

MINUTES OF THE COMPULSORY BRIEFING SESSION

Meeting held at 11:00 on 9 April 2024 on Microsoft TEAMS

TENDERS DISCUSSED:

TP/2024/03/0003/60640/RFP:

FOR THE ONCE OFF SUPPLY AND DELIVERY OF DRONE SURVEY EQUIPMENT AND RELATED SOFTWARE AND MAINTENANCE CONTRACT.

TP/2024/03/0004/60641/RFP:

FOR THE ONCE OFF SUPPLY AND DELIVERY OF GNSS SURVEY EQUIPMENT AND RELATED SOFTWARE AND MAINTENANCE CONTRACT.

TP/2024/03/0005/60642/RFP:

FOR THE ONCE OFF SUPPLY AND DELIVERY OF ROBOTIC TOTAL STATION SURVEY EQUIPMENT AND RELATED SOFTWARE AND MAINTENANCE CONTRACT.

1.0

N.B: Bidders were informed that these 3 tenders are treated in isolation that if a accompany wishes to bid for all of them they must submit them separately. The briefing session was combined due to the tender process bring the same and in the interest of time. However, Bidders are allowed to bid on either one, two or all of them. The Prices for whichever option they opt to bid for, must be completed in full.

ATTENDANCE

1.1

Present/ Internal from Transnet:

NAME & SURNAME	ROLE	OPERATING DIVISION
Refilwe Ramothwala	Regional Procurement manager (Chairperson)	TP
Terence Stiles	Senior Manager: Specialised Property Services	TP
Phillip Van Zyl	Geo Spatial Manager	TP

BIDDERS

EVIDENT UAV PROJECTS
 LV Shabane
 Hoosen
 Tersus GNSS South Africa
 Jonathan Madiga
 Lesego (Rock Engineering Africa)
 Nono Leola
 Shaeed Hoosen
 John Kemp
 Sibusiso Nkabinde

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	<p> Spatial Power Solutions Amaza Survey Services Transnet Property PTA Integrum Spreng Otto Moodley Marusha LV Shabane Xabiso Nkwateni Blue Line Industries (Stef Rautenbac) Thulane Richard - Mosalalelikhutsana (Pty) Ltd Amber Skies- Nazrana Gustav Fick Anika Thompson Lwandile Makaula Andru Fourie Thandolwam Ben Boitumelo M Chris Keightley Vutshila Mathebula Zona Majambe Wadzanai Mazhetese Kehilwe Andre Prinsloo RUI FERNANDES Denzil Lightfoot Thabo Makana Bony from Brownstone Creek (PTY) Ltd John Kemp Mostert, Marchand Noah Penka Nkenfack Nono Leola Yao Ayivor Oswin Lottering [MTN South Africa] JTE Collen (Guest) NSSA Emely Gaynor Elizabeth Deacon Darryl Nono Leola </p>
1.2	<p><u>WELCOME AND INTRODUCTION</u></p> <p>The Chairperson opened the meeting, introduced self, welcomed everyone present and afforded TP team an opportunity to introduce themselves.</p>

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	<p><u>SAFETY BRIEFING</u></p> <p>The Chairperson conducted a safety briefing.</p>
	<p><u>TENDER CLOSING AND METHOD OF DELIVERY</u></p> <p>Tender submissions will be made on Transnet E-tenders Submission Portal. (https://transnetetenders.azurewebsites.net)</p> <p>Tenders to be submitted punctually <u>on Tuesday, 16 April 2024 at 14:00.</u></p> <p><i>NO Late and E-Mailed Submissions will be accepted.</i></p> <p>Tender Validity period is 180 Business days from closing date of tender.</p>
	<p><u>REGISTRATION:</u></p> <p>The compulsory Briefing session was conducted on TEAMS therefore, Bidders were reminded that there is no site attendance certificate as attendance of the Compulsory Site Meeting will be validated in a way of checking the company names on the electronic attendance register which they were ALL (attendees) requested to write their names and Company names as well as contact details. Only submissions from companies that attended Compulsory Briefing Meeting will be considered for evaluation process. Bid responses for companies which did not attend the Compulsory Site Meeting will be overlooked.</p> <p><u>Attendance Register</u></p> <p>The Chairperson requested everyone present to write down their details on the chats to prove attendance for the meeting and further indicated that, in the event more than one representative from one company is in attendance, they all must furnish their details. Bidders were cautioned that providing details 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 provide details for register purposes will result in an automatic disqualification and Transnet it is not Transnet's responsibility but the Bidders to ensure that their contact information is made available to Transnet.</p> <p>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 are</p> <p>The Chairperson gave guidance as to how the register is to be completed.</p>
	<p><u>TENDER NOTICE :</u></p> <p>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: Refilwe.Ramothwala@transnet.net</p>
	<p style="text-align: center;"><u>Description of discussion By Chairperson</u></p> <ol style="list-style-type: none"> 1. In her address, the Chairperson mentioned that the reasons for the briefing session are as follows: 2. 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; 3. To explain all procurement processes such as the evaluation criteria, the importance of submitting mandatory documentation etc. 4. Minutes of the briefing session 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.

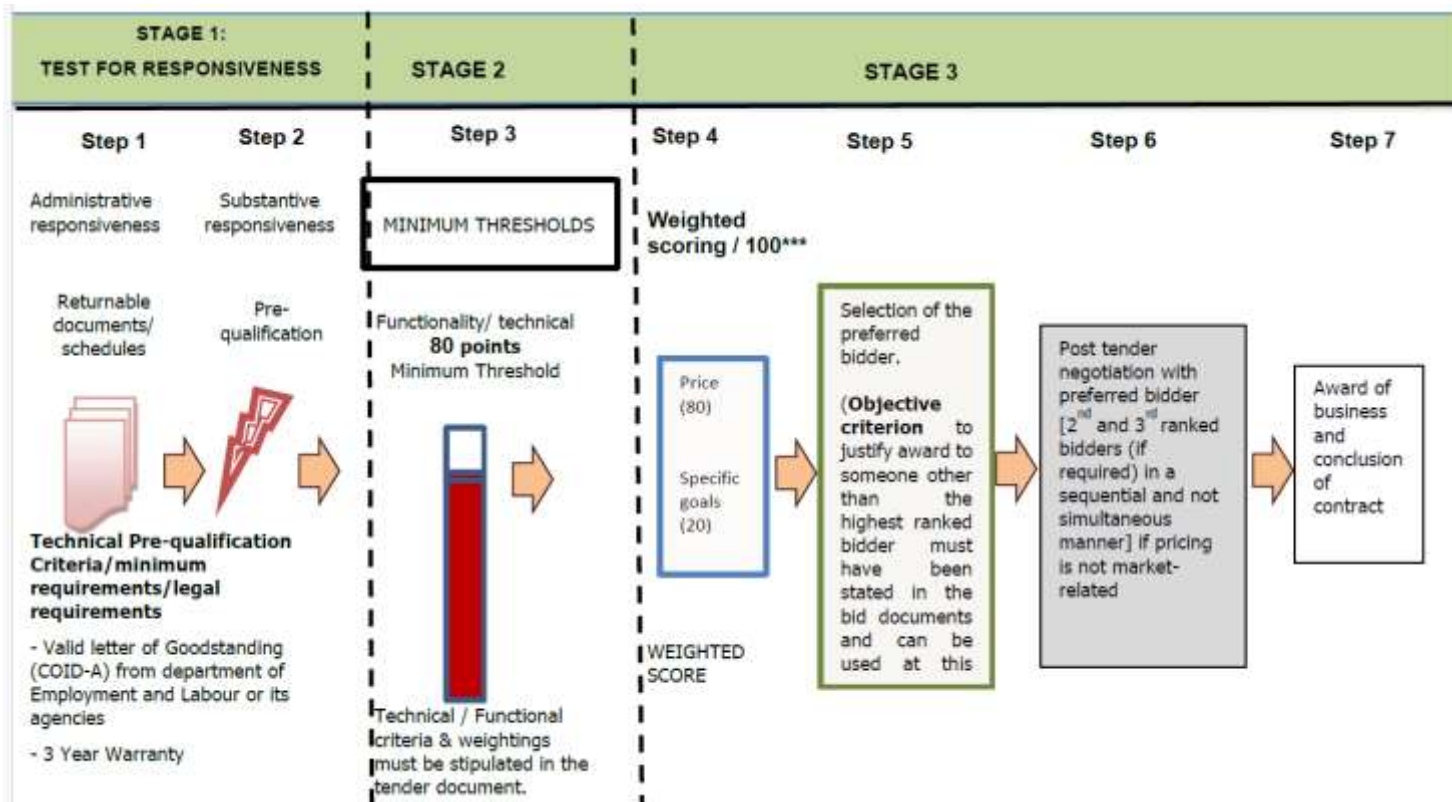
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5. Bidders were informed that Request for Clarification questions can be sent to Refilwe Ramothwala only until the 11th April 2024, which responses can be sent after the cut off date for as long as they were received prior to cut off date.
6. The Chairperson re-read the mandatory returnable documents, and stressed the importance of proof of address, and why it was classified as mandatory.
7. The Chairperson re-read and pointed out that BBB-EE specific goals breakdown will be shared with minutes for information purposes so that Bidders can have a view of what constitutes the 20 Points on Specific goals. The same information was already on the **RFP** that was issued to market on **Section 9**, therefore there is no need to update nor make any addenda on the RFP. The same information is shown on these minutes under Specific goals table below.
8. Bidders are requested to certify supporting documents to prove authenticity of documents submitted to Transnet even though with some an extra step will be made to validate on their various website, for example: A letter of Good Standing will be checked for validity on the Department of Labour's website.
9. Transnet reserves the right no 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.
10. The Chairperson urged the Bidders to price as fair as possible and not fall into a trap of under and overquoting to increase their chances of success in as far as pricing is concerned.

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TENDER PROCESS

The chairperson discussed all the tender stages with their respective steps and detailed them on what is required, and further reminded bidders to observe RFP instructions and comply in accordance in order to increase their potential to succeed in the process.



The statement below was explained in detail:

NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

All above requirements are mandatory. Bidders who fail to submit all the above requirements shall be disqualified. All foreign qualifications must be SAQA approved.

RFP **Mandatory**, **Scoring** and **Essential** requirements and returnable documents were explained in detail and their respective implications on the process.

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SPECIFIC GOALS POINTS CLAIM FORM

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION LEVEL (Level 1 to 2)	10
EME or QSE 51% BLACK OWNED	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

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 – (Level 1 to 2)	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.

Please refer to RFP Document Section 9 for Specific Goals for more detailed information.

Technical Discussion

Phillip, with the support of Terrence took the Bidders through the technical aspects of all the three (3) tenders one by one until the third and final one in accordance to the RFP and Specifications, where Bidders were also afforded to ask questions as and when they arose.

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QUESTIONS AND ANSWERS:

Question 1: What if a Bidder does not have a three (3) years financial statements? Is there an alternative requirement to that?

Answer 1: If a Bidding Company does not have three (3) years financial statements it does not meet the minimum requirements of the tender.

Question 2: In terms of the Letter of Good standing, do you only accept that from the department of Labour?

Answer 2: A letter of Good Standing other than the Department of Labour should be from its accredited agencies which authenticity will also be checked to avoid receiving fraudulent certificates.

Question 3: I just want to know, let's say for example, we've got our specs in and can. Can the bidders put in any optional equipment that they recommend that doesn't get evaluated in terms of the price and you know so that everybody's quoting on the same thing, but if they then become the preferred bidder, we could add that unit in?

Answer 3 : Yes, it is allowed for optional pricing in addition to the required (Mandatory pricing) not for the purposes of still observing the RFP terms and conditions is permitted.

Question 4: Our Company's BBB-EE Status is Level 8 which is non-compliant, can we still participate?

Answer 4: Yes, you can still participate even if you are BBBEE Non-Compliant. However, you won't get awarded points for BBBEE, that does not get you disqualified.

Question 5: Please can an extension on the closing date of tender be granted due to the limited time we have regarding on the clarification timeline and considering the holidays we had?

Answer 5: Unfortunately, not, even with the holidays included, a tender was given sufficient time in the market and due to the urgency of this project, extension cannot be granted.

Question 6: Our company treats financial information as confidential. Are we going to be disqualified for non-submission of financial information?

Answer 6: Yes, if your company fails to submit the required 3 years financial statements as requested for submission by the closing date and time of tender/s will automatically get disqualified.

Question 7: Where and how do we obtain attendance register:

Answer 7: Attendance register remain a property of Transnet.

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Question 8:

5.3 STEP THREE: Minimum Threshold 80 points for Technical Criteria

- 2 references Submitted. Points (20)
- Four (4) week or less. Points (40)
- Business/store premises within Western or Eastern Cape/Gauteng/Kwa-Zulu Natal. Points (20)

With reference to the above, we only have two reference letters where one of the letters has a total sales value of only R304 254.45 which is below the mandatory R500,000.00.

As per the above, we will lose 10 Points and the net result is that we will be deemed non-responsive as our total qualifying points will therefore only be 70.

Would Transnet be willing to consider the Second Reference Letter where the total value of items supplied was only R304 254.45?

Answer 8: Bidders must submit ALL the information that they have in this regard in order to be evaluated accordingly.

Question 9: In terms of Warranty required, it will be a struggle to get that from the Manufactures. Does it mean we will be disqualified?

Answer 9: If a Manufacture/s grants the Bidding Companies a limited warranty less than three (3) years as the tender requires, a bidder must make an additional effort to extend it to make three (3) years as Transnet need to have a warranty to a period of three (3) years.

Question 10: Does Transnet enter into Cession Agreement that allows a 3-tier relationship between the manufacture, Bidder and Transnet whereby Transnet makes payment directly to the manufacturer?

Answer 10: No, Transnet deals directly with a Bidding company in order to maintain manageable relationships.

CLOSURE:

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

The meeting adjourned at 13:45

The Chairperson thanked everyone in attendance and urged them to pose all their question in time, in writing.