

**RFQ NO & DESCRIPTION: REQUEST FOR QUOTATION [RFQ] No TNPA/2022/06/0517/5545/RFQ
FOR THE PROVISION OF: DOMESTIC CLEANING SERVICES FOR TRANSNET SOC LTD (REG. NO 1990/000900/30)
TRADING THROUGH ITS OPERATING DIVISION TRANSNET NATIONAL PORTS AUTHORITY (HEREINAFTER
REFERRED TO AS "TNPA") IN THE PORT OF CAPE TOWN**

Date: 27 June 2022

Time: 10:30 AM

Venue: Procurement Boardroom

DISTRIBUTION AND ATTENDANCE				
NO	NAME	SURNAME	COMPANY / OD	
1.	Noloyiso	Alam	Contract Specialist - Transnet National Ports Authority	
2.	Nozipho	Dlepho	Contracts Manager - Transnet National Ports Authority	
2.	Mpumzi	Ntswane	Facilities Manager - Transnet National Ports Authority	
	1.	INTRODUCTION AND AGENDA		
	2.	<p>All attendees were welcomed, and Introductions were done.</p> <p>Noloyiso did the emergency evacuation procedure.</p> <p>Bidders were requested to complete the attendance register by inserting the legal entity name with contact details and telephone numbers.</p>		
		<p>GENERAL HOUSE RULES:</p> <ul style="list-style-type: none"> • Apologies by TNPA employees regarding the change of venue as a result of the small boardroom that could not accommodate all attendees • Bidder to ensure that a TNPA representative signs the RFQ briefing session attendance certificate (To be submitted with the Bid documents) • The meeting was recorded however no video recording is allowed • Use of Eraser or any correction pen (Tippex) is prohibited 		

3.	<p>BID CLOSING DATE</p> <p>The bid closing date is Wednesday, 13 July 2022 @12 h00, at the Transnet National Ports Authority (TNPA), at Transnet E-Tender Portal.</p> <p>NEW BID CLOSING DATE - Extended</p> <p>The bid closing date is Wednesday, 19 July 2022 @12 h00, at the Transnet National Ports Authority (TNPA), at Transnet E-Tender Portal.</p>
	<p>REQUEST FOR QUOTATION [RFQ] No TNPA/2022/06/0517/5545/RFQ</p> <p>FOR THE PROVISION OF: DOMESTIC CLEANING SERVICES FOR TRANSNET SOC LTD (REG. NO 1990/000900/30) TRADING THROUGH ITS OPERATING DIVISION TRANSNET NATIONAL PORTS AUTHORITY (HEREINAFTER REFERRED TO AS “TNPA”) IN THE PORT OF CAPE TOWN</p>
4.	<p>PURPOSE OF THE MEETING</p> <p>The purpose for the compulsory briefing Session is to:</p> <ul style="list-style-type: none"> • Discuss the content of the RFQ • How to Submit Bids on the Transnet E- Tender system • Clarify the evaluation process • Emphasise on deadlines • Emphasise the use of the pricing schedule provided and making sure that all bid documents have a valid quotation/Pricing Schedule. • Ensure that all bidders are registered on CSD, in order to do business with TNPA
5.	<p>Communication</p> <ul style="list-style-type: none"> • Clarifications / Queries prior to the closing of the tender must be channelled through Nologyiso Alam via email: Nologyiso.alam@transnet.net • After the closing date bidders are not to communicate with the TNPA employees on their own accord. All clarifications / Questions must be channelled, via email: Nologyiso.alam@transnet.net
6.	<p>Deadline for the Clarification</p> <ul style="list-style-type: none"> • Bid clarification/ questions must be emailed to Nologyiso Alam by 10:00 on Friday, 01 July 2022. <p>New Deadline for the Clarification - Extended</p> <ul style="list-style-type: none"> • Bid clarification/ questions must be emailed to Nologyiso Alam by 10:00 on Tuesday, 12 July 2022.

	7.	<p>Tender Submission via Transnet e-tender portal process</p> <ul style="list-style-type: none"> RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER/RFQ SELECTED. The Transnet e-Tender Submission Portal can be accessed as follows: Log on to the Transnet eTenders management platform website (https://www.transnet.net); Click on “TENDERS”; Scroll towards the bottom right hand side of the page; Click on “register on our new eTender Portal”; 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. No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net Tenders delivered to any other address or place other than the one above, will not be accepted. Note to the bidders: Bidders are required to ensure that electronic bid submissions are done hours 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. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted. Tenders delivered to any other address other than the one above, will not be accepted.
--	----	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	8.	<p>Evaluation Process</p> <p>Stage One</p> <p>Administrative responsiveness: Completeness of response and all returnable documents</p> <p>Whether the bid has the offer, bidders to ensure that their pricing is clear with no discrepancies. Price discrepancies may lead to disqualification of the bid.</p> <p>Testing whether the bid has been lodged on time, late bids are disqualified.</p> <p>Verifying of validity of all documents, such as TAX certification, TAX PIN, BBBEE, etc.</p> <p>All returnable documents (Essential & Compulsory) must be returned and properly filled with a tender document on closing of the Tender.</p> <p>If a bidder fails to submit any compulsory document, he will be disqualified during the first Stage of the evaluation process.</p> <p>Failure to submit an essential document will not lead to disqualification, however a bidder will score a zero for not submitting some of the essential documents such as technical returnables.</p> <p>Stage Two: Substantive responsiveness:</p> <p>Test for Pre - Qualification is submission such as following:</p> <ul style="list-style-type: none"> • Minimum B-BBEE Status Level of 2; • Exempted micro enterprises (EMEs) and Qualifying Small Enterprises (QSEs) <p>Failure to submit a valid B-BBEE certificate of level four or better will lead to disqualification</p> <p>Stage Three</p> <p>Technical Evaluation Criteria: Bidder should note that functionality is included as threshold with a minimum score of 60%, Bidders who do not meet the Minimum threshold of 60% will lead to disqualification. A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to Annexure B requirements. Respondents are to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.</p> <p>A detailed response is required for technical criteria as per functional/ technical evaluation (Annexure B)</p> <p>Scope of work & Technical Criteria: Mpumzi Ntswane (Facilities Manager) Clarified the Scope of work, please refer to Annexure A, B & C1-C5 for the detailed specification, pricing Scheduled and Functional /Technical Evaluation. Kindly also refer to the attached drawings for the detailed Transnet buildings and the Annexure K1-K2 for the Equipment and Chemical list. The following points were also noted:</p>
--	----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

9.	<p>Stage Four: Pricing and B-BBEE status:</p> <ul style="list-style-type: none"> Pricing must be submitted in a format that TNPA has provided in order to enable the evaluation team to compare apples with apples. Refer to Annexure C1-C5 Bidders that submit a bid without a price offer will be disqualified Both unit price and total price must be clearly marked and add up, please refer to Annexure C1-C5 and Summary for the detailed pricing schedule. <p>Final weighted evaluation based on 80/20 preference point</p> <table> <tr> <th>Criteria</th><th>Weighting</th></tr> <tr> <td>Price</td><td>80</td></tr> <tr> <td>BBBEE</td><td>20</td></tr> </table> <p>Failure to submit a valid B-BBEE certificate will not lead to disqualification.</p> <p>Failure to not submit the B-BBEE Certificate / Sworn Affidavit document will not lead to disqualification; however, a bidder will score a zero for not submitting their valid document/Certificate.</p> <p>Stage Five: Post Tender Negotiations:</p> <p>TNPA reserves the right to conduct Post Tender Negotiations (PTN).</p> <p>Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e:</p> <ul style="list-style-type: none"> first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail, negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner. <p>STEP SIX: Objective Criteria</p> <p>(if applicable) Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. Please refer to the RFQ 1.6 page 9 of 29.</p> <p>Central Supplier Database (CSD)</p> <ul style="list-style-type: none"> Detailed CSD registration process was then clarified, and all bidders are required to ensure that they are registered on CSD in order to do business with Transnet and proof of registration must be submitted as a returnable document. <p>Clarifications during Compulsory RFQ Briefing meeting</p> <p>Error on the Technical criteria questionnaire: background reference letters points should read as below:</p> <p>Respondent must submit reference letters from companies that they have provided with a similar service - the reference letters must be signed and stamped. The reference letters must indicate a contract period 4 Reference Letters = 15 points 3 Reference Letters = 10 points 2 Reference Letters = 5 points < 2 Reference Letters = 0 points</p>	Criteria	Weighting	Price	80	BBBEE	20
Criteria	Weighting						
Price	80						
BBBEE	20						

		<p>Pricing Schedule - Administration costs to be included in the "Cleaning Equipment & material cost" column</p> <p>All bidders who attended the compulsory briefing meeting completed the attendance register.</p> <p>RFQ Returnable: Section 9 - Certificate of Attendance of non-Compulsory RFQ Briefing</p> <p>Briefing session compulsory certificate was signed by the TNPA representative on the briefing session day. Bidders were also requested to submit all other compulsory returnable to be submitted relating to the RFQ.</p> <p>Communication with Bidders after briefing meeting: No questions asked by bidders relating to the RFQ scope and after the briefing session. We only obtained confirmations with bidder/s to attend the briefing as per the RFQ Compulsory Briefing meeting and agreed timelines.</p> <p>Reminder: Bid Submission requirements:</p> <p>Bid document to be Submitted at:</p> <p>Transnet online and E- Tender portal (National treasury website)</p> <p>ISSUE DATE: 17 June 2022</p> <p>BID CLOSING DATE: 19 July 2022</p> <p>BID CLOSING TIME: 12:00 PM</p>			
	10.	Closure @ 13:06 AM.			
		Chairperson	Noloyiso Alam		
		<i>It is to be noted that these minutes may not have been compiled in strict accordance with the actual sequence of proceedings.</i>			
		Compulsory Briefing Minutes held	Procurement Boardroom (Training Centre)	DATE	27 June 2022 @ 10 :30 AM