

Privileged and Confidential

**Minutes of Transnet Pipelines Tender Briefing for
RFP For Provision of Hazardous and General Waste Management Services for
Transnet Pipelines Facilities Located Within Kwazulu-Natal Province (Depots,
Pump Stations, Workshops and Facilities) on an "As and when required basis" for
a period of three (3) years**

Tender No: TPL/2023/06/0003/32311/RFP

Meeting No: 01

Date: 19 February 2024 Time: 10h00

Venue: Transnet Hillcrest Pumpstation

Tenderers:

As per attendance register

Transnet Pipelines Representatives

Ntombi Mashaba	TPL Strategic Sourcing Specialist	NM
Philisiwe Selwane	TPL: Environment & Sustainability (South)	PS

Discussion Point	Responsible person/Resolution
<p>1. Welcome & Safety Talk NM welcomed all present and introduced the Transnet Team.</p>	Ntombi Mashaba
<p>1.1 Safety Transnet Pipeline Hillcrest Controller took the members for safety talk ensure that they are safe.</p>	TPL Controller
<p>1.2 The purpose of the meeting was to discuss the content of the tender document, provide guidance in terms of the tender process, discuss the Scope of Services and give tenderers the opportunity to ask questions.</p>	Ntombi Mashaba
<p>2 The agenda mentioned below was discussed:</p>	Ntombi Mashaba
<p>2.1 Commercial - Tender Process: Tendering Procedure and clarification of returnables</p>	
<p>2.2 Returnable Schedules</p>	
<p>2.3 Pricing Schedule</p>	

<p>2.4 Bid Closing Date</p> <p>2.5 Technical - Scope of Services</p> <p>2.6 General / Questions & Answers</p> <p>Record of discussion:</p> <p>2.1 Tendering Procedures</p> <p>The content and structure of the RFP document were explained to the tenderers. The following key elements were highlighted and discussed:</p> <p>2.1.1 Eligibility Criteria</p> <p>Tenderers are to:</p> <p>a) Submit all mandatory Technical Eligibility returnables:</p> <ul style="list-style-type: none"> • Bidders must provide proof of registration as dangerous goods carriers in line with the National Road Traffic Act and ensure that each vehicle used to transport dangerous goods displays a valid “D” category operator card issued with the licence disc. • Valid proof of Driver in possession of a valid PrDP Category “D of Dangerous Goods (D). <p>2.1.2 Tender Evaluations</p> <p>The tender evaluation procedure and steps were discussed and explained to the tenderers as follow (these are also clearly stated in the tender document):</p> <p><u>Stage 1</u> – Test for administrative responsiveness - check that the bid was lodged on time, and that all returnable documents and schedules have been completed and returned by the closing time and date and verify the validity of all returnables.</p> <p><u>Stage 2</u> – Test of substantive responsiveness - check that all pre-qualification criteria set by Transnet has been met, confirm that the bid contains a signed offer and that the bid is materially compliant with the scope and specifications.</p> <p><u>Stage 3</u> – Functionality/Technical Evaluation - Minimum thresholds of 80. Compulsory technical returnable Annexure B1-B4 will be used to evaluate the bids, the judgment prompts are included in the returnables and allows for the tenderer to objectively calculate the points they will score.</p> <p>PS explained each of the technical evaluation criteria on Annexure B and returnables applicable.</p> <p>Tenders must include as much information as possible.</p> <p><u>Stage 4</u> – Evaluation and final weighted scoring – Price 80 / Specific Goals 20</p> <p><u>Stage 5</u> – Post tender negotiations with either one or more.</p> <p>2.1.3 New Electronic Submission Procedures</p> <p>The bidders are also to note that 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</p>	<p>Philisiwe Selwane</p> <p>Ntombi Mashaba</p> <p>Philisiwe Selwane</p> <p>Ntombi Mashaba</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

<p>information, log their intent to respond to bids and upload their bid proposals/responses on to the system.</p>	
<p>Time your submissions so that if there are any issues, there is time to escalate & resolve. Nobody has access to the bids until after the bid has closed. Should you experience challenges with the system, urgently contact: Ntombikayise.mashaba2@transnet.net. There is no physical tender box.</p>	<p>Ntombi Mashaba</p>
<p>2.1.4 Communications</p>	
<p>Tenderers were informed that all communication prior to the closing date of the tender must be directed to Ntombi Mashaba (ntombikayise.mashaba2@transnet.net).</p>	
<p>The deadline or cut-off date for clarifications and questions Wednesday, 21 February 2024 at 12:00.</p>	
<p>All communications after the closing date must be directed to Hlekane Maringa (hlekane.maringa@transnet.net).</p>	
<p>2.2 Returnable Schedules</p>	
<p>Tenderers were referred to tender document for List of Returnable schedules (Page 24 of 43 RFP document). There are Compulsory and Essential Returnables.</p>	<p>Ntombi Mashaba</p>
<ul style="list-style-type: none"> • Compulsory Returnables – If these are not submitted the tenderer will automatically be disqualified. The Technical Returnables are Compulsory and the tenderers must ensure that all supporting documentation is attached. • Essential Returnables – If information is omitted, we may request it from the tenderer as these returnables are for information and will not change the competitive position of a tenderer. 	
<p>2.3 Pricing Schedule</p>	
<p>PS explained the Annexure C - pricing schedule and notes to the pricing schedule. Emphasis was made on completion of all the information on the pricing schedule.</p>	<p>Philisiwe Selwane</p>
<p>2.4 Bid Closing Date</p>	
<p>The closing date for the bid is 29 February 2023 at 12:00. It was stressed that tenderers are to ensure that they submit their bids on time as late bids will not be accepted.</p>	<p>Ntombi Mashaba</p>
<p>2.5 Technical – Scope of Services</p>	
<p>The Manager: Environment & Sustainability (South), Philisiwe Selwane elaborated on the Scope of Work as per RFP issued. The bidders were taken on site walk about to the separators and spill basins.</p>	<p>Philisiwe Selwane</p>
<p>2.6 General/ Questions and Answers</p>	
<p>Bidders were requested to submit their Questions raised at this briefing in writing</p>	<p>Ntombi Mashaba</p>

<p>to ntombikayise.mashaba2@transnet.net for TPL to respond adequately and these will be issued to all bidders in TPL clarification form. Bidders requested extension of closing date to afford them more time to finalize their tender submission. Procurement will provide feedback about extension of the closing date.</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Complied By:



Ntombi Mashaba
Strategic Sourcing Specialist

Date: 27/02/24

