



TRANSNET



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**NON-COMPULSORY VIRTUAL BRIEFING (on-line) SESSION FOR THE PROVISION OF CONFERENCING AND EVENTS MANAGEMENT SERVICES (CEMC), TO TRANSNET NATIONALLY, FOR A PERIOD OF FIVE (5) YEARS. (REQUEST FOR PROPOSAL (RFP) REF TCC/2022/01/0065/RFP)**

**Date: 31 August 2022**

**Time: 09H30 to 12H30**



# Agenda

Slide No.	Topic
3	Introduction and Welcome
4 - 7	Key Points to Highlight and General Information
8 -16	Technical Scope of Services
17-20	B-BBEE Pre-Qualification
21-23	PPPFA 30% Sub-Contracting Pre-Qualification
24-37	Evaluation Methodology
38	Questions and Closure

Presenter
Mervin Rajamany
Mervin Rajamany
Masego Khutswane
Bella Maja
Vuyani Mbethe
Mervin Rajamany
Mervin Rajamany



# Introduction and welcome

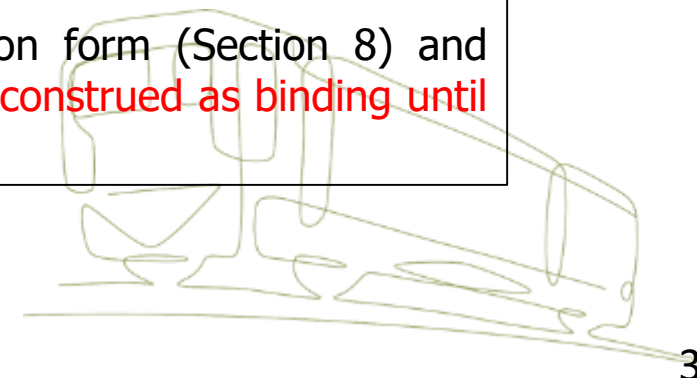
## Team

- ❖ Welcome the bidders
- ❖ Each Transnet attendee to briefly introduce themselves.

General Disclaimer: This briefing session must not contradict the RFP and its supporting documents published, and should there be any errors, acts of omissions or misinterpretations, then the RFP and its attachments takes precedence of it.

Respondents will be given an opportunity to ask questions at the end.

All verbal questions must be put in writing on the RFP Clarification form (Section 8) and Transnet will provide a written response. **No verbal feedback must be construed as binding until in writing**





## Key Points - General (1/4)

**Please note the following submission requirements, but not limited to:**

- Final RFP and **all Returnable Documents listed on Section 5 (List of Returnable Documents)** may still be downloaded directly from National Treasury's e-Tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) and Transnet website, free of charge.
- Respondents who wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.
- The RFP closes punctually at **23:00 PM on 23 September 2022**. Respondents must ensure that bids are uploaded timeously onto the system.
- Bid Validity period is **180 Business Days from Closing Date**.



## Key Points - General (2/4)

- A Non-Compulsory RFP briefing is conducted online via TEAMS on 31 August 2022, from 09H30 until 12H30.
- Respondents RFP proposal must **sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.**

**Respondents must register on the National Treasury's Central Supplier Database CSD prior to submitting/uploading their bids. Business may not be awarded to a Respondent who has failed to register on the CSD,** only foreign suppliers with no local registered entity need not register on the CSD.



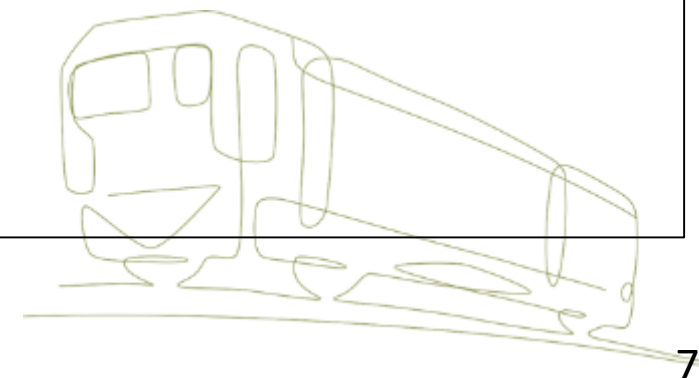
## Key Points - General (3/4)

- Communication relating to this RFP:
  - After the briefing session, should Respondents have more questions, RFP Clarification Request Form (Section 8) should be submitted onto the system, and sent to [Lerato.Ramoyada@transnet.net](mailto:Lerato.Ramoyada@transnet.net) and [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net): before **12:00 pm 14 September 2022**.
  - In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
  - Respondents are required to ensure that all clarification questions are sent to Transnet before the clarification closing date and time in order to allow Transnet sufficient time to respond to all clarification questions by **14 September 2022**.
  - After the closing date of the RFP, respondents may only communicate with Lerato Ramoyada and Mervin Rajamany, on email to [Lerato.Ramoyada@transnet.net](mailto:Lerato.Ramoyada@transnet.net); and [Mervin.Rajamany@Transnet.net](mailto:Mervin.Rajamany@Transnet.net), on any matter relating to its RFP Proposal.



## Key Points - General (4/4)

- It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.





## Scope Overview(1/9)

- Transnet SOC Ltd and its operating divisions (hereafter referred to as Transnet) has operations across the South and Southern Africa. Transnet is appointing a Conferencing and Events Management Company (CEMC) for a period of five (5) years which will be used by the entire Transnet SOC Ltd.
- Management company is required to manage the end to end requirement from Transnet for Conferencing and Events Services. Assumes full accountability and responsibility.
- The service provider that will be appointed will be expected to develop and manage a panel of local service providers per province: (Gauteng, Eastern Cape, Free State, Kwa-Zulu Natal, Limpopo, Northern Cape, Mpumalanga and Western Cape) including neighbouring countries.
- Understand that the CEMC Fixed Management Fee is to facilitate the end to end process for all Transnet conferencing and events requirements, and not to provide the actual Conferencing and Events services themselves.
- The CEMC will have to follow due process to appoint third party conferencing and events service providers, the provincial approved list, to fulfil Transnet requirements

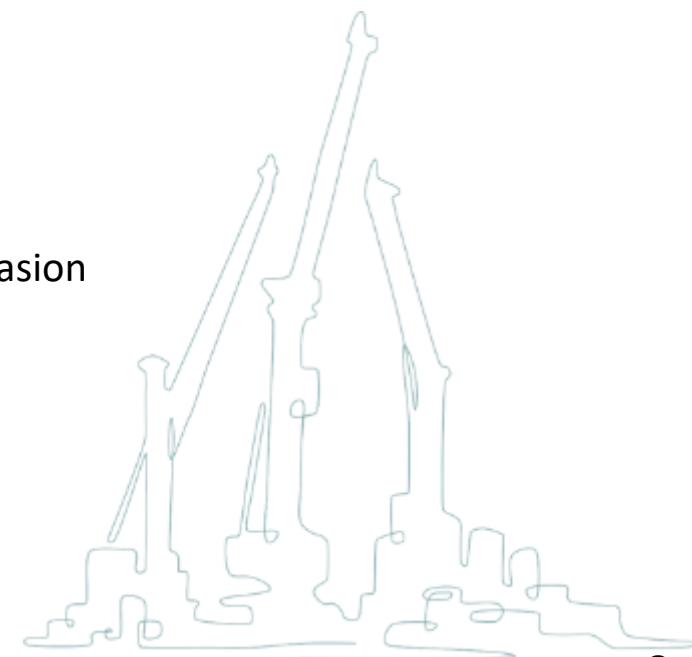


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## Scope of Service – High Level (2/9)

The service will include following categories:

- Category 1: Event Management
- Category 2: Designing of invitations and distribution
- Category 3: Programme production
- Category 4: RSVP Management
- Category 5: Food and beverage catering
- Category 6: Infrastructure
- Category 7: Audio-visual (AV) production, sound and technical support
- Category 8: Entertainment
- Category 9: Venue sourcing
- Category 10: Logistics and Transport
- Category 11: Photography and Videography
- Category 12: Promotional items and collateral material suitable for events/ occasion
- Category 13: Conferencing & Exhibitions (hosting internal and external)
- Category 14: Speakers / Motivational Speakers / Translators/Record Keeping
- Category 15: Event Production
- Category 16: Education & Sport Portfolio
- Category 17: Project launches
- Category 18: Employee Volunteerism





# Scope of Service - Detailed (3/9)

## **Category 1: Event Management**

Conceptualisation of events, preparing of various event concepts that are sensitive to local beliefs and customs.

Event design and costing

Selecting and reserving venues, Engaging speakers or entertainment, budgeting, obtaining necessary permits and appropriate insurance, compliance with health and safety standards, develop emergency contingency plans, Crisis and situation management at event, develop a security plan (inclusive of first aid), event monitoring, coordinating outside vendors, Engineering certificate.

Facilitate parking tickets for the event as and when required

As and when required interface with local authorities for VIP or bus parking, event safety requirements and adherence to all by-laws

Application of Joint Operating Committee (JOC)

## **Category 2: Designing of invitations and distribution**

Designing of Invitation

Distribution of Invitations

Distribution may be, hand delivery, mail messenger, email and/or web registration.

## **Category 3: Programme production**

Event Programmes; inclusive of but not limited to Festival Programmes, Seminars and Conference Programmes, Exhibitions, Golf Days, Customer events, Employee events, Media briefings, Activations.

Conceptualise, design, development and printing of such programmes





# Scope of Service (4/9)

## **Category 4: RSVP Management**

RSVP Management database (with real-time reporting on confirmations, etc.)

Follow-up calls

Name – tags and access control

Post event 'thank you' messages to attendees

## **Category 5: Food and beverage catering**

Buffet or sit down

Menu design options

Health certificates (Certificate of compliance or Certificate of Acceptability)

Waiters and equipment

Special dietary requirements e.g. Halaal, kosher meals, Vegan and Vegetarian

Welcome drinks / hors d'oeuvres

All beverages at the event

## **Category 6: Infrastructure**

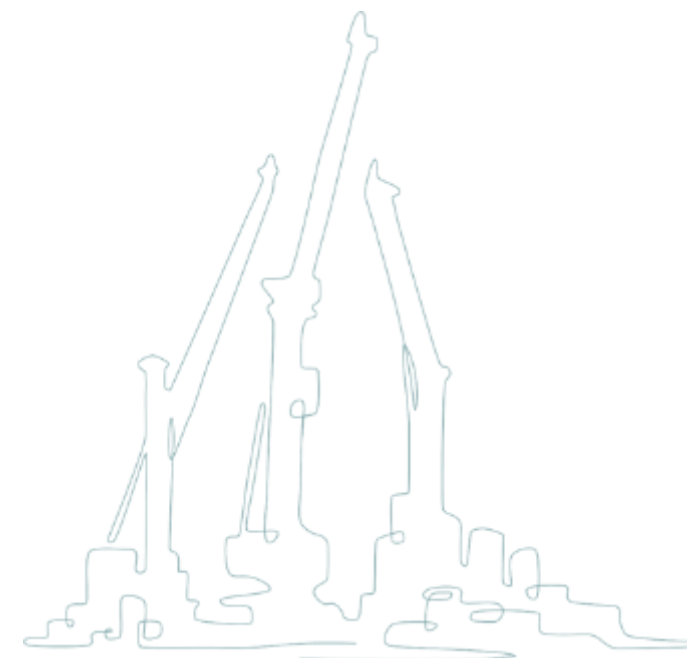
Booking a venue or source/provide a suitable facility e.g. Marquee(s)

Themed table décor

Centre pieces & draping

Set up of interior and exterior decor

Floor Tiling





# Scope of Service (5/9)

## **Category 7: Audio-visual (AV) production, sound and technical support**

Customised LED screens

Camera crew and recording

Simulcast viewing

Web cast and streaming

Microphones

Provision of AV material suitable in content and length for publication for digital platforms s

Live feed

Lighting Services

## **Category 8: Entertainment**

Propose, source, secure all necessary live performance acts

background music

## **Category 9: Venue sourcing**

Accessibility for internal and external service providers – drivers and non-drivers

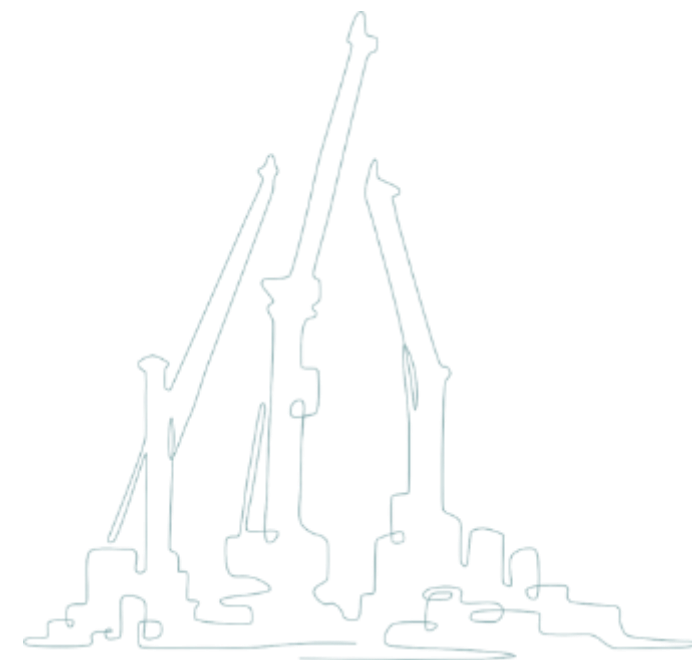
Parking solutions

Handicap accessibility

Optimising the size of the venue space

Venue technically enabled with screens, projectors, wi-fi, etc.

Safety standards





# Scope of Service (6/9)

## **Category 10: Logistics and Transport**

Co-ordination of multiple Transnet role players

All logistical details related to traveling transfer to and from the venue and possible side activities.

Effective asset tracking system and associated processes

Freight forwarding & customs clearance involved in the transportation and clearance of goods into the host country

Planning & analysis, identification of gaps in service delivery and analysis of the local logistics environment, external supplier identification and identification of key stakeholders e.g. event functional teams, local government, port authorities, etc.

Compliance with public drivers permit

## **Category 11: Photography and Videography**

Professional photographers and videography

Ability to supply images and videos in multiple requested formats, e.g. JPG/JPEG/JFIF; JPEG 2000; Exif; TIFF; GIF; BMP; PNG and Other faster formats.

Supply images/videos on multiple platforms after each event i.e. DVD, memory stick

Image file compression.

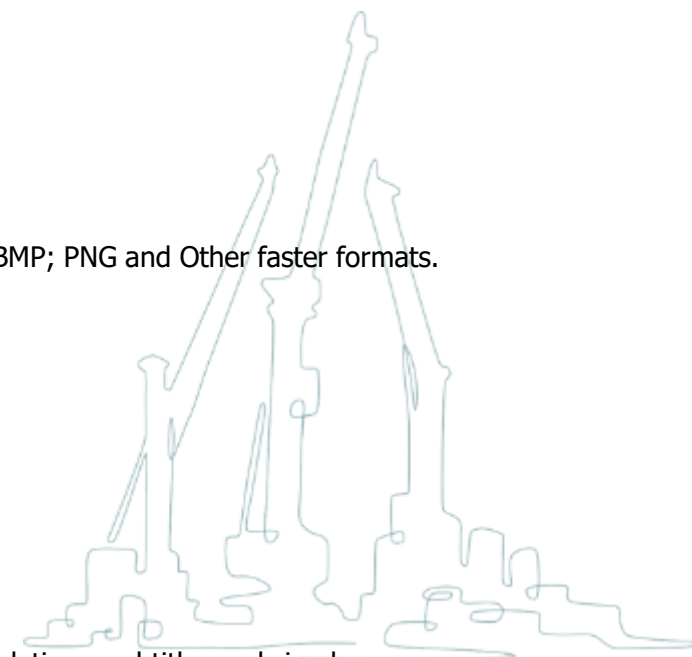
Video file editing and compression

Ability to share high quality pictures/video immediately after events

Printed photos and framed onsite

Be able to provide photo booth

Provision of material suitable in content and length for publication for digital platforms Videography can include translations, subtitles and sign language interpretation.





# Scope of Service (7/9)

## **Category 12: Promotional items and collateral material suitable for events/ occasion**

Source, recommend and supply promotional items suitable for the event/occasions, including all collaterals required for an event e.g. banners, flags, clothing etc.

Ensure 100% adherence/compliance to the Transnet Brand identity manual

Suggest, source and deliver appropriate event specific branded collateral

Show physical samples of the items requested with Transnet branding/submit artwork for sign-off

Adhere to Transnet deadline on the delivery of goods

Be on guard for emergency requests

Promotional items

## **Category 13: Conferencing & Exhibitions (hosting internal and external)**

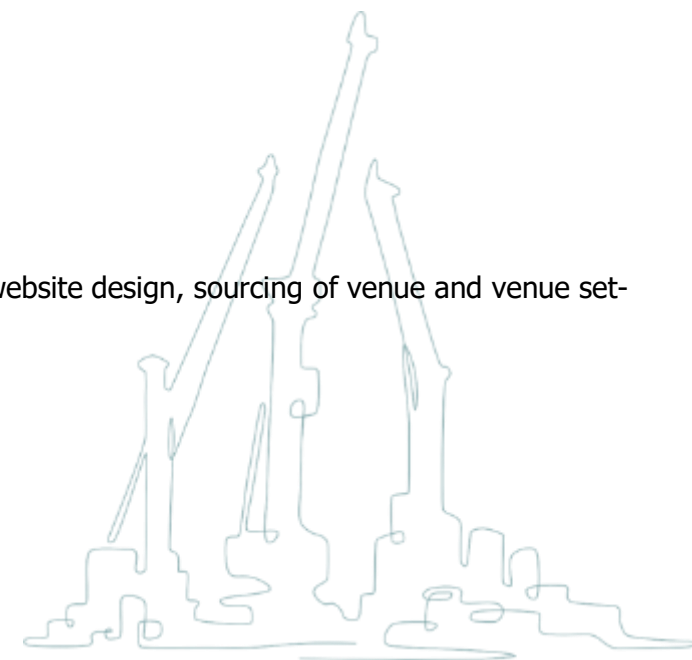
### **Internal**

Theme, concept development, stand design, invitations, sponsorships packages and marketing, conference website design, sourcing of venue and venue set-up including all collaterals required for an event e.g. banners, flags, clothing etc.

### **External**

Stand concept development, design, building and set-up.

Furniture/ accessory requirements





# Scope of Service (8/9)

## **Category 14: Speakers / Motivational Speakers / Translators/Record Keeping**

As and when required for specific events

Subject experts to be sourced to meet event criteria

Where possible local suppliers are to be used and local talent is to be promoted.

Translators to include various languages (inclusive of sign language) and where applicable specific audio equipment for select guest

Where required transcripts of the event conversations to be made.

## **Category 15: Event Production**

Oversee and project manage the entire production of the event from concept to execution.

Set/Stage design and Building, Podium, graphic design, Printing Services, Sound/Audio Services, Pre/Post Event Social Media & digital marketing, scripting, and programme directing.

## **Category 16: Education & Sport Portfolio**

The Portfolio has the academic and the sport development programmes. The main events fall within the Sport Focus Area and these are the Provincial and National Sport Tournaments.

Requirements are as follows:

Sports Management/Science Qualification from at least one of the Managers

Knowledge of risks associated with sports events. Risk Management Plans for Sports events, operating a nerve centre for the competitions, managing the logistics for sports events, and managing human resources for the sports events.





# Scope of Service (9/9)

## Category 17: Project launches

Project launches are held from time to time and these follow general needs for launches catering, transport, ambulance services, volunteers, marshals, security guards, use of stadium facilities, tents, and sound. The needs will be specified for each event.

## Category 18: Employee Volunteerism

**Employee Volunteerism event management** (e.g. Transnet Mandela Day Events; Employee Volunteerism Blitz Events)

### Knowledge of:

Transnet organisational universe (e.g. ODs; working hours; shifts; line management)

External third-party liability vs Internal Injury on Duty

Employee Volunteerism leave process

Transnet Code of Conduct; disciplinary procedures; and human resource policies and procedures that are relevant to EV (e.g. how and when to test for substance abuse)

Key community stakeholders relating to job creation; Expanded Public Works Programme and employee volunteerism

Construction project management: CIDB grading requirements

Transnet brand management: material (logo) and reputational

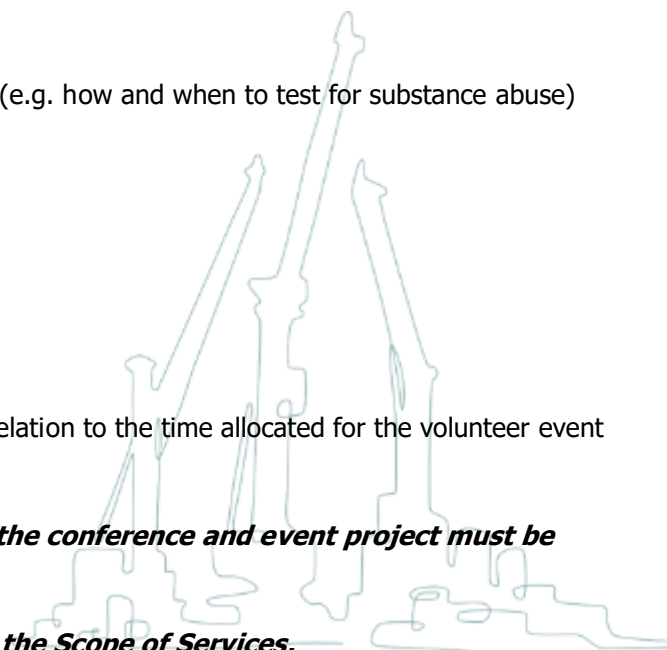
Transnet sponsorships and donations policies and procedures.

Identification of scope of work that is aligned with volunteerism (opposed to a material donation)

Conceptualisation of the number of employee volunteers in relation to the complexity of the volunteer scope of work in relation to the time allocated for the volunteer event Day

***\*\* This scope of work excludes catering for functional meetings and training. Only catering that is part of the conference and event project must be provided if needed. Stand-alone catering is not allowed.***

***Bidders to refer to Annexure G: Service Level Agreement (SLA) for the detailed performance measures for the Scope of Services.***





# B-BBEE Requirements for Prequalification

## **B-BBEE Definition:**

Broad-Based Black Economic (B-BBEE) means the economic empowerment of all black people including women, workers, youth, people living with disabilities and people living in rural areas through diverse but integrated socio-economic strategies.

## **Purpose:**

- To increase the number of black people that manage, own and control enterprises and productive assets.
- To facilitate ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises
- To achieve an equitable representation in all occupational categories and levels in the workforce
- To procure from large, medium and small sized black owned enterprises
- To increase investment in enterprises and communities that are owned and managed by black people
- A valid B-BBEE certificate OR an Affidavit for QSE and EME's is required

## **B-BBEE Amended Codes Principles**

- Enhanced the recognition status of black owned EMEs and QSEs
- An **EME** that is **100% owned by black people** qualifies as a level 1 contributor;
- An **EME** that is more than **51% owned by black people** qualifies as a **level 2 contributor**;
- No **verification** requirements for EMEs; EME to obtain a **Sworn affidavit** or a **CIPC Certificate**

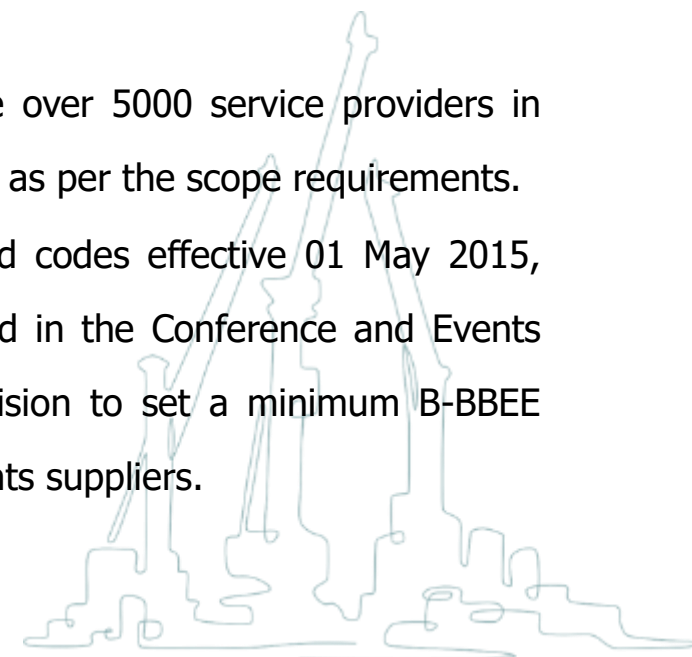


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# Motivation for the Minimum B-BBEE Level 4

The new **PPPFA regulations ACT 2000:2017 effective from 01 April 2017** states that, if feasible, a prequalification can be set to advance certain designated groups by advertising the bid with a with a stipulated minimum B-BBEE status level.

- Transnet conducted Market research and identified the B-BBEE Levels that could potentially provide the required services.
- The National Treasury Central Supplier Database (CSD) showed that there are over 5000 service providers in South Africa within the stipulated B-BBEE Status level 1- 4 for various categories as per the scope requirements.
- Transnet is of the opinion that B-BBEE Status level 1-4, in the new amended codes effective 01 May 2015, demonstrates significant effort on the parts of these firms to have transformed in the Conference and Events industry. Therefore, Transnet recognizes this, and it is Transnet's internal decision to set a minimum B-BBEE **Status level 1-4** to continue to support these transformed Conference and Events suppliers.

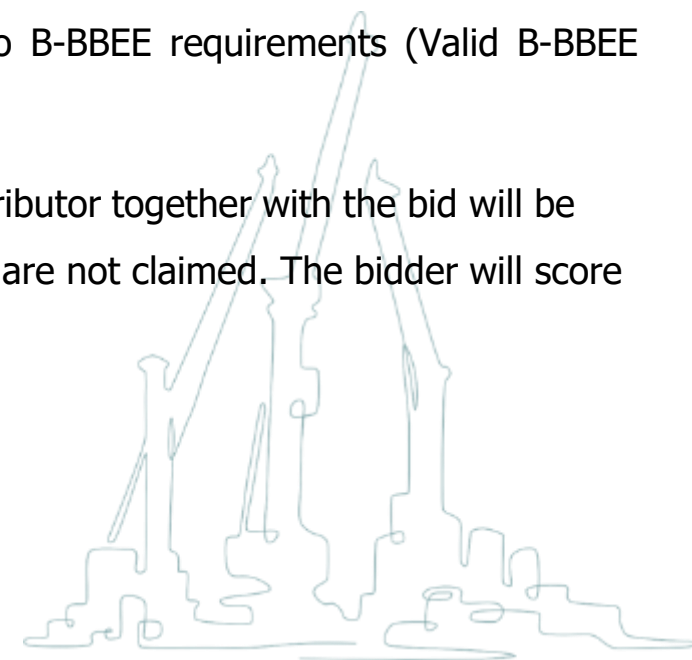






## Motivation for the Minimum B-BBEE Level 4

- The research concluded that there are sufficient number of minimum B-BBEE Level 1- 4 that can participate in this RFP. therefore, as there is adequate research that supports this, Transnet has set a mandatory prequalification criteria in Stage 2 of the Evaluation Process for a minimum B-BBEE Status level 1- 4.
- Bidders will be requested to submit a valid proof of respondent's compliance to B-BBEE requirements (Valid B-BBEE certificate or applicable Sworn Affidavit as per **Section 9 B-BBEE Act of 2003**).
- Failure on the part of a bidder to submit proof of B-BBEE status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. The bidder will score a zero (0).





# B-BBEE CERTIFICATE & JV

## B-BBEE Certificate & Sworn Affidavit

- Large Certificate issued by SANAS accredited verification agency
- QSE Some of their certificate issued by SANAS accredited verification agency
- Sworn Affidavit signed by the authorized QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned)

Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at [www.dti.gov.za/economic\\_empowerment/bee\\_codes](http://www.dti.gov.za/economic_empowerment/bee_codes).

## JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities:-

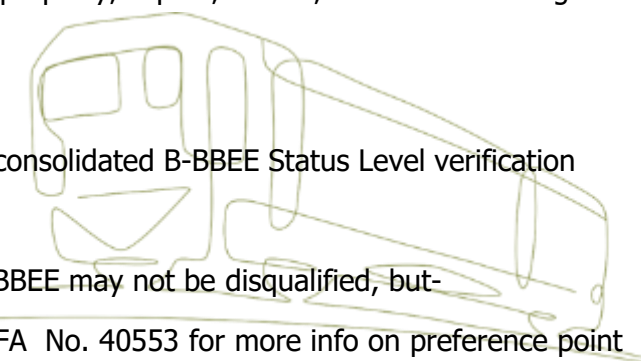
- This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.
- Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## JV EVALUATIONS

- A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.

A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-

(a) may only score points out of 90 for price; and (b) scores 0 points applying the 90/10 principle . Refer PPPFA No. 40553 for more info on preference point





## 30% PPPFA Sub-contracting

As prequalification criteria to participate in this RFP, Respondents are required to subcontract a minimum of 30 % [thirty percent] of the value of the contract to one or more of the following designated groups:

- an EME or QSE;
- an EME or QSE which is at least 51% owned by Black People;
- an EME or QSE which is at least 51% owned by black people who are youth;
- an EME or QSE which is at least 51% owned by black people who are women;
- an EME or QSE which is at least 51% owned by black people with disabilities;
- an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- an EME or QSE which is at least 51% owned by black people who are military veterans; or
- a cooperative which is at least 51% owned by black people.

A bid that fails to meet this pre-qualifying criteria will be regarded as an unacceptable bid. Refer to Section 10 to complete the required Subcontracting Pre-Qualification Criteria Form, and also the mandatory and essential documents required.



# 30% PPPFA Sub-contracting Section 10



**Respondents are to note that Transnet will not round off subcontracting percentage for the purposes of determining whether the subcontracting condition has been met.**

- b) A bid that fails to meet this pre-qualifying criterion will be regarded as an unacceptable bid.
- c) For a list of potential subcontractors, Respondents may refer to the National Treasury Central Database website and conduct a subcontractor search using the procurement reference number: TCC/2022/01/0065/RFP. The list must be accessed as follows:
  - Log on to the CSD website (<https://secure.csd.gov.za/>);
  - Click on Search and select Subcontractor Search;
  - Enter the Procurement reference number TCC/2022/01/0065/RFP; and
  - Click on "Run Search".
- d) Respondents have the discretion of identifying and selecting suppliers, who are registered on the National Treasury supplier database (CSD) but do not appear on the list provided by Transnet, for purposes of subcontracting.
- e) **Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement may include a subcontracting agreement.**
- f) Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated.
- g) Respondents are responsible for all due diligence on their subcontractors.
- h) Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.
- i) The successful Respondent awarded the contract may only enter into a subcontracting arrangement with Transnet's prior approval.

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# 30% PPPFA Sub-contracting Section 10

- j) The contract will be concluded between the successful Respondent and Transnet, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

## Attachments to this form

The Respondent is to ensure that the following is completed and attached to this form:

- a) Subcontractor's valid proof of B-BBEE status (mandatory returnable document)  
b) Name of subcontractor/s and Company Registration number:

	Subcontractor Legal Name	Company Registration Number	PPPFA Designated Group (as per Section 2, paragraph 6)	B-BBEE Level	CSD Number
1					
2					
4					
5					

- c) Work to be subcontracted:

Subcontractor	Work to be performed by subcontractor (Please specify)	Percentage of contract that will be sub-contracted to PPPFA designated groups	Firm Experience (No. of Years)	Current Clients (Provide signed reference letters for each client listed)
1				
2				
4				
5				
<b>Total Percentage</b>				

## **Note:**

The total Percentage of contract that will be sub-contracted on this form must add up to minimum 30% (thirty percent). Should the total Percentage of contract that will be subcontracted be below the minimum 30% (thirty percent), then the Respondent will be disqualified. Please ensure that this is completed. Reflect the percentage value.

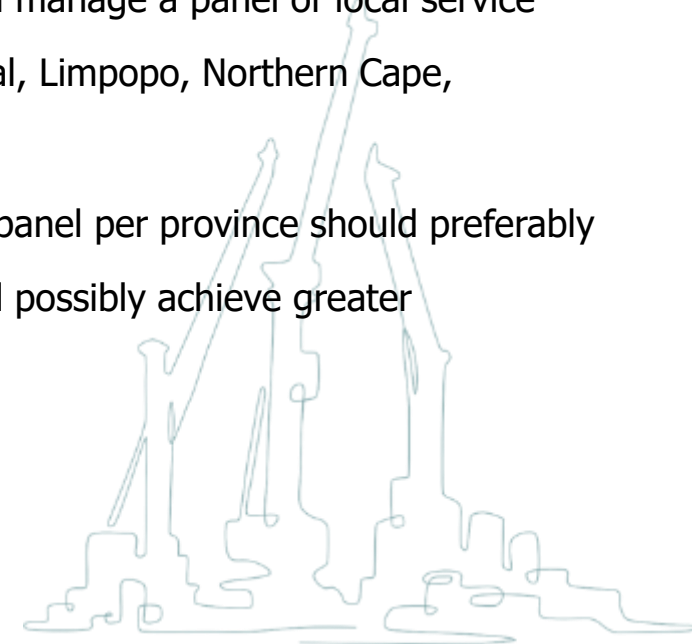
For the purpose of determining that the pre-qualification criteria has been complied with, Respondents must cumulatively meet the minimum 30% pre-qualification requirement and provide a valid B-BBEE certificate(s) or Sworn Affidavit(s) for the proposed subcontractor(s) listed above. *Failure to provide a valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed subcontractor(s) which makes up the minimum 30% pre-qualification requirement at the Closing Date and time of this RFP will result in a Respondent's disqualification.*



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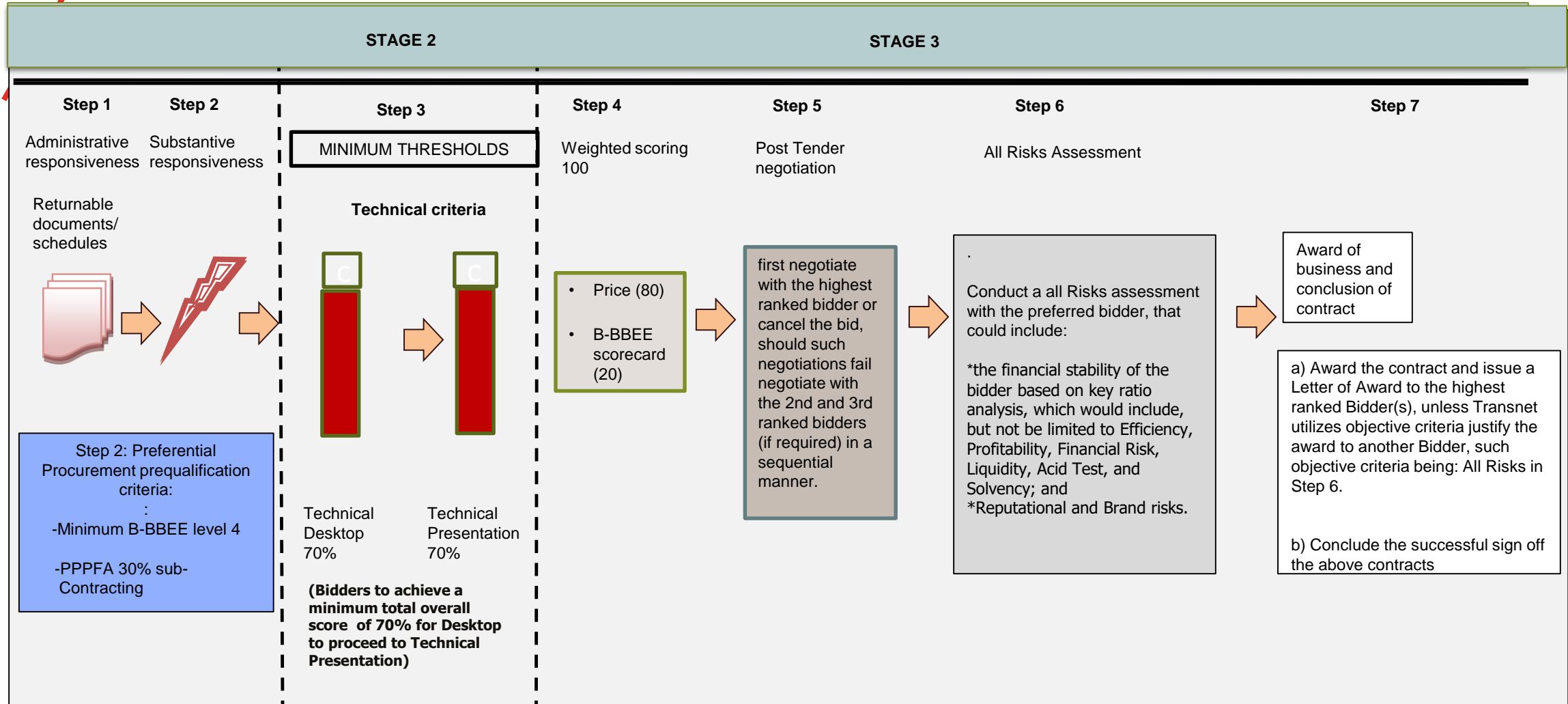
## Additional Transformation Imperatives on third party spend

- **Additional Transformation Target on Third Party Conferencing and Events Spend during Contracting:**
  - Transnet will look to possibly implement a Transformation target, during the contracting stage, on the third-party **Conferencing and Events Spend** to empower the industry.
  - The service provider that will be appointed will be expected to develop and manage a panel of local service providers per province: (Gauteng, Eastern Cape, Free State, Kwa-Zulu Natal, Limpopo, Northern Cape, Mpumalanga and Western Cape) including neighboring countries.
  - Transnet will request that the successful Service Provider ensures that the panel per province should preferably include at least 30% Black Owned Companies, QSE's and EME's. This could possibly achieve greater transformation in the **Conferencing and Events Management** industry.





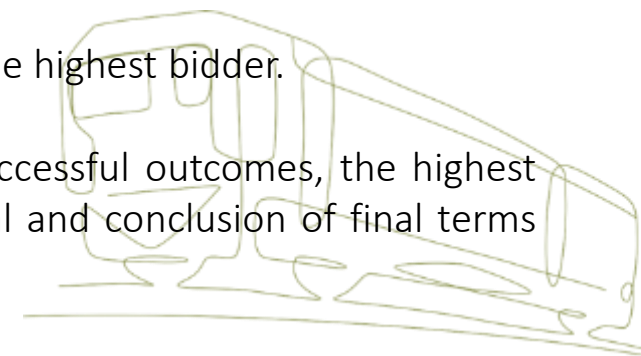
# Transnet Evaluation Methodology





# Detailed Evaluation Process

- There will be a Non-Compulsory online briefing session
- Only bidders that have passed stage 1 will be allowed into Stage 2
- Only bidders that have passed stage 2 will be allowed into Stage 3
- Stage 3 will include a Technical Desktop evaluation (Phase 1), where bidders must achieve a minimum score of 70% overall. Only bidders who achieved the minimum 70% overall score will move into the Phase 2 of the technical evaluation, which is the compulsory presentation. Bidders must achieve a minimum score of 70% overall and only those who achieve this minimum threshold in the presentation phase will move into Stage 4.
- Price and preference will be scored on a 80/20 principle evaluation in line with the Preferential Procurement Policy Framework Act (PPPFA), which 80% will be allocated to Price, and 20% to B-BBEE scorecard.
- Should the price be not market related, final negotiations will be conducted with the highest bidder.
- An All Risks assessment will be conducted on the preferred bidder. Based on successful outcomes, the highest ranked bidder(s) in Stage 5 will be the successful bidder, subject to DOA approval and conclusion of final terms and conditions.





# Evaluation Process - Step one: Test for Administrative Responsiveness

Administrative responsiveness check		Yes/No
• Validate whether bid has been lodged on time		
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time		
• Verify the validity of all returnable documents		
• Verify if the Bid document has been duly signed by the authorised respondent		

Mandatory Returnable Documents		Yes/No
SECTION 1: SBD1 Form		
SECTION 4: Pricing and Delivery Schedule		
ANNEXURE B: Pricing Schedule		
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 2, paragraph 6, and Section 9 of this RFP.		
SECTION 10: 30% PPPFA Subcontracting Prequalification Criteria Form		
Valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed PPPFA designated subcontractor(s)		



# Evaluation Process - Step one: Test for Administrative Responsiveness

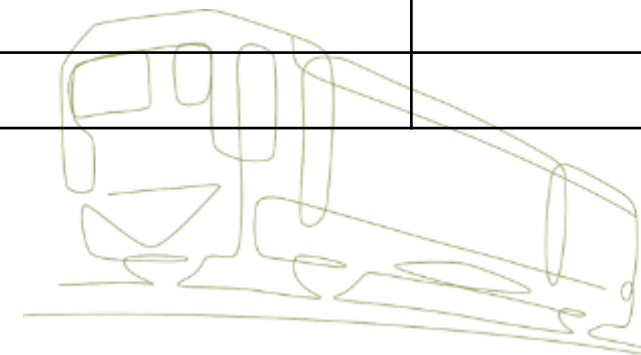
Returnable Documents Used For Scoring	[Yes or No]
Completed Annexure A: Technical Questionnaire for Technical Desktop Evaluation (including supporting documents)	
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 2, paragraph 6, and Section 9 of this RFP.	

Essential Returnable Documents & Schedules	Yes/No
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
<ul style="list-style-type: none"> <li>- Audited Financial Statements:</li> <li>- Submitted Entity's last two (2) years audited financial statements for entities in business more than five (5) years; or</li> <li>- Submitted Entity's last audited financial statement for entities in business for less than five (5) years.</li> </ul>	
SECTION 5: Proposal Form and List of Returnable documents	
SECTION 6: Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7: RFP Declaration and Breach of Law Form	



# Evaluation Process - Step one: Test for Administrative Responsiveness

Essential Returnable Documents & Schedules	Yes/No
SECTION 9: B-BBEE Preference Claim Form	
Proof of 30% PPPFA subcontracting arrangement/agreement as per Section 10 of the RFP	
SECTION 11: Job Creation Schedule	
SECTION 12: Protection of Personal Information	
ANNEXURE C: Master Agreement	
ANNEXURE D: Transnet's General Bid Conditions	
ANNEXURE E: Transnet's Supplier Integrity Pact	
ANNEXURE F: Non- Disclosure Agreement	





# Evaluation Process-Step two: Test for Substantive Responsiveness

Substantive responsiveness test:	RFP Reference
Whether any general and legislation qualification criteria (excluding preferential procurement) set by Transnet, have been met	<i>All sections including: Section 2 paragraphs, 2.2, 6, 10.2, General Bid Conditions clause 20</i>
Validate Pricing Schedule: Check whether Annexure B: Pricing was fully completed as per requirement and can be used for Step 4.	<i>Annexure B</i>
Whether the Bid materially complies with the scope and/or specification given	<i>All Sections</i>
<ul style="list-style-type: none"> <li>Whether any set prequalification criteria for preferential procurement have been met: <ul style="list-style-type: none"> <li>➤ Validate Minimum B-BBEE level of 1 to 4.</li> <li>➤ Calidate 30% Sub-contracting prequalification criterion/criteria to designated groups</li> </ul> </li> </ul>	Section 2, paragraph 6 Section ,9, Section 10
Validate B-BBEE certificate(s) or Sworn Affidavit(s) for proposed PPPFA subcontractor(s)	Section 2, paragraph 6 Section 9, Section 10



## Evaluation Process-Step three: Technical Desktop

Evaluation Criteria	% Weightings	Scoring Guide	Scoring Method	Scoring Points	Reference
Sub- Category 1- Capability and Capacity of the company	80%	Refer to Annexure A: Technical Questionnaire	Refer to Annexure A: Technical Questionnaire	80	Refer to Annexure A
Sub- Category 2- Customer References	20%	Refer to Annexure A: Technical Questionnaire	Refer to Annexure A: Technical Questionnaire	20	Refer to Annexure A
<b>Total Weighting</b>	<b>100%</b>				
<b>Minimum Threshold required to proceed to Phase 2: Technical Presentation</b>	<b>70%</b>				



## Step Three: Technical Presentation Evaluation-Phase 2

Requirement	Evaluation Imperatives for Scoring	Weighting %	Scoring Guide	Scoring Method	Scoring Points	RFP Reference
<p><b>Scenario for bidders to prepare for presentations.</b></p> <p>Transnet seeks to implement an event that will promote 16 Days of Activism against Gender Based Violence. The Group Corporate Affairs will implement an awareness to gender-based violence ("GBV") against woman and children. The supplier is required to:</p> <ul style="list-style-type: none"> <li>*Provide the GBV theme;</li> <li>*Implement the event in the month of November;</li> <li>*Implement the event in all Provinces;</li> <li>*Galvanise 3000 Transnet employees per Province to participate in the event;</li> <li>* The forecasted budget for all events is R 5m Inc. Vat;</li> <li>*Provide all the elements required from start to end;</li> <li>* Identify different external stakeholder to be included, specify their roles and responsibilities.</li> </ul>	<p>Bidder to present a creative concept that is gender sensitive and inclusive (LGBTQI+)</p>	<p>20%</p>	<p>Refer to Annexure A</p>	<p>Refer to Annexure A</p>	<p>20</p>	<p>Refer to Annexure A</p>



# Step Three: Technical Presentation Evaluation-Phase 2

Technical Criteria		Weighting %	Scoring Guide	Scoring Method	Scoring Points	RFP Reference
	Bidder to show an implementation plan from inception to completion, with specific deliverables and clear timelines.  The presentation must take Transnet through the detailed planning, scope of events, different elements involved, inclusive of budget management.	50%	Refer to Annexure A	Refer to Annexure A	50	Refer to Annexure A
	Presentation team to take Transnet through the detailed cost optimisation plan for the event, what items did the bidder target for maximising cost saving result. Show value added elements to the budget.	30%	Refer to Annexure A	Refer to Annexure A	30	Refer to Annexure A
<b>Total Weighting</b>		<b>70</b>				
<b>Minimum Threshold required to proceed to Stage 4: Price/B-BBEE</b>		<b>100</b>				



## Step Four: Evaluation and Final Weighted Scoring

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

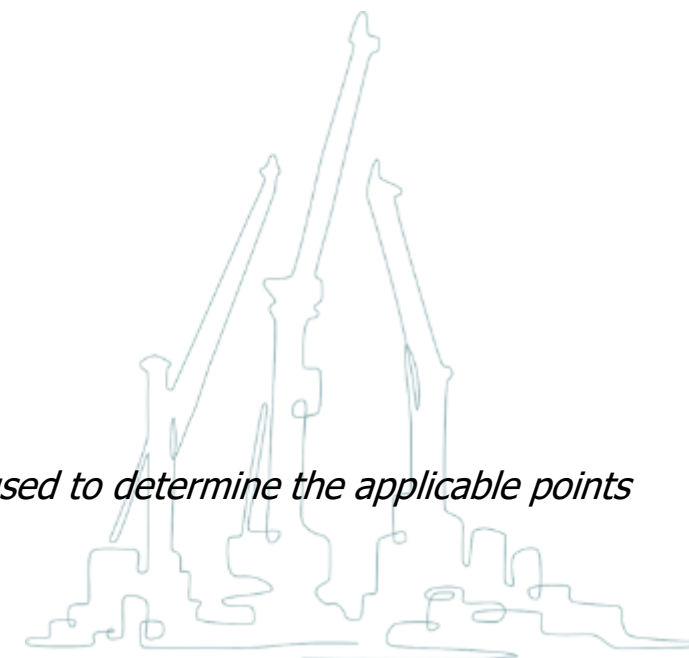
- Transnet will utilise the following formula in its evaluation of Price:

$$PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Bid under consideration  
 Pt = Price of Bid under consideration  
 Pmin = Price of lowest acceptable Bid

*The 80/20 preference point system will apply and the lowest acceptable bid will be used to determine the applicable points system"*

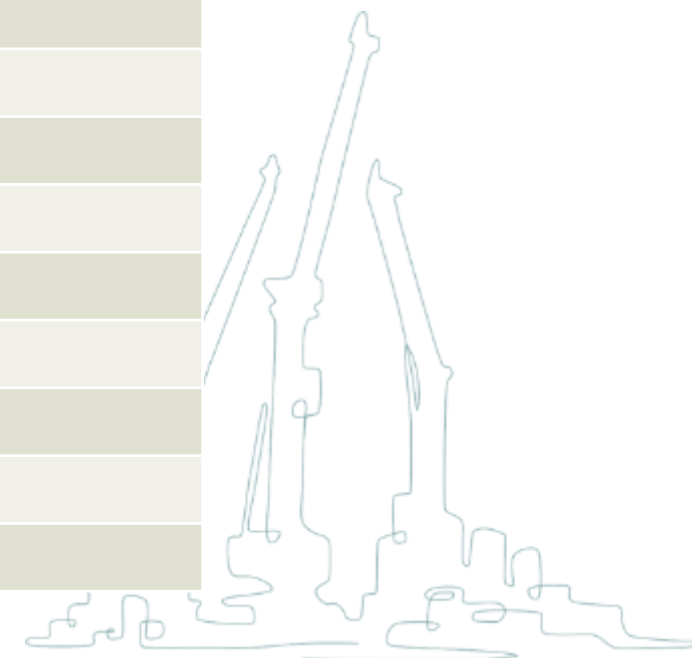




# Step Four: Evaluation and Final Weighted Scoring

- **Broad-Based Black Economic Empowerment criteria [Weighted score 20 points]**
  - B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
  - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated below:

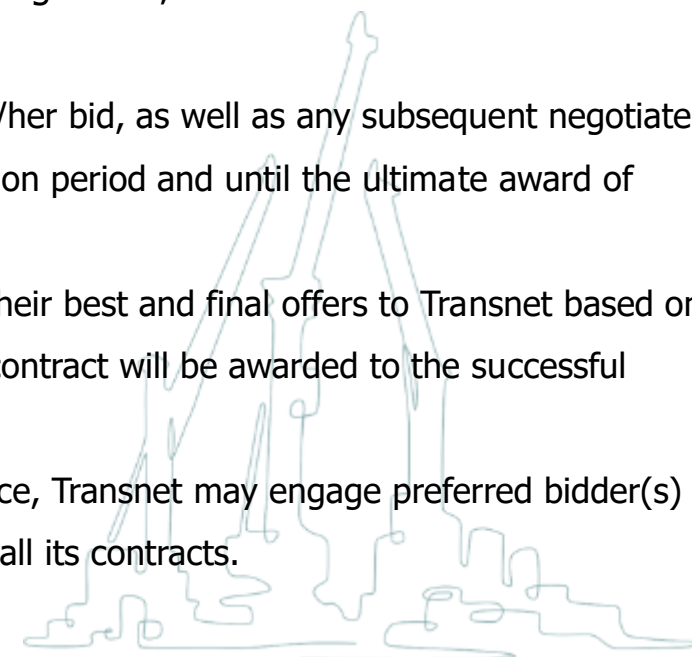
B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0





## Step Five : Post Tender Negotiations (If Applicable)

- 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:
  - First negotiate with the highest ranked bidder, and should such negotiations fail;
  - Then Transnet will follow in a sequential, but not simultaneous manner, to negotiate market related pricing with the next ranked bidders in the order of the ranking in Step 4 of the evaluation process; failing which;
  - Cancel the tender
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).
- Over and above the negotiating of prices with the preferred bidder to get a market-related price, Transnet may engage preferred bidder(s) to negotiate reduced rates before or after the award of business to achieve cost effectiveness in all its contracts.





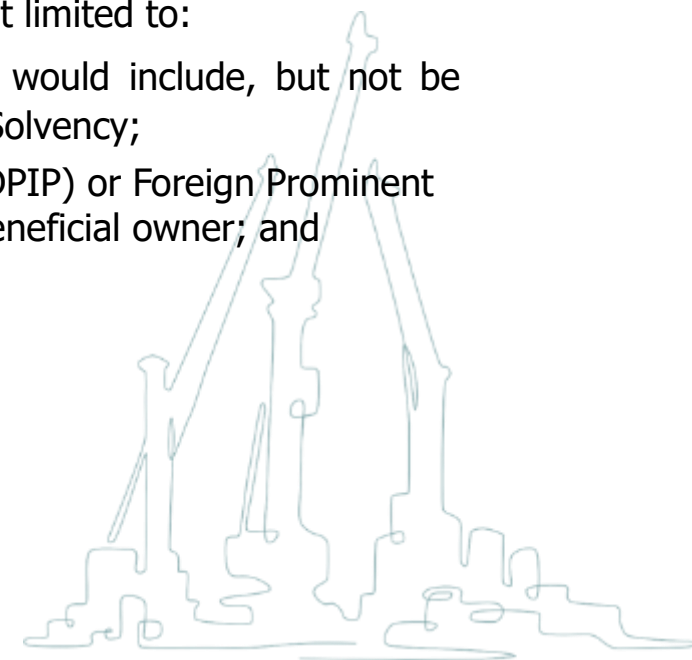
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# Step Six: Objective Criteria

## Step Six: Objective Criteria

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 which Transnet may apply in this bid process include:

- All risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:
  - the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
  - A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
  - Reputational and Brand risks.

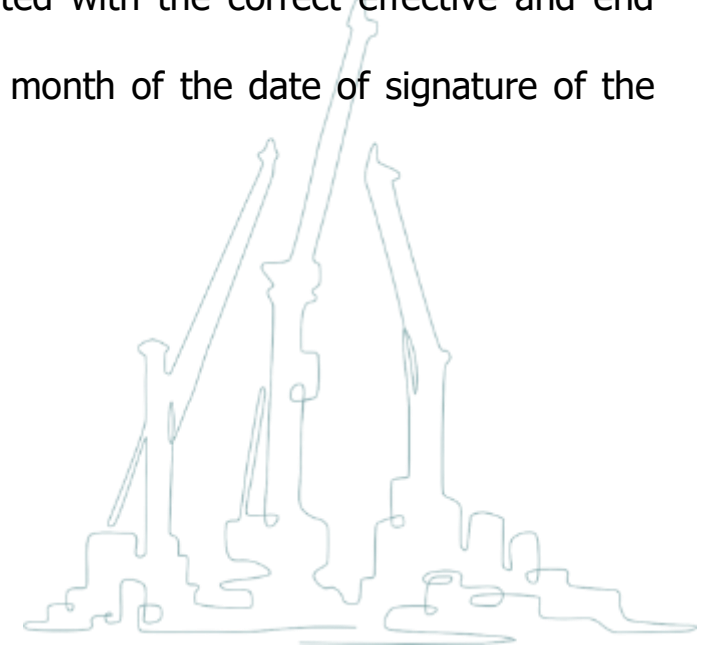




# Step Seven : Award of business and conclusion of contract

## Step Seven: Award of business and conclusion of contract

- Immediately after the approval to award the contract by Transnet delegated authority, the successful or preferred bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award (LOA).
- Thereafter, the master agreement, as per the RFP published annexure, will be updated with the correct effective and end dates, and signed off by Transnet and the successful Respondent(s) within three (3) month of the date of signature of the LOA.





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## Questions and Closure

All questions arising from this non- compulsory briefing session must be put in writing on the (Section 8) RFP Clarification Form submitted on the system and sent to [Lerato.Ramoyada@transnet.net](mailto:Lerato.Ramoyada@transnet.net) and [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net) before 12h00 pm on 14 September 2022.





TRANSNET



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Thank you