



TRANSNET

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**NON-COMPULSORY VIRTUAL BRIEFING (on-line) SESSION FOR THE FRAMING OF AN APPROVED LIST FOR THE PROVISION OF EXECUTIVE SEARCH AND HEADHUNTING WITH MAPPING SERVICES FOR TRANSNET, AS AND WHEN REQUIRED, FOR A PERIOD OF THREE (3) YEARS.**

**Date: 03 December 2021**

**Time: 10H00 to 13H00**

# Agenda

Slide No.	Topic
3	Introduction and Welcome
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28	Questions and Closure

Presenter
Lerato Ramoyada
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Lerato Ramoyada
Mervin and Lerato



# Introduction and welcome

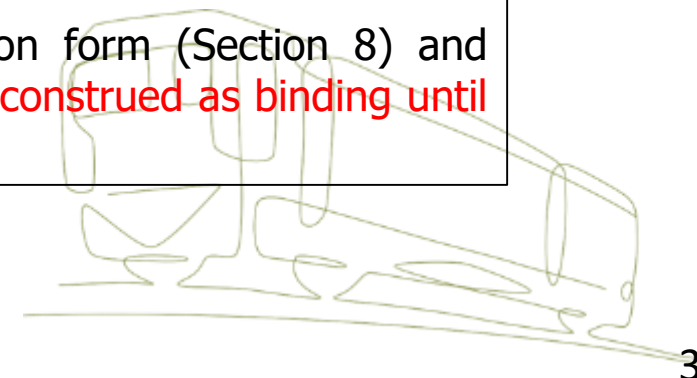
## Team

- ❖ Welcome the bidders
- ❖ Each Transnet attendee to briefly introduce themselves.

General Disclaimer: This briefing session must not contradict the RFP and its supporting documents published, and should there be any errors, acts of omissions or misinterpretations, then the RFP and its attachments takes precedence of it.

Respondents will be given an opportunity to ask questions at the end.

All verbal questions must be put in writing on the RFP Clarification form (Section 8) and Transnet will provide a written response. **No verbal feedback must be construed as binding until in writing**



## Key Points - General (1/4)

**Please note the following submission requirements, but not limited to:**

- Final RFP and **all Returnable Documents listed on Section 5 (List of Returnable Documents)** may still be downloaded directly from National Treasury's e-Tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) and Transnet website, free of charge.
- Respondents who wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.
- The RFP closes punctually at **12:00 PM on 28 January 2022**. Respondents must ensure that bids are uploaded timeously onto the system.
- Bid Validity period is **180 Business Days from Closing Date**.

## Key Points - General (2/4)

- A Non-Compulsory RFP briefing is currently conducted online via TEAMS on 03 December 2021, from 10H00 until 13H00.
- Respondents RFP proposal must **sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.**

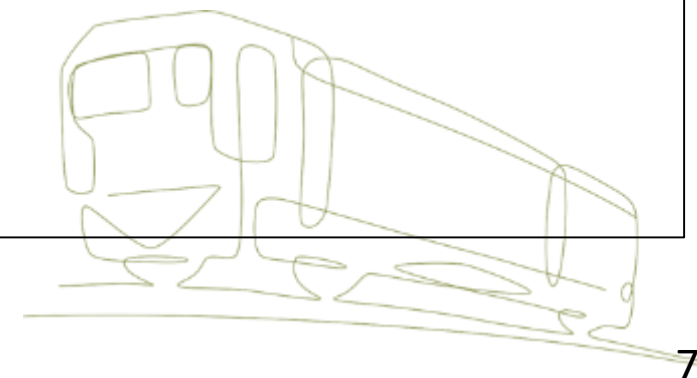
**Respondents must register on the National Treasury's Central Supplier Database CSD prior to submitting/uploading their bids. Business may not be awarded to a Respondent who has failed to register on the CSD, only foreign suppliers with no local registered entity need not register on the CSD.**

## Key Points - General (3/4)

- Communication relating to this RFP:
  - After the briefing session, should Respondents have more questions, RFP Clarification Request Form (Section 8) should be submitted onto the system, and sent to [Lerato.Ramoyada@transnet.net](mailto:Lerato.Ramoyada@transnet.net) and [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net): before **12:00 pm 13 December 2021**.
  - In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
  - Respondents are required to ensure that all clarification questions are sent to Transnet before the clarification closing date and time in order to allow Transnet sufficient time to respond to all clarification questions by **15 December 2021**.
  - After the 15 December 2021 to 15 January 2022, some Transnet's delegates responsible for this tender will not access the online system, or emails during this time.
  - After the closing date of the RFP, respondents may only communicate with Lerato Ramoyada and Mervin Rajamany, on email to [Lerato.Ramoyada@transnet.net](mailto:Lerato.Ramoyada@transnet.net); and [Mervin.Rajamany@Transnet.net](mailto:Mervin.Rajamany@Transnet.net), on any matter relating to its RFP Proposal.

## Key Points - General (4/4)

- It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

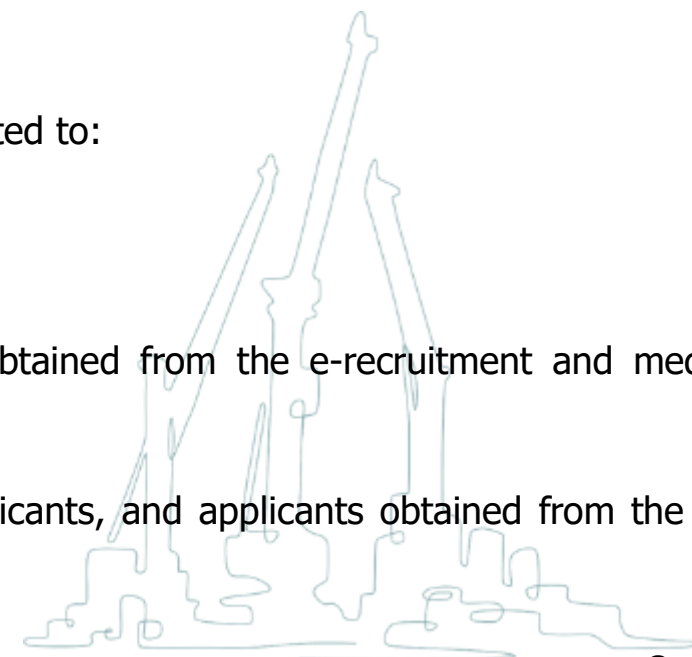


## Scope of Service (1/2)

Transnet is seeking to form partnerships with potential service providers who will provide Executive Search /Headhunting including Mapping services across its Operating Divisions. The potential service providers will be engaged by Transnet to provide the service on an “as and when” required. The scope of work will be for the Transnet Senior Executive Management (grade levels A – C) and also for roles below these levels if they are classified as Critical, Priority and Scarce skills for the Company and/or the country. Transnet may engage in cross boarder recruitment in line with the organisation’s strategic direction.

In summary, the scope of requirements for services to recruit will be as follows, but not limited to:

- Research and Mapping
- Candidate identification
- Recruitment process and screening, inclusive of applications provided by Transnet obtained from the e-recruitment and media advertisement
- Compilation and submission to Transnet of a long list, including Transnet internal applicants, and applicants obtained from the e-recruitment and media advertisement





## Scope of Service (2/2)

- Upon receipt of the approved shortlist of suitably qualified candidates from Transnet, service provider must conduct a thorough screening of candidates and eliciting the candidate's interest in working for Transnet i.e. screening, shortlisting, conduct assessments, referrals and reference checks (including but not limited to the Validation of ID, Qualifications, World criminal checks, credit rating, background checks Include fraud and executive employer reference etc.)
- Upon receiving an approved short list, conduct pre-interview assessments
- Invitation of applicants to an interview
- Provide case studies and interview questionnaire for each role
- Competency and Psychometric assessments in line with the Transnet preferred assessment batteries and Best practice
- Post the process of conducting interviews and upon receipt of recommended candidates extend an offer
- Process offer and send offer letters to candidates with supporting documents
- Finalize Contract of employment with the welcome pack sent to successful candidates
- On-boarding of successful candidates - Assumption of duty based on contractual obligations with previous;
- Recruitment end to end logistics
- Have the ability to recommend candidates presented for position A to Position B if they are not suitable for the former role
- In cases wherein Transnet need an independent panel; assist Transnet with this deliverable

# B-BBEE Requirements for Prequalification

## B-BBEE Definition:

Broad-Based Black Economic (B-BBEE) means the economic empowerment of all black people including women, workers, youth, people living with disabilities and people living in rural areas through diverse but integrated socio-economic strategies.

## Purpose:

- To increase the number of black people that manage, own and control enterprises and productive assets.
- To facilitate ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises
- To achieve an equitable representation in all occupational categories and levels in the workforce
- To procure from large, medium and small sized black owned enterprises
- To increase investment in enterprises and communities that are owned and managed by black people
- A valid B-BBEE certificate OR an Affidavit for QSE and EME's is required

## B-BBEE Amended Codes Principles

- Enhanced the recognition status of black owned EMEs and QSEs
- An **EME** that is **100% owned by black people** qualifies as a level 1 contributor;
- An **EME** that is more than **51% owned by black people** qualifies as a **level 2 contributor**;
- No **verification** requirements for EMEs; EME to obtain a **Sworn affidavit** or a **CIPC Certificate**

# B-BBEE CERTIFICATE & JV

## B-BBEE Certificate & Sworn Affidavit

- Large Certificate issued by SANAS accredited verification agency
- QSE Some of their certificate issued by SANAS accredited verification agency
- Sworn Affidavit signed by the authorized QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned)

Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at [www.dti.gov.za/economic\\_empowerment/bee\\_codes](http://www.dti.gov.za/economic_empowerment/bee_codes).

## JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities:-

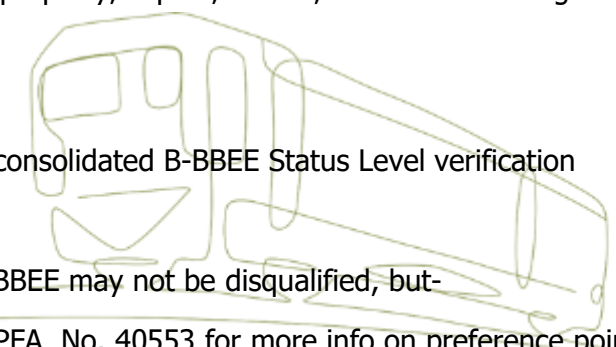
- This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.
- Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## JV EVALUATIONS

- A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.

A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-

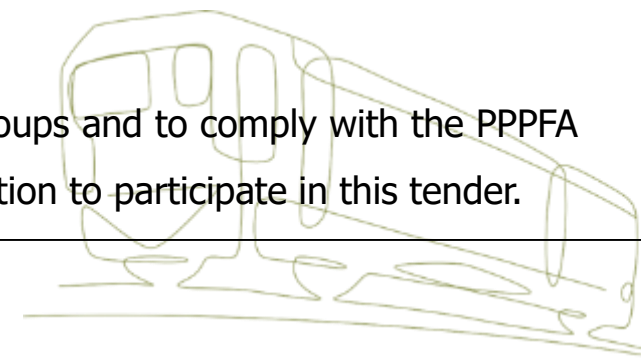
(a) may only score points out of 80 for price; and (b) scores 20 points applying the 80/20 principle . Refer PPPFA No. 40553 for more info on preference point



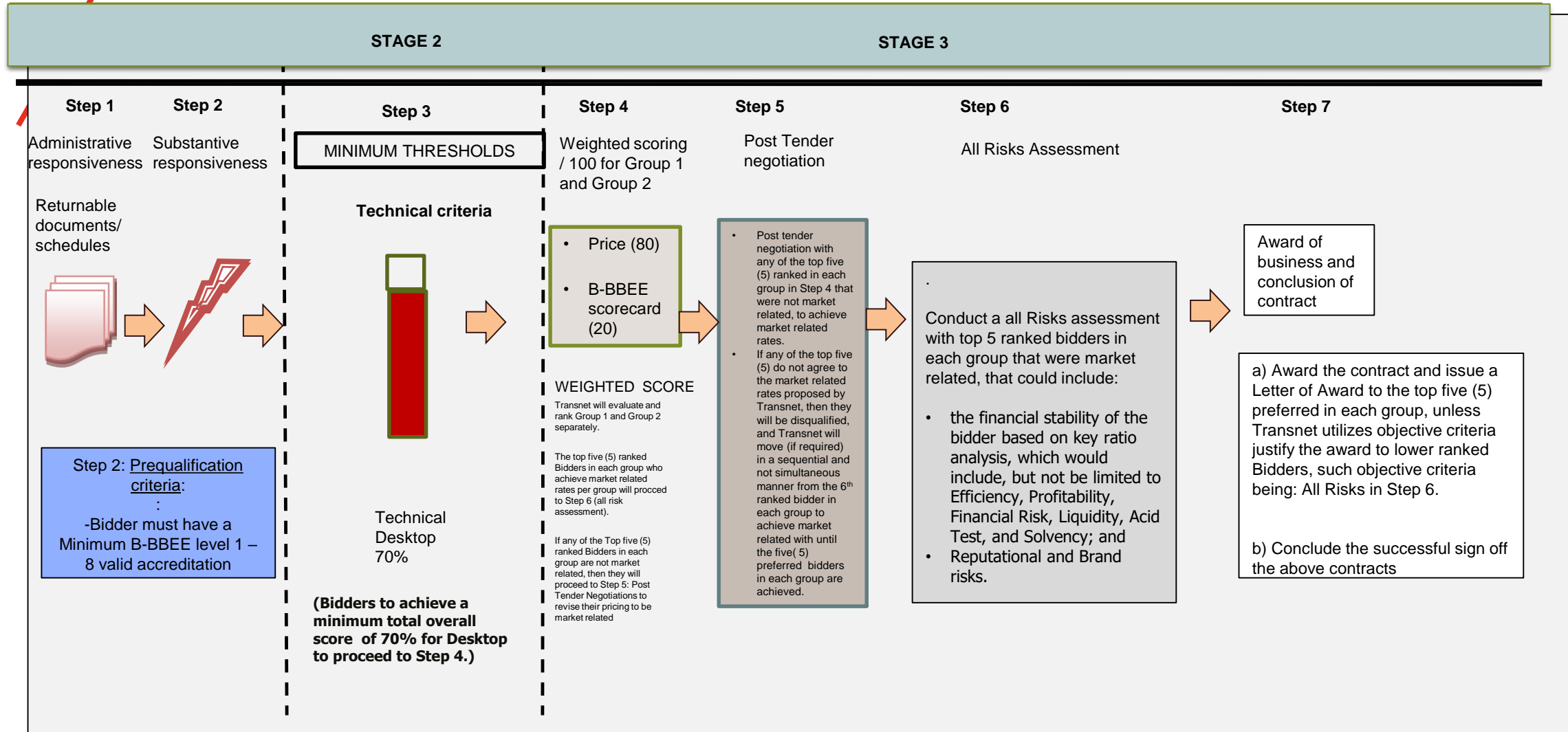
## B-BBEE Level 1-8

The new PPPFA regulations effective 01 April 2017 states that, if feasible, a prequalification can be set to advance certain designated groups by advertising the bid with a stipulated minimum B-BBEE status level.

- Transnet conducted Market research and identified the B-BBEE Levels of the service providers that could potentially provide Transnet with services:
- Transnet is of the opinion that B-BBEE Level 8, in the new amended codes effective 01 May 2015, demonstrates significant effort on the parts of these firms to have transformed in the fleet industry. Therefore, Transnet recognizes this, and it is Transnet's internal decision to set a minimum B-BBEE Level 8, to continue to support these transformed fleet industry.
- Based on the market research , the B-BBEE level will be set as a prequalification, as the majority of the companies are between a level 1 and level 8.
- Therefore in prioritizing the transformation objectives of furthering designated groups and to comply with the PPPFA regulations, a minimum requirement of a B-BBEE Level 8 was set as a prequalification to participate in this tender.



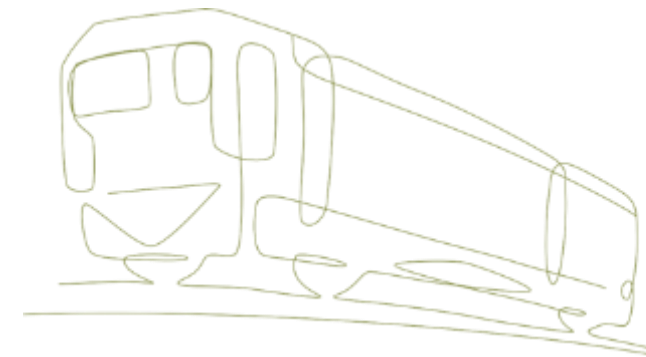
# Transnet Evaluation Methodology





## Detailed Evaluation Process

- i. Only bidders that have passed Step 1 will be allowed into Step 2 of the evaluations.
- ii. Only bidders that have passed Step 2 will be allowed into Step 3 of the evaluations.
- iii. Step 3: Technical Desktop evaluation where Bidders must achieve a minimum overall technical threshold score of at least 70% out of the 100% to proceed to Step 4.
- iv. Step 4: Price and B-BBEE will be scored on a 80/20 principle evaluation for the relevant parts bidding for in line with the Preferential Procurement Policy Framework Act (PPPFA), which 80% will be allocated to Price, and 20% to B-BBEE scorecard. Only the pricing schedules excluding the transition costs will be evaluated.



# Detailed Evaluation Process

## V Stage 5: Post tender negotiation (If applicable)

- Post tender negotiation will take place with any of the top five (5) ranked in each group in Step 4 that was not market related, to achieve market related rates.
- If any of the top five (5) do not agree to the market related rates proposed by Transnet, then they will be disqualified, and Transnet will move (if required) in a sequential and not simultaneous manner from the 6th ranked bidder in each group to achieve market related rates until the five( 5) bidders in each group are achieved.
- Transnet reserves the right to cancel the bid if Transnet cannot achieve the market related rates for the required five (5) bidders per group.
- 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) for the top five (5) in each group.

# Detailed Evaluation Process

## vi. Step 6: Objective Criteria

Transnet reserves the right to award the business to the top five (5) highest scoring bidder/s in each group who provide market related pricing, unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:  
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:

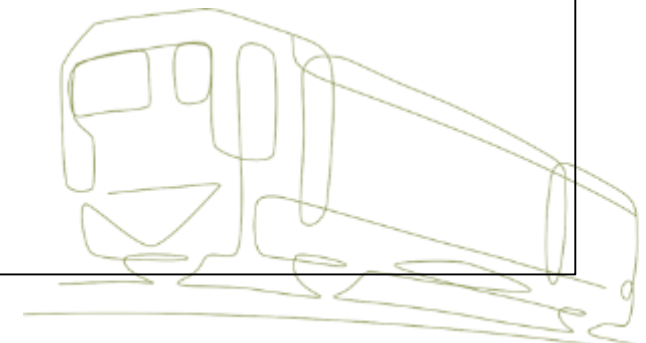
- the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
- A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
- Reputational and Brand risks



# Detailed Evaluation Process

## vii. Step 7: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Bid either by way of a Letter of Award or Letter of Intent where Transnet will negotiate the final terms and condition the contract with the successful Respondent(s). Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.



# Evaluation Process - Step one: Test for Administrative Responsiveness

Administrative responsiveness check	Yes/No
• Validate whether bid has been lodged on time	
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	
• Verify the validity of all returnable documents	
• Verify if the Bid document has been duly signed by the authorised respondent	

Mandatory Returnable Documents	Yes/No
SECTION 1: SBD1 Form	
SECTION 4: Pricing and Delivery Schedule	
<b>ANNEXURE C</b> and/or <b>ANNEXURE D</b> : Pricing Schedule (for whichever group bidding for)	
Valid minimum B-BBEE Level Eight (8) as at closing date of the RFP as stipulated in Section 2, paragraph 6.1 and also SECTION 9 of this RFP	

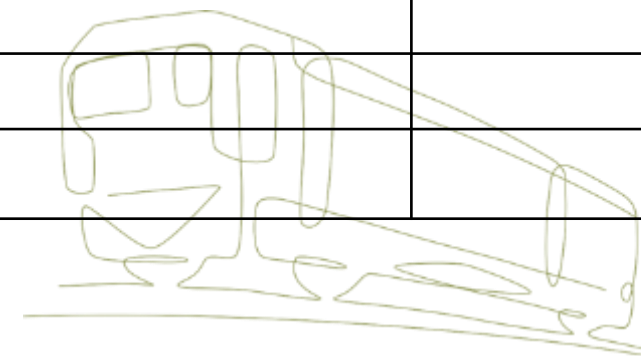


# Evaluation Process - Step one: Test for Administrative Responsiveness

Returnable Documents Used For Scoring		[Yes or No]
<ul style="list-style-type: none"> <li>Completed Annexure B: Technical Questionnaire for Technical Desktop Evaluation (including supporting documents)</li> </ul>		
Essential Returnable Documents & Schedules		Yes/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		
<ul style="list-style-type: none"> <li>Audited Financial Statements: <ul style="list-style-type: none"> <li>Submitted Entity's last two (2) years audited financial statements for entities in business more than five (5) years; or</li> <li>Submitted Entity's last audited financial statement for entities in business for less than five (5) years.</li> </ul> </li> </ul>		
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		

# Evaluation Process - Step one: Test for Administrative Responsiveness

Essential Returnable Documents & Schedules	Yes/No
SECTION 9 : B-BBEE Preference Claim Form	
SECTION 10 : SBD 9 - Certificate Of Independent Bid Determination	
SECTION 11: Job – Creation Schedule	
SECTION 12: SBD 5	
SECTION 13: Protection of Personal Information	
ANNEXURE E: Master Agreement	
ANNEXURE F: Transnet’s General Bid Conditions	
ANNEXURE G: Transnet’s Supplier Integrity Pact	
ANNEXURE H: Non- Disclosure Agreement	



# Evaluation Process-Step two: Test for Substantive Responsiveness

Substantive responsiveness test:	Yes/No
<p>Validate pricing Schedule:  Check whether Annexure C: Pricing was fully completed as per requirement, and can be used for Step 4 (if bidding for Group 1: GCE, GCFO, and Exco Members)  Check whether Annexure D: Pricing was fully completed as per requirement, and can be used for Step 4, (If bidding for Group 2: GMs, EMs and SM's)</p>	
<p>Validate whether any set prequalification criteria for preferential procurement have been met:   Indicate the minimum B-BBEE Level Eight (8)</p>	




## Evaluation Process-Step three: Technical Desktop

Evaluation Criteria	% Weightings	Scoring Guide	Scoring Method	Scoring Points	Reference
Sub- Category 1- CAPABILITY TO PROVIDE THE FULL SCOPE OF SERVICES FOR EXECUTIVE SEARCH AND HEADHUNTING	40%	Refer to Annexure B: Technical Questionnaire	Refer to Annexure B: Technical Questionnaire	40	Refer to Annexure B
Sub- Category 2- CAPABILITY TO PROVIDE THE FULL SCOPE OF SERVICES FOR Talent Mapping Services informing Talent Management and Succession Management	40%	Refer to Annexure B: Technical Questionnaire	Refer to Annexure B: Technical Questionnaire	40	Refer to Annexure B
Sub- Category 3- CAPACITY TO PROVIDE THE FULL SCOPE OF SERVICES FOR Executive Search and Head Hunting with Talent Mapping Services informing Talent Management and Succession Management	20%	Refer to Annexure B: Technical Questionnaire	Refer to Annexure B: Technical Questionnaire	20	Refer to Annexure B
<b>Total Weighting</b>	<b>100%</b>				
<b>Minimum Threshold required to proceed to STEP 4:</b>	<b>70%</b>				

## Step four: Pricing/ B-BBEE Evaluation

***Please select the relevant Group (s) that your firm wishes to tender for and submit pricing.  
(You may tender for any Group or a combination of Groups):***

Groups		RFP reference
Group 1: GCE, GCFO, Exco Members		If you have selected Group 1, please supply pricing for Group 1 in Annexure C
Group 2: GM, EM's. SM's		If you have selected Group 2 , please supply pricing for Group 2 in Annexure D

***If Bidder wishes to tenderer for all Groups, then the Bidder must submit both Annexure C and Annexure D.  
Transnet will evaluate Group 1 and Group 2 pricing/rates separately, and will rank the weighted average rate  
for that group from highest ranked to lowest ranked.***



## Step four: Pricing/ B-BBEE Evaluation

### a) Price [Weighted score 80 points]:

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

$$PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

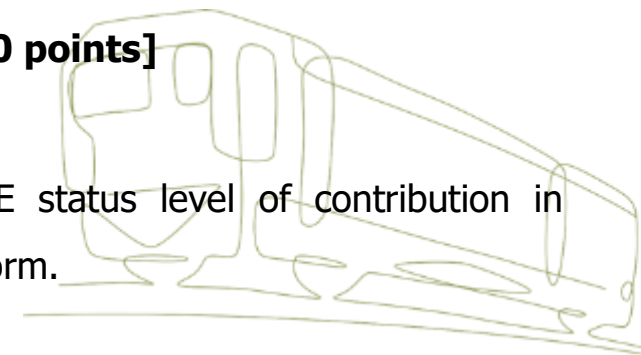
$Ps$  = Score for the Bid under consideration

$Pt$  = Price of Bid under consideration

$P_{min}$  = Price of lowest acceptable Bid

### b) Broad-Based Black Economic Empowerment criteria [Weighted score 20 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 the B-BBEE Preference Points Claim Form.





## Step five: Post Tender Negotiations (if applicable)

- Post tender negotiation will take place with any of the top five (5) ranked in each group in Step 4 that was not market related, to achieve market related rates.
- If any of the top five (5) do not agree to the market related rates proposed by Transnet, then they will be disqualified, and Transnet will move (if required) in a sequential and not simultaneous manner from the 6th ranked bidder in each group to achieve market related rates until the five (5) bidders in each group are achieved.
- Transnet reserves the right to cancel the bid if Transnet cannot achieve the market related rates for the required five (5) bidders per group.
- 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) for the top five (5) in each group.

## Step six: Objective Criteria

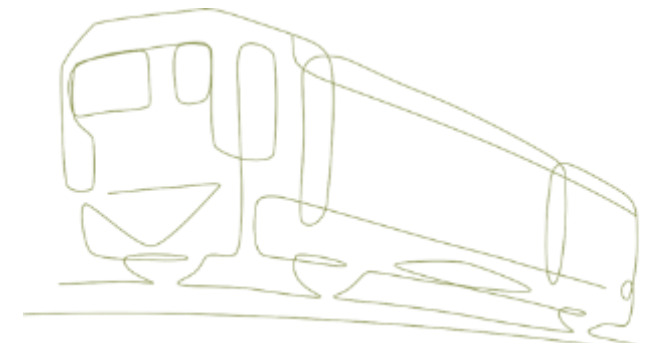
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all Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:

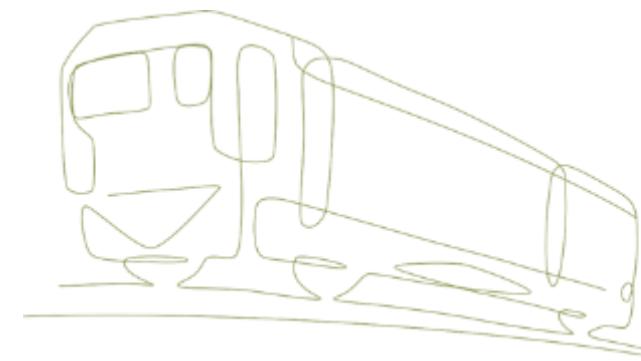
- the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
- A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (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**

Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Bid either by way of a Letter of Award or Letter of Intent where Transnet will negotiate the final terms and condition the contract with the successful Respondent(s). Thereafter the final contract will be concluded with the successful Respondent(s).

- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.



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## Questions and Closure

All questions arising from this non- compulsory briefing session must be put in writing on the (Section 8) RFP Clarification Form submitted on the system and sent to [Lerato.Ramoyada@transnet.net](mailto:Lerato.Ramoyada@transnet.net) and [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net) before 12h00 pm on 13 December 2021.





TRANSNET



delivering freight reliably

Thank you