



## Transnet National Ports Authority

<b>SUBJECT</b>	COMPULSORY RFP BRIEFING MINUTES		
<b>TITLE</b>	<b>TNPA/2022/08/0864/9608/RFP:</b> FOR THE SUPPLY, INSTALLATION, REPAIR AND MAINTENANCE OF PHYSICAL SECURITY SYSTEMS RELATED HARDWARE (INCLUDING INFRASTRUCTURE) AND SOFTWARE (INCLUDING CONFIGURATION) FOR TRANSNET SOC LTD (REG.1990/000900/30) TRADING THROUGH ITS OPERATING DIVISION TRANSNET NATIONAL PORTS AUTHORITY (HEREINAFTER REFERRED TO AS "TNPA") IN THE PORTS OF SALDANHA, CAPE TOWN, MOSSELBAY, PORT ELIZABETH, NGQURA, EAST LONDON, DURBAN, RICHARDS BAY AND TNPA HEAD OFFICE (GQEBERHA) FOR A PERIOD OF THIRTY-SIX MONTHS.		
<b>VENUE</b>	Port of Ngqura, TNPA Administration building, 2 <sup>nd</sup> floor, eLwandle boardroom.		
<b>DATE</b>	29 <sup>th</sup> August 2022		
<b>ATTENDEES</b>	<u>TNPA Representatives</u> 1. Ralton Grootboom 2. Sisanda Msi 3. Siseko Gwazela 4. Sikhumbuzo Ntenga 5. Kaolin Govindasamy 6. Bhatiani Widzani 7. Akhona Mgobo 8. Thunyelwa Godongwana	RG SM SG SN KG BW AM TG	<u>Bidders</u> <u>Seperate Register attached</u> 1. Nicolaas Blom- Sizwe IT Africa 2. Marius Crail- Veracitech 3. Kim Hing- BCX 4. Patricia Madindi- Maxi Security 5. Sikhumbuzo Dube- SSG Security 6. Siyabonga Mbekela-Bidvest Coin 7. Gary Couper-Afrisec


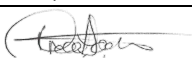
MINUTE	DESCRIPTION OF DISCUSSION	ACTION
<b>1.</b>	<b>SAFETY BRIEF</b>	
	Meeting participants were informed of TNPA Emergency evacuation procedures. Ablution facilities pointed out.	RG
<b>2.</b>	<b>WELCOME AND INTRODUCTIONS</b>	
	<u>TNPA Representative</u> Sisanda Msi (Procurement) opened and welcomed everyone. The attendance register was distributed to everyone and was signed by all present.	SM
<b>3.</b>	<b>BRIEFING INSTRUCTIONS</b>	
<b>3.1</b>	Bidders were informed that the Compulsory briefing sessions are to be conducted in three Transnet sites as from 29 to 31 August 2022, at 10:00 am. Respondents were informed that they are not required to attend all three compulsory briefing session, but can attend in any one of the sites mentioned below: <ul style="list-style-type: none"> <li>• Port Elizabeth: 29 August 2022 at 10am Port of Ngqura, eMendi Building, Ground Floor, eLwandle Boardroom.</li> <li>• Cape Town: 30 August 2022 at 10am Port of Cape Town, TNPA House Building, 4th floor, 4 th Floor Boardroom.</li> <li>• Durban: 31 August 2022 at 10am Port of Durban, TNPA Administration Building, 1 st Floor, Security Boardroom.</li> </ul> The information being presented in all the sessions is the same and minutes will be shared with all the bidders who attended the briefing sessions and uploaded to National Treasury and Transnet e-Tender portals.	SM

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
3.2	Late comers will be allowed to join the meeting, however nothing will be repeated for their benefit.	SM
3.3	All clarification follow up emails and questions to be forwarded to <a href="mailto:Bhatsani.Widzani@transnet.net">Bhatsani.Widzani@transnet.net</a> before the 9 <sup>th</sup> of September 2022. Bidders to complete the RFP clarification request form (Section 8) and send it to the provided email.	
3.4	Tender submission: The tender submission will be submitted electronically as per instructions as presented on the Tender document. Kindly follow all the prompts as per the step-by-step guide. If any problems are encountered bidders are encouraged to send an email as per paragraph 3.1 above. A "how to" instruction guide has been included in the RFP on page 8 of 61. Bidders are encouraged to not wait until the last hour to upload, rather upload the day before. A Bidder can upload 30mb per upload and multiple uploads are permitted.	SM
3.5	Tender offer to remain valid for <b>180</b> business days from RFP Closing Date.	SM
3.6	Bidders must ensure that they have all <b>13 Sections accompanied with Annexures</b> of the tender documents which is scanned into 1 PDF document and uploaded on the National Treasury and Transnet website.	SM
4.	<b>OVERVIEW OF RFP DOCUMENT</b>	
	<b>Tendering Procedure</b>	
4.1	Tenderers are urged to return all documents and respective attachments as listed on the RFP	SM
4.2	<b>Prequalification criteria</b>	
	<p>Respondents must comply to the following pre-qualification criteria. Failure to do so, will result in the tender being deemed non-responsive and therefore eliminated from further evaluation.</p> <ol style="list-style-type: none"> <li>1) Attendance to compulsory briefing session.</li> <li>2) Respondents must have a minimum <b>B-BBEE</b> status level of <b>four (4)</b>, respondents must submit a valid B-BBEE Sworn Affidavit OR B-BBEE certificates. An entity that qualifies in terms of the B-BBEE Act to undergo a B-BBEE verification process, can only do so with a verification professional or agency that has been accredited by SANAS or a B-BBEE Verification Professional Regular that may be appointed by the Minister of Trade and Industry.</li> <li>3) A respondent subcontracting a minimum of <b>30%</b> to designated groups.</li> <li>4) Steel value-added products are designated at <b>100%</b>.</li> <li>5) Proof of Accreditation from the OEM in the form of a Certification. OEM Certification Accreditation required: AUTECH BABYLON</li> <li>6) Proof of Registration with the Private Security Industry Regulatory Authority (Valid PSIRA Certificate).</li> </ol>	SM and SG

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
<b>4.3</b>	<b>Technical Evaluation Criteria</b>	
	Technical Evaluation Criteria – Minimum threshold of 66 points ( <b>ANNEXURE H</b> )	RG
<b>4.4</b>	<b>Returnables:</b>	
<b>4.4.1</b>	All returnable schedules be completed and signed and witnessed where required.	SM
<b>5</b>	<b>Technical Presentation</b>	
<b>5.1</b>	<b>Scope of works (ANNEXURE G)</b>	
	The successful service provider will be responsible for the provision of preventative maintenance service on a monthly basis. The bidder will be required to respond to system faults on unlimited call outs. The bidder will also be responsible for supply and installation of equipment and parts on an ad hoc basis at all TNPA locations subject to TNPA approval.	RG
	TNPA installed a Security Access Control System called XMP Babylon with an SAP HCM Time and Attendance Interface across all of its locations with the exception of Port of East London that is installed with an Access Control system Called X-TIME.	
<b>6</b>	<b>Pricing Schedule (ANNEXURE I)</b>	
<b>6.1</b>	To facilitate like for like evaluations, bidders to quote per pricing schedule provided in the tender document.	RG
<b>6.2</b>	Bidders are to ensure that correct amounts are indicated in the pricing schedules. All items of the pricing schedule to be priced, where items are a free issue they must indicated as such.	RG
<b>7</b>	<b>Technical Evaluation (ANNEXURE H)</b>	
<b>7.1</b>	<p>The evaluation criteria was presented. Minimum threshold of 66 points.</p> <p><b>Geographical Footprint</b>– Proof of physical address confirming geographical footprint of technical services within a radius of 150km or less of ports to be submitted.</p> <p><b>Previous Experience</b>– reference letters to be submitted in client’s letterhead/s</p> <p><b>Professional Membership</b>- Proof of Registration with the Safety and Security Sector Education and Training Authority (SASSETA) and other Professional Security Associations to be submitted.</p> <p><b>Expertise and Professional Qualifications</b>- Technical/Administrative Babylon certificate and copy of CV indicating role of either Technician, Engineer or Manager with years of experience to be submitted.</p>	RG
<b>8</b>	<b>QUESTIONS AND ANSWERS</b>	
<b>8.1</b>	Refer to attached Question and answers attached	
<b>9</b>	<b>Site Walk</b>	

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9.1	Bidders are encouraged to request site visit via email ( <a href="mailto:Bhatsani.Widzani@transnet.net">Bhatsani.Widzani@transnet.net</a> ) as site visits were not compulsory.	SM
10	<b>CLOSING REMARKS</b>	
10.1	<p>Ms Msi informed the bidders that an addendum will be issued which will be replacing Annexure N – Compulsory Enterprise Questionnaire, as it has an SBD 6.1 that indicates 80/20 preference points system. The tender is estimated to be above R50ml and 90/10 preference points system will apply on evaluation. Therefore, SBD6.1 that is advertised on Annexure N is incorrect and will be replaced with addendum 1.</p> <p>Pictures shown on presentation during the session will be uploaded on National Treasury and Transnet e-Tender portals.</p> <p>Ms. Msi emphasized the date, time and place for the closing of the tender. No late tenders will be accepted. The closing date and venue for this tender is <b>19 September 2022 @ 16:00 on Transnet e-Tender portal.</b></p> <p>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.</p> <p>It should please be <b>NOTED</b> that <b>NO LATE</b> tenders will be accepted after the closing date and time indicated on the tender document. NO tender will be accepted if sent to any Transnet offices in the Republic, only electronic submissions are permitted.</p> <p>Meeting adjourned, briefing session minutes and changes will be effected via addendum and sent via emails to all attendees. They will also be published on all platforms that the RFP has been advertised on. Bidders encouraged to keep on checking the website as relevant information may be posted.</p>	SM

**Compiled By and approved by:**

Name	Designation	Signature
Bhatisani Widzani	Commodity Specialist	
Ralton Grootboom	Project Manager	



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<b>VENUE</b>	Venue changed to Procurement Boardroom, Ground Floor, Port of Cape Town		
<b>DATE</b>	30 <sup>th</sup> August 2022		
<b>ATTENDEES</b>	<u>TNPA Representatives</u> 1. Sisanda Msi 2. Bhatiani Widzani 3. Siseko Gwazela 4. Kaolin Govindasamy 5. Ralton Groetbom 6. Sikhumbuzo Ntenga 7. Arshaad Fester 8. Thunyelwa Godongwana	SM BW SG KG RG SN AF TG	<u>Bidders</u> <u>Seperate Register attached</u> 1. Marina Short - ScowyBye 2. Karin Laber-Scarybyte 3. Francois Terblanche-Veracitech (PTY) LTD 4. Jones Mapalathwa- NJM Projects Blupper 5. Omphile Mokhuane- Take Note IT



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<b>2.</b>	<b>WELCOME AND INTRODUCTIONS</b>	
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	<p>Respondents must comply to the following pre-qualification criteria. Failure to do so, will result in the tender being deemed non-responsive and therefore eliminated from further evaluation.</p> <p>1) Attendance to compulsory briefing session.</p> <p>2) Respondents must have a minimum <b>B-BBEE</b> status level of <b>four (4)</b>, respondents must submit a valid B-BBEE Sworn Affidavit OR B-BBEE certificates.</p> <p>An entity that qualifies in terms of the B-BBEE Act to undergo a B-BBEE verification process, can only do so with a verification professional or agency that has been accredited by SANAS or a B-BBEE Verification Professional Regular that may be appointed by the Minister of Trade and Industry.</p> <p>3) A respondent subcontracting a minimum of <b>30%</b> to designated groups.</p> <p>4) Steel value-added products are designated at <b>100%</b>.</p> <p>5) Proof of Accreditation from the OEM in the form of a Certification.</p> <p>OEM Certification Accreditation required: AUTECH BABYLON</p> <p>6) Proof of Registration with the Private Security Industry Regulatory Authority (Valid PSIRA Certificate).</p>	SM & SG
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Name	Designation	Signature
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<b>VENUE</b>	Port of Durban, TNPA Administration building, 1 <sup>st</sup> floor, Security boardroom.		
<b>DATE</b>	31 <sup>ST</sup> August 2022		
<b>ATTENDEES</b>	<u>TNPA Representatives</u> <ol style="list-style-type: none"> <li>1. Ralton Grootboom</li> <li>2. Suran Sukdav</li> <li>3. Logan Govender</li> <li>4. Sisanda Msi</li> <li>5. Siseko Gwazela</li> <li>6. Sikhumbuzo Ntenga</li> <li>7. Kaolin Govindasamy</li> <li>8. Bhatiani Widzani</li> <li>9. Akhona Mgobo</li> </ol>	<ol style="list-style-type: none"> <li>RG</li> <li>SS</li> <li>LG</li> <li>SM</li> <li>SG</li> <li>SN</li> <li>KG</li> <li>BW</li> <li>AM</li> </ol>	<u>Bidders</u> <ol style="list-style-type: none"> <li>1. Siboniseni Mzila- Louwkey.com</li> <li>2. Phumlani Hlongwana- Pangela Protection Services.</li> <li>3. Bechan Deonarain- Vuselela Risk Services</li> <li>4. Anelisiwe Nonjiko- MTC Masters</li> <li>5. Carlos Cardoso- Kalula Trade 23 (Pty) Ltd</li> <li>6. Vincent Stols- Veracitech (Pty) Ltd</li> <li>7. Bongani Gumede- Sageqom protection</li> <li>8. Sikhumbuzo Mzasa- MD Technology</li> <li>9. Aphiwe Bele- M3 Esapty</li> <li>10. Vincent- Secure</li> <li>11. Rashel Jeewanlal- Mobeni Intergrated Systems</li> <li>12. Manuel Kisten- Bidvest Protea Coin</li> <li>13. Gana Naigen- Sonke Risk Vision</li> <li>14. Ronnie Elliot- Sizwe Africa It Group</li> <li>15. Ntokozo Buthelezi- NJM Projects &amp; Supplies</li> <li>16. Shrivada Gopal- Sonke Risk Vision</li> <li>17. Dineshan Govender- Bidvest Protea Coin</li> <li>18. Malibongwe Locali- AV Innovations</li> <li>19. Jashmeer Rampersad- RanonAV Innovations</li> <li>20. Phumlani Hlongwana- Makhava Protection Services.</li> </ol>


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<b>5.1</b>	<b>Scope (ANNEXURE G)</b>	
	The successful service provider will be responsible for the provision of preventative maintenance service on a monthly basis. The bidder will be required to respond to system faults on unlimited call outs. The bidder will also be responsible for supply and installation of equipment and parts on an ad hoc basis at all TNPA locations subject to TNPA approval.	RG
	TNPA installed a Security Access Control System called XMP Babylon with an SAP HCM Time and Attendance Interface across all of its locations with the exception of Port of East London that is installed with an Access Control system Called X-TIME.	
<b>6</b>	<b>Pricing Schedule (ANNEXURE I)</b>	
<b>6.1</b>	To facilitate like for like evaluations, bidders to quote per pricing schedule provided in the tender document.	RG
<b>6.2</b>	Bidders are to ensure that correct amounts are indicated in the pricing schedule. All items of the pricing schedule to be priced, where items are a free issue they must be indicated as such.	RG
<b>7</b>	<b>Technical Evaluation (ANNEXURE H)</b>	
<b>7.1</b>	The evaluation criteria was presented. Minimum threshold of 66 points. <b>Geographical Footprint</b> – Proof of physical address confirming geographical footprint of technical services within a radius of 150km or less of ports to be submitted. <b>Previous Experience</b> – reference letters to be submitted in client’s letterhead/s <b>Professional Membership</b> - Proof of Registration with the Safety and Security Sector Education and Training Authority (SASSETA) and other Professional Security Associations to be submitted. <b>Expertise and Professional Qualifications</b> - Technical/Administrative Babylon certificate and copy of CV indicating role of either Technician, Engineer or Manager with years of experience to be submitted.	RG

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
<b>8</b>	<b>QUESTIONS AND ANSWERS</b>	
<b>8.1</b>	Refer to attached Question and answers attached	
<b>9</b>	<b>Site Walk</b>	
<b>9.1</b>	Bidders are encouraged to request site visit via email ( <a href="mailto:Bhatsani.Widzani@transnet.net">Bhatsani.Widzani@transnet.net</a> ) as site visits were not compulsory.	SM
<b>10</b>	<b>CLOSING REMARKS</b>	
<b>10.1</b>	<p>Ms Msi informed the bidders that an addendum will be issued which will be replacing Annexure N – Compulsory Enterprise Questionnaire, as it has an SBD 6.1 that indicates 80/20 preference points system. The tender is estimated to be above R50ml and 90/10 preference points system will apply on evaluation. Therefore, SBD6.1 that is advertised on Annexure N is incorrect and will be replaced with addendum 1.</p> <p>Pictures shown on presentation during the session will be uploaded on National Treasury and Transnet e-Tender portals.</p> <p>Bidders must be registered with National Treasury CSD and have a compliant SARS status.</p> <p>Ms. Msi emphasized the date, time and place for the closing of the tender. No late tenders will be accepted. The closing date and venue for this tender is <b>19 September 2022 @ 16:00 on Transnet e-Tender portal.</b></p> <p>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.</p> <p>It should please be <b>NOTED</b> that <b>NO LATE</b> tenders will be accepted after the closing date and time indicated on the tender document. NO tender will be accepted if sent to any Transnet offices in the Republic, only electronic submissions are permitted.</p> <p>Meeting adjourned, briefing session minutes and changes will be effected via addendum and sent via emails to all attendees. They will also be published on all platforms that the RFP has been advertised on. Bidders encouraged to keep on checking the website as relevant information may be posted.</p>	SM

**Compiled and approved by:**

Name	Designation	Signature
Bhatisani Widzani	Commodity Specialist	
Ralton Grootboom	Project Manager	