

SUBJECT	Minutes for Sewerage Waste Removal and Disposal Services - Briefing Session
TITLE	PROVISION OF DRIVING (CODE EC/14), TALLYING AND GENERAL WORK SERVICES TO CONVEY CARGO FROM STOCKPILES TO THE VESSEL, RECORD AND KEEP CARGO INFORMATION, HOOK AND UNHOOK SKIPS IN OPERATIONS AND ALL REASONABLE ACTIVITIES WITHIN THE SCOPE, FOR TRANSNET SOC LTD (REG. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS AT THE PORT OF DURBAN MAYDON WHARF TERMINAL FOR A PERIOD OF 36 (THIRTY-SIX) MONTHS, ON AN AS AND WHEN REQUIRED BASIS
RFQ NO.	iCLM DB 1027/TPT
MEETING NO.	01
VENUE	CPO Boardroom, Maydon Wharf
DATE	30 July 2025 at 10H00 am
ATTENDEES	<u>Tenderers:</u> As per attendance register <u>Transnet Port Terminals Representatives:</u> • Zine Mdaki (ZM) – Contract Specialist • Ndumiso Ndlela (NN) - Operations • Bongile Mhlanga (BM) – Planning • Jerome Mkhize (JM) – Operations
APOLOGIES	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING – Zine Mdaki		ZM
	Signing of attendance register and handing out presentation		PL
	Safety Briefing		NN
1.1	Welcome & Introductions	ZM	
1,2	• ZM opened the meeting and welcomed all present • NN gave all attendees a safety briefing • ZM introduced Transnet Port Terminals team members • The purpose of the briefing session was to discuss the contents of the “request for proposal” (RFP) document; provide guidance in terms of the tender process; discuss the technical evaluation criteria, the scope of work and Pricing schedule.	ZM	

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	For the interest of time, Bidders are requested to note down all questions and ask them at the end of the briefing session.		
2.	SCOPE OF WORK	NN	
	Tenderers were referred to the Scope of Work document to ensure that they adhere to and comply with the specific requirements of the Scope of Work. A historic background was communicated with bidders by the user area to give an insight of the Terminals. The below points were emphasized by the end user: Objective: TPT intends to outsource the driving and operating services of machinery such as haulers/tractor trailers (Code 14 DAV's), bobcat, water tank and sweeper. The terminal also intends to outsource services of port workers and tally clerks (cargo coordinators), all to one (1) Service Provider, to perform all operator/driving, all recording and coordinating as well as all reasonable general work and cleaning services at the Durban Maydon Wharf Terminal as and when required. The following Scope of work (deliverables) were discussed: Waterside Operations: - The service provider to attend green area talks and all work related operational meetings instituted by TPT - The service provider to take and obey all instructions and work program outlined by TPT. - The service provider to enforce safety compliance throughout his service period and ensure minimum PPE requirement is supplied. PPE to be issued as per TPT compliance demands. - The service provider to provide competent/talented and skillful personnel as per the requirement from TPT planning office request, in all the categories, as stipulated in the heading - The service provider must ensure high quality service is offered from port workers totally clerks as well as drivers and operators. - The service provider must be prepared to take full liability of any loss that may be as a result of its representative/s. Landside Operations - The Service Provider shall ensure that all personnel comply with the PPE, work - instructions and procedures for loading/offloading and internal cargo movements. - The service provider must take cognizance of other moving equipment on the - MW footprint and consider all safety measures to be applied - The service provider and her employees to ensure no contamination, stack mix, damages and any unintended incident occur during operations		

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	- The service provider must ensure proper stacking, proper recording and proper housekeeping wherever its employees are deployed. Obligations of the Service Provider - The Service Provider shall ensure that all of its employees, fully comply with the prescribed Conditions of Entry to the MW Terminal and with TPT's operational and security procedures and policies. The Scope of Work may be amended from time to time by TPT in its sole discretion with additional details/changes of all of which the Service Provider confirms to be fully and effectively acquainted. - The performance of the all required services shall at all times be undertaken under the personal supervision and control of competent and qualified supervisors, whose names and all other relevant details shall be furnished by the Service Provider to TPT on or before the Commencement Date in writing. - The supervisors identified in clause 3.2 shall, without limitation, carry out all the necessary and proper supervision of the Driving Services by means of continuous on site supervision in the operational areas in the MW Terminal during official hours of duty. The purpose and desired outcome of each visit to be agreed upon from time to time during the existence of this Agreement between TPT and the Service Provider. - The Service Provider shall appoint a Safety Officer to be on duty at all times whilst the contract is still in place. In addition, it shall ensure that written safety, health, environmental, and quality programs are in place on the Commencement Date. Copies of these shall be made available for scrutiny by the Service Provider to TPT upon request at all reasonable times. Such programs shall be regularly updated by the Service Provider as and when circumstances change, legislation is amended and/or any new instructions by TPT are issued, or existing instructions amended. - The Service Provider must work 24/7 according to the operational requirements of the terminal. - The Service Provider shall provide all required employees and necessary supervision for proper, efficient and economic performance of the services and shall ensure that such performance is carried out in a way that it will enable TPT to achieve and Scope of Work improve upon its set productivity rates and service quality. - The service provider must provide a shuttle (bakkies excluded) for the transportation of all of its employees at the Service Provider's own cost within the operational areas to and from any operational area at which a vessel is berth, rail trucks operation, or any place where internal operations are occurring.		

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	• The service provider to ensure that each shuttle (pilot vehicles) to be used by the its employees within the confines of the MW Terminal, is fitted with an amber flashing or revolving light on its roof which shall be switched on. • Service Provider must ensure that all employees are inducted and trained before entering into any operational area and/or performing any of the required duties • Service provider to ensure that all employees have undergone training on standard working procedures for respective grades prior to entering any area operated and managed by TPT. Such training/s should be done every six months at the Service Provider's cost to ensure compliance with TPT's Safe Work Procedure. • Service provider to comply with all requests for training and continuous improvement that are received from OEM's, importers and the Lines via TPT and as may be instructed by TPT from time-to-time to the Service Provider. All of the trainings shall be for the account of the Service Provider. • Service provider to ensure that the appointed safety officers and dispensers of first aid have all undergone appropriate training in terms of the Occupational Health and Safety Act • Service provider to maintain a comprehensive and up to date register and file of all authorized employees who will perform the required services. This file shall be • updated on a monthly basis with each employee's records, including but not limited to induction, training, residential address and telephone number, relevant medical information which may require attention during the provision of required services. Scope of Work Copy of ID, driver's license, Certificate of Competence for the different machinery operations, police clearance, SOP training, corrective and disciplinary action taken where incidents/accidents occur and make such register and file available to TPT upon request. Day to day Deliverables: • The service provider to prohibit and ensure that no employee loiters at or near any operational facility, handover point and/or train in the MW Terminal, before the commencement of and after the completion of the shift • Service provider to sign off each employee's duties at the end of each shift and submit written confirmation thereof to TPT on a daily basis. • Service provider to ensure that all employees adhere to TPT's policies, standard operating Procedures which form part of the Safety, Health and Environment (SHE) file submission. • Service Provider always undertakes to ensure that the equipment will be removed by the Service Provider from the rail trucks/trains, Handover		

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	Points, parking areas and other workplaces in the MW Terminal without delay after the Driving Services are completed on each vessel/operation - Without delay service provider to ensure that the resources are made available as and when it may be required by TPT for the purposes of the Driving Services, and also have all other relevant and appropriate equipment on hand and readily available at all appropriate times so as to commence the Driving Services without any delay of any nature whatsoever. - The Service Provider hereby accepts all liability of whatsoever nature and howsoever arising, and whether direct or indirect, for any failure of the pilot vehicles and/or equipment (including the TPT Owned Equipment) referred to in this Agreement for any reason whatsoever, and hereby indemnifies TPT and holds TPT harmless against all claims of whatsoever nature and howsoever arising which may be made against TPT by virtue of the breach by the Service Provider of the provisions of this clause. Functional Requirements: - Service provider to perform the driving and operating functions, tallying services and general work as per the vessel/landside and operational requirements/duties as per TPT plan. - Tally and coordinate all cargo that is received and dispatched on their own tally sheets - Attend all operational meetings and collect work Program from the operational staff - Attend the monthly SLA meetings - Conduct safety / green area talks per shift - Provide TPT with the list of all resources (with allocated names) planned for the next day's business - Provide TPT with the signed off sheets of all staff rostered at the beginning of each shift - Ensure that the correct number of drivers, tally clerks and port workers are planned and are working as per the operational plans. - Immediate reporting of all incidents as and when occurs - Incident investigation of all incidents / accidents within 72 hour period and corrective measures / action plan put in place to avoid recurrence Performance Requirements - The service provider to ensure handling rate norms for cargo as prescribed by Transnet Port Terminals is achieved - Service provider to ensure cargo readiness before vessel arrival ensuring that all cargo to be shipped is accounted for. - No incidents / accidents - The handling rate as prescribed by the terminal is achieved		

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	Lost Time Injury (LTI) must be aligned to the target of Transnet Port Terminals		
3.	Technical Evaluation	ZK	
	Technical Evaluation: Bidders were advised that in order to pass technical they need to score 80 points and the below technical evaluation criteria, and scoring was discussed: Eligibility Criteria: Bidders will need to comply with all the eligibility criteria that is necessary to establish whether bidders are in accordance with set conditions/regulatory compliance. In respect of Driving Services, the following eligibility criteria was set: ✓ Proof of Unemployment Insurance Fund (UIF) COIDA. ✓ Valid letter of good standing (COIDA) relevant to driving industry. Bidders that pass the eligibility criteria will proceed to be evaluated on technical. Technical evaluation Scoring Criteria: Bidders to note scoring guideline on the technical evaluation Proof of Experience – Company to submit most recent proof of experience offering similar services, cumulatively not less than 2 years’ experience in the past 5 year period from the tender closing date, in a form of reference letter/s from different clients, citing all contact details such as letter head, addresses, phone numbers and contact person and must be duly signed. Score is 40 points Certified Drivers - Company to submit 24 X certified EC Code (14) driver’s license with PrDP (Professional Driving Permit). Scores 30 points Supervisors Qualification - Company to submit a certified Supervisory Certificate Scores 30 points		
4.	Pricing schedule:	NN	
	Pricing Instructions were highlighted for the bidders as per page 62 of the RFP. - Bidders were requested to ensure that they use our pricing schedule and no other. - They should not add or subtract anything on the pricing schedule as this may lead to disqualification. - If a bidder is not charging for a certain service they must put R0.00 and not n/a. - Bidders were requested to quote for everything as this may lead to disqualification. Pricing: ✓ Bidders to give rates per hour for 12 x Code 14 drivers, 12 x Port workers and 8 x Tally clerks.		

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	✓ Bidders to note hours worked 6:00am to 18.00pm on weekdays, Saturdays, Sundays and Public Holidays. Bidders to note that incomplete or additions to Pricing Schedule will result in disqualification.		
5.	COMMERCIAL		
5.1	RFP closing date and location: The closing date for the RFP is 08 August 2025 at 12:00 midday and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page 6 and 7 of the tender document.		
5.2	Communication: Specific queries relating to this RFP before the closing date of the RFP should be submitted onto the system using the clarification request form on page 32 of the RFP and to [zine.mdaki@transnet.net] before 15:00 on 06 August 2025. Details on how to navigate the system are on pages 6 and 7 of RFP document). Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response: zine.mdaki@transnet.net Deadline for All Clarifications 15H00, 06 August 2025.		
5.3	The Adjudication is based on the following criteria: Stage 1 <u>Step 1</u> <u>Test for Administrative responsiveness:</u> • Bid has been lodged on time; • All returnable documents are completed and returned by closing date & time • Verify validity of all returnable documents. • Verify if the Bid document has been duly signed by the authorised respondent • Whether any general and legislation qualification criteria set by Transnet, have been met • Whether the Bid contains a priced offer • Whether the Bid materially complies with the scope and/or specification <u>Test for Substantive responsiveness</u> • Whether any general and legislation qualification criteria set by Transnet, have been met • Whether Bid contains a priced offer; (Section 4 & Annexure B Pricing Schedule) • Whether the Bid complies with the scope and/or specification given		

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	- Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows: ✓ Proof of Unemployment Insurance Fund (UIF). [Refer to Returnable Schedule T2.2-1] ✓ Valid letter of good standing (COIDA) relevant to driving industry. ✓ [Refer to Returnable Schedule T2.2-2] - SECTION 10 : Certificate of attendance of compulsory RFP Briefing Stage 2 <u>Step 2 - Minimum Threshold of 80 points for technical evaluation criteria</u> Proof of Experience [Refer to Returnable Schedule T2.2-3] 40 Points Certified Drivers [Refer to Returnable Schedule T2.2-4] 30 Points Supervisors Qualification [Refer to Returnable Schedule T2.2-5] 30 Points Stage 3 <u>Step 3 - Final weighted scoring: Price and Specific Goals</u> ✓ Price 80 ✓ Specific Goals 20 (B-BBEE Level 1 or 2 = 10 points and EME or QSE 51% Black Owned) = 10 points ✓ Evaluation for BBEE level will be done on the BBEE affidavit/BBEE Certificate. ✓ Common mistakes found on BBEE affidavits were highlighted. <u>Step 4 - Post Tender Negotiation</u> Requesting Best and Final Offer (BAFO) (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 post-tender negotiation with the view of arching a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2nd and 3rd ranked bidder (of required in a sequential manner) <u>Step 5 - Objective Criteria</u> Not applicable for this project <u>Step 6 - Final Award</u>		

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	Award of business and conclusion of contract		
5.4	Bidders are edged take note of the Returnable Schedules in the RFP document RFP MANDATORY RETURNABLE SCHEDULES: SECTION 4: Pricing and Delivery Schedule ANNEXURE B Pricing Schedule Technical Pre-Qualification – T2.2-1 TO T2.2-2 SECTION 10: Certificate of attendance of compulsory RFQ briefing RETURNABLE DOCUMENTS USED FOR SCORING - Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP - Proof of Experience T2.2-3 - Certified Drivers T2.2-4 - Supervisors Qualification T2.2-5 ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES 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. SECTION 1: SBD1 Form SECTION 5: Proposal Form & List of Returnable documents SECTION 6: Certificate of Acquaintance with RFP Terms & Conditions & Applicable Documents SECTION 7: RFP Declaration and Breach of Law Form	Tenderers	
5.5	RFP validity: The RFP validity period is 180 working business days after the date of closing.		
5.6	Respondents must ensure that the Certificate of Attendance of Compulsory RFP Briefing on page 38 (Section 10 of the RFP Bid Document) is fully completed and signed by a Transnet port Terminals Representative and uploaded with the bid document.		
5.7	Tenderers were urged to upload their tender document before closing date and time to avoid unforeseen circumstances such as electricity or network failure.		

5.	QUESTIONS AND ANSWERS		
	<u>Questions</u> Question: How many forklifts do we require? Response: The RFP requires human resource only no equipment. TPT will transport the employees within the terminal from workstations. Question: What is the minimum charge for delays that is when workers have been called in to work and there is no vessel?		

	Response: This is dependant if when the staff arrives and it has been decided that there is a delay workers will go back immediately. But if that is not done and they wait then a charge for 4 hours is applicable. Question: Is there a reason why quotes should exclude VAT when invoicing? Response: For this tender we require you to give us rates excluding VAT, when calculating if a service provider is a VAT vendor that will be included in the final figure and for non VAT service providers it will not. Question: What happens if letter of good standing (COIDA) has expired and you have renewed it but not received as yet? Can you submit a letter that supports that renewal? Answer: Most COIDA certificates are renewed around April, but if you do not have a valid COIDA and have a letter that supports the fact that you have applied and waiting for a valid one from the Department of Labour then that can be accepted. Submit COIDA together with the letter.		
6.	CLOSING		
6.1	The meeting closed at 11H45.		

Compiled by:



Zine Mdaki – Contracts Specialist

Date: 04/08/2025