

T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts. The Standard for Uniformity in Construction Procurement was first published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004. It was subsequently amended in Board Notice 67 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government Gazette No 29138 of 18 August 2006, Board Notice No 9 of 2008 in Government Gazette No 31823 of 30 January 2009, Board Notice 86 of 2010 in Government Gazette No 33239 of 28 May 2010, Board Notice 136 of 2015 in Government Gazette 38960 of 10 July 2015 and Board Notice 423 of 2019 in Government Gazette No 42622 of 8 August 2019.

This edition incorporates the amendments made in Board Notice 423 of 2019 in Government Gazette 42622 of 8 August 2019. (see www.cidb.org.za).

The Standard Conditions of Tender make several references to Tender data for detail that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced in the left-hand column to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause	Data
C.1.1 The <i>Employer</i> is	Transnet SOC Ltd (Reg No. 1990/000900/30)
C.1.2 The tender documents issued by the <i>Employer</i> comprise:	
Part T: The Tender	
Part T1: Tendering procedures	T1.1 Tender notice and invitation to tender T1.2 Tender data
Part T2: Returnable documents	T2.1 List of returnable documents T2.2 Returnable schedules
Part C: The contract	
Part C1: Agreements and contract data	C1.1 Form of offer and acceptance C1.2 Contract data (Part 1 & 2) C1.3 Form of Securities
Part C2: Pricing data	C2.1 Pricing instructions: Option A C2.2 Price Schedule

Part C3: Scope of work

C3.1 Service Information

C.1.4	<p>The Employer's agent is:</p> <p>Name:</p> <p>Address:</p> <p>Tel No.</p> <p>E – mail</p>	<p>Procurement Officer</p> <p>Mpho Mohapi/ Azola Gxamza</p> <p>N2 Neptune Road TNPA Admin Building Port of Ngqura</p> <p>066 293 2210/078 167 4661</p> <p>Mpho.mohapi@transnet.net / Azola.Gxamza@transnet.net</p>
C.2.1	<p>Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:</p> <p>1. Stage One - Eligibility with regards to attendance at the compulsory clarification meeting:</p> <p>An authorised representative of the tendering entity or a representative of a tendering entity that intends to form a Joint Venture (JV) must attend the compulsory clarification meeting in terms C2.7</p> <p>Eligibility Criteria, Certificate of Attendance at Tender Clarification Meeting must be submitted with the tender.</p> <p><i>Any tenderer that fails to meet the stipulated pre-qualifying criteria will be regarded as an unacceptable tender.</i></p> <p>2. Stage Two - Pre-qualification criteria for preferential procurement in terms of the Preferential Procurement Regulations, 2017:</p> <p>a) A tenderer having a stipulated minimum B-BBEE status level of contributor of 4.</p> <p>Functionality: (if applicable)</p> <p>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 score for functionality is 60 points.</p> <p>The evaluation criteria for measuring functionality and the points for each criterion and, if any, each sub-criterion are as stated in C.3.11.3 below.</p>	

Any tenderer that fails to meet the stipulated pre-qualifying 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.

Tenderers are also **required to bring their RFP document to the briefing session and have their returnable document T2.2-01 certificate of attendance** signed off by the Employer's authorised representative.

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:
	▪ Name of Tenderer: (insert company name)
	▪ Contact person and details: (insert details)
	▪ The Tender Number:
	▪ The Tender Description

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

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

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

Time: 16:00 on the 11 November 2022

Location: The Transnet e-Tender Submission Portal:

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

NO LATE TENDERS WILL BE ACCEPTED

C.2.16 The tender offer validity period is **180 Business days** 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.

- 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 case of all EMEs and QSEs with 51% black ownership or more together with the tender;
 3. Proof of registration on the Central Supplier Database;
 4. 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

- C3.11 The minimum number of evaluation points for functionality is: **60**

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.

Functionality Criteria

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

TECHNICAL EVALUATION SCORING FOR THE MODERNISATION, DIGITALISATION, AND STANDARDISATION OF TNPA BOARDROOMS ACROSS THE PORT SYSTEM			
Evaluator's Name:			
Category	Sub-Criteria		Sub-Criteria Points
T2.2-03 -Customer Reference Letters	<p>The tenderer must demonstrate that they have done similar projects at other customers. The tenderer must demonstrate experience in implementation of at least three (3) full Digital Boardroom Solution projects (Hardware and Software). The tenderer must have implemented the technology that they are proposing.</p> <p>The tenderer must provide three (3) reference letters from current or previous clients (preferably South African clients), to confirm the Customer Satisfaction levels (out of 100%) in each letter for deployment services of a similar complexity and value, for a Digital Boardroom Solution (Hardware and Software) provided to them.</p> <p>Minimum Requirements:</p> <ol style="list-style-type: none"> 1. Digital Boardrooms Solution for different types of boardrooms (Small, Medium, Large and Conference rooms) 2. Outside door display panels that integrate to Microsoft Outlook 3. Boardroom booking solution integrated to Microsoft Outlook <p>Additional requirements</p> <ol style="list-style-type: none"> 4. Smart Boards technology 5. Portable PA System <p>The tenderer must submit three (3) customer reference letters on a client company letterhead for the projects that have taken place within the past 5 years.</p> <p>Each reference letter must have a date, signed by the customer, and contain:</p> <ul style="list-style-type: none"> • Customer company name • Company Address • Customer contact details (Email and Phone) 		30

	<ul style="list-style-type: none"> • Project Scope of work • Project Start and End dates 		
T2.2-04 -Method Statement	<p>The tenderers must sufficiently demonstrate the approach/methodology that will be employed to cover the scope of the project.</p> <p>The tenderer must provide a full breakdown of how the proposed solution and implementation (Hardware and Software) per port.</p> <ul style="list-style-type: none"> • Ngqura • Port Elizabeth • East London • Cape Town • Saldanha • Mossel Bay • Durban • Richards Bay <p>The method statement should align with the scope of work provided; this is to be included in the response. The Technical Evaluation team are looking to ensure that the following items are catered for in the response:</p> <ol style="list-style-type: none"> 1. Digital boardrooms solution 2. Outside boardroom door display panel 3. Boardrooms booking software 4. Smart Board Solution 5. Portable PA System 6. Tour Guide system 7. Smart Digital Cameras 8. Comfort Screens 		15
T2.2-05 - Technical Resource Allocation with key resources	<p>The tenderer must use skilled personnel throughout the duration of the project. The tenderer must be able to demonstrate that the project personnel have sufficient knowledge, experience, and qualifications to provide the required services.</p> <p>Transnet wishes to see technical expertise in the areas of executing projects of similar size and scope. Further, Transnet wishes to see any relevant certifications held by technical individuals illustrating proficiency in the fields of Digital Boardroom Solution, Data Protection, proprietary hardware certifications, and networking.</p> <p>List of key roles must include the following disciplines:</p>		25

	1. Certified Audio Visual and Video Conferencing Hardware Specialist	5	
	2. Certified Audio Visual and Video Conferencing Configuration and Installation Specialist	5	
	3. Certified Audio Visual and Video Conferencing Software Developer	5	
	4. Project Manager	5	
	5. Training Specialist	5	
T2.2-06 - Skills Transfer	<p>The tenderer must provide training to all TNPA ICT Operations Support Team to enable them to support the boardroom solution. The training must be comprehensive and include but NOT limited to the following training scope items consisting of a Training Plan for the training process & list, E-Lab training, On the job training and Onsite classroom-based training (For skills relevant to maintaining the solution implemented):</p> <ol style="list-style-type: none"> 1. Administration of Digital Boardroom Hardware and Software 2. Backup and Recovery Administration 3. Disaster Recovery 4. Health Checks 5. Basic troubleshooting 6. Call Logging 7. End to End Training documentation <p>The detailed skills transfer plan and schedule must be submitted. The list of tasks to be performed per scope item must be compiled and the trainee must sign off that they are comfortable in performing all these tasks for the scope item to be considered complete.</p>		10
T2.2-07 Programme	<p>The Tenderer must provide a detailed Level 3 Project Specific Schedule on how the project will be conducted. Provide a well detailed plan and attach the project time-line that addresses all the scope items linked to the detailed scope of works, showing duration, showing the sequence of events, critical paths, milestones and responsible person for the work. The project plan starts when a vendor receives a purchase order.</p> <p>The project duration must not be longer than 15 months. It is preferred that the vendor cater for 12 months and allow 3 months contingency for unforeseen events that may delay the project. No project plan with a duration longer than 15 months will</p>		10

	<p>be accepted. The following is a suggested framework that can be used to draft the project plan, which must be presented as a Gantt chart using Microsoft Project or similar.</p> <p>The project plan must contain all these items, not less, but can be more. The following plan will commence once the vendor receives the purchase order.</p> <p>The Tenderer shall indicate the following:</p> <ul style="list-style-type: none"> • Ability to execute the works in terms of the Employer's requirements, indicating the order and timing of the implementation activities that will take place to provide the work • Schedule showing Starting, Completion, Sectional Completion and Key Dates as listed in Contract Data Part One -"Data provided by the Employer" and are logically linked to activities in the schedule and to be driven by activities. All activities to be logically tied using a clearly defined critical path method (CPM) • All activity durations to be realistic and based on quantities and activities that can be measured in days. The calendar on the schedule should represent the actual work week/month used. e.g. weekends as nonworking periods • Against each activity or grouping of activities, the Tenderer indicates their "time risk allowances" and float shown. The Time Risk Allowances must be clearly defined and basis that were applied in calculating these durations. The Tenderer owns these allowances • At a minimum, a Level 3 Programme is developed electronically and a hard copy to be supplied with the Tender document. This Schedule development should be in Ms project. Primavera would be an added advantage. • The level of detail on the schedule should include, but not limited to, Key Milestones, Sectional Completion Milestones and Close-out activities 		
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<div>T2.2-08 Fault Logging Methodology for post implementation maintenance</div>	<div>The tenderer must provide an all hours, 24 x 7 x 365, fault logging and resolution approach/methodology proposal for post implementation maintenance. Each of the following fault logging scope items MUST be included:</div> <div><div>1. Fault Logging Approach</div><div>2. Classification of faults / incidents</div><div>3. Service Level Agreements / and resolution turnaround times</div><div>4. Support escalation – If 1st level support cannot resolve the call, 2nd level support must be called in and even OEM plant support must be called if required. Similarly, if remote support cannot solve a call, an on-premises technician must be dispatched.</div><div>5. Call home facility for hardware to automatically log calls by itself to alert technician without manual logging required</div><div>6. Complaints approach to address instances where call logging process has not worked</div><div>7. Must provide onsite support in cases when remote support has been attempted and has not worked</div><div>8. Must have spares available in the region to supply quickly in cases of component failure</div></div>	<div>10</div>
<div>Evaluator Signature: _____</div>	<div></div>	<div>Final score: _____</div> <div>/ 100</div>

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

- T2.2-03 Customer Reference Letters
- T2.2-04 Method Statement
- T2.2-05 Technical Resource Allocation with key resources
- T2.2-06 Skills Transfer
- T2.2-07 Programme
- T2.2-08 Fault Logging Methodology for post implementation maintenance

Each evaluation criteria will be assessed in terms of scores of 0, 20, 40, 60, 80 or 100

The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality, unless scored collectively.

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 further in accordance with the 80/20 or 90/10 preference points systems as described in Preferential Procurement Regulations 6 and 7.

90 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,
and/ or

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,

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 BBBEE rating not be provided, tenderers with no verification will score zero points for preferencing.**

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 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) 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,
 - c) has the legal capacity to enter into the contract,
 - d) 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,
 - e) complies with the legal requirements, if any, stated in the tender data and
 - f) is able, in the option of the employer to perform the contract free of conflicts of interest.

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