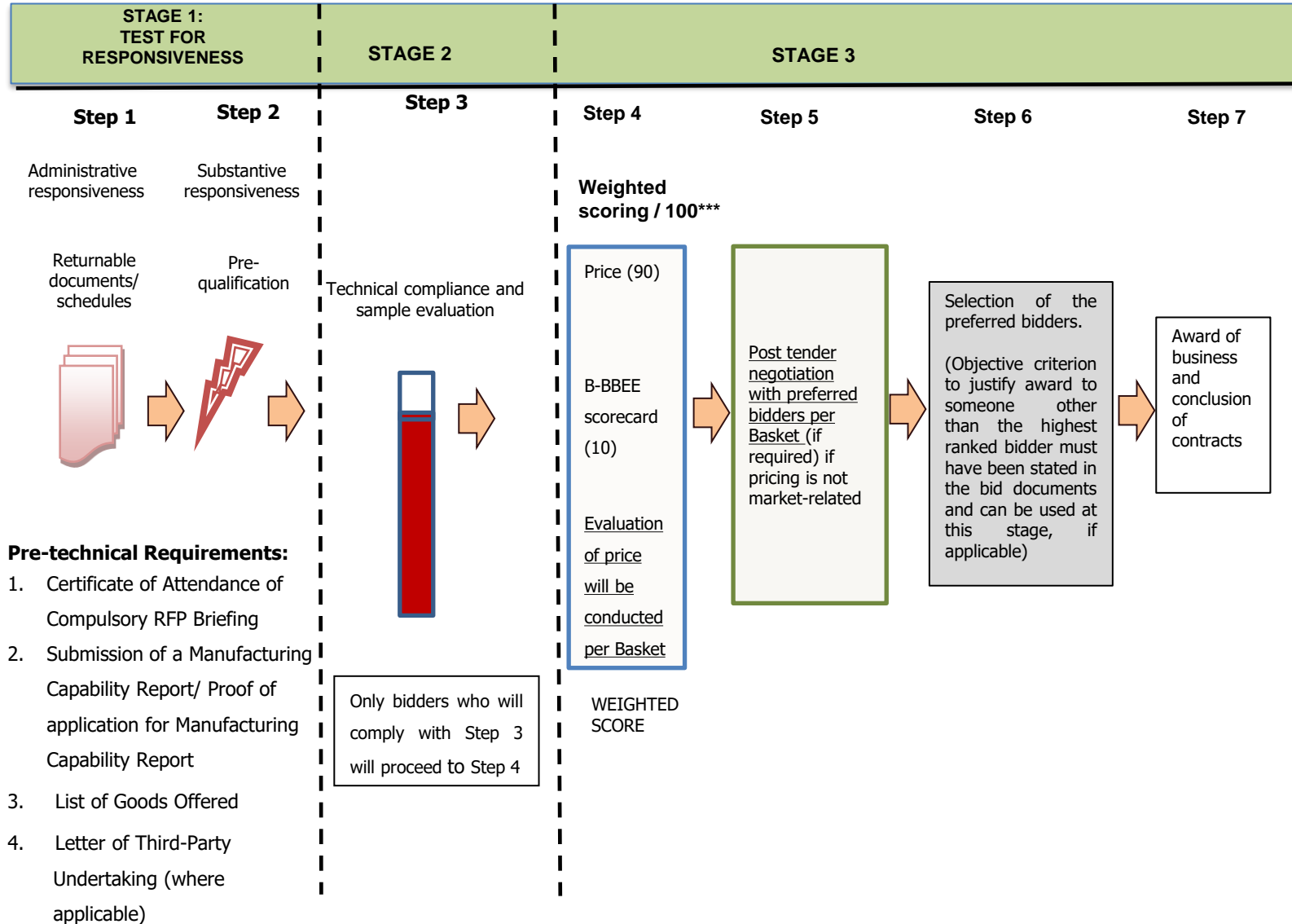


TENDER EVALUATION METHODOLOGY





5. EVALUATION METHODOLOGY



5.1 EVALUATION STEPS

Step One: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify the validity of all returnable documents 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify if the Bid document has been duly signed by the authorised respondent 	<i>All sections</i>

Step Two: Test for Substantive Responsiveness

The test for substantive responsiveness to this RFP will include the following:

Check for substantive responsiveness	RFP Reference
<ul style="list-style-type: none"> Whether any general and legislation qualification criteria set by Transnet, have been met 	<i>All sections including: General Bid Conditions clause 20</i>
<ul style="list-style-type: none"> Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule 	<i>Section 4</i>
<ul style="list-style-type: none"> Whether the Bid materially complies with the scope of service and/or technical specifications given 	<i>All Sections</i>

10 The test for substantive responsiveness [Step Two] must be passed for a Respondent’s bid to progress to Step Three for further evaluation

5.1 EVALUATION STEPS

CONTINUED...



Step Three: Technical Compliance and Sample Evaluation

This step entails the validation and evaluation of bids for technical compliance. The test for the technical compliance and sample evaluation will include the following:

- a. Sample Evaluation and Fabric Test Reports

Bidders must note the following documents/item which must be submitted. Omission of any of the documents will result in disqualification.

No.	Document that must be submitted	Non-submission will result in disqualification?
1.	Certificate of Attendance of Compulsory RFP Briefing	YES – Complete and sign the supplied pro forma document
2.	Invitation to Bid - SBD 1	YES – Complete and sign the supplied pro forma document
3.	Pricing Schedule attached hereto as " Annexure D "	YES – Complete the Pricing Schedule for uniform "baskets" that you are bidding for. The pricing schedule must be aligned to selected "baskets" indicated on Annexure C1: List of Goods Offered
4.	Manufacturing Capability Report	YES – Submit a valid manufacturing capability report. The manufacturing capability report must not be older than twelve (12) months at the closing date. The manufacturing capability report must indicate that bidder has capability to manufacture the items the that the bidder is bidding for and it must indicate that the bidder has passed the manufacturing capability audit. Bidders must submit a valid capability report for each proposed third-party manufacturer that the bidder intends to use over the contractual period. (Refer to section 6.3.2 for further guidelines).

5.1 EVALUATION STEPS

CONTINUED...



Bidders must note the following documents/item which must be submitted. Omission of any of the documents will result in disqualification.

No.	Item/ document that must be submitted	Non-submission will result in disqualification?
	Sample/s and Fabric Test Report/s	YES – Bidders that comply with the pre-technical requirements will be required to submit samples of selected garments together with fabric test reports. (Refer to Annexure B for the list of items that require submission of fabric test reports and samples). (Refer to section 6.3.3 for further guidelines).

STEP FOUR: Evaluation and Final Weighted Scoring

Price evaluation will be conducted per basket to determine cost effective baskets per bidder for appointment of one (1) bidder per basket.

a) Price Criteria [Weighted score 90 points]:

Evaluation Criteria	RFP Reference
• Commercial offer	<i>Section 4</i>
• Commercial discounts	<i>Section 4</i>
• Price adjustment conditions / factors	
• Exchange rate exposure	
• Disbursements	

Transnet will utilise the following formula in its evaluation of Price:

$$PS = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

$Pmin$ = Price of lowest acceptable Bid



STEP FOUR: Evaluation and Final Weighted Scoring

b) Broad-Based Black Economic Empowerment criteria [Weighted score 10 points]

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

SUMMARY: Applicable Thresholds and Final Evaluated Weightings

Thresholds	Minimum Threshold
Technical / functionality requirements	n/a

Evaluation Criteria	Final Weighted Scores per basket of items
Price	90
B-BBEE - Scorecard	10
TOTAL SCORE:	100

STEP FIVE: Post Tender Negotiations (if applicable)

- Post tender negotiations will be conducted with preferred bidder [2nd and 3rd ranked bidders per basket.
- 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 Negotiations (PTN) with the view to achieving a market-related price or to cancel the tender.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

STEP SIX: Objective Criteria (if applicable)

- Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:
 - Geographical location;
 - all Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:
 - the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
 - a due diligence to assess functional capability and capacity.
 - A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
 - Reputational and Brand risks.

STEP SEVEN: Award of business and conclusion of contract

- Award and conclusion of contract will be done per basket (multiple award i.e., appointment of one bidder per basket).
- Immediately after approval to award the contract, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letters of Award. Thereafter the final contracts will be concluded with the successful Respondent(s) per basket.
- Final contracts will be concluded and entered into with the successful bidder(s) at the acceptance of letters of award.

5.2 PRICING AND DEIVERY SCHEDULE

- a) Price evaluation will be conducted per basket.
- b) Bidders are required to complete the mandatory Pricing Schedule (provided as Annexure D) indicating the price per item offered for each respective uniform "basket" the bidder is bidding for. Bids that do not contain a pricing schedule will be disqualified. Bids containing a pricing schedule where a bidder has not quoted for all items within a respective uniform basket that the bidder is bidding for, will be disqualified.
- c) All Prices must be quoted in South African Rand inclusive of VAT.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with the pricing schedule (Annexure D) and not utilise a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.
- e) Quantities given are estimates only. Any orders resulting from this RFP will be on an "as and when required" basis.
- f) Prices are to be quoted on a delivered basis to Port of Durban, KwaZulu Natal.
- g) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- h) Where a Respondent's price(s) includes imported content, the rate of exchange to be used must be the currency's rate published by the South African Reserve Bank on the date of the advertisement of the bid:
Currency rate of exchange utilised: _____
- i) Manufacturing and delivery lead time calculated from date of receipt of purchase order: _____ weeks
- j) Prices quoted must be all inclusive. All applicable taxes, direct and indirect related costs must be included in the prices and be firm for the duration of the contract.
- k) Prices for items tendered for will be based on estimated available quantities. If quantities substantially increase during the contractual period, Transnet reserves the right to renegotiate the prices.

5.3 RETURNABLE DOCUMENTS

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following Mandatory Returnable Documents, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 1 : SBD 1	
SECTION 4 : Pricing and Delivery Schedule	
SECTION 10: Certificate of Attendance of Compulsory RFP Briefing	
Manufacturing Capability Report/s. Bidders are required to submit a valid manufacturing capability report. If the bidder is procuring items from third party(s), manufacturing capability report(s) of the third party(s) must be submitted	
List of Goods Offered	
Letter of Third-Party Undertaking	

5.3 RETURNABLE DOCUMENTS

b) Returnable Documents used for Scoring

Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
Valid B-BBEE certificate or Sworn Affidavit	

5.3 RETURNABLE DOCUMENTS

CONTINUED...



c) Essential Returnable Documents

Over and the above the requirements of section (a), (b) and (c) mentioned above, Respondents are further required to submit with their Proposals the following Essential Returnable Documents and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
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	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 9: B-BBEE Preference Claim Form	
SECTION 10 : Certificate of attendance of compulsory RFP Briefing	
SECTION 11: Protection of Personal Information	
SUBMISSION OF GREEN ECONOMY / CARBON FOOTPRINT POLICIES AS PER SECTION 4 OF THIS RFP DOCUMENT	



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TENDER SUBMISSION



6. TENDER SUBMISSION

Closing date: 19 May 2023

Time: 12:00PM

Proposal submission

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website/ Portal (<https://transnetetenders.azurewebsites.net>) Please use Google Chrome to access Transnet link/site);
- 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 <https://transnetetenders.azurewebsites.net>

b) The bid submission should be for the baskets bidding for, either all or any of the five (5) baskets. TNPA will appoint a qualifying Supplier per basket for the provision of uniform items.

7. QUESTIONS AND ANSWERS



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THANK YOU

