

## TENDER BRIEFING AND SITE INSPECTION MEETING MINUTES

**RFQ No: TP/2023/10/0002/46426/RFP- THE PROVISION OF PREVENTATIVE, CORRECTIVE, EMERGENCY PLUS MINOR NEW WORKS FOR ELECTRICAL LIGHTS AND POWER, PLUMBING SERVICES, GENERAL BUILDING MAINTENANCE (GBM) AND GENERAL CIVIL MAINTENANCE (GCM) FOR A PERIOD OF TWENTY-FOUR (24) MONTHS ON AN 'AS AND WHEN REQUIRED BASIS' IN THE NORTHERN REGION (MPUMALANGA)**

Meeting held at 11:00 on 21 November 2023 at Transnet School of Rail, Ermelo, Mpumalanga

1.0	ATTENDANCE		
1.1	<u>Present/ Internal from Transnet:</u>		
	NAME & SURNAME	ROLE	OPERATING DIVISION
	Wongalethu Ntoni	Specialist in Contract Management <b>(Chairperson)</b>	TP
	Hlayiseka Baloyi	Facilities Manager	TP
	Lungile Machine	Key Accounts Consultant	TP
1.2	<u>External Companies/ Bidders:</u>		
	NAME & SURNAME	COMPANY NAME	
1.3	Keni Sibande	Alijende Business Solutions	
	Quinton Murde	Alijende Business Solutions	
	Bongani Rikhotso	Futsu Group	
	Budda Rathebe	Tswellangpelle Consulting	
	Mothobi Seahlodi	Mmakika Trading	
	Tshepiso Moloi	Lucky Moloi Transport	
	Miyelani Sombani	Sombs Holdings (Pty) Ltd	
	Lorna Mamba	Ednwil (Pty) Ltd	
	Tshifhiwa Naledzhu	Kumi Consultancy (Pty) Ltd	
	Banele Mtshali	Moila Vortex Solutions JV	
	Banele Mashego	Thirhani Nkateko Projects and Developments	
	Bongi Mazibuko	Bonginkosi Trading	
	Mudau Tshifiwa	BT Conglomerate	
	Steve Mabugana	Mummy & Sons Projects	
	Mpumani Mutoau	Kamoso Projects	
	Ronald Mathebula	Unas Business Enterprise JV	
	Cadron Mdlalose	Vino Projects	
	Jane Nhire	Harvest Consultants (Pty) Ltd	
	Dominic Nhire	Elsicope (Pty) Ltd	
	Mthokozisi Hlezu	Mavizo Projects	
	Simon Ramagondo	Leafyspace	
	Pontsho Mangena	Motlanatso Trading	
	Bonga Mashele	Bayekane Trading & Projects	
	Thulane	Mada Women Blueberry	
	Bhekifa Mtimkulu	Nkad Corp	
	Jimmy Thape	Khanyisile Afrisolar	

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### **WELCOME AND INTRODUCTION**

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

### **SAFETY BRIEFING**

Mr Hlayiseka Baloyi conducted 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 Monday, 27 November 2023 at 14:00.**

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

They can also send an email to: [GRP\\_eTenderPortalQueries@Transnet.net](mailto:GRP_eTenderPortalQueries@Transnet.net)

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 technical glitches when the system is flooded with submissions from various other tenders.

***NO Late and E-Mailed Submissions will be accepted.***

Tender Validity period is **12 weeks** from closing date.

### **REGISTRATION:**

All bidders were requested to clearly register their names, company names, contact details and email addresses on the attendance register as this will be the communication line of any additional information in respect of this bid going forward. Should the bidder fail to register correct details during the Compulsory briefing session, Transnet shall not be held liable for any possible consequence of being disqualified/disadvantage as a result of **NOT** receiving latest information regarding this RFP. Only bidders that attended Compulsory Briefing Session will be eligible to submit responses and only those will be considered for evaluation process. Bid responses for bidders that did not attend the Compulsory Site Meeting will be disregarded.

### **Attendance Register**

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.

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 were not clearly visible.

The Chairperson gave guidance on how the register is to be completed.

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### **TENDER NOTICE:**

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: [Wongalethu.Ntoni@transnet.net](mailto:Wongalethu.Ntoni@transnet.net)

### **Discussion By Chairperson**

In his address, the Chairperson mentioned that the essence of the briefing session is as follows:

1. 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.
2. To explain all procurement processes such as the evaluation criteria, the importance of submitting mandatory documentation etc.; as well as the importance of the recently certified copies pertaining to the mandatory requirements.
3. 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.
4. Bidders were informed that the deadline for Clarification questions is the 23<sup>rd</sup> of November 2023 on or before 12h00 and must only be addressed to Mr Ntoni as outlined on the RFP document, and the period would not be extended.
5. The Chairperson read the Transnet disclaimers, mandatory returnable documents and stressed the importance of valid certification of documents. Bidders were further requested to ensure that the submission should be presentable, and all submitted documents must be visible to the human eye.
6. The Chairperson further appealed to bidders that should there be any additional information issued regarding this RFP, that information must be recorded on the record of addenda. The addenda page must be fully completed and signed to acknowledge receipt of all additional information in respect of this bid.
7. Bidders were requested to manage their time effectively and efficiently to allow sufficient time for preparation of the bid responses.
8. 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.

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

- **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.

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### TENDER PROCESS

- 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
<b>PRICE</b>	<b>80</b>
B-BBEE STATUS LEVEL OF CONTRIBUTION LEVEL 1	<b>10</b>
EME or QSE 51% BLACK OWNED	<b>10</b>
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	<b>100</b>

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

<b>Selected Specific Goal</b>	<b>Number of points allocated (80/20)</b>
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.**

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### Discussion by Project Manager: Hlayiseka Baloyi

1. Mr Baloyi explained the scope of work in detail and explained the evaluation methodology to be applied. He further emphasised the need for bidders to conduct due diligence on the document prior submission and not leave the compilation of the document to junior officials without supervision.
2. Price escalation won't be accepted; however, bidders were cautioned to add their mark-up as well as year 2 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.
5. Bidders were sensitized that the Minimum points to achieve the next steps is 70%
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.
7. Bidders were reminded that the staff component for all sites will be resent to ensure clarity in the staff requirement.

### Q & A Session

**Q.1** What is the response time for execution of a call-out?

**A.1** As mentioned during the presentation, the lead time for the respective works is as defined in the RFP.

**Q.2** The required experience referred to herein this RFP, is it sector specific?

**A.2** No, whether you have acquired experience within Private or Public sector matters not, what is tested is the level of experience and bidders need to accordingly demonstrate capability to execute the works.

### CLOSURE:

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

Meeting adjourned at 12:45

The Chairperson extended gratitude to everyone in attendance and urged them to pose all their question in time, in writing to ensure that no question is overlooked.

**Signed by;**



Chairperson

Date: 23/11/2023