

Privileged and Confidential

**Minutes of Transnet Pipelines Tender Briefing for  
RFP For the Appointment of Environmental Assessment Practitioner to conduct  
Environmental Impact Assessment Process, Water Use License Application and  
Environmental Control Services on an “as and when required basis” for Transnet  
Pipelines sites located at Inland Provinces for a period of three (3) years.**

**Tender No: TPL/2023/06/0006/32023/RFP**

**Meeting No: 01**

**Date: 05 April 2024      Time: 10h00**

**Venue: Transnet Jameson Park Terminal**

**Tenderers:**

As per attendance register

**Transnet Pipelines Representatives**

Andile Khuzwayo	TPL Strategic Sourcing Specialist	NM
Jeffery Madingani	TPL Environment & Sustainability (North)	JM

Discussion Point	Responsible person/Resolution
<p><b>1. Welcome &amp; Safety Talk</b> AK welcomed all present and introduced the Transnet Team.</p>	Andile Khuzwayo
<p>1.1 Safety At the security entrance all the tenderers watched a safety talk video of Jameson Park Terminal to ensure that they are safe.</p>	Jeffery Madingani
<p>1.2 The purpose of the meeting was to discuss the content of the tender document, provide guidance in terms of the tender process, discuss the Scope of Services and give tenderers the opportunity to ask questions.</p>	Andile Khuzwayo
<p><b>The agenda mentioned below was discussed:</b></p>	
<p>2.1 Commercial - Tender Process: Tendering Procedure and clarification of returnables</p>	
<p>2.2 Pricing Schedule</p>	
<p>2.3 Bid Closing Date</p>	

<p>2.4 Technical - Scope of Services</p> <p>2.5 General / Questions &amp; Answers</p> <p><b>Record of discussion:</b></p> <p><b>2.1 Tendering Procedures</b></p> <p>The content and structure of the RFP document were explained to the tenderers by Andile. The following key elements were highlighted and discussed:</p> <p><b>2.1.1 Eligibility Criteria</b></p> <p>Tenderers are to:</p> <p>a) Submit all mandatory Technical Eligibility returnables:</p> <ul style="list-style-type: none"><li>• Environmentalist registration with the environmental assessment practitioners association of South Africa (EAPASA) as an environmental assessment practitioner. Provide a valid copy of certificate of registration with EAPASA (See returnable T2.2-01).</li><li>• Wetland Specialist registration with South Africa Council of Natural Scientific Professionals (SACNASP). Provide a valid copy of certificate of registration as a natural scientist with SACNASP (See returnable T2.2-02).</li></ul> <p><b>2.1.2 Returnable Documents</b></p> <p>The Tenderer is also required to submit with the tender:</p> <ul style="list-style-type: none"><li>• An electronic access PIN from the new Tax Compliance Status system;</li><li>• Tendering Entity's latest <b>valid</b> B-BBEE Certificate, certified copy of B-BBEE certificate or Sworn Affidavit applicable as per the latest B-BBEE Legislation must accompany.</li><li>• Proof of registration on the National Treasury Central Supplier Database. Go to <a href="https://secure.csd.gov.za/Home/">https://secure.csd.gov.za/Home/</a> to register.</li><li>• Letter of Good Standing with the Workmen's compensation fund by the tendering entity or separate Letters of Good Standing from all members of a newly constituted JV.</li></ul> <p><b>2.1.3 Tender Evaluations</b></p> <p>The tender evaluation procedure and steps were discussed and explained to the tenderers as follow (these are also clearly stated in the tender document):</p> <p>Functionality/Technical Evaluation - Minimum thresholds of 70. Compulsory technical returnable T2.2-03 and T2.2-04 will be used to evaluate the bids, the judgment prompts are included in the returnables and allows for the tenderer to objectively calculate the points they will score.</p> <p>JM explained each of the technical evaluation criteria on T2.2-03 and T2.2-04</p>	<p>Andile Khuzwayo</p> <p>Jeffery Madingani</p> <p>Andile Khuzwayo</p> <p>Jeffery Madingani</p> <p>Andile Khuzwayo</p>
---	--

<p>returnables. Tenders must include as much information as possible.</p> <p>Only tenders that achieve the minimum qualifying score for functionality will be evaluated /Only tenders that are Administratively and Substantively Responsive will be evaluated) further in accordance with the 80/20 points systems as described in Preferential Procurement Regulations.</p> <p>80 where the financial value of one or more responsive tenders received have a value equal to or below R50 million, inclusive of all applicable taxes.</p> <p>AK explained 20 points for specified goals which were:</p> <p>B-BBEE Level of contributor (1 or 2) =10</p> <p>Qualifying Black Women Ownership (30%) =10</p> <p>Non-Compliant and/or B-BBEE Level 3-8 contributors =0</p>	<p>Andile Khuzwayo</p>
<p><b>2.1.3 New Electronic Submission Procedures</b></p> <p>The bidders are also to note that 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>Time your submissions so that if there are any issues, there is time to escalate &amp; resolve. Nobody has access to the bids until after the bid has closed. Should you experience challenges with the system, urgently contact: <a href="mailto:Ntombikayise.mashaba2@transnet.net">Ntombikayise.mashaba2@transnet.net</a>. There is no physical tender box.</p>	<p>Andile Khuzwayo</p>
<p><b>2.1.4 Communications</b></p> <p>Tenderers were informed that all communication prior to the closing date of the tender must be directed to Ntombikayise Mashaba (<a href="mailto:ntombikayise.mashaba2@transnet.net">ntombikayise.mashaba2@transnet.net</a>)</p>	<p>Andile Khuzwayo</p>
<p>All communications after the closing date must be directed to Carol Khumalo (<a href="mailto:carol.khumalo@transnet.net">carol.khumalo@transnet.net</a>).</p>	<p>Andile Khuzwayo</p>
<p><b>2.2 Pricing Schedule</b></p> <p>JM explained the Pricing data. Adherence to the Price list was emphasised by AK. For purpose of evaluation and comparison pricing schedule is predefined. Deviation from the pricing schedule disqualifies the bid. Deviations are considered as changes that render the bidders pricing incomparable such as;</p> <ul style="list-style-type: none"> <li>• Changing the basis of calculation (e.g., rate based vs. cost/unit);</li> <li>• Exclusions that render the bidder's price non-comparable.</li> <li>• Changing items requested in the pricing schedule</li> </ul>	<p>Jeffery Madingani</p> <p>Andile Khuzwayo</p>
<p><b>2.3 Bid Closing Date</b></p> <p>The closing date for the bid is <b>15 April 2024 at 12:00pm</b>. It was stressed that tenderers are to ensure that they submit their bids on time as late bids will not be accepted.</p>	<p>Andile Khuzwayo</p>

**2.4 Technical – Scope of Services**

The Manager: Environment & Sustainability (North), Jeffery Madingani elaborated on the Scope of Work as per RFP issued.

**2.5 General/ Questions and Answers**

Bidders were requested to submit their Questions raised at this briefing in writing to [ntombikayise.mashaba2@transnet.net](mailto:ntombikayise.mashaba2@transnet.net) for TPL to respond adequately and these will be issued to all bidders in TPL clarification form.

Jeffery Madingani

Andile Khuzwayo

**Complied By:**



Andile Khuzwayo  
Procurement Manager

Date: 19/04/24