



COMPULSORY BRIEFING SESSION

**FOR THE PROVISION OF CLEANING SERVICES IN OFFICE BUILDINGS, DEPOTS,
VEHICLES AND MARINE CRAFTS AROUND THE PORT OF DURBAN FOR A PERIOD OF
THIRTY-SIX (36) MONTHS.**

TENDER NUMBER: TNPA/2024/10/0022/81147/RFP

MINUTES OF THE BRIEFING SESSION

DATE: 15 JANUARY 2025

TIME: 10:00 AM

VENUE: QUEEN ELIZABETH BOARDROOM

AGENDA

1. Opening & Welcome - Thabisile Ndlovu
2. Safety evacuation procedure – Aradhana Dasarath-Nandlal
3. Introduction & Purpose of the meeting – Thabisile Ndlovu
4. RFP Presentation – Thabisile Ndlovu
5. Technical Evaluation – Mngqobi Ngcobo & Aradhana Dasarath-Nandlal
6. Supplier Development – Thabisile Ndlovu
7. Scope of work – Mngqobi Ngcobo
8. Price Schedule – Mngqobi Ngcobo

Attendees – TNPA

1. Thabisile Ndlovu (TN)
2. Mngqobi Ngcobo (MN)
3. Howard Malunga (HM)
4. Aradhana Dasarath-Nandlal (AND)
5. Kgolagano Moshotlwha (KM)
6. Mboniseni Tabete (MT)
7. Mvelo Mbongwa (MM)

Connecting Via Teams

1. Skhumbuzo Mgenge (SM)

Apologies:

1. Kabelo Masemola (BM)
2. Alpheus Lekganyane (AL)

1. Opening and Welcome

The chairperson TN welcomed all to the meeting. The meeting commenced at 10:05am

Safety Evacuation Procedure was done by (AND)

2. Introduction & Purpose of the meeting

The chairperson TN introduced the TNPA members and briefly explained the purpose of the meeting.

3. RFP Presentation

- TN presented the procurement process in detail and emphasized on the closing date and time of the RFP which is 24 January 2025 at 12h00 with the bid validity being 180 Business Days from Closing Date. She emphasized on the importance of submitting bid proposals at least a day before the closing date to ensure that there are no technical glitches which might cause delays.
- TN also requested the bidders to sort their returnable in order and have the table of content, this makes it easier for adjudicators to peruse through the documents without delays and omission.
- The chairperson (TN) explained the technical pre-qualification and emphasized that all 3 pre-qualification documents must be submitted with the tender proposal, failure to do so will result in disqualification
- The chairperson urged the bidders to read carefully the instructions on the tender document (RFP) and emphasis that the central email address should be used for means of communication and or clarifications.
- All bidders should be registered with National Treasury Central Supplier Database (CSD)
- TN emphasized that Transnet does not conduct business with the bidder whose tax matters are not in order with SARS, in that regard, it is the bidder's responsibility to ensure that the company is in good standing with SARS
- Technical evaluation methodology was explained in detail and by means of a diagram, from step 01 up to step 07



Below is the evaluation methodology which was discussed:

Step 1: Administrative Responsiveness

Step 2: Substantive Responsiveness

Step 3: Technical Evaluation

Step 4: Supplier Development Specific goals

Step 5: Post tender negotiations

Step 6: Objective criteria

Step 7: Award of business and conclusion of contract

NB: TN emphasized on the prequalification criteria and mandatory documents to be submitted, failure to submit will result in bid being disqualified.

The chairperson (TN) handed over to the Project Manager (MN) who went through the scope of works, technical evaluation criteria as well as the pricing and delivery schedule in details.

Project Manager (MN) went through the scope of works and all requirements. Scope of work is annexure A of the RFP document.

4. Technical Evaluation

MN and AND explained in detail the technical evaluation and scoring applicable per criterion:

Phase 1 - Pre qualifiers: Technical evaluation prequalification:

A) Service providers to submit a valid letter of good standing from the Compensation Commissioner or Service provider to submit a valid proof of being registered as required by the Commission for Occupational Injuries and Disease Act No. 130 of 1993, if the company is new. Alternatively, the service provider must submit proof that they do have valid insurance to cover the company resources in terms of their resources (human resource, equipment, machinery, etc.)

B) Service provider to submit a valid proof of being registered with the Bargaining Council of Cleaning Contractor Industry (BCCCI) of Kwa-Zulu Natal (KZN).



Registration will be verified by BCCCI before award of contract as confirmation that the service provider is in good standing in terms of any transgressions they might have committed in their previous contracts.)

C) Proof of a valid driver's license with minimum code 8 category B/code 10 category C1 must be submitted by the Service provider for the three (3) supervisors.

Phase 2 weighted scoring: Minimum Threshold 60 points for Technical Criteria

The test for the Technical and Functional threshold will include the following: Technical Evaluation Criteria	Points Weightings
Company Experience	40
Key Personnel Experience	30
Management Qualifications	10
Safety	10
Environmental	10
Total Weighting:	100
Minimum qualifying score required:	60

5. Supplier Development Specific goals (TN)

TN did a presentation on Supplier development specific goals applicable for this tender:

Either the 80/20 or 90/10 preference point system will apply

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).



In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points. The following are the applicable specific goals for this tender:

Selected Specific Goals	Number of points allocated (80/20)	Number of points allocated (90/10)
B-BBEE Status Level of Contributor 1 or 2	5	3
The promotion of supplier development through subcontracting a minimum of 30% of the value of the	15	7

EVIDENCE REQUIRED FOR CLAIMING SPECIFIC GOALS 4.1 In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below:

Specific Goals	Acceptable Evidence
B-BBEE Level of Contributor 1 or 2	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
The promotion of supplier development through sub-contracting or JV for a minimum of 30% of the value of a contract to South African Companies which are:	Sub-contracting agreements and Declaration / Joint Venture Agreement and CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate as per DTIC guideline
I 30% Black Women owned, 51% Black Youth and 51% Black people with disabilities	
II Entities with a specified minimum B-BBEE level (1 and 2)	
III EMEs and/or QSEs who are 51% black-	



owned

KEY POINTERS DETERMINING THE VALIDITY OF A SWORN AFFIDAVIT

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorized to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

**Example:
VALID
SWORN
AFFIDAVIT**

SWORN A **IE EXEMPTED MICRO ENTERPRISE**

I, the undersigned,
Full name & Surname: SLINDHRAN NAIDOO
Identity number: 7406165131089

Hereby declare under oath as follows:
1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf.

Enterprise Name: IO S W PLANT AND CIVILS CO
Trading Name: SK PLANT AND CONSTRUCTION
Registration Number: 2006097356/23
Enterprise Address: 20 PARAGON PLACE INDUSTRIAL PARK PRETORIA

3. I hereby declare under oath that:
• The enterprise is 100 % black owned;
• The enterprise is 0 % black women owned;
• Based on the management accounts and other information available on the year, the income did not exceed R10,000,000.00 (ten million rand); 2016 financial year;
• Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	☒
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	☐
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	☐

4. The entity is an empowering supplier in terms of the dti Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by the deponent.

Deponent Signature: [Signature]
Date: 16 AUGUST 2016

Commissioner of Oath Signature and date: [Signature]
Commissioner of Oath Certification Stamp: [Stamp]

dtic logo **the dti** Department: Trade and Industry REPUBLIC OF SOUTH AFRICA **CIPC logo** Companies and Intellectual Property Commission

B-BBEE CERTIFICATE
EXEMPTED MICRO ENTERPRISES

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rand) or less.
This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.

Tracking Number: 8967024326 Enterprise Number: K2017247873

B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION

B-BBEE INFORMATION
Certificate Number: 3367024326
Total Number of Shareholders: ONE (1) SHAREHOLDER(S)
Number of Black Shareholders: ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders: 3580 (35) WHITE SHAREHOLDER(S)
Black Ownership Percentage: 100% BLACK OWNERSHIP
Black Female Percentage: 100% BLACK FEMALE OWNERSHIP
White Ownership Percentage: 0% WHITE OWNERSHIP
B-BBEE Status: B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION
Date of Issue: 01-June-2022
Expiry Date: 31-May-2023

• Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: 0%
• Black people who are youth as defined in the National Youth Commission Act of 1996: 100%
• Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: 0%
• Black people living in rural and under developed areas: 0%
• Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 16 of 2011: 0%

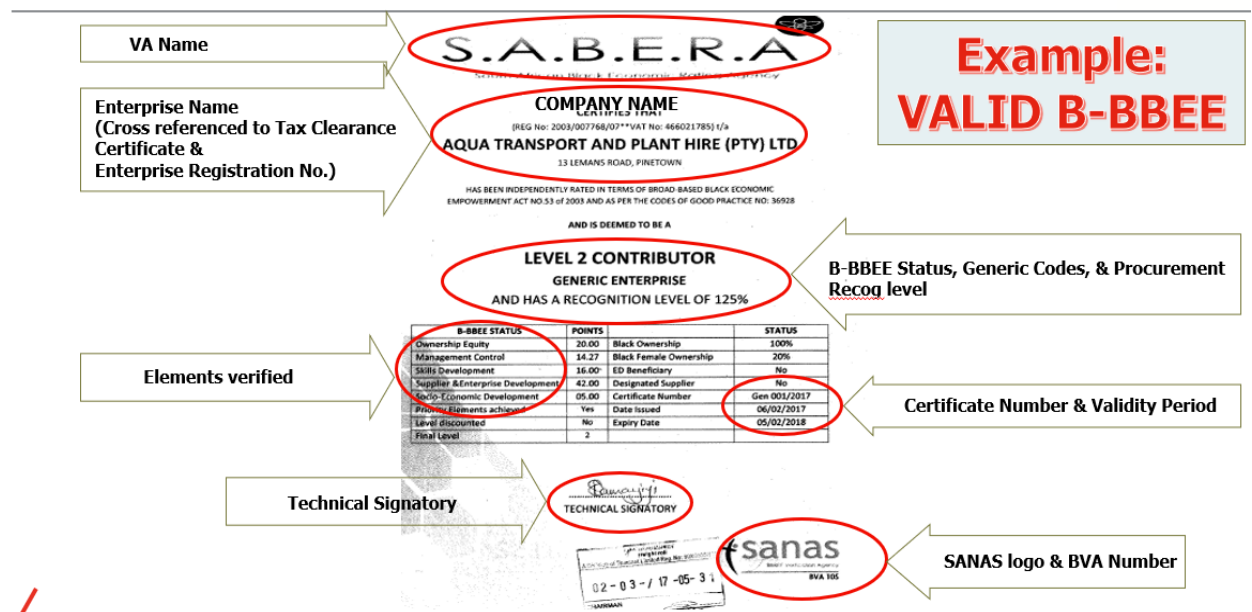
ENTERPRISE INFORMATION
Registration number: 2017/267673/07
Enterprise Name: JOEL MARK (PTY) LTD
Registration Date: 19-June-2017
Enterprise Type: Private Company
Enterprise Status: In Business

Physical Address: the dti Campus - Block F 77 Maritzburg Street Dunhayside 0001
Postal Address: Companies P O Box 429 Pretoria 0001
Doors: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472(CIPC)
Contact Centre (international): +27 12 364 9500

**Example:
VALID CIPC B-BBEE**

Bar code with tracking number: [Barcode]
Bar code with enterprise number: [Barcode]
Certificate number: 3367024326
CIPC Watermark: [Watermark]
% of BO, BWO & TWO: 100% BLACK OWNERSHIP
B-BBEE Status & Proc Recog Level: B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION
Date of issue & expiry date: 01-June-2022
Reg. Number & Enterprise Name: 2017/267673/07 JOEL MARK (PTY) LTD

Valid B-BBEE Certificate



- Valid B-BBEE certificate from SANAS accredited verification agency, CIPC B-BBEE certificate or BBBEE sworn affidavit complying with the following requirements.
- In case of Joint Ventures, a Venture Agreement SANAS approved B-BBEE certificate must be submitted. The individual company sworn Affidavits/certificates will not be considered for JV's.
- Letters from the verification agency stating that the bidder is on the process of being verified will not be acceptable.
- The B-BBEE certificate/affidavit must be submitted on the date and time of closing of tender.

NB: The chairperson (TN) then handed over to the Project manager to present the pricing and delivery schedule. TN requested the Bidders to pay attention, the pricing schedule is quite lengthy, bidders are requested to pay attention as this is the most important aspect of the tender document.



6. Price schedule (MN)

CLOSING:

- In closing TN emphasized on the closing date and time and requested bidders to avoid submitting on the day of the closing date. TN also emphasized that due to the critically of this tender, the closing date will not be extended.
- The bidders were requested to sign Section 10, which is the certificate of attendance of compulsory briefing session.
- Bidders who did not bring section 10 were requested to wait for TN to give them copies to complete. Section 10 should be submitted with the Bidder's proposal as proof that the Bidder did attend the briefing session.

Compiled by:

Thabisile Ndlovu

Contracts Manager

Date:

SECTION 8: RFP CLARIFICATION REQUEST FORM

RFP No: TNPA/2024/10/0022/81147/RFP

RFP deadline for questions / RFP Clarifications: Before 12:00 pm on 17 January 2025

TO: Transnet SOC Ltd

ATTENTION: Thabisile Ndlovu

EMAIL TNPA tenderenquiriesdbn@transnet.net

DATE: 17/01/2025

FROM:

RFP Clarification No [to be inserted by Transnet]

REQUEST FOR RFP CLARIFICATION

- 1) Page 38 of 41 of the Returnable Document:
Section 11: JOB CREATION SCHEDULE: Point D:
Please indicate the number of new jobs to be created, broken down per quarter over the term of the contract: The site will be filled with posts on Day 1, thus all jobs will be in Q1 - is that correct?
- 2) ANNEXURE A - SCOPE OF WORK
Point 1.1: Staff to be taken from OTB as and when required to clean other areas such as Heritage Site, Workshop (002B 2349), Pace Container Depot (002B 3120) 3 Nshed:
Will this transport be between areas within the port be provided by Transnet?

Respondent's Signature

Date & Company Stamp

SECTION 8: RFP CLARIFICATION REQUEST FORM

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ATTENTION: Thabisile Ndlovu

EMAIL: TNPA tenderenquiries@transnet.net

DATE: 17/01/2025

FROM: ~~Thabisile Ndlovu~~ ~~thabisile.ndlovu@transnet.net~~RFP Clarification No [to be inserted by Transnet] **REQUEST FOR RFP CLARIFICATION****3) ANNEXURE A - Scope of Work:**

Point 1.4: The Service Provider must ensure that they provide an efficient service so that our staff can commence with their day to day duties without any disruption arising from this supply and service of consumable soft paper. It is assumed that all dispensers are in place and owned by Transnet and that the Service Provider is just providing the consumables, is this correct?

Point 1.5 MOBILE CAR WASH - Process requirements for vehicle washed at various depots. Will Transnet be providing the transport of staff and equipment between various depots. Will this be on a fixed schedule or on an adhoc as needed basis?

Respondent's Signature

Date & Company Stamp

SECTION 8: RFP CLARIFICATION REQUEST FORM

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RFP deadline for questions / RFP Clarifications: Before 12:00 pm on **17 January 2025**

TO: Transnet SOC Ltd

ATTENTION: Thabisile Ndlovu

EMAIL: TNPA tenderenquiries@transnet.net

DATE: 17/01/2025

FROM: ~~Thabisile Ndlovu~~ ~~Thabisile Ndlovu@excellent.co.za~~RFP Clarification No [to be inserted by Transnet] **REQUEST FOR RFP CLARIFICATION****4) ANNEXURE A - SCOPE OF WORK**

Point 19 - DUTIES OF THE SERVICE PROVIDER'S SUPERVISOR - Must be able to transport himself to the various sites at any time. Where do we include the cost for this onsite transport?

5) ANNEXURE B - TECHNICAL EVALUATION**2.1 KEY PERSONNEL EXPERIENCE**

Under Site Management you make mention of the following: Service Manager, Safety Officer and Supervisors. Under the Costing Schedule (Annexure C) there is place to cost for the Supervisors but none for the Safety Officer or Service Manager. Are these dedicated on site resources or are we correct to assume that these are offsite resources provided by the Service Provider?

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RFP deadline for questions / RFP Clarifications: Before 12:00 pm on **17 January 2025**

TO: Transnet SOC Ltd

ATTENTION: Thabisile Ndlovu

EMAIL: TNPA tenderenquiries@transnet.net

DATE: 17/01/2025

FROM: ~~Thabisile Ndlovu (Thabisile Ndlovu, 2025)~~RFP Clarification No [to be inserted by Transnet] **REQUEST FOR RFP CLARIFICATION**

- 6) ANNEXURE C - PRICING SCHEDULE - ANNUAL INCREASES:
- In your calculations you have provided for a Year 2 increase of 5.5% and a Year 3 increase of 6%. At this point the gazetted increases for March 2026 and March 2027 is still unknown. Are we correct to assume that this is an estimate and will be adjusted once these increases are known?
- The same increases as above have been applied to the consumable, does the same apply, as in the increase will be adjusted as and when they are made known?
 - For services that are done "As and When Required", in order to fit in with your costing schedule, do we assume 1 service per month?

Respondent's Signature

Date & Company Stamp

SECTION 8: RFP CLARIFICATION REQUEST FORM

RFP No: TNPA/2024/10/0022/81147/RFP

RFP deadline for questions / RFP Clarifications: Before 12:00 pm on **17 January 2025**

TO: Transnet SOC Ltd

ATTENTION: Thabisile Ndlovu

EMAIL: TNPA tenderenquiries@transnet.net

DATE: 17/01/2025

FROM: ~~Armanda Madlango@excellence.co.za~~RFP Clarification No [to be inserted by Transnet] **REQUEST FOR RFP CLARIFICATION**

- 7) C- DEEP CLEANING & DECONTAMINATION SERVICES (WHERE APPLICABLE):
- Are we to use the square meterage provided in Annexure 1 of the document for these calculations?
 - Do you require a separate full costing Breakdown from the supplier in addition to Annexure C?
 - There is nowhere in Annexure C to provide the cost for High Level Cleaning i.e: windows on multi floor buildings?
 - There is nowhere in ANNEXURE C in the BUILD UP RATE PAY PER HOUR FOR A CLEANER to include indirect costs, such as overheads, profit etc.
 - Please advise if we can submit further questions based on the responses to the queries above?

Respondent's Signature

Date & Company Stamp

Questions and answers.

Question 1 – Does TNPA provide safe place to keep the cleaning materials on site

Answer 1 – TNPA does not allow any hazardous chemicals to be stored on site, no highly flammable items to be stored at the TNPA sites.

Question 2 – Does TNPA provide safe place to keep the cleaning materials on site

Answer 2 – TNPA does not allow any hazardous chemicals to be stored on site, no highly flammable items to be stored at the TNPA sites

1. Yes, you are correct
2. The service provider will be responsible for the transport within the Port of Durban
3. (Point 1.4) Yes, the dispensers are in place and the service provider need to be ensure that they have enough stock of consumables of soft paper in our storerooms, to ensure that cleaners replenish them in the dispensers, which will prevent any disruption
 - (Point 1.5) No Service Provider will need to provide the required resources (human resources, equipment, transport, and machinery etc.) all of this should be included under mobile carwash in line with frequency of completing a cycle of once every two weeks or twice a in a month.
4. (point 19) the cost for transport should be included in A1 under the pricing schedule for the monthly cost
5. (point 2.1 key personnel experience) the Service Manager and the Safety Officer are considered as offsite resources as they are not required to be on site on the regular basis. They will only be required when there are performance issues in terms of contractual obligations such as ad hoc meetings, internal audits etc.
6. (Annexure C -Pricing Schedule) Yes, TNPA will adjust the statutory increase per year as the increase is gazetted and known. (consumable of paper) there are no statutory increase which is gazetted for consumable soft paper and there for the CPI will be used to adjust the price increase for year 2 and year 3 (as and when services) costing should be done according to the frequency that is required in the pricing schedule
7. (C- Deep cleaning and decontamination services) Yes utilize the square meterage provided in the documents for the calculations (Annexure C). No, TNPA requires the service provider's separate full costing breakdown not the suppliers (high-level window cleaning)

TNPA only requires cleaning of windows above 3 meters twice per year and this is located under ad hoc services in the pricing schedule under annexure C. (build up rate) the R30.86 + 46.43 is the minimum total hourly rate required but service providers can include their own indirect cost such as overheads, profits etc. to the total hourly rate per their human resource.