

REQUEST FOR PROPOSAL [RFP] No TNPA/2024/11/0008/781911/RFP

DESCRIPTION: FOR THE PROVISION OF SAFETY, HEALTH AND ENVIRONMENTAL (SHE) COMPLIANCE AUDIT TO TRANSNET NATIONAL PORTS AUTHORITY FOR A PERIOD OF FIVE (5) YEARS

NON-COMPULSORY BRIEFING SESSION DATE: Monday, 14 April 2025 at 10:00am

Questions and Answers 1 of 1 (14 April 2025)

No.	Question	Answer
DURING BRIEFING SESSION		
1.	Are companies with a B-BBEE level 4 rating prohibited from participating in this RFP considering the stipulated specific goals?	No. Companies of all B-BBEE levels are allowed to participate regardless of their B-BBEE level however they will forfeit points for the specific goals evaluation if they do not furnish appropriate proof of B-BBEE level 1 & 2 status with their bid.
2.	Technical evaluation criteria (2. Professional Membership). Is it compulsory to be a member of the listed authorities even if one has 30 years of experience as a qualified attorney?	The project team must have a combination (each member may as a minimum, have one of, or all) of the following valid membership certificates with any of the following approved authorities in order to score points for the professional membership criterion. All membership certificates submitted must be valid at the closing date of the advertisement. 1. South African Institute of Occupational Safety and Health (SAIOSH) 2. Environmental Law Association of South Africa 3. Compliance Institute South Africa
3.	The RFP refers to the lighthouses as one of the sites at which the audit will be conducted, does this include all the lighthouses and would the address be provided?	No. The audit will be done at Lighthouses and Navigational Services which is based in Cape Town. Physical address is provided on the scope of work, section 7.
4.	Technical evaluation criteria (3. Qualifications)	No. The lead auditor/legal advisor must have as a minimum Bachelor of law: LLB qualification or BCom Law with a Postgraduate Diploma in compliance. Refer to the scoring

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	A legal advisor/lead auditor with ISO qualification in 9114 and 45001. Will these qualifications be considered?	guide for section 3, qualifications on the technical evaluation criteria (Annexure B).
5.	Technical evaluation criteria (2. Professional Membership). Will SACPMP registration be considered?	No. Points will be awarded for the professional memberships listed on the technical evaluation criteria.
6.	What informed the threshold of 66.67% for technical evaluation.	Each criteria have a weighted score as indicated on the scoring guide column of the technical evaluation criteria. A score of 2 for any criterion is the minimum acceptable score. A consistent score of 2 across all evaluation criteria, equates to 66.67 as a weighted total score.
7.	Audit schedule. Is the submission of audit schedule required before the closing date or after?	The audit Schedule must form part of the bid submission, and as a minimum period the audit must be completed within six (6) months period for each final year. Refer to section 5 of the technical evaluation criteria.
8.	Disbursements. Why must travel bookings adhere to rates prescribed by Transnet Travel Policy?	Due to the fact that the service will be rendered to Transnet, that operates in accordance with Government rates for travel. Accommodation and Flights must be arranged at Government Rates (3 star accommodation) and Economy Class Flights and Basic Car Hire (Group B). Disbursements will be reimbursed at cost price upon presentation of an undisputed invoice.
9.	Technical evaluation: Reference letters. The experience that is required, is it only for audit related services or any other service will be considered?	Only reference letters that refer to work conducted for clients in SHE legal compliance audit services will be accepted. Refer to the technical evaluation criteria for guidance on criteria for reference letters.

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10.	Scope of work – par 4.8. What information must be entailed on a summary report with graphs.	Graphs will be based on the work the service provider have done for each site, comparing compliance to the legislation. A successful bidder will have to sample legislations that they will give assurance on and provide an overview of levels of compliance on all sites audited in the form of graphs. That will enable easy demonstration to the TNPA leadership when audit outcomes are presented to governance structures.
11.	What level of SAIOSH membership is required?	The technical evaluation criteria is not prescriptive in terms of the level of SAIOSH membership required. Valid proof of any level of SAIOSH membership will be acceptable.
12.	Will the successful service provider have access to the current SHE legal register and previous audit reports?	Previous audit reports and the current SHE legal register will be provided to the successful bidder.
13.	Master Services Agreement (MSA) & Schedule of Requirements. What are bidders required to do with aforementioned documents? Please explain the reference to Annexure D in the Schedule of Requirements?	Bidders are required to familiarize themselves with the terms of the MSA that will be signed upon award of business by both parties. Bidders may bring to Transnet's attention any proposed deviations to the provisions of the standard MSA at the closing date of the RFP. Bidders must however note that submission of a schedule of deviations in respect of the standard MSA does not imply Transnet's acceptance thereof. This is subject to review and acceptance by Transnet Legal. Refer to section 11 on page 10 of the RFP document. The Schedule of Requirements forms part of the MSA. The pricing data and payment milestones will be included in the Schedule based on the accepted rates of the successful bidder. Bidders may disregard the reference to Annexure D in the Schedule of Requirements.

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AFTER BRIEFING SESSION		
1.	During the briefing, it was mentioned that an executive summary consolidating all site reports (including graphs) is required. However, we noticed that Annexure C (Pricing Schedule) does not appear to include a provision for this line item. Could you please advise on how we should proceed?	Bidders are required to provide an all-inclusive quote for report writing per port. Provision has been made in this regard under the report writing column of the pricing schedule.
2.	The SHE legal compliance audits will be carried out by both a Health and Safety Attorney and an Environmental Attorney, each acting as a Lead Auditor within their field of expertise. Accordingly, two Lead Auditors will be assigned to each site. However, the current pricing schedule accounts for only one Lead Auditor per site. Kindly confirm whether the pricing schedule can be updated to accommodate two lead auditors per site.	TNPA's requirements in respect of this RFP is for the provision of one (1) lead auditor per site as indicated on the pricing schedule. Depending on the size of the respective Ports, TNPA has indicated the maximum number of support personnel (team members) that may be assigned to each respective Port. The pricing schedule will not be updated as the requirements in respect of the lead auditor are clearly articulated in the RFP.