

SUBJECT	Minutes of the 3 Compulsory Briefing Session
TENDER NO.	TE25-BFX-05K-13329 - TE/2025/02/0050/88730/RFP
TITLE	FOR THE PROVISION OF GARDEN AND YARD CLEANING SERVICES TO TRANSNET ENGINEERING CAPE CORRIDOR DEPOTS SERVICED BY BLOEMFONTEIN CENTRE FOR A PERIOD OF THREE (3) YEARS
MEETING NO.	001
VENUE	Transnet Engineering, Postmasburg, Beaconsfield and Bloemfontein
DATE& TIME	14 to 16 April 2024 from 11:00
ATTENDEES	Nozuko Sani – TE Supply Chain Management Fezeka Mondli – TE Facilities and Infrastructure Bloemfontein Centre Qaasim Soeker – TE Facilities and Infrastructure Cape Corridor Johan Van Staden – TE Risk and Safety Beaconsfield Lehlohonolo Matseo - TE Risk and Safety Beaconsfield Martie Nel – TE Risk and Safety Bloemfontein 28 Contractors as attendance register for Postmasburg 38 Contractors as attendance register for Beaconsfield 36 Contractors as per attendance register for Bloemfontein
APOLOGIES	None
ADDITIONAL DISTRIBUTION	Attendance registers and Certificates of attendance

MINUTE	DESCRIPTION OF DISCUSSION
1.	OPENING BY NOZUKO SANI
	Nozuko Sani opened the meeting and welcomed all present. An introduction was done from TE stating the purpose of the meeting to ensure all were at the correct venue for the correct tender briefing. The required PPE as specified in the tender document Safety shoe with steel toe cap and a reflective vest was re-emphasized in the meeting, and bidders without proper PPE were not allowed to enter the plant Nozuko indicated that she will not go through the whole tender documents but will only highlight the areas that are vital and to be noted by the tenderers, however if the tenderer needs clarity on any area not addressed an opportunity will be given to tenderers to seek clarity and it was agreed as such. The tenderers were requested to ensure that they sign the attendance register and the certificate of attendance is signed with the same company name to be used for tendering before they leave the venue that will be submitted with the tender as an essential returnable document. NB: It was further emphasized than an individual cannot represent or tender under different companies, however two individuals can represent one company. The certificate of attendance will only be signed after the site visit.
2.	Tender Administration: Done by Nozuko Sani
2.1	Tender document Tender availability - Tender documents are available free of charge on both National Treasury www.etenders.gov.za and Transnet e-tender portal http://transnetetenders.azurewesites.net (Using Google Chrome) the downloading de-

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	tails or instructions are available on the RFP document. Closing date - Tenderers are to note the tender closing date is Tuesday the 29 April 2025 at 14:00 pm, Tender submission method - tenderers were made aware of the ONLY submission method. The only acceptable method of bid submission is through electronic e-tender submission and the submission details are also available on the RFP document. Please refer to section 2, paragraph 3 for a detailed process on how to upload submissions): https://transnetetenders.azurewebsites.net
2.3	Tender Evaluation methodology set for tender. Tenderers were made aware of the evaluation criteria that will be followed in evaluating the tender. Stage 1 – Test for responsiveness List of returnable documents – it was explained in detail the difference between Mandatory returnable documents, Returnable documents used for scoring and Essential returnable documents. Tenderers were made aware that the whole bid document is a returnable document. Mandatory Documents – is the document that cannot be requested if not submitted the tenderer will be disqualified. Section 4: Completed Pricing and Delivery Schedule Annexure B: Fully completed excel Pricing and Delivery Schedule SECTION 12: Signed Contract cleaning minimum wage price schedule as per Government Gazette No 11792 of 04 February 2025 for Contract Cleaning Sector Minimum Wage. Returnable Documents used for scoring – if not submitted the tenderer will not be disqualified for not submitting however will score 0 points for the points allocated for the specific requirement. An example of Job Execution Plan was used

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	The bidder is required to submit a job execution plan that illustrates timeframes of submitting the list of activities to be done after receiving the purchase order from TE, from compiling, submitting the health, safety and environmental management file to the Risk Department of Transnet Engineering until approval of the file. Essential returnable documents – If a tenderer fail to submit an essential document will not be disqualified but Transnet will request the tenderer to submit if the document is required. An example of DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO) was used, and Respondents are required to disclose any commercial relationship with a DPIP or FPPO (as defined in the Policy) by completing the following section. If this information is not provided at the closing date and time the bidder will be given reasonable time to provide and failure to provide will lead to bidder disqualification. <u>Stage 2 – Test for functionality or technical capability</u> The total for technical threshold is 100% but the tenderers need to obtain a minimum of 70% to progress to the next stage of evaluation and the point allocated are as follows: 1. Job Execution Plan = 15 Points The bidder is required to submit a job execution plan that illustrates timeframes of submitting the list of activities to be done after receiving the purchase order from TE, from compiling, submitting the health, safety and environmental management file to the Risk Department of Transnet Engineering until approval of the file. Health, Safety and Environmental Management file Project Plan and timelines (from receipt of letter of award / purchase order to submission of health, safety and environmental management file to Risk Management Department, and approval) 0 - 4 working days. - 15 points Project Plan and timelines (from receipt of letter of award / purchase order to submission of health, safety and environmental management file to Risk Management Department, and approval) more than 4 working days or project plan. - 0 points 2. Methodology = 35 Points (only minimum and maximum points were simulated) Methodology shall be provided with full details of items such as work time (knock on time, tea time, lunch time and knock off time), toolbox/safety talks, PPE, chemicals (weed killer), contingency plan (e.g. plan around public transport strike, sick/absent staff members), cutting grass and trees along railway lines and boundary fences, 1.5 m clearance from infrastructure, cutting 20m high, 4m (horizontal length) trees to 2m height., assurance of quality of work, supervision of work, plan on months, plan on working during raining days, submission of payment claim/invoice, dates of staff salary payments, compliance with all legislation relevant to gardening and hygiene services (e.g. National minimum wage act 9 OF 2018, Occupational Health and Safety Act 85 of 1993, etc.). No information provided, or submission of no substance/ irrelevant information provided. Less than 7 methodology topics covered. 0 points

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	The technical approach and/ or methodology is poor/ is unlikely to satisfy project objectives or requirements. The Tenderer has misunderstood certain aspects. 8 methodology topics covered. 5 points Over above meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches. The programme is well throughout and makes allowance for all key issues. More than 15 methodology topics covered. 35 points. 3. Specific knowledge = 35 points Reference letters or completion certificates Only records for completed projects will be accepted, the projects shall have been done within the past 10 years. Each reference letter or completion certificate shall have 2 dates (date of project completion and date showing as to when the letter was signed), otherwise it will not be acceptable, and zero (0) score will be allocated. Each reference letter or completion certificate shall have contactable contact person(s) and working contact numbers, otherwise it will not be acceptable, and zero (0) score will be allocated. Each reference letter or completion certificate shall be in the letterhead of the previous client, otherwise it will not be acceptable, and zero (0) score will be allocated. 5 or more submitted reference letters or completion certificates. 35 points 4 submitted reference letters or completion certificates. 25 points 3 submitted reference letters or completion certificates. 20 points 2 submitted reference letters or completion certificates. 15 points 1 submitted reference letter or completion certificate. 10 points 0 submitted reference letters or completion certificates 0 points 4. Valid registration as pest control operator -15 points The tenderer shall submit the certified copy of proof of registration as PCO to apply herbicides for industrial weed control issued in accordance with the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No 36 of 1947). Submitted certified copy of proof of valid registration as pest control operator. 15 points No submission of a certified copy of proof of registration as pest control operator. 0 points <u>Stage 3 – Price and Specific Goals</u>

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	<table> <tr> <th>Evaluation Criteria</th><th>Final Weighted Scores</th></tr> <tr> <td>Price and Total Cost of Ownership</td><td>80</td></tr> <tr> <td>Specific goals - Scorecard</td><td>20</td></tr> <tr> <td>TOTAL SCORE:</td><td>100</td></tr> </table> <table> <tr> <td>Selected Specific Goal</td><td>Number of points allocated (80/20)</td></tr> <tr> <td>B-BBEE Level of contributor (1 or 2)</td><td>10</td></tr> <tr> <td>The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area</td><td>10</td></tr> <tr> <td>Non-Compliant and/or B-BBEE Level 3-8 contributors</td><td>0</td></tr> </table> <table> <tr> <th>Specific Goals</th><th>Acceptable Evidence</th></tr> <tr> <td>B-BBEE</td><td>B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline</td></tr> <tr> <td>The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area</td><td>CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines and Proof Registered address of entity</td></tr> </table> Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include: Bidders are allowed to participate and submit price for the Depot/Area (BFN, BEC, PMG) they are interested in or for all the Depots. Award will be per Depot based on the first ranked bidder final evaluation of 80 (price)/20(Specific Goals), Bidders are to note that it is possible to award all the Depots to one bidder based on final evaluation of 80 (price)/20(Specific Goals) per Depot. Should the bidder decide to quote on any of the Depots pricing schedule, they must quote on all items to be able to be considered for the evaluation of that Depot. Failure to do this will result in bidder being disqualified for that specific Depot.	Evaluation Criteria	Final Weighted Scores	Price and Total Cost of Ownership	80	Specific goals - Scorecard	20	TOTAL SCORE:	100	Selected Specific Goal	Number of points allocated (80/20)	B-BBEE Level of contributor (1 or 2)	10	The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area	10	Non-Compliant and/or B-BBEE Level 3-8 contributors	0	Specific Goals	Acceptable Evidence	B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline	The promotion of enterprises located in a specific province/region/municipal area for work to be done or services to be rendered in that province/region/municipal area	CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines and Proof Registered address of entity
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3	QUESTIONS AND CLARIFICATIONS TO BIDDERS Before the award of business, the bidder needs to be compliant to Tax if not a maximum of Seven days will be offered to become Tax Compliant, failure will lead to bidder disqualification. Safety file will be required only from the bidder who got appointed, as such the service provider will not be able to resume with the duties until the safety file is approved. Bidders were urged and informed to pay the garden employees as per approved Gazetted La-																						

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	bour Rates, to issue the proper PPE to employees and company branded uniform. Q: The valid registration as pest control operator must it belong to a company or an individual A: It belongs to an individual. Q: The experience required in Transnet Tenders is closing the market for the inexperienced bidders. A: For long term tenders it is a risk not to ask for experience, however for short term tenders an opportunity is offered whereby the experience is not required. In addition to that the Enterprise Supplier Development Programmes are not active due to company financial position. The question was also noted for escalation to Enterprise and supplier Development Department. Q: What is the unit of measure for the Weed Control, Fertilizer Herbicides and Fuel A: Weed Control – in Litres Fertilizer – in Kilograms Termites, herbicides and pest control – In Kilograms Fuel – In Litres NO FURTHER CLARIFICATIONS WERE RECEIVED AFTER THE TENDER BRIEFING SESSIONS.
4	Technical Specification– done by Qaasim Soeker No questions were raised regarding the specification.
5	ADJOURNED
	The meeting adjourned around 13.20

Prepared By: Nozuko Sani

Date: 23 April 2025

Signature

