

TENDER BRIEFING AND SITE INSPECTION MEETING MINUTES

RFP No: TP/2023/06/0003/43760/RFP

Description: Request for Proposals (RFPs) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Thirty- Six (36) months.

Meeting held at 11:00 on 12 October 2023 at Transnet PX Building, 38 Grobler Street, Louis Trichardt/Makhado

1.0	ATTENDANCE		
1.1	<u>Present/ Internal from Transnet:</u>		
	NAME & SURNAME	ROLE	OPERATING DIVISION
	Refilwe Ramothwala	Regional Procurement manager (Chairperson)	TP
	Terrence Moqakane	Acting Senior Buyer (Scriber)	TP
	Nelson Modiba	Facilities Manager	TP
	Gert Mouton	Technician	TP
1.2	<u>External Companies/ Bidders:</u>		
	NAME & SURNAME	COMPANY NAME	
1.	1. Gloria Ndou	Mamulo Trading & Projects	
	2. Mzamo Morwatshhla	Black Ink	
	3. Nthangeni collins	Forthware Business Centers	
	4. Mokuvhanama Thabang	Vhakovha Projects (Pty)Ltd	
	5. Silas Mphephu	Mphohlatsi Trading	
	6. Theresho Ncha	Xihontlovila Services	
	7. Tshenge Tshivenga	Heavenly High	
	8. Ele Mngwena	Vhagwena Business Enterprise	
	9. Nkumelani Ravele	Wama Deli and Trading	
	10. Takalani Masango	Taksm Holdings	
	11. Junior Maphiri	JR Cratics and Innovation	
	12. Zobe	Asa industries (Pty)Ltd	
	13. Nhlamulo Mabunda	Nwampfundane	
	14. Chauke Abednigo	4CUS group	
	15. Mashimbye NH	Watshilidzi	
	16. Sewela Dikgale	Akani Corporate Solutions	
	17. Joshua	Paradise Travel and Trading	
	18. Godfrey Mabunda	Mauhataza Trading Enterprise	
	19. Nonto chilli	RMCT Trading	
	20. LJ Steyn	TOSOG	
	21. Nhlamulo Mabobo	Mabobo Holdings (Pty)Ltd	
	22. Welhemina Shai	K Mathole Investments	
	23. Fhulufhelo C Ramathivheli	The mungoni Group	
	24. Magends Phumudzo	TL Magondo Holdings	
	25. Mphenama Nkuna	Denel Global	
	26. Mabunda Joy	Moro Business Enterprise	

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27. Robert Munyai	Glamaro (Pty)Ltd
28. Hlavisani Gyima	Thirhani Nkateko Projects and Developments
29. Mushanganisi	Black Pores 96 cc
30. Shavani Ele	Nhla
31. Roli Mabunda	Ntsako Elecrtical
32. Khuliso Mathada	Tshipota Cleaning Services
33. Portia Tshivhase	Dulama Financial & Security Services
34. Phamela	Exilite 349cc
35. Seshoka Khathu	ERC Holdings
36. Steven Mamphiswa	Executive Cleaning
37. Kunini Clive	-
38. Malebo C	Nwamasesenyane Trading
39. Victor Shonissani	Palathonga Projects
40. KN Ramokwa	Marubi Projects
41. Khathu Netshitangani	APK Solutions
42. Thembani Nkosi	Risannah Business.co.za
43. Patrick Madavha	Tshipembe
44. Phindu Mulaudzi	Notio Pebetse
45. Tshenge Tshivenqa	Heavenlyhigh
46. Mutanganedzi Munyai	Adaso (Pty)Ltd
47. Pat and Joshua	Pat and Joshua
48. Makhado Ndivho	F3nprojects
49. Walter Mulaudzi	Rofhiwa Trading and Projects
50. Elizabeth Ndlhovu	Re Mo cleaning Services
51. B Nevondo	BT Conglomerate
52. Patrick Rakhut	Mphagane
53. Akani Rangani	Akani Professional Services

WELCOME AND INTRODUCTION

The Chairperson opened the meeting, introduced self, welcomed everyone present and afforded TP team an opportunity to introduce themselves.

SAFETY BRIEFING

The Chairperson requested Mr. Gert Mouton to conduct a safety briefing.

TENDER CLOSING AND METHOD OF DELIVERY

Tender submissions will be made on Transnet E-tenders Submission Portal.
(<https://transnetetenders.azurewebsites.net>)

Tenders to be submitted punctually ***on Tuesday, 31 October 2023 at 14:00.***

Bidders must call: **(011) 308-1423**, If they need any assistance on the eTender portal should they experience any technical challenges during loading of documents.

They can also send an email to: GRP_eTenderPortalQueries@Transnset.net

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	<p>Bidders were informed during the briefing session not to wait for the last day of submission to load documents so to give room for possible glitches when the system is flooded with submissions from various other tenders.</p> <p><i>NO Late and E-Mailed Submissions will be accepted.</i></p> <p>Tender Validity period is 180 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 where the details e</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 Regional Procurement manager of Transnet Property (TP) to the following e-mail address: Refilwe.Ramothwala@transnet.net</p>
	<p><u>Description of discussion By Chairperson</u></p> <ol style="list-style-type: none"> 1. In her address, 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. Bidders were informed that Clarification questions can be sent to Ms. Ramothwala only until the

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20th September 2023, and the period would not be extended.

6. The Chairperson re-read the mandatory returnable documents, and stressed the importance of proof of address, and why it was classified as mandatory.
 7. The Chairperson re-read and pointed out all the changes made to the initial tender pack and indicated that they will all be summarised in the Record of Addenda that will be sent to all bidders who filled in the attendance register and get uploaded on the online platforms where the tender was advertised. She further stated the importance of utilizing the updated documents as clearly listed in the record of addenda as failure will lead to non-compliance and thereby disqualification of the bid.
 8. The Chairperson suggested to the bidders who already downloaded the document that the simplified way to address the Record of Addenda list of items is to only replace all those affected pages using the Record of Addenda as a checklist to ensure that all changes effected have been addressed in order to place themselves at an advantageous position.
She stated that those Bidders who did not download the documents MUST not use it due to the changes made, ALL bidders must overlook the old document and focus on the updated one that will be sent out to all participating bidders through e-mail details they have provided. Should they not receive any correspondence from Transnet it means their e-mails bounced back, they need to therefore check for the uploaded documents on the National Treasury website as well as Transnet e-tender, download and bid.
- N.B:** To prove attendance, bidders company name will be checked in the attendance register to confirm attendance of the Compulsory Tender Clarification Meeting, which failure will lead to their tender being overlooked.
9. The importance of certified documents with a stamp of less than three months was highlighted by the Chairperson stating the negative audit outcomes resulting from non-certified documents and indicated that failure to certify will result in the bid being disqualified.
 10. 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.
 11. 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.
 12. The Chair also stated that: For local community development purposes, speed of response and economies of scale (where possible), preference will be given to companies located within various Provinces where the services are required which is Limpopo for this tender. Other Provinces within the Northern Region are also encouraged to participate in the tenders issued in their respective Provinces as they will also be given such preference.

N.B. Bidders were strongly advised of the following critical points to comply with:

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| | <ul style="list-style-type: none">• UPDATED DOCUMENT: (Version 2): Only use those to avoid being overlooked, updated documents listed on the Addenda form are the only valid and final versions of those documents and information to be used for the purposes of this tender and they have been sent to bidders whose e-mail addresses were clearly furnished and further made available to all other bidders on both e-tender and National Treasury Portal for the benefit of those who did not write their details clearly to access and bid: <p>13. The addendum and acknowledgement forms (without a single page missing) are part of the RFP Mandatory returnable documents to be returned with the submission/s on or before the closing date and time of this tender. Therefore, failure to comply thus, usage and application of outdated documents and information will lead into automatic disqualification of the bid.</p> |
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TENDER PROCESS

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- The **MANDATORY documents** required on closing were thoroughly explained and the minimum score required is 70% for the bidders to move on to the next stage of the evaluation.
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

B-BBEE will not be used as a pre-qualification since June of 2023. This will be used on a scoring. The threshold of B-BBEE will not be used for the whole 20 points. other points will be distributed to QSE 51% BLACK,& EME

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

Failure on the part of a bidder to submit proof of evidence for any of the specific goals together with the bid will be interpreted to mean that preference points are not claimed.

N.B: To prove attendance, bidders company name will be checked in the attendance register to confirm attendance of the Compulsory Tender Clarification Meeting, which failure will lead to their tender being

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overlooked.

1. CIDB 6 GB Grade or Higher

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.

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Discussion by Facilities Manager:

1. Project Manager explained the scope of work in detail and explained the evaluation methodology to be applied.
2. Price escalation won't be accepted; however, bidders were cautioned to add their mark-up as well as year 3 escalation rates.
3. Rates will remain the same as submitted throughout the entire contract.
4. Bidders were sensitized to ensure that the pricing sheet is fully filled to avoid being disqualified.
5. Bidders were sensitized that the Minimum points to achieve the next steps is 70%

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6. Bidders were also informed that their form of offer should reflect the pricing template to the very letter so as to maintain uniformity of the bid amount.

CLOSURE:

Tenderers were advised to reflect all their pricing as NO Variations will be accepted once the final offer is made to the successful bidder.

Meeting adjourned on site at 13:00

The Chairperson thanked everyone in attendance and urged them to pose all their question in time, in writing.