Meeting name	**Appointment of a Service Provider for the Provision of Managed Print Solution Services for the Period of Five (5) Years**
Date & Time	**Wednesday, 22nd March 2023, 11h00-13h00**
Venue	**Virtual TEAMS Session**

The purpose of the session was to conduct a Non - Compulsory Briefing Session with potential Bidders to Communicate and highlight the requirements of the Request for Proposal (RFP) and its Annexures TCC/2022/07/0179/7144/RFP

1. Welcome and Introductions

Busi welcomed Transnet representatives and all Bidders.
Safety briefing done by Busi

2. Presentation Agenda items:

- Opening and Welcome - Busi
- Importance Dates
- Scope and Technical Requirements
- B-BBEE Requirements
- Joint Ventures
- Evaluation Methodology
- Commercial Requirements
- Questions and Closure

3. 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.

4. Important Notes

Bid Validity period is **180 Business Days from Closing Date.**
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

5. Important Dates:

Non-compulsory Briefing Session -**22 March 2023**, Time: 11h00-13h00
Clarification Closing: **24 March 2023**
Closing of RFP: **5 April 2023**

register on the CSD.

6. B-BBEE Definition:

Black Economic Empowerment is a policy of the South African government which aims to facilitate broader participation in the economy by black people

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 valid **Sworn affidavit** or a **CIPC Certificate**
- **Large Entity's are to produce a valid B-BEE certificate from an approved verification agency**

Determining validity of a sworn affidavit for B-BBEE compliance (Practice Guide 01 of 2022:)

- The legal dictionary (https://legal-dictionary.thefreedictionary.com/Affadavit) defines a sworn affidavit as a written statement of facts voluntarily made by a person under an oath or affirmation administered by a person authorized to do so by law.

- Page **3** of **9** *Practice Guide 01 of 2022: Determination of Validity of a B-BBEE Verification Certificate, B-BBEE Certificate and Sworn Affidavit. Refer to page 4 of 9 of the Practice Guide.*
- Bidders who do not submit B-BBEE Status Level Verification Certificates or applicable affidavit copy will be deemed as non-compliant contributors to B-BBEE will score zero for preference points.

This also applies to Bidders who submit letters or expired certificates indicating that their B-BBEE status is in the process of being verified. Where a B-BBEE certificate is to be used for scoring purposes only, such letters indicating that their B-BBEE status is in the process of being verified or expired certificates are submitted.

7. Joint Venture

- A JV will require its own Broad-Based Black Economic Empowerment (B-BBEE) certificate if they would like to tender or enter into a contract that requires a B-BBEE Certificate.
- 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.
  - The consolidation is based on the weighting as defined in the joint venture agreement.
  - The respective scores are weighted according to their proportionate share in the joint venture.
  - A joint venture certificate is valid for 12 months and only applicable to a specific project.
  - A consolidated verification certificate will consolidate the verified compliance data of joint venture partners in accordance.

8. **Service Level Agreement**

Refer to **Annexure D** of the RFP

9. **Technical Evaluation: Desktop & Site Inspection**

Refer to **Annexure E**

Site inspections will be conducted at bidders' premises

10. **Pricing**

Refer to Annexure C.

Bidders to take note of the difference between point(.) and comer (,) when completing the pricing schedule.

Bidders are encouraged to visit on a daily basis the National Treasury e-portal and Transnet portal for additional information that Transnet may upload. Clarifications will be uploaded on the National Treasury e-portal and Transnet portal

Link to the recording of the briefing session:

https://transnetsocltd-my.sharepoint.com/:v:/g/personal/busi_chabalala_transnet_net/EdE7KxdpgH9GoC7VGQlYhCEBfpMzjs1LGAh7ebC0SIf1NA

The Non - Compulsory Briefing Session was adjourned at 12h50