

<b>SUBJECT</b>	Minutes of Pest Control Services - Briefing Session
<b>TITLE</b>	PROVISION OF PEST CONTROL SERVICES FOR TRANSNET SOC LTD (REG.NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE DURBAN BBC TERMINALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<b>RFQ NO.</b>	iCLM DB 986/TPT
<b>MEETING NO.</b>	01
<b>VENUE</b>	Okolweni Boardroom, Maydon Wharf
<b>DATE</b>	07 July 2025 at 11H00 am
<b>ATTENDEES</b>	<p><b><u>Tenderers:</u></b> As per attendance register</p> <p><b><u>Transnet Port Terminals Representatives:</u></b></p> <ul style="list-style-type: none"> <li>• Zine Mdaki (ZM) – Contract Specialist</li> <li>• Phumza Lehlohla (PL) - Contracts</li> <li>• Zibuyile Khwela (ZK) – SHEQ Manager– MW Terminals</li> <li>• Ntando Ngongoma (NN) – SHEQ Manager – MPT Point and Car</li> </ul>
<b>APOLOGIES</b>	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
<b>1.</b>	<b>OPENING – Zine Mdaki</b>		
	<b>Signing of attendance register and handing out presentation</b>		
1.1	Welcome & Introductions	ZM	
	<ul style="list-style-type: none"> <li>• ZM opened the meeting and welcomed all present</li> <li>• ZK gave all attendees a safety briefing</li> <li>• ZM introduced Transnet Port Terminals team members</li> <li>• The purpose of the briefing session was to discuss the contents of the "request for proposal" (RFP) document; provide guidance in terms of the tender process; discuss the technical evaluation criteria, the scope of work and Pricing schedule.</li> <li>• For the interest of time, Bidders are requested to note down all questions and ask them at the end of the briefing session.</li> </ul>	ZM	

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
2.	<b>COMMERCIAL</b>		
2.1	<b>RFP closing date and location:</b> The closing date for the RFP is 18 July 2025 at 12:00 midday and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page 6 and 7 of the tender document.		
2.2	<p><b>Communication:</b> Specific queries relating to this RFP before the closing date of the RFP should be submitted onto the system using the clarification request form on page 33 of the RFP and to [zine.mdaki@transnet.net] before 15:00 on 15 July 2025. Details on how to navigate the system are on pages 6 and 7 of RFP document).</p> <p>Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response: zine.mdaki@transnet.net</p> <p><b>Deadline for All Clarifications 15H00, 15 July 2025.</b></p>		
2.3	<p><b>The Adjudication is based on the following criteria:</b></p> <p><b>Stage 1</b></p> <p><u>Step 1</u></p> <p><u>Test for Administrative responsiveness:</u></p> <ul style="list-style-type: none"> <li>• Bid has been lodged on time;</li> <li>• All returnable documents are completed and returned by closing date &amp; time</li> <li>• Verify validity of all returnable documents.</li> <li>• Verify if the Bid document has been duly signed by the authorised respondent</li> <li>• Whether any general and legislation qualification criteria set by Transnet, have been met</li> <li>• Whether the Bid contains a priced offer</li> <li>• Whether the Bid materially complies with the scope and/or specification</li> </ul> <p><u>Test for Substantive responsiveness</u></p> <ul style="list-style-type: none"> <li>• Whether any general and legislation qualification criteria set by Transnet, have been met</li> <li>• Whether Bid contains a priced offer; (Section 4 &amp; Annexure B Pricing Schedule)</li> <li>• Whether the Bid complies with the scope and/or specification given</li> <li>• Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> <li>- Valid Letter of Good Standing (COIDA) for the pest control services industry. [Refer to Returnable Schedule T2.2-1]</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>SECTION 10 : Certificate of attendance of compulsory RFP Briefing</li> </ul> <p><b>Stage 2</b></p> <p><u>Step 2 - Minimum Threshold of 70 points for technical evaluation criteria</u></p> <p><b>Previous Experience</b> - Respondent must submit traceable reference letter(s) / Completion Certificate(s) indicating that they have successfully completed twenty-four (24) month contract or an accumulation of contracts which in total result twenty-four (24) month experience for the provision of pest control within the past five (5) years. The following should be reflected on the references.</p> <ol style="list-style-type: none"> <li>(1) The project description,</li> <li>(2) Client Company name,</li> <li>(3) Client contact details (email and telephone),</li> <li>(4) Project duration: start and completion dates</li> <li>(5) Client signature <b>[Refer to Returnable Schedule T2.2-2] 60 Points</b></li> </ol> <p><b>Compliance</b> - Respondent to submit Pest Control Operator Certificates of Registration with Department of Agriculture for three of their personnel. <b>[Refer to Returnable Schedule T2.2-3] 40 Points</b></p> <p><b>Stage 3</b></p> <p><u>Step 3 - Final weighted scoring: Price and Specific Goals</u></p> <ul style="list-style-type: none"> <li>✓ Price 80</li> <li>✓ Specific Goals 20 (B-BBEE Level 1 or 2 = 10 points and EME or QSE 51% Black Owned) = 10 points</li> <li>✓ Evaluation for BBBEE level will be done on the BBBEE affidavit/BBBEE Certificate.</li> <li>✓ Bidders were encouraged to go through common mistakes found on BBBEE affidavits as per presentation handouts.</li> </ul> <p><u>Step 4 - Post Tender Negotiation</u></p> <p>Requesting Best and Final Offer (BAFO) (If Applicable)</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 post-tender negotiation with the view of archiving a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate</p>		

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	<p>with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2<sup>nd</sup> and 3<sup>rd</sup> ranked bidder (of required in a sequential manner)</p> <p><u>Step 5 - Objective Criteria</u></p> <p>Not applicable for this project</p> <p><u>Step 6 - Final Award</u></p> <p>Award of business and conclusion of contract</p>		
2.4	<p>Bidders are edged take note of the Returnable Schedules in the RFP document</p> <p><b>RFP MANDATORY RETURNABLE SCHEDULES:</b></p> <p>SECTION 4: Pricing and Delivery Schedule</p> <p>ANNEXURE B Pricing Schedule</p> <p>Technical Pre-Qualification – T2.2-1</p> <p>SECTION 10: Certificate of attendance of compulsory RFQ briefing</p> <p><b>RETURNABLE DOCUMENTS USED FOR SCORING</b></p> <ul style="list-style-type: none"> <li>Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP</li> <li>Company's Experience T2.2-2</li> <li>Compliance T2.2-3</li> </ul> <p><b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b></p> <p>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.</p> <p>SECTION 1: SBD1 Form</p> <p>SECTION 5: Proposal Form &amp; List of Returnable documents</p> <p>SECTION 6: Certificate of Acquaintance with RFP Terms &amp; Conditions &amp; Applicable Documents</p> <p>SECTION 7: RFP Declaration and Breach of Law Form</p>	Tenderers	
2.5	<b>RFP validity:</b> The RFP validity period is 180 working business days after the date of closing.		
2.6	Respondents must ensure that the Certificate of Attendance of Compulsory RFP Briefing on page 39 (Section 10 of the RFP Bid Document) is fully completed and signed by a Transnet port Terminals Representative and uploaded with the bid document.		
2.7	Tenderers were urged to upload their tender document before closing date and time to avoid unforeseen circumstances such as electricity or network failure.		
2.8	No questions were asked with regards to the bid document.		
2.9	The next discussion was looking at the scope of work, Technical evaluation and Pricing schedule.		

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3.	<b>SCOPE OF WORK</b>	NN	
	<p>Tenderers were referred to the Scope of Work document to ensure that they adhere to and comply with the specific requirements of the Scope of Work. A historic background was communicated with bidders by the user area to give an insight of the Terminals. The below points were emphasized by the end user:</p> <p><b>Objective:</b> The Service Provider must be able to provide pest control services for the eradication of pests which can have detrimental effects on employees' health as well as property within the Port. The Service Provider also has a responsibility to ensure that the mess rooms, change rooms and eating areas are always kept in an acceptable condition.</p> <p><b>The following Scope of work (activities) were discussed:</b></p> <ul style="list-style-type: none"> <li>• Pest Control Services are provided and maintained for a period of thirty-six (36) months in all the identified areas/sections within the four (4) Durban BBC Terminals i.e: <ul style="list-style-type: none"> <li>✓ Maydon Wharf Terminal</li> <li>✓ Agriport Terminal</li> <li>✓ Car Terminal</li> <li>✓ Multi-purpose Terminal (MPT) Point Terminal</li> </ul> </li> <li>• Pest control referred to in this scope of work include weekly and monthly service for rodent and pests' controls; cockroaches, rats, birds, termites, flies, fleas, bees, snakes, mosquitoes, ants, and Fumigation of offices, equipment and non-revenue earning vehicles as detailed in Annexure A.</li> <li>• All servicing shall be carried out during normal working hours and with the least inconvenience to the respective areas of service.</li> <li>• If at any time of the contract, infestation of any type becomes apparent, the contractor shall provide the necessary corrective treatment to the entire satisfaction of and at no additional cost to the terminal.</li> <li>• The contractor shall ensure that the pest control operators are trained to the standard acceptable in terms of the Occupational Health and Safety Act.</li> <li>• The contractor must have proof of their operator's current registration with the National Department of Agriculture for Pest control.</li> <li>• The contractor shall ensure that pesticides used comply with the Fertilizers, Farm Feeds, Agricultural Remedies and Remedies Act No 36 of 1947.</li> <li>• The contractor shall ensure that equipment to be used comply with Occupational Health and Safety Act no.85 of 1993.</li> <li>• The contractor shall ensure to remove bird feathers &amp; excretions in compliance with Fertilizers, Farm Feeds, Agricultural Remedies and Remedies Act No 36 of 1947 at the Agriport Terminal.</li> </ul>		

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	<b>SPECIFICATION TYPES OF SERVICES REQUIRED</b> <ul style="list-style-type: none"> <li>Residual spray, pestigas equipment in and around the premises.</li> <li>Detection and destruction of potential breeding and other harbourage of rats, cockroaches, flies, mosquitoes and other insects and pests in and around the premises.</li> <li>Extermination of all pests in and around the entire premises.</li> <li>Placing, removal and replenishment of rodent's baits and glue boards. Glueboards and baits should be placed along all possible rodent running routes. Poisonous baits should never be allowed to contact with food.</li> <li>Inspection and treatment against termites.</li> <li>Treatment of staff lockers, mess and ablution against cockroaches, flies and ants.</li> <li>Installation of fly trappers in offices, kitchens and mess rooms.</li> <li>Installation of viper insect light dispenser and Cobra insect light dispensers</li> <li>To remove bird feathers, excretions, and dead rats.</li> </ul>		
4.	<b>Technical Evaluation</b> Technical Evaluation: Bidders were advised that in order to pass technical they need to score 70 points and the below technical evaluation criteria, and scoring was discussed:  <b>Eligibility Criteria:</b> Bidders will need to comply with all the eligibility criteria that is necessary to establish whether bidders are in accordance with set conditions/regulatory compliance. In respect of the Pest Control Services, the following eligibility criteria was set: <ul style="list-style-type: none"> <li>✓ Bidders to provide a valid Letter of Good Standing (COIDA) for the pest control services industry.</li> </ul> <b>Bidders that pass the eligibility criteria will proceed to be evaluated on technical.</b>  <b>Technical evaluation Scoring Criteria: Bidders to note scoring guideline on the technical evaluation</b> <ul style="list-style-type: none"> <li><b>Company's Experience</b> – Previous Experience - Respondent must submit traceable reference letter(s) / Completion Certificate(s) indicating that they have successfully completed a twenty-four (24) month contract or an accumulation of contracts which in total result in a twenty-four (24) month experience for the provision of pest control within the past five (5) years. The following should be reflected on the references.                (1) The project description,                (2) Client Company name,                (3) Client contact details (email and telephone),</li> </ul>	DC	

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	<p>(4) Project duration: start and completion dates (5) Client signature <b>Score is 60 points</b></p> <ul style="list-style-type: none"> <li>• <b>Compliance</b> - Respondent to submit Pest Control Operator Certificates of Registration with the Department of Agriculture for three of their personnel for the (v) Structural Pest Control – Commercial and Domestic, and (vi) Fumigation categories. <b>Scores 40 points</b></li> </ul>		
<b>5.</b>	<b>Pricing schedule:</b>		
	<p>Pricing Instructions were highlighted for the bidders as per page 65 to 73 of the RFP. Bidders were requested to ensure that they use our pricing schedule and no other. They should not add or subtract anything on the pricing schedule as this may lead to disqualification.</p> <p><b>Pricing:</b></p> <ul style="list-style-type: none"> <li>✓ Pricing for Maydon Wharf and Agriport as well as MPT Point and Car Terminals on the various areas as indicated monthly and fortnightly as per different areas.</li> <li>✓ Fumigation to be done on buildings once a year.</li> <li>✓ Shuttle buses treatment to be done monthly</li> <li>✓ Bidders to note page 73 where they will consolidate their prices for the different plants for the three years.</li> </ul> <p><b>Bidders to note that incomplete or additions to Pricing Schedule will result in disqualification.</b></p>		
<b>5.</b>	<b>QUESTIONS AND ANSWERS</b>		
	<p><b><u>Questions</u></b></p> <p><b>Question:</b> Bidders asked if the terminal will be fumigating buildings or using fogging as these are different services. Fumigation requires the structure to be sealed.</p> <p><b>Response:</b> It seems the terminal requires fogging which uses a fine mist or aerosol to quickly disperse a pesticide. Therefore the scope will be changed to reflect fogging and the technical evaluation will be changed and fumigation will be removed from the second criteria for compliance to read as follows:</p> <p>Respondent to submit Pest Control Operator Certificates of Registration with the Department of Agriculture for three of their personnel for the (v) Structural Pest Control – Commercial and Domestic.</p>		

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	<p><b>Question:</b> Bidders requested for numbers to be reflected on the Pricing schedule for the various bait stations.</p> <p><b>Response:</b> The request is noted and valid, Pricing schedule will be amended to include the number of bait stations required for all areas.</p> <p><b>Question:</b> Bidders requested that we remove Bromide as it is now illegal.</p> <p><b>Response:</b> Acknowledge the request, Bromide will be removed.</p> <p><b>Question:</b> Bidders requested that we change from square meters to cubic meters for fogging as this is not the correct measurement used for fogging.</p> <p><b>Answer:</b> This will be changed accordingly to reflect cubic meters.</p> <p><b>Question:</b> Can Transnet advise on chemicals to be used.</p> <p><b>Response:</b> Contractors were advised they shall only use pesticides listed in compliance with the Fertilizers, Farm Feeds, Agricultural Remedies and Remedies Act No 36 of 1947.</p>		
<b>6.</b>	<b>CLOSING</b>		
6.1	The meeting closed at 11H15.		

**Compiled by:**



**Zine Mdaki – Contracts Specialist**

**Date: 09/07/2025**