

COMPULSORY TENDER SITE BRIEFING SESSION

TENDER NUMBER: TE/2024/01/0030/53510/RFP-Machining
TE/2024/01/0031/53511/RFP-Front stops
TE2024/01/0032/53513RFP-brakes shoes
TE2024/01/0033/53514RFP-Centre Pieces
TE2024/01/0034/53515RFP-Coupler Guide

RFP FOR THE SUPPLY AND DELIVERY CUT AND FETTLE AND MACHINING OF CASTINGS TO TRANSNET ENGINEERING FOUNDRY BUSINESS IN KOEDOESPOORT ON AN 'AS AND WHEN' REQUIRED BASIS FOR A PERIOD OF FIVE (5) YEARS

Date: 23 January 2024	Time: 09H00	Venue: Foundry Koedoespoort
Meeting Convened by	Transnet Engineering, Supply Management	
Type of Meeting	Site Briefing Session	
Chairperson	Mothiba Mokgabudi	
Present	TE team ❖ Mukovhe Mashawana– Product Development-Foundry ❖ Juan Terblanche- Acting Logistics Manager-Foundry ❖ Mothiba Mokgabudi-SCM Bid attendance as per attendance register	
1. Agenda		
The Chairperson opened the meeting and welcomed all those present Those in attendance were also taken through the rules of the engagement regarding the tender site briefing meeting. ☐ Welcome & introduction. ☐ Purpose of the Briefing Session ☐ Tender Process ☐ Transnet Specific Goals ☐ Returnable & Mandatory documents ☐ Questions & Answers Closure		
2. PURPOSE OF THE MEETING		
- 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 expected from them. - The chairperson stated that the purpose of the Request for Proposal (RFP) was to explain the specific goals as per the preferential procurement policy, it has been implemented by Transnet, since from the 1st of June 2023 - He further stated that the aim was to obtain market related prices from the open market that are fair and reasonable to both parties considering the quality of the product and other factors that are realistic within the parameters of the scope of requirements.		
3. TENDER PROCESS		
The chairperson went through the presentation and explained in detail the tender process emphasizing the closing date of the tender which is Friday 16 February at 16:00pm and that bid submissions must be submitted via the Transnet-etender portal on or before the closing date. The chairperson further stated that the closing date for bid questions/ clarification will be on the 09 February 2024 before 12H00 pm (RFP ref: section 2, pg. 8 & Section 8 pg. 38).		

The chairperson advised respondents to channel all communication through to Yolande.Booyesen@transnet.net before the closing date and that after the closing date they may only communicate with the Secretariat of the Transnet Engineering Divisional Acquisition Council mary.maluleke@transnet.net. Respondents were referred to Section 5 (pg. 27 -30) of the RFP, where the chairperson stressed the importance of submitting returnable documents which consist of mandatory documents, documents used for scoring and essential returnable documents. It was highlighted to all that mandatory documents are those that must be submitted by the closing date and time of the bid.

Among the list of the mandatory returnable documents is the following:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 4: Pricing and Delivery Schedule (Page 17-18)	
Signed Off Technical Specification Number and drawings numbers applicable to the tenders under discussion	

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes/No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP	
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)	

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
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	
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements for 2 previous years	
Price Adjustment formula	
SECTION 1: SBD1 Form	
SECTION 2: Notice to Bidders	
SECTION 3: Background, overview, and scope of requirements	
SECTION 4: Pricing and delivery schedule	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 8: RFP Clarification and Request Form	
SECTION 9: Specific Goals Points Claim Form	
SECTION 10: Protection of Personal Information	



SECTION 11: Certificate Of Attendance of Compulsory Tender Site Briefing Session	
--	--

-

The chairperson mentioned that essential documents do not automatically warrant disqualification and that if not submitted upfront Respondents will be afforded a reasonable grace period to submit the outstanding documents. However other essential returnable documents used for scoring i.e. Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP should be submitted by the closing date and that failure to do so will result in Bidders been Scored 0 points

4. EVALUATION CRITERIA

The BBBEE and Localisation was explained as per below evaluation methodology as follows.

- Respondents are required to meet the requirements of the administrative responsiveness and substantive responsiveness (step 1 and 2) to be considered further on to the next steps of evaluation.
- For administrative responsiveness checks would be done on whether all returnable documents and/or schedules [where applicable] were completed and returned by the closing date and time, verify the validity of all returnable documents etc.
- For substantive responsiveness check will be done whether any general and legislation qualification criteria set by Transnet, have been met.
- Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule
- Whether the Bid materially complies with the scope and/or specification given
- Once step 1 and 2 are done the bidder(s) who passed these stages will then proceed to stage 3 to be technical evaluated. (the technical team took the suppliers through evaluation criteria in terms of what is expected from the suppliers to pass this stage)
- Respondents were informed that to be eligible to participate in the RFP they will be required to adhere to the following PPPFA requirement; Specific goals 80/20

Specific Goals	Number of points allocated (80/20)
B-BBEE Level of contributor – Level 1 or Level 2	5
People with Disability	5
30% Black Women Owned Entities	5
51% Black Youth Owned Entities	5
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

- Minimum B-BBEE status Level 1 to 2 (5 points)
- If you're BBBEE certificate is on level one or level 2, you score five points, and then if supplier certificate is Level 3 and above then zero point will be obtained for that specific element,
- The other 3 elements were also explained as such.
- The last point under specific goals is if bidder is between Level 3 and level 8 which for this tender will be non-compliant, then bidder will score 0 points.
- Respondents will be evaluated further on step 4 ,5, 6 which comprises price (80 points) and Post Tender Negotiations (PTN) if applicable.

5. PRICING OFFER

The chairperson stated that Respondents must complete Section 4: Pricing and Delivery Schedule, a mandatory document that must be submitted on the closing date or submitted it in their own format referencing it to Section 4 – should they wish to breakdown their pricing per region. Transportation needs to be quote clearly

6. REGULATORY REQUIREMENTS	
National Industrial Participation Programme (NIPP) Not applicable unless the supplier is going to import goods more than 5million (USD) Job creation Not applicable for this tender	
7. QUESTION AND ANSWERS	
Questions/ bid clarifications prior to the closing of the RFP must be channeled through Yolande Booysen via e-mail: Yolande.Booyesen@transnet.net Deadline for All Clarifications 12h00, 9 February 2024(RFP ref: section 2, pg. 8 & Section 8 pg. 38).	
Conclusion	- The minutes will be circulated to all respondents in attendance of the compulsory briefing session. - Reference letter from the client showing that you have done similar work before on the clients company letterhead - Specific attention should be paid to the submission of mandatory documents that must be submitted with the bid proposal before the closing date as failure to submit will warrant disqualification. - The closing date for this tender is Friday 16 February 2024 - No late submission of bids shall be accepted. - The bidders we taken through the technical evaluation criteria. Their were explained that they need to sign all the specifications given to them and return them to show that they can do the work requested. - For quality it explained that we need a valid ISO certificate or quality manual of the bidder if they are outsourcing the service we need the service provider's one. - Lead time in the RFP document must be consistent throughout. The suppliers were shown the components how they are going to receive them and how the final product must look like. - Bidders were taken through what is critical on the components and were shown the gauges and how they must gauge. - Failure to attend the compulsory tender site briefing session will result in bidder being disqualified
8. CLOSURE OF THE MEETING	
The meeting was adjourned at 11:00am	



Regards
Chairperson

Mothiba Mokgabudi
Signature

30.01.2024

Date