

MINUTES OF THE COMPULSORY RFP SITE BRIEFING

RFQ No: TP/2023/09/0002/43759/RFP

Description: Request for Proposal (RFP) for the Provision of Office Cleaning, Hygiene and Garden/ Grass Cutting Services at all Transnet Buildings in the Northern Region for a period of Twenty-Four (24) Months

Meeting held at 11:00 on 16 October 2023 at Nzasm Building, Tshwane.

1.0	ATTENDANCE		
1.1	<u>Present/ Internal from Transnet:</u>		
	NAME & SURNAME	ROLE	OPERATING DIVISION
	Refilwe Ramothwala	Regional Procurement manager (Chairperson)	TP
	Terrence Mogakane	Acting Senior Buyer (Scriber)	TP
	Livhuwani Khohomela	Facilities Manager	TP
	Hlayiseka Baloyi	Technician	TP
	Mbali Xaba	Safety Specialist	TP
1.2	<u>External Companies/ Bidders:</u>		
	NAME & SURNAME	COMPANY NAME	
1.	1. Thabiso James	Kolagra Cleaning Solution	
	2. Thulani Mdlalose	CMTN Projects	
	3. Micheal Mabulana	Teo Hygiene	
	4. Vuyelwa Kunene	Ncedeka Securities	
	5. Abongile Nonkelela	Mila Oluhle Group cc	
	6. Gomolemo Motshwane	Kaelo Solutions	
	7. Reabetswe Harriet Barbie	Blue Breeze Cleaning Services	
	8. David Chaliba	Chaliba-Pooe Projects	
	9. Lawrence Maoko	Sizanani Gardens	
	10. Khomotso Pitja	Pro-add Trading & Projects	
	11. Clement Ntuthuko Ndlovu	Siyaqhuba Business Trading & Projects	
	12. Charles Mathonsi	Royal Pest Management	
	13. Lerumo Maisela	Mzansi Fintech	
	14. Khomotso Mphahlele	Tekhanya Group	
	15. Kgomotso Kumalo	Basadipele	
	16. Mudau Tshifhiwa	BT Conglomerate	
	17. Leeroy sidambe	Sakhile Ezweni Group	
	18. Constance Lerulelo	Tisler Project (Pty) Ltd	
	19. Pauline Mako	Zero Pressure	
	20. Johannes Tshwafo	Maredi 558 Properties	
	21. Malesa Sentsho	Kameso Total Hygiene Services	
	22. Tshegofatso Thobejane	Twilight Reflections	
	23. Kelebogile Nkwane	PK Luxury Cleaning	
	24. Sifiso Mahlangu	Zitholama Cleaning, Chemicals and Hygiene	
	25. Kagiso Pilane	Dikapi Cleaning Services	

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26. Deborah Mdhuli	Musenga Investments
27. Poppie Seele	Medilac Group
28. Sydney Sithole	SYDBEN Construction and Projects
29. Simphiwe Gumede	Thetha Nathi Facilities Group
30. Katlego Pholafudi	Pholafudi Trading and Projects
31. Walter Mulaudzi	Rofhiwa Trading and Projects
32. Ndwakhulu Nditani	Element Crossing (Pty) Ltd
33. Tsiko Marida	Denzhelashu Trading and Projects
34. Mpho Gelebe	Lufuno Lwashu Trading
35. Pamella Mhlanga	Qhubani Holdings
36. Thabiso Chauke	Nyanisi Construction
37. Zamani Nxumalo	Thibang Investment Holdings (Pty)Ltd
38. Morongwa Siluma	Ramorake Holdings
39. Romeo Rankwe	Seroto and PR
40. Diketso Mashiya	Mega
41. Eulender Mokoena	Getty Holdings (Pty) Ltd
42. Tshabala Bongeni	Lekgadi Investments (Pty) Ltd
43. Sthembiso Gcwena	Sakhisizwe Trading and Projects
44. Keletso Tsitsing	Ketso Hygiene Solutions
45. Pearl S Nxumalo	Culnirary Things and Events (Pty)Ltd
46. Amanda Skosana	Snaro Engineering
47. Judith Motale	Jumacia Solutions
48. Ayanda Mbatha	Tritech Group
49. Zinhle Mtshali	Zozisinga Management
50. Buhle Guzana	RMBD Consulting
51. Nicole Stevens	Environmental Hygiene
52. Ireen Mphaki	Puno Building
53. Asian Sithole	Lombez Projects
54. Lwazi Mphofu	Lawu Legacy
55. Gilbert Ntobeni	5 Star Cleaning Services
56. Manisedi Dlamini	Cum Lauda
57. Alex Nkosi	Bambanani Distr
58. Grace Thokwane	Dreamfinders Trading and Projects 562
59. Mamshado L	Mokae Women Primary Cooperative
60. Mpho Masimula	Ancer CP (Pty)Ltd
61. Jonathan Hlunswai	Shantie Construction
62. L Mabona Ndinga Boqwana	Panda Projects
63. Sinovuyo Ndinga	Diba Bes (Pty)Ltd
64. Lindelani Cele	Fidata Holdings
65. Nisa Kheota	Milestone (Pty) Ltd
66. Mandla Sithole	Isamba Mining and Projects (Pty) Ltd
67. Nobuhle Slinidile Mthethwa	Zikode Cleaning Services
68. Ndivho Mukida	Denzhelashu Trading and Projects
69. Sihle Manyathi	Mtholie Tribe

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70. Sifiso Xaba	Origins Properties
71. Noxolo Charlotte Malinga	Eden Cleaning Services
72. Nkosinathi Mahlangu	Opilite (Pty)Ltd
73. Given Mogale	Green Venture General Maintenance
74. Ephraim Mdluli	Basetsang Projects
75. Banele Dlamini	Sanatha Projects (Pty) Ltd
76. Blessing Mokoena	Thirhani Nkateko Projects and Development
77. Ndivhuwo Prudence Netshivuyu	Star BEE SA
78. Meisie Senokwane	Chillo Group
79. Lebohang G Maloisane	Selemo Holdings
80. Mthandeki Zulu	Delta Cleaning and Hygiene
81. Senamile Hlatshwayo	VP Electrical Contractors
82. Basil Maholovela	Wetcrow 2015 (Pty) Ltd
83. Nyiko Ndongela	Nyiko ya Nwayitelo trading
84. Mpho Nhlapo	Mphoentle Interior Décor Design
85. Kamogelo Nhlapo	Urban Groundworks
86. Sphiwe Cindi	Esiyalweni Trading and Projects
87. Kulani Twalo	Ntabasi Business Trading
88. Khumbudzo Eric Matshidze	OSRT Group Holdings
89. Fholisani Mudau	Gole Consultants Services
90. Sylvia Makua	111 Seskhona and Trading
91. Mahlatse Ratau	Neo Bionomics
92. Solly Selepe	Nkoane Makinetiri (Pty) Ltd
93. Surprise Lesufi	The O Square Projects and Supply
94. Robert Lesufi	Robles Electrical
95. Masindi Joy Thathaisa	WPM Consulting Group
96. David Mnisi	Keatile Consulting (Pty) Ltd
97. Jabulani Shandu	Amashibalela Trading
98. Sanele Zwane	Amangwe 123 Trading and Projects
99. Nomasonto Legodi	Amo GLassi (Pty)Ltd
100. Tshepo Mokotla	Re Mo Protection & Cleaning Services
101. David Mabasa	CSG Cleaning
102. Benny Leburu	Tikedi Holdings (Pty)Ltd
103. Hellen Kwatla	Walking Tall Trading and Projects
104. Nonceba Motlabi	Bengamax (Pty)Ltd
105. Zanele Mashini	Dimolox (Pty) Ltd
106. Wandile Blose	Maphanga Investments
107. Hulisani Nelwamondo	TTM trading and Projects
108. Khensani Zitha	Uzziel Investments and Projects
109. Churchill Singo	Dyron Projects
110. Jimosn Nare	Livison Jimson
111. Zweli Ndlovu	Narrow Investments (Pty)Ltd
112. Olebogeng Dire	Genesis Genesi TV Labohlano Trading
113. Tshepo Magabe	Netflix Constructions and Projects

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114. Ishmael Modise	Kotane Cleaning 7 Projects
115. Sicelo Khumalo	Capriqorn Solution (Pty)Ltd
116. Thaboko Manala	Atley (Pty) Ltd
117. Thembani Khosa	Risannah Business Enterprise
118. Kamohelo Mphuthi	Phiri Management
119. Vusi Nthangeni	Zwiito Cleaning
120. Matlhatsi Maluleka	CAPS M Trading and Projects
121. Omphile Gabaatlhole	Amantle Cleaning Services
122. Banele Kunene	Uzwano Investments 25 cc
123. Wandile Ndlovu	Amaphondo Wendlovu Trading
124. Siyabonga Sibanyoni	TS Skoon Cleaning Services
125. Ntswaki Madilonga	Klear Choice Group
126. Job Motsamai	Amathuba Securities and Cleaning
127. Langalihle Wendy Mazibuko	Senzinoto Holdings (Pty) Ltd
128. Ntombizodwa Mkansi	Mkansi N Holdings
129. Moses Ramafalo	Dikotlounq Investments
130. Bonga Clifford Mvelase	Sonqoba Services Holdings cc
131. Thabo Mphahlele	Hammogo Trading
132. Nandipha Sibiya	Siyathuthuka Group
133. Mathabi Phumudzo	TUT Business Enterprise (Pty) Ltd
134. Stacey Phasiya	Renelle Security & Cleaning
135. Victor Mashabele	Rapid Rail Consulting JV cc
136. Lesetja Kale	Le Grat Group
137. Nkosinathi Mazibuko	Vele Integrates Services
138. Denga Nesane	Mulilavhathu Trading cc
139. Kenneth Manyelo	Balemogi Engineering
140. Masocha Makumbila	Tinthlashi Steel Construction
141. Shalati Mphephu	Big O Trading 844cc
142. Lucinda Borman	The Five Star Trading
143. Mmathabo Lesufi	Supervisor
144. Asnath Maluleke	Power full Cleaning and Protects (Pty) Ltd
145. Freddy Mudau	Tshipembe Mzansi Projects
146. Mandla Hlatywayo	Grefs Holdings
147. Nonkuluzeko Masondo	Realeka Trading cc
148. Lindelani Liphadzi	Majorana General Trading
149. Sandia Makambane	Glamaro (Pty) Ltd
150. Peter Masinga	Sekgwesi Cleaning
151. Ndivhuwo Mphaphuli	Mamulo Trading & Projects
152. Tendani Netshivhuyi	Making it work Consultants & Projects
153. Hloniphani Skhosana	Oube Sterling (Pty)Ltd
154. Steel Khumalo	Lepro Cleaning Services
155. Simon Mathipe	Mob Corp
156. Nelson Mali	NM Innovative
157. Vincent Tleanne	Consult VLT

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	158. Akani Hlungwani 159. Tshabala Bongani 160. Gilbert Sibusiso 161. Masecha Makumbila	Afica Projects Ketso P.S Ofam Investment Tinthlari Steel
	<u>WELCOME AND INTRODUCTION</u> The Chairperson opened the meeting, introduced self, welcomed everyone present and afforded TP team an opportunity to introduce themselves.	
	<u>SAFETY BRIEFING</u> The Chairperson requested Ms. Mbali Xaba to conduct a safety briefing.	
	<u>TENDER CLOSING AND METHOD OF DELIVERY</u> Tender submissions will be made on Transnet E-tenders Submission Portal. (https://transnetetenders.azurewebsites.net) Tenders to be submitted punctually <i>on Tuesday, 03 November 2023 at 14:00.</i> Bidders must call: (011) 308-1423, If they need any assistance on the eTender portal should they experience any technical challenges during loading of documents. They can also send an email to: GRP_eTenderPortalQueries@Transnet.net Bidders were informed during the briefing session not to wait for the last day of submission to load documents so to give room for possible glitches when the system is flooded with submissions from various other tenders. <i>NO Late and E-Mailed Submissions will be accepted.</i> Tender Validity period is 180 days from closing date.	
	<u>REGISTRATION:</u> Bidders were reminded that there is no site attendance certificate as attendance of the Compulsory Site Meeting will be validated in a way of checking the company names on the attendance register. Only companies that attended Compulsory Site Meeting are allowed to submit the responses and only those will be considered for evaluation process. Bid responses for companies which did not attend the Compulsory Site Meeting will be overlooked. <u>Attendance Register</u> The Chairperson requested everyone present to complete and sign the attendance register even if they are representing the same company and further cautioned Bidders that signing for multiple companies by one person is prohibited as it leads to collusion which is a punishable offence to those who get caught engaging in such. It was stressed that failure to complete the register will result in an automatic disqualification. Bidders were further requested to make sure that their writing is neat and readable as possible since it is their responsibility to do so, and Transnet will not be held liable in the event they miss important/ critical information pertaining the tender process due to bouncing e-mails where the details e The Chairperson gave guidance as to how the register is to be completed.	
	<u>TENDER NOTICE :</u> After closing date Respondents are NOT to communicate with any other TP employee(s) and should direct all clarifications/questions to the Regional Procurement manager of Transnet Property (TP) to the following e-mail address: Refilwe.Ramothwala@transnet.net	

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Discussion By Chairperson

1. In her address, the Chairperson mentioned that the reasons for the briefing session are as follows:
2. To explain the scope of requirements in detail and provide a brief background on the project in such a way that Respondents are clear of what is required from them;
3. To explain all procurement processes such as the evaluation criteria, the importance of submitting mandatory documentation etc.
4. Minutes of the briefing session, updated documents and other communication resulting from the meeting discussions between Transnet and the bidders will be distributed to all Respondents who attended the briefing session for everyone to align on a common ground as such will form basis for measurement.
5. Bidders were informed that Clarification questions can be sent to Ms. Ramothwala only until the 26th October 2023, and the period will not be extended.
6. The Chairperson re-read the mandatory returnable documents, and stressed the importance of proof of address, and why it was classified as mandatory.
7. The Chairperson re-read and pointed out all the changes made to the initial tender pack and indicated that they will all be summarised in the Record of Addenda that will be sent to all bidders who filled in the attendance register and get uploaded on the online platforms where the tender was advertised. She further stated the importance of utilizing the updated documents as clearly listed in the record of addenda as failure will lead to non-compliance and thereby disqualification of the bid.
8. The Chairperson stated that due to the changes communicated to be made on the document, Bidders MUST not use the old document altogether as a new and updated version will be shared with everyone who attended a compulsory briefing session, ALL bidders must overlook the old document and focus on the updated one that will be sent out to all participating bidders through e-mail details they have provided. Should they not receive any correspondence from Transnet it means their e-mails bounced back, they need to therefore check for the uploaded documents on the National Treasury website as well as Transnet e-tender, download and bid.

N.B: To prove attendance, bidders company name will be checked in the attendance register to confirm attendance of the Compulsory Tender Clarification Meeting, which failure will lead to their tender being overlooked.

9. The importance of certified documents with a stamp of less than three months was highlighted by the Chairperson stating the negative audit outcomes resulting from non-certified documents and indicated that failure to certify will result in the bid being disqualified.
10. Transnet reserves the right no to award business to the lowest quoted bidder where it gets discovered that a proper cost consideration has not been made by the Bidder/s.
11. The Chairperson urged the Bidders to price as fair as possible and not fall into a trap of under and overquoting to increase their chances of success in as far as pricing is concerned.
12. The Chair also stated that: For local community development purposes, speedy of response and economies of scale (where possible), preference will be given to companies located within various Provinces where the services are required which is Gauteng for this tender. Other Provinces within the Northern Region are also encouraged to participate in the tenders issued in their respective Provinces as they will also be given such preference.

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N.B. Bidders were strong advised of the following critical points to comply with:

- **UPDATED DOCUMENT:** (Version 2): Only use those to avoid being overlooked, updated documents listed on the Addenda form are the only valid and final versions of those documents and information to be used for the purposes of this tender and they have been sent to bidders whose e-mail addresses were clearly furnished and further made available to all other bidders on both e-tender and National Treasury Portal for the benefit of those who did not write their details clearly to access and bid:
13. **The addendum and acknowledgement forms (without a single page missing)** are part of the RFP Mandatory returnable documents to be returned with the submission/s on or before the closing date and time of this tender. Therefore, failure to comply thus, usage and application of outdated documents and information will lead into automatic disqualification of the bid.

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TENDER PROCESS

All certified copies, stamp date must not be older than 3 months from the closing date of this tender.

SPECIFIC GOALS POINTS CLAIM FORM

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION LEVEL 1	10
EME or QSE 51% BLACK OWNED	10
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

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

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor – Level 1	10
EME or QSE 51% Black Owned	10
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

Failure on the part of a bidder to submit proof of evidence for any of the specific goals together with the bid will be interpreted to mean that preference points are not claimed.

Discussion by the Facilities Manager

1. Project Manager explained the scope of work in detail and explained the evaluation methodology to be applied.
2. Price escalation won't be accepted; however, bidders were cautioned to add their mark-up as well as year 2 escalation rates.
3. Rates will remain the same as submitted throughout the entire contract.
4. Bidders were sensitized to ensure that the pricing sheet is fully filled to avoid being disqualified.
5. Bidders were sensitized that the Minimum points to achieve the next steps is 70%

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6. Bidders were also informed that their form of offer should reflect the pricing template to the very letter so as to maintain uniformity of the bid amount.
 7. CordelFos Station is not included in the scope document because there are currently no activities (no cleaning is required). The successful bidder will credit Transnet on a monthly basis. As soon as the station is up and running again, the invoice will include CordelFos station.
 8. All the stations will be awarded to one successful bidder. There is not going to be a split award in this tender.
 9. Bidders were reminded that the staff component for all sites will be resent to ensure clarity in the staff requirement. Also, the item for Ngodwana would be removed as it was a mistake upon the drafting of the tender document

CLOSURE:

Tenderers were advised to reflect all their pricing as NO Variations will be accepted once the final offer is made to the successful bidder.

The Chairperson thanked everyone in attendance and urged them to pose all their question in time, in writing.

Meeting adjourned on site at 13:00