

TRANSNET PROPERTY  
TENDER NUMBER: TP/2023/08/0002/41171/RFQ  
DESCRIPTION OF THE SERVICE: PROVISION OF PREVENTATIVE, CORRECTIVE AND EMERGENCY  
MAINTENANCE PLUS MINOR NEW WORKS FOR LIFTS AT BELLVILLE ON AN AS AND WHEN BASIS FOR  
A PERIOD OF 36 MONTHS

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## **Transnet Property**

an Operating Division **TRANSNET SOC LTD**

[Registration Number 1990/000900/30]

## **REQUEST FOR QOUTATION (RFQ)**

**PROVISION OF PREVENTATIVE, CORRECTIVE AND EMERGENCY MAINTENANCE  
PLUS MINOR NEW WORKS FOR LIFTS AT BELLVILLE ON AN AS AND WHEN BASIS  
FOR A PERIOD OF 36 MONTHS)**

<b>RFP NUMBER</b>	<b>: TP/2023/08/0002/41171/RFQ</b>
<b>ISSUE DATE</b>	<b>: 13 September 2023</b>
<b>CLOSING DATE</b>	<b>: 22 September 2023</b>
<b>CLOSING TIME</b>	<b>: 16h00pm</b>
<b>TENDER VALIDITY PERIOD</b>	<b>: 12 weeks from closing date</b>

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## T1.1 TENDER NOTICE AND INVITATION TO TENDER

### SECTION 1: NOTICE TO TENDERERS

#### 1. INVITATION TO TENDER

Responses to this Tender [hereinafter referred to as a **Tender**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as a Tenderer].

<b>DESCRIPTION</b>	<b>PROVISION OF PREVENTATIVE, CORRECTIVE AND EMERGENCY MAINTENANCE PLUS MINOR NEW WORKS FOR LIFTS AT BELLVILLE ON AN AS AND WHEN BASIS FOR A PERIOD OF 36 MONTHS</b>
<b>TENDER DOWNLOADING</b>	This Tender may be downloaded directly from the National Treasury eTender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> , <a href="http://www.cidb.co.za">CIDB Website</a> and the Transnet website at <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a> (please use <b>Google Chrome to access Transnet link</b> ) <b>FREE OF CHARGE.</b>

<b>CLOSING DATE</b>	<b>16:00pm on 22 September 2023</b> Tenderers must ensure that tenders are uploaded timeously onto the system. <b>If a tender is late, it will not be accepted for consideration.</b>
<b>VALIDITY PERIOD</b>	<b>12 weeks</b> Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

#### 2. TENDER SUBMISSION

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.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

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Log on to the Transnet eTenders management platform website (<https://transnetetenders.azurewebsites.net>);

- Click on "ADVERTISED TENDERS" to view advertised tenders;
  - Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
  - Click on "SIGN IN/REGISTER" - to sign in if already registered;
  - Toggle (click to switch) the "Log an Intent" button to submit a bid;
  - Submit bid documents by uploading them into the system against each tender selected.
  - **Tenderers are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Tenderer can upload 30mb per upload and multiple uploads are permitted.**
- b) The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the Tender Offers / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request.
- c) Submissions must not contain documents relating to any Tender other than that shown on the submission.

### 3. CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidentiality. In this regard Tenderers are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Works, which is either directly or indirectly related to Transnet's business, written approval to divulge such information must be obtained from Transnet.

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#### 4. DISCLAIMERS

Tenderers are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this Tender and/or its receipt of a tender offer. In particular, please note that Transnet reserves the right to:

- 4.1. Award the business to the highest scoring Tenderer/s unless objective criteria justify the award to another tenderer.
- 4.2. Not necessarily accept the lowest priced tender or an alternative Tender;
- 4.3. Go to the open market if the quoted rates (for award of work) are deemed unreasonable;
- 4.4. Should the Tenderers be awarded business on strength of information furnished by the Tenderer, which after conclusion of the contract is proved to have been incorrect, Transnet reserves the right to terminate the contract;
- 4.5. Request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 4.6. Not accept any changes or purported changes by the Tenderer to the tender rates after the closing date;
- 4.7. Verify any information supplied by a Tenderer by submitting a tender, the Tenderer/s hereby irrevocably grant the necessary consent to the Transnet to do so;
- 4.8. Conduct the evaluation process in parallel. The evaluation of Tenderers at any given stage must therefore not be interpreted to mean that Tenderers have necessarily passed any previous stage(s);
- 4.9. Unless otherwise expressly stated, each tender lodged in response to the invitation to tender shall be deemed to be an offer by the Tenderer. The Employer has the right in its sole and unfettered discretion not to accept any offer.
- 4.10. Not be held liable if tenderers do not provide the correct contact details during the clarification session and do not receive the latest information regarding this RFP with the possible consequence of being disadvantaged or disqualified as a result thereof.
- 4.11. Transnet reserves the right to exclude any Tenderers from the tender process who has been convicted of a serious breach of law during the preceding 5 [five] years including but not limited to breaches of the Competition Act 89 of 1998, as amended. Tenderers are required to indicate in tender returnable [clause 12 on T2.2-13], [**Breach of Law**]

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whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.

4.12. Transnet reserves the right to perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:

- *unduly high or unduly low tendered rates or amounts in the tender offer;*
- *contract data of contract provided by the tenderer; or*
- *the contents of the tender returnables which are to be included in the contract.*

5. Transnet will not reimburse any Tenderer for any preparatory costs or other work performed in connection with this Tender, whether or not the Tenderer is awarded a contract.

## 6. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Tenderer are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. The CSD can be accessed at <https://secure.csd.gov.za/>. Tenderer are required to provide the following to Transnet in order to enable it to verify information on the CSD:

Supplier Number..... and Unique registration reference number.....

**Transnet urges its clients, suppliers and the general public  
to report any fraud or corruption to  
TIP-OFFS ANONYMOUS: 0800 003 056 OR [Transnet@tip-offs.com](mailto:Transnet@tip-offs.com)**



	Part C4: Affected Property	C4.1 Affected Property
C.1.4	The Employer's agent is:	Procurement Manager
	Name:	Sinethemba Madikizela
	Address:	Transnet Park Bellville
	E – mail	Sine.madikizela@transnet.net

C.2.1 Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

**1. Stage One – Pre-qualification in terms of the Construction Industry Development Board:**

a) Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, designation of **2SI or 2ME or higher** class of construction work, are eligible to have their tenders evaluated.

b) Joint Venture (JV)

Joint ventures are eligible to submit tenders subject to the following:

1. every member of the joint venture is registered with the CIDB;
2. the lead partner has a contractor grading designation of not lower than one level below the required class of construction works under consideration and possesses the required recognition status; and
3. the combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a Contractor grading designation determined in accordance with the sum tendered for a **2SI or 2ME** or higher class of construction work or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations
4. The tenderer shall provide a certified copy of its signed joint venture agreement.

**2. Stage Two – Eligibility in terms of Professional Registration**

T2.2-4 Submit proof of registration as a Lift contractor with Department of Labour.

## 2. Stage Three – Functionality

- T2.2-19 **Evaluation Schedule:** Management of CV's of key persons
- T2.2-20 **Evaluation Schedule:** Quality Plan
- T2.2-21 **Evaluation Schedule:** Company Previous experience
- T2.2-22 **Evaluation Schedule:** Method Statement for general building maintenance works

Only those tenderers who obtain the minimum qualifying score for functionality will be evaluated further in terms of price and the applicable preference point system. The minimum qualifying for score for functionality is 70 points.

The evaluation criteria for measuring functionality and the points for each criteria and, if any, each sub-criterion are as stated in C.3.11.3 below.

***Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.***

- C.2.7 The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. **Tenderers must complete and sign the attendance register.** Addenda will be issued to and tenders will only be received from those tendering entities including those entities that intends forming a joint venture appearing on the attendance register. **NOT APPLICABLE**

Tenderers are also **required to bring their RFP document to the briefing session and have their returnable document T2.2-XX certificate of attendance** signed off by the Employer's authorised representative. **NOT APPLICABLE**

- C.2.12 No alternative tender offers will be considered.

- C.2.13.3 Each tender offer shall be in the **English Language.**

- C.2.13.5 The *Employer's* details and identification details that are to be shown on each tender offer package are as follows:

- |                         |   |
|-------------------------|---|
| Identification details: | The tender documents must be uploaded with: <ul style="list-style-type: none"> <li>▪ Name of Tenderer</li> <li>▪ Contact person and details:</li> <li>▪ The Tender Number:</li> <li>▪ The Tender Description</li> </ul> |
|-------------------------|---|

Documents must be marked for the attention of:  
***Employer's Agent:***

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C.2.13.9 Telephonic, telegraphic, facsimile or e-mailed tender offers will not be accepted.

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C.2.15 The closing time for submission of tender offers is:

Time: **16:00** on the **22 September 2023**

Location: The Transnet e-Tender Submission Portal:

(<https://transnetetenders.azurewebsites.net>);

**NO LATE TENDERS WILL BE ACCEPTED**

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C.2.16 The tender offer validity period is **12 weeks** after the closing date. Tenderers are to note that they may be requested to extend the validity period of their tender, on the same terms and conditions, if Transnet's internal evaluation and governance approval processes has not been finalised within the validity period.

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C.2.23 The tenderer is required to submit with his tender:

1. A valid Tax Clearance Certificate issued by the South African Revenue Services.  
**Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status.**

2. A **valid B-BBEE Certificate** from a Verification Agency accredited by the South African Accreditation System [**SANAS**], or a **sworn affidavit** confirming annual turnover and level of black ownership, in line with the code of good practice, together with the tender;

3. A valid CIDB certificate in the correct designated grading;

4. Proof of registration on the Central Supplier Database;

5. 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.

**Note:** Refer to Section T2.1 for List of Returnable Documents

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C3.11 The minimum number of evaluation points for functionality is: **70**

The procedure for the evaluation of responsive tenders is Functionality, Price and Preference:

**Only those tenderers who attain the minimum number of evaluation points for Functionality will be eligible for further evaluation, failure to meet the minimum threshold will result in the tender being disqualified and removed from any further consideration.**

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**Functionality Criteria**

The functionality criteria and maximum score in respect of each of the criteria are as follows:

**(Please see CIDB Compiler guidance note T1.2 – Tender Data).**

**TECHNICAL EVALUATION**

Technical qualifying criteria	Sub-Criteria	Sub-Criteria Points Allocation
<p><b>T2.2 -19 Management and CVs of key persons:</b> Experience of staff allocated to the project/availability of skills to manage and perform the contract (assigned personnel).</p>	<b>Lift Mechanic (Post Trade Test Qualification)</b>	
	No CV attached/no experience/no qualification	0
	Competent lift mechanics qualifications. (Electrical or Mechanical Trade Qualifications) with Lifts installation works or maintenance experience (related to the works) ≤1yr	10
	Competent lift mechanics qualifications. (Electrical or Mechanical Trade Qualifications) with Lifts installation works or maintenance experience (related to the works ≥ 1, ≤4yrs.	20
	Lift installation works or maintenance experience (related to the works) (Electrical or Mechanical Trade Qualifications) with Lifts installation works or maintenance experience (related to the works >=5, <8yrs.	30
	Lift installation works or maintenance experience (related to the works)(Electrical or Mechanical Trade Qualifications) with Lifts installation works or maintenance experience (related to the works ≥8yrs.	40
<p><b>T2.2 -20 Quality Plan:</b> Key Elements: 1. <i>Quality Policy</i> 2. <i>Quality Manual</i> 3. <i>Organizational Structure &amp; Responsibility</i> 4. <i>Internal Process</i> 5. <i>Continuous Improvement</i> 6. <i>Document Control</i></p>	No Quality Plan	0
	Document with only 1 to 3 key elements of quality	5
	Document with only 4 key elements of quality	10
	Document with only 5 key elements of quality	15
	Document with all 6 key elements of quality	20
	No evidence provided	0
	Bidder has successfully completed 1 similar Project (similar projects include general building works).	5

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<p><b>T2.2 -21 Company Previous Experience:</b> Bidders experience in carrying out work of a similar nature. (<i>Lift maintenance and repairs</i>)</p>	<p>Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>		20
	<p>Bidder has successfully supplied &gt;1, &lt;3 similar services. (Similar projects include general building works) Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	10	
	<p>Bidder has successfully supplied &gt;=3, &gt;5 similar services. (Similar projects include general building works) Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	15	
	<p>Bidder has successfully Supplied &gt;=5 similar Services. (similar projects include general building works) Proof of experience attached in client letter head in the form of award letter or reference letter, or purchase order accompanied by completion certificates or contract with the client contact details, project title and description of works.</p>	20	
<p><b>T2.2 -22 Method Statement for General Building maintenance works:</b> <i>Key elements</i> 1. Health and safety (including PPE) 2. Maintenance approach 3. Quality control, 4. Quality assurance 5. Applicable Standards and regulations</p>	<p>No submission or method statement does not refer to lift maintenance</p>	0	20
	<p>Method statement only covers 1 to 2 of the key elements on how the contractor will execute lift maintenance</p>	5	
	<p>Method statement covers 3 to 4 of the key elements on how the contractor will execute lift maintenance</p>	10	
	<p>Method statement covers 5 to 6 of the key elements on how the contractor will execute lift maintenance</p>	15	
	<p>Method statement covers 7 of the key elements on how the contractor will execute lift maintenance</p>	20	

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<p><i>6. Compliance to maintenance schedules</i> <i>7. Compliance to key performance indicators</i></p>		
<p><b>Maximum possible score</b></p>		

Minimum score for technical evaluation is 70/100

Functionality shall be scored independently by not less than 3 (three) evaluators and averaged in accordance with the following schedules:

- T2.2-19 Management and CVs of key persons
- T2.2-20 Quality Plan
- T2.2-21 Company Previous Experience
- T2.2-22 Method Statement for General Building maintenance works

The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality, unless scored collectively. (See CIDB Inform Practice Note #9).

**Note: Any tender not complying with the above-mentioned requirements, will be regarded as non-responsive and will therefore not be considered for further evaluation. This note must be read in conjunction with Clause C.2.1.**

C.3.11. 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 preference points systems as described in Preferential Procurement Regulations.

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

Thresholds	Minimum Threshold
Technical / functionality	70

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80
Specific goals - Scorecard	20
<b>TOTAL SCORE:</b>	<b>100</b>

Up to 100 minus  $W_1$  tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed. **Should the evidence required for any of the Specific Goals applicable in this tender not be provided, a tenderer will score zero preference points for that particular "Specific Goal".**

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 (1 or 2)	20
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

**The following Table represents the evidence to be submitted for claiming preference points for applicable specific goals in a particular tender:**

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted per DTIC guidelines)

The maximum points for this bid are allocated as follows:

DISCRIPTION	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
B-BBEE Level of contributor (1 or 2)	
Total points for Price and Specific Goals must not exceed	100

**Note:** Transnet reserves the right to carry out an independent audit of the tenderers scorecard components at any stage from the date of close of the tenders until completion of the contract.

C.3.13 Tender offers will only be accepted if:

1. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
2. the tenderer does not appear on Transnet's list for restricted tenderers and National Treasury's list of Tender Defaulters;
3. the tenderer has fully and properly completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process and persons in the employ of the state.
4. Transnet reserves the right to award the tender to the tenderer who scores the highest number of points overall, unless there are **objective criteria** which will justify the award of the tender to another tenderer. Objective criteria include

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but are not limited to the outcome of a due diligence exercise to be conducted. The due diligence exercise may take the following factors into account inter alia;

the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,
- c) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- d) has the legal capacity to enter into the contract,
- e) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- f) complies with the legal requirements, if any, stated in the tender data and
- g) is able, in the option of the employer to perform the contract free of conflicts of interest.

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C.3.17 The number of paper copies of the signed contract to be provided by the Employer is 1 (one).

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