



TRANSNET



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Compulsory Clarification Meeting

REQUEST FOR PROPOSAL [RFP] _FOR THE ACQUISITION AND IMPLEMENTATION OF A BUDGETING AND PLANNING TOOL WHICH INCLUDES SUPPORT AND MAINTENANCE FOR TRANSNET NATIONAL PORTS AUTHORITY FOR A PERIOD OF THREE (3) YEARS

RFP NUMBER: TNPA/2023/01/0002/20253/RFP

COMPULSORY BRIEFING 12 May 2023 @ 10:00 AM

Agenda

No.	Agenda Item	Presenter
1	Welcome / Opening of meeting	Nozipho Dlepho
2	Safety Briefing / Evacuation Procedure	Nondumiso Ndlovu
3	Introductions	Nozipho Dlepho
4	Register & Certificate of Attendance for the briefing session	Nozipho Dlepho
5	Background and Scope of work	Sihle Kunene/Sivuyile Magaqana
6	Evaluation Methodology	Nozipho Dlepho
6.1	RFP Tender Document	Nozipho Dlepho
6.2	PPPFA Prequalification criteria	SD/Nozipho Dlepho
6.3	Returnable Documents	Nozipho Dlepho
6.4	Technical Pre - Qualification Documents	Sihle Kunene
6.5	Technical Evaluation	Sihle Kunene/Sivuyile Magaqana
6.6	Pricing Schedule	Sihle Kunene/Sivuyile Magaqana
7	How to Submit Tender via Transnet E- Tender Submission Portal	Nozipho Dlepho
8	Tender Closing	Nozipho Dlepho
9	Q & A of the Briefing Session	Sihle Kunene/ Lungile Meyiwa /Nozipho Dlepho

5. Background and Scope of work

Refer Annexure A

SECTION 3 : BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1 BACKGROUND

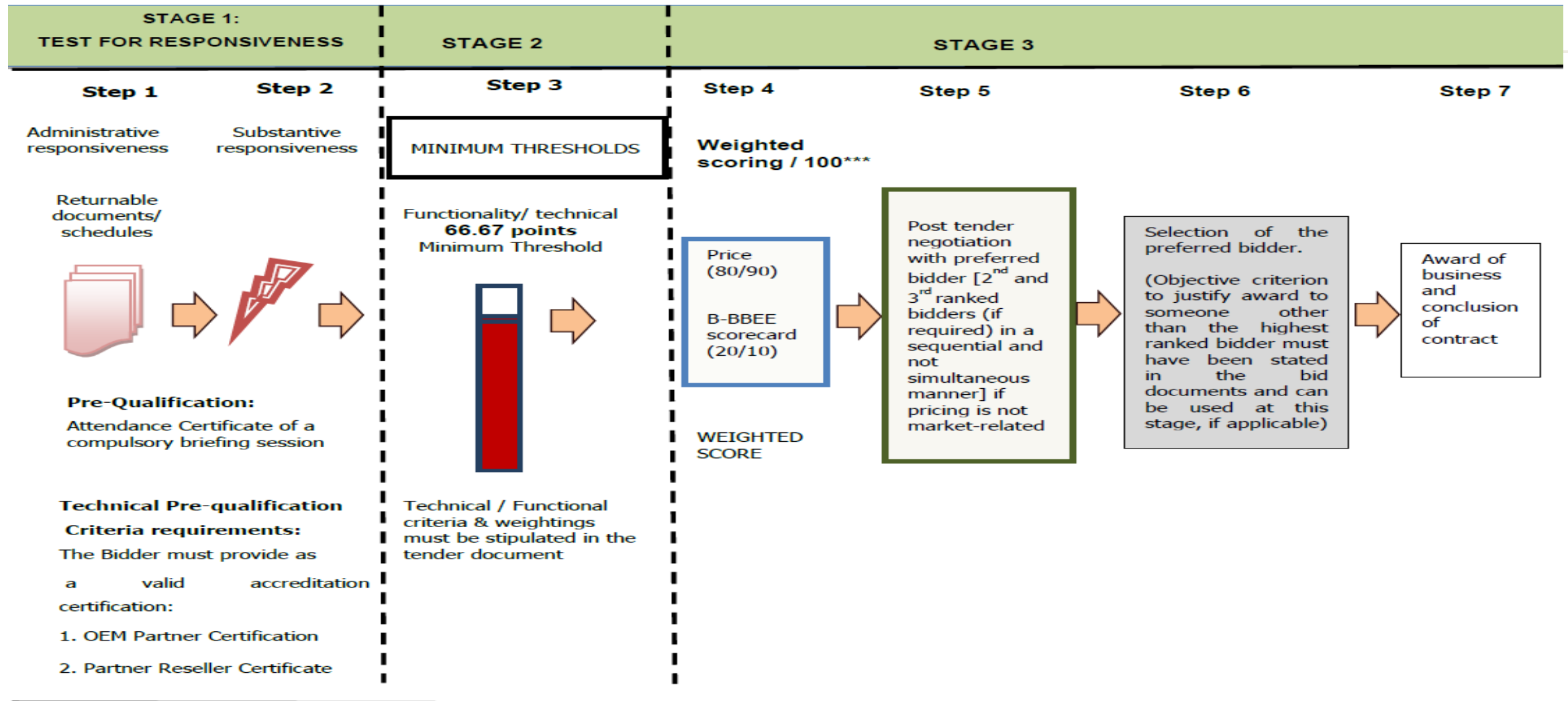
Current financial budgeting processes are tedious and manual, using Excel based solution which requires manual calculations and version controls. Once the budgeting has been done and approved on excel, it is then uploaded onto SAP Controlling module. The workflow approval process is manual and needs to be automated. Forecasting is done on excel which compromises the accuracy as it is prone to errors and there are no version control measures in place which make it difficult to track the changes that have been made on the budget.

The operational plans are also done manually using excel based and they are in silo's, there is no visibility of the Port value chain. The impact of the updates done on the operational plans does not reflect immediately which compromises the ability for real-time decision making.

The financial budget is one of the inputs into the tariff calculation and the Ports Regulator of South Africa (PRSA) has since requested improvement of the current business processes (Manual excel spreadsheets).

EVALUATION METHODOLOGY

EVALUATION CRITERIA



Evaluation Stages

6.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
Whether the Bid has been lodged on time	<i>Section 1 paragraph 3</i>
Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	<i>Section 5</i>
Verify the validity of all returnable documents	<i>Section 5</i>
Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further pre-qualification

6.2 STEP TWO: Test for Substantive Responsiveness to RFP

The test for substantive responsiveness to this RFP will include the following:

Check for substantive responsiveness	RFP Reference
Whether any general and legislation qualification criteria set by Transnet, have been met	<i>All sections including: Section 2 paragraphs, 2.2, 6, 11.2, General Bid Conditions clause 20</i>
Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule	<i>Section 4</i>
Whether the Bid materially complies with the scope and/or specification given	<i>All Sections</i>
Attendance to compulsory briefing session	<i>Section 10</i>
- Company Accreditation: The Bidder must provide as a valid accreditation certification: - OEM Partner Certification is required - Partner Reseller Certificate	<i>Technical/pre-qualification/eligibility criteria Annexure B1</i>

The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation

Evaluation Stages

RETURABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP <u>will</u> result in a Respondent's disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i>

All Returnable Sections, as indicated in the footer of the relevant pages, must be signed, stamped and dated by the Respondent.

Evaluation Stages – Technical Prequalification

Refer to Annexure B1

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following Mandatory Returnable Documents, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 4: Pricing and Delivery Schedule	
SECTION 10: Certificate of attendance of compulsory RFP Briefing	
Technical Pre-Qualification: Annexure B1 Company Accreditation The Bidder must provide as a valid accreditation certification: 1. OEM Partner Certification is required 2. Partner Reseller Certificate	

Evaluation Stages – Technical /Functional

The minimum number of evaluation points for functionality is 67,67

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6.3 **STEP THREE: Minimum Threshold is 66.67 points for Technical Criteria**

The test for the Technical and Functional threshold will include the following:

1. Experience	10
2. Technical Capabilities	30
3. Functional Capabilities	45
4. Skills Transfer	15
Total Weighting:	100
Minimum qualifying score required:	66.67

A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to **Annexure B2**.

Respondents are to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation

6.4 **STEP FOUR: Evaluation and Final Weighted Scoring**

a) **Price and TCO Criteria** [Weighted score 80/90 points]:

Evaluation Criteria	RFP Reference
• Commercial offer	<i>Section 4</i>

Transnet will utilise the following formula in its evaluation of Price:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

P_s = Score for the Bid under consideration
 P_t = Price of Bid under consideration
 $P_{\min}$ = Price of lowest acceptable Bid

- b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 20/10 points]
- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
 - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

6.5 **SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

Thresholds	Minimum Threshold
Technical / functionality	66.67

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80/90
B-BBEE - Scorecard	20/10
TOTAL SCORE:	100

Evaluation Stages (Pricing Schedule) Cont.

SECTION 4: PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the table below:

Item No	Description of Item	Unit Of Measure	Quantity	Price (ZAR)	TOTAL PRICE OF ITEM [ZAR]
1	3-year Cloud licence subscription Note: 15 x Developers 1000 End users	Annually	3	R	R
2	Solution Design for all the models as specified on the scope of work	Sum	1	R	R
3	Development / Configuration costs for all the models as specified on the scope of work	Sum	1	R	R
4	Development of Reports associated with the models as specified on the scope of work	Sum	1	R	R
5	Integration costs (Integration to SAP systems and platforms, Microsoft systems and platform and Other external Systems and platforms)	Sum	1	R	R

Evaluation Stages (Pricing Schedule)

6	Skills Transfer Duration = 1 year (during the development phase), On site at Gqeberha 1. First-line functional support x 10 2. First-line technical support x 5 3. System Administration x 1 4. Database Administration x 1 5. Authorizations x 1	Sum	1	R	R
7	Deployment / Go Live	Sum	1	R	R
8	Remote Post Implementation Support (3 months)	Monthly	3	R	R
9	Annual Software Licence Maintenance and Support	Monthly	9	R	R
		Monthly	12	R	R
TOTAL PRICE, exclusive of VAT:					R
VAT 15% (if applicable)					R
Total Inclusive of VAT (where applicable)					R

Evaluation Stages – PTN & Objective Criteria

6.6 **STEP FIVE: Post Tender Negotiations (PTN) (if applicable)**

- Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

6.7 **STEP SIX: Objective Criteria (if applicable)**

Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:

- Geographical location;
- all Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:
 - the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;

Evaluation Stages – Award of Business

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- a due diligence to assess functional capability and capacity. This could include a site visit;
- A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
- Reputational and Brand risks

6.8 **STEP SEVEN: Award of business and conclusion of contract**

- Immediately after approval to award the contract has been received, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

Procurement Process of Evaluation

List of Returnable Schedules for Scoring

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	<u>SUBMITTED [Yes or No]</u>
Technical /Functional Evaluation Documents Refer to Annexure B2 1. Experience Customer References The bidder shall supply at least Three (3) customer references from current or previous customers where the Cloud Planning and budgeting solution was implemented in a medium to large organisation. At a minimum the following functionality must have been implemented and form part of the customer reference letter: 1. SAP Migration services Assessment Report 2. Integration of the Budgeting and Planning solution to SAP and non SAP systems. 3. Data loading path 4. Concurrent logon sessions of a minimum 200 users.	Refer to Annexure B2
2. Technical Capabilities Software as a Service Security controls Service organisation control Interface Quality control System landscape Backup and Disaster Recovery	Refer to Annexure B2

Procurement Process of Evaluation

List of Returnable Schedules for Scoring

3. Functional Capabilities OPEX Budgeting Model CAPEX Budgeting Model Revenue Budgeting Model Workforce Planning Model Corporate Planning Model Treasury Planning Model Dredging Planning Model Dry Dock Planning Model Maintenance Planning Model Integrated Planning Model Reporting	Refer to Annexure B2
4. Skills Transfer The Bidder must as a minimum provide skills transfer proposal for TNPA technical and functional personnel. As a minimum, the following Skills Transfer proposals are required: Duration = 1 year (during the development phase), On site at Gqeberha a) First-line functional support x 10	Refer to Annexure B2

Procurement Process of Evaluation

List of Returnable Schedules for Scoring

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	SUBMITTED [Yes or No]
b) First-line technical support x 5 c) System Administration x 1 d) Database Administration x 1 e). Authorizations x 1 The following additional module/functionality will provide an added advantage: f) Train-the-trainer	

Procurement Process of Evaluation List of Returnable Schedules

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 plus 2 previous years	
Bidder to submit signed letter confirming to adhere to the scope of work requirements	
Bidder to submit the Tender Project Timelines for the required service	
SECTION 1: SBD1 Form	
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 9: B-BBEE Preference Claim Form	
SECTION 11: Job-Creation Schedule	
SECTION 12: Protection of Personal Information	
Supplier Declaration Form	
Valid B-BBEE certificate(s) or Sworn Affidavit(s) for service provider	
Proof of National Treasury's Central Supplier Database (CSD) Registration	
Tax Clearance Certificate Pin	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the

Tender Closing....

ANNEXURE I External_how_to_guide_Transnet E-Tender Submission Portal

- **Tender Closing Time and Date : 16h00 on 31 May 2023**

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER/RFQ SELECTED. (Refer to Annexure I)

The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website (<https://www.transnet.net>);
- Click on "TENDERS";
- Scroll towards the bottom right hand side of the page;
- Click on "register on our new eTender Portal";
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;

Submit bid documents by uploading them into the system against each tender selected.

Tender Closing (continued...)

Clarifications/Queries

- To be directed to : Nozipho Dlepho (Nozipho@Dlepho@Transnet.net)
- Cut-off time and date : **16h00, Friday 19 May 2023**

Closing date : 16h00, Wednesday, 31 May 2023

- Tender validity period **90 days** from closing date
- All returnable documents to be signed, completed and returned

Q & A