

TRANSNET PIPELINES

SUBJECT	BID BRIEFING SESSION Meeting
TITLE	TPL/2024/10/0002/81653/RFP PROVISION OF MANUFACTURING, SUPPLYING AND DELIVERY OF FUEL MARKERS TO FOUR (4) TRANSNET PIPELINES DEPOTS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS
VENUE	JAMESON PARK DEPOT, HEIDELBERG
DATE	11 MARCH 2025
ATTENDEES	<p><u>TPL Representatives:</u></p> <p>Mbalenhle maBhengu Petersen (MBP)</p> <p>Mabjana Percy Matenchi (MPM)</p> <p>Moshiane Masemola (MM)</p> <p><u>Tenderers:</u></p> <p>As per attendance register</p>
APOLOGIES	None


MINUTE	DESCRIPTION OF DISCUSSION
1.	SAFETY BRIEFING
	<p>Ms Bhengu (MBP) welcomed all to the meeting and confirmed attendance for the Provision Of Manufacturing, Supplying And Delivery Of Fuel Markers To Four (4) Transnet Pipelines Depots On An As And When Required Basis For A Period Of Three (3) Years</p> <p>MPM presented the Safety Talk for the Jameson Park Depot.</p>
2.	WELCOME AND INTRODUCTION OF TPL TEAM MEMBERS
	Transnet Pipelines Team Members were introduced to the Attendees.
3.	COMMERCIAL TENDER PROCESS: TENDERING PROCEDURE AND CLARIFICATION OF RETURNABLES
	<p>MBP provided an overview of what tender documents comprises off and explained some of the critical sections to be carefully considered when developing tender submissions.</p> <p>Section 1: SBD 1 – Invitation to bid: This comprised of Company Information required by Transnet</p> <p>Section 2: Notice To Bidders: This comprised information on briefing details as well as online proposal submission. MBP highlighted that there was only one way to submit proposals and that was through the Transnet eTender Portal. She did not accept proposals sent to her email address and there was no physical tender box. MBP further reiterated that tenderers the system was utilised Transnet wide and therefore there could be 'traffic' or connectivity issues where multiple bidders were submitting. She advised tenderers to submit earlier rather than later, better the day</p>

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	<p>before than close to the bid closing time as any issues with regards to not being able to submit near closing time would not be entertained by Transnet. MBP advised of the only acceptable communication channel for the bid being herself and that her email address was on the RFP document. The deadline for communications was indicated as 14 March 2025. MBP further reminded the Bidders that as an organ of state Transnet would not do business with any company that was not Tax compliant.</p> <p>Section 3: This section comprised of the Background, Overview and Scope Of Requirements (pg 11), what was require and why. (Pg 13) MBP indicated the evaluation steps which included prequal, technical, pricing, preference points, Negotiations, Objective criteria (pg16).</p> <p>Section 4: Pricing And Delivery Schedule (pg 17): Bidder to take note of units being priced for as they differ per line item. (Pg 18) MBP advised that the quantities were estimates and not guaranteed. The contract was an as and when required basis and when PO was issued, delivery was expected within 48 hours. Since the contract was a multi-year contract, escalations would be considered and based on CPI after 12 months. Upon award, the successful bidder would be published on eTender portal. If there has not been any publication, then the project would still be undergoing evaluation and not finalised.</p> <p>Section 5: Proposal Form and List Of Returnable Documents: (Pg24) This section was to ensure that the person signing the bid documents had capacity to sign for the company and the company would be bound by Transnet terms. Transnet required validity 180 working days as there could be long evaluation process. (Pg 26) Bidders were to take note of the mandatory and evaluation documents. MBP further highlighted that should a bidder fail to return the Mandatory documents, they would automatically be eliminated from the evaluation so the Bidders were requested to ensure they returned these with their proposals.</p> <p>Section 6: Certificate Of Acquaintance with RFP, Master Agreement & Applicable Documents. Bidders to declare they have gone through and agree with them. If there were any places where they disagreed, these were to be indicated, possible suggestions submitted, and Transnet could consider them during the evaluation process.</p> <p>Section 7: RFP Declaration and Breach of Law Form – (Pg 29) Bidders were requested to thoroughly complete the declarations of interest form, whether the interest be with other companies or Transnet employees. Very important was that only one (1) bid per company would be accepted otherwise regarded as collusion. Previously bidders could submit more than one proposal but this has been disallowed. (Pg 30) SBD 4 Disclosure of being in employment of the state/ Restricted/Defaulters, no collusion with other bidders</p> <p>Section 8: RFP Clarification Request Form – advisable to use this form for queries then email through or send email as then could clearly read the writing/typing.</p> <p>Section 9: Specific Goals Points Claim Form – (Pg 34) The preference points would be allocated for BBBEE status Level 1 or 2 or Black Women Owned. Proof had to be submitted in order to claim these points.</p> <p>Section 10: Certificate Of Attendance of Compulsory RFP Briefing (Pg 39) – compulsory to sign Attendance Register. MBP indicated that if any of the bidders did not have this certificate with them at the meeting, they should ensure that they sign the Attendance Register as the Register would be used to confirm attendance</p> <p>Section 11: Protection Of Personal Information: (Pg 40) This was to confirmed that information</p>

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	<p>would only be utilised for intended use. The bidders were requested to discuss with their referees for references to enable to share their information. As part of evaluation references needed to be contacted and if these could not be confirmed scores could not be given.</p> <p>MBP once again reinforced the submission of mandatory documents to avoid disqualification – Compliance to Specification and Pricing schedule. She further emphasised the need for tax compliance and that it was verified at different stages of the evaluation and therefore bidders were to ensure that they were always compliant. The electronic submission was also emphasised as well as the communication channels and deadline.</p> <p>Closing date – MBP stressed the closing date of Friday 20th March 2025 at 15:00.</p>
4.	TECHNICAL SPECIFICATION
	<p>MM discussed the important points of the Scope of work. The contract was for the manufacturing, supplying and delivery of fuel markers on an as and when required basis for a period of three years. The depots to be delivered to were Secunda, Jameson Park, Waltloo and Witbank.</p> <p>The bidders are required to manufacture and supply two types of unique markers exclusively for TPL. The markers shall be chemically stable, have no effect on other fuel additives and shall not change fuel specifications.</p> <p>MM highlighted that the contract was also for the supply of portable field analysers and detectors. Those would be the property of Transnet at the end of the contract. Bidders were also required to provide a dual-locking padlock for the seven existing TPL tanks, ensuring that access to the tanks would only be granted in the presence of both a TPL official and the service provider.</p>
5.	PRICING INSTRUCTION AND PRICING SCHEDULE
	MM went through the pricing schedule.
6.	TECHNICAL EVALUATION CRITERIA
	<p>MM went through the technical evaluation criteria. The prequalification compliance to specification was two-fold and bidders were requested to ensure they comply with both requirements or else they would be disqualified</p> <p>With regards to the scoring, each criterion was for 50 points. Bidders to go through and ensure they can be scored accordingly. MBP added that with regards to the Companies Previous Experience, the bidders were to ensure they submitted proof of experience as with no proof then no score would be given. She highlighted that it was not sufficient to complete the table but that it was there more as a guide of the information required. Reference letters could also not be on the letterhead of the bidding company but rather of the client for whom the work was done.</p>
7.	QUESTIONS
	<p>Q: How is the skid tank filled? A: The tanks are filled from the top, requiring a flexible hose to be brought in for filling.</p> <p>Q: In the bid documents TPL asks for an original SAP 91. How can it be original when submitted electronically? A: This would only be required from the appointed service provider and it would indeed need to be an original document.</p> <p>Q: Are there any other conditions for markers complying with TPL client requirements, eg BP and Shell etc? A: The specifications as outlined in the documents have taken this into account. The TPL specifications are aligned to TPL clients.</p>

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	<p>Q: Does the company experience need to be South African experience? A: The experience can be local or international</p> <p>Q: is it possible to get the volumes required? A: Estimate is 65 000 litres of fuel markers, combined lock and unlock marker</p> <p>Q: Are any clients using products with ethanol? A: No</p> <p>Q: At the Sasol depot, is it under Transnet or Sasol and will a different induction and safety file be required? A: The depot is Transnet owned so no different induction or requirements.</p> <p>Q: Will any of the markers be utilised on the coast? A: No, only the four depots indicated on the scope – Jameson Park, Secunda, Waltloo and Witbank.</p> <p>Q: Who will be responsible for Level controlling system? A: The containers used for delivering markers should be equipped with a meter.</p> <p>MBP advised that all questions asked at the briefing or after, should be forwarded on email. The responses would be uploaded on the Transnet and National Treasury eTender portals.</p> <p>MPM requested the bidders to take into account the storage facility and the distance from the depots.</p>
8.	CLOSING
	<p>Bidder to ensure they've signed the attendance register.</p> <p>The briefing on the Provision of Manufacturing, Supplying and Delivery of Fuel Markers to Four (4) Transnet Pipelines Depots on an as and when required basis for a period of Three (3) Years tender was declared closed at 10:48am</p>

Compiled by:



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