

Record of Discussion

INFORMATION ON BRIEFING SESSION RFP: TNPA/2022/01/0076/RFP--PROVISION FOR THE PURCHASE AND RENEWAL OF AUTODESK (AUTOCAD) SOFTWARE LICENSES FOR TRANSNET NATIONAL PORTS AUTHORITY'S EIGHT (08) PORTS (SALDANHA, CAPE TOWN, MOSSEL BAY, NGQURA, EAST LONDON, PORT ELIZABETH, DURBAN AND RICHARDS BAY) FOR A PERIOD OF TWELVE (12) MONTHS ON AN "AS AND WHEN" REQUIRED BASIS.

SECTION A

1. Background information

The Information Briefing session commenced at 10h00 on the 06 April 2022 via Ms Teams for a period of ± 2hour. Tshegofatso Shaku from Supply Chain Services (SCS) chaired the briefing session. The following representatives from TNPA also attended the briefing session.

- (i) Tshegofatso Shaku (TNPA- Supply Chain Service) – For Commercial Matters
- (ii) Ashwin Naidoo - (TNPA -ICT) – For Technical Matters
- (iii) Ronald Perumal– (TNPA -ICT) For Technical Matters

2. Information Briefing Session Notes

All commercial and Technical aspects were briefly discussed and explained to the bidders. For more information regarding this, please refer to the briefing presentation attached and section B (pages 2 – 5: "key points of discussion").

Closing

Briefing session came to an end and all Bidders were given an opportunity to ask questions and response were provided. For further clarifications, bidders to forward them to Tshegofatso.Shaku@transnet.net

SECTION B

KEY POINTS OF DISCUSSION

1. Descriptions of Required Services:

DESCRIPTION: TNPA/2022/01/0076/- PROVISION FOR THE PURCHASE AND RENEWAL OF AUTODESK (AUTOCAD) SOFTWARE LICENSES FOR TRANSNET NATIONAL PORTS AUTHORITY'S EIGHT (08) PORTS (SALDANHA, CAPE TOWN, MOSSEL BAY, NGQURA, EAST LONDON, PORT ELIZABETH, DURBAN AND RICHARDS BAY) FOR A PERIOD OF TWELVE (12) MONTHS ON AN "AS AND WHEN" REQUIRED BASIS.

RFP timelines: Closing Date & Time and Venue

Issue Date:	29 March 2022
Non-Compulsory RFP Briefing:	06 April 2022 @ 10:00am
Clarification deadline:	12 April 2022
Closing Date:	06 May 2022
Closing Time:	10:00am
Validity Period:	180 Business Days from the Closing
RFP closing:	Closing address will be an electronic submission via the Transnet e-Tender Submission Portal, i -Refer to page 6 of 33, point 2 Proposal Submission of the RFP document for more details

A. Tshegofatso Shaku presented: Briefing Administration and Procurement Process Briefing

2. Returnable Documents Section 5 (Page 21 -33)

- **Mandatory Returnable Documents (page 23 of 45):**

It was emphasized that failure to submit all completed mandatory returnable documents at the closing date and time of the tender will result in respondent's disqualification. Those mandatory returnable documents are as follows:

- Section 1: SBD1 Form
- SECTION 4: Pricing and Delivery Schedule
- Bidder to submit confirmation letter from Autodesk that your company is an Autodesk Authorised Reseller/Partner

- **Essential Returnable & Schedules**

Essential Returnable & Schedules (Page 22 of 33):

The following essential returnable documents were highlighted to be submitted but not limited to:

- Valid proof of Respondent's compliance to B-BBEE requirements i.e The Valid BBBEE Certificate or Sworn Affidavit will be used for scoring
 - Bidder to submit details specifying the nature and extent of the support (whether onsite is included)
 - Bidder to submit details specifying the nature and extent of the support (whether there are any restrictions on the support provided (e.g., number of support requests).
 - Bidder to submit payment schedule
- **Section 4 Pricing Schedule** -is a mandatory returnable document failing to submit the document will results in your bid being disqualified.

3. Commercial-

- Bidders to take note of all Annexures to the RFP (Annexure A -G) that some need to be completed and submitted with the RFP
- Annexure B- Master Service Agreement-(make comments where necessary as comments will not be accepted after the tender closing date)
- Mandatory returnable documents -To be submitted (Page 21 of 33)
- Essential returnable documents used for scoring- To be submitted (Page 22 of 33)
- Addendum Returnable Documents to be submitted with the RFP document
 - Annexure H -B-BBEE Preference Points Claim Form
 - Addendums to RFP pertaining to B-BBEE-following the Transnet Board Approval amendment of policy to allow Preferential Procurement to continue i.e a requirement for Valid proof of Respondent's compliance to B-BBEE of this RFP (Valid B-BBEE certificate or Sworn Affidavit)
 - The Valid BBBEE Certificate or Sworn Affidavit will be used for scoring
 - Addendums will be attached on the National Treasury etenders website and Transnet etenders.
- Tender closing date, time- 06 May 2022 closing of tender via Transnet eTenders portal on or before 10:00am

B. Ronald Perumal presented: Technical requirements

Ronald Perumal did a presentation on technical matters and scope of the project – highlighting the follow points;

- Vendors must be registered with Autodesk
- All existing subscriptions must be co-termed to 24 March 2023.
- Autodesk software requested is standard and described in the following slides.
- **The Four products required as follows:**
 - AEC Collection – Architecture, Engineering and Construction Collection-
 - Product Design and Manufacturing Collection
 - AutoCAD with included toolsets
 - AutoCAD L

QUESTIONS AND ANSWERS IN THE BRIEFING SESSION:

Bidder's questions and Responses

Questions and Answers (Q and A)	Topic (Procurement)
Q1	What is the award date of the tender. The partner could under quote or they could overcharge you by a month or two. Do you have any indication at a moment when this will be awarded
A1	Transnet will try and award by planned end of May beginning of July.

Bidder's questions and Responses

Questions and Answers (Q and A)	Topic (Procurement)
Q1	Annexure A-Specification-page 2 point 6 "The supplier must arrange virtual training on the new release where Transnet engineers can be trained on how to use new features offered on the software." What are the expectations on how long the training is and the method of training?
A1	Virtual training is the method that's preferred and training should cover mainly he changes that have taken place from the existing released a new releases.
Q2	Annexure A- Specification-page 2, point 10 "The new contract will have a single contract administrator from the engineering side and a single license administrator from the ICT department. The Autodesk "teams" function must be used to create 1 team per port (Durban, Richards Bay, Cape Town, Saldanha, East London, Port Elizabeth, Ngqura, and Mossel Bay) to allow for local administration (secondary administrator) within the same main contract. The vendor must assist to set this up and ensure that all license administration know how to manage licenses going forward". Do you have a schedule of the users per port that would be provided to the successful partner to enabled us to be done?
A2	Those users for that particular agreement will be from a particular port and whoever the successful bidder is, they will speak to Ronald. Ronald would advise them that particular agreement for those users, who those users are, which port they are from and then when they registered, you'll say which team they must be registered. The guidance or and that relationship between Ronald and the bidder will be ongoing

	because is important that after the license are renewed that the person needed the renewal is confirmed that their able to work and able to login as that is one of the requirements before payment is made.
Q3	Are you able to provide clarity on your scope or products that you require pricing on or non whether they are N2 S (network to subscription) renewals or annual subscription renewals?
A3	Liaise with Autodesk as you have enough information to start the interaction Autodesk and there will provide with the information required.

C. Addendum

Addendum to RFP will be attached on etenders and Transnet Portal.

- Addendum Returnable Documents to be submitted with the RFP document
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Accepted by:

Ms Tshegofatso Shaku



Mr Ronald Perusal



11 April 2022

Mr Ashwin Naidoo



11 April 2022