



Venue: Kopano Boardroom, Transnet Engineering, Koedoespoort

Date: 19 March 2024

Time: 11:00 am

Description: REQUEST FOR THE PROVISION OF CANTEEN SERVICES FOR A PERIOD OF THREE (3) YEARS IN KOEDOESPOORT PLANT TRANSNET ENGINEERING

ATTENDEES

The following Transnet Engineering team members were present in the Site Briefing meeting:

Vuyokazi Ntshinga
Siphokazi Mgubasi
Vuyisile Dlamini
Frangeline Sephoko

18 companies attended the compulsory briefing session (as per the attendance register, for internal use only).

Introduction

Vuyokazi Ntshinga

- Welcomed everyone present.
- Attendance register was circulated to all present.
- The purpose of the meeting was to ensure that the service providers have a clear understanding of the tender process and the requirements with regards to the scope of work, evaluation criteria and pricing schedule etc. and also to do a site viewing

Discussion points

Vuyokazi: took the suppliers through the RFP document and emphasised the following:

- The closing date and time is **26 March 2024 at 11:00 am**. Bidders were advised to submit their bids on time. No late submissions will be accepted by closing date and time.

Section 1: SBD1 form

- It was emphasised to bidders to complete the SBD1 form and communicate with Vuyokazi Ntshinga for all related queries before the closing date.

Section 2: Notice to bidders.

- Bidders to ensure that they follow the directions to download the link as well as adhere to instructions for submitting their bid document.
- Vuyokazi emphasised the RFP instructions.
- After the closing date, any queries regarding the RFQ should be directed to:
Mary.Maluleke@Transnet.net.
- Bidders are to familiarise themselves with Transnet disclaimers.

Section 3: Evaluation methodology, criteria, and returnable documents

- Suppliers were taken through the evaluation criteria which comprises of the following:
 - o Step 1: Administrative responsiveness test.
 - o Step 2: Substantive responsiveness test (Mandatory).
 - o Step 3: Technical Evaluation Criteria (minimum Threshold 70 points):
The following was emphasised.
 - Management plan / Methodology
 - Executive summary



	<ul style="list-style-type: none"> ▪ Business Model ▪ Human Resources plan ▪ Basic Food Handling Qualification ▪ Catering Implementation Plan ▪ Certificate of Acceptability for Food Premises ▪ Contactable Reference Letters on the client’s letterhead ▪ Submission of various menus <p>Step 4: Evaluation and Final Weighted Scoring.</p> <ul style="list-style-type: none"> ○ Step 5: Post Tender Negotiations (if applicable). ○ Step 6: Objective Criteria (if applicable) ○ Step 7: Award of business and conclusion of contract. <p>- Bidders were notified of the validity period for the RFP which is 180 business days after the closing date.</p> <p>Section 4: quotation form</p> <p>– Bidders were notified to quote for all items on the price schedule and insert the summary of their totals to the RFP document under Section 4.</p> <p>Bidders to ensure that the following sections are completed and signed:</p> <p>Section 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS</p> <p>Returnable documents:</p> <p>Bidders should ensure that all required documents as stipulated in the RFQ must be submitted with the tender document at the closing date and time.</p> <ul style="list-style-type: none"> ○ Mandatory returnable documents; ○ Returnable documents used for scoring; and ○ Essential returnable documents. <ul style="list-style-type: none"> ○ Section 6: Certificate of Acquaintance with RFQ Documents ○ Section 7: RFP declaration and breach of law form ○ Section 8: RFP clarification request form (if applicable) ○ Section 9: Specific goals points claim form. ○ Section 11: Protection of Personal Information <p>Section 10: Certificate of Attendance of Compulsory Site/ RFQ Briefing</p> <p>Bidders were notified that section 10 is to be signed by the procurement official and must be submitted at the date and time of the tender.</p> <p>- The Annexures attached on the eTender portal are provided to bidders as additional information to familiarise themselves with. It is at the bidder’s discretion to submit or not to submit.</p> <p>Without any further questions, Vuyokazi handed over to the technical team to take the suppliers through the technical evaluation criteria</p>
<p>Discussion points</p>	<p>Technical Evaluation Criteria</p> <p>Frangeline took the bidder through the technical evaluation and the following questions were raised</p>



<p>Questions and Answers</p>	<p><u>Basic Food Qualification</u></p> <p>Q – One of the bidders raised that they have basic food qualification of their current staff which may not be the ones that will service Transnet Engineering, and should they get the contract they will hire new people which will be qualified.</p> <p>A – Transnet was fine with as we are not expecting bidders to hire before the project is awarded</p> <p><u>Chef Association</u></p> <p>Q – One of the bidders informed us that as companies they are not affiliated with Chef Association <u>but</u> then the chefs that they are working with or hired they are associated.</p> <p>A – Transnet noted that and advised the suppliers to submit document reflecting that they are working with the Chef.</p> <p><u>Certificate of acceptability for food premises</u></p> <p>Q – the bidders mentioned that they will only be able to submit their current Certificate of Acceptability for food premises, and it will not reflect Transnet as they have not been awarded business, also mentioned that the certificate takes three (3) months for application.</p> <p>A – Transnet noted the statement as long as the certificate reflects the bidder’s details as the owner</p> <p>Q – One of the bidders requested to submit two options for pricing, one with management fee and one without, and shared the advantages of having management fee which is one of them is to increase the footprint at the canteen.</p> <p>A – Transnet responded and stated that in this current contract Transnet will not be subsidising the employees, maybe the bidder can look into having satellite shops to increase the traffic or maybe push a trolley in each office as most of the time employees get stuck on meetings and it will be easier should they do an office by office.</p> <p>Q – Bidders requested a closing extension for the RFP as we are having a short week, and they need more time to put together the proposal</p> <p>A – Transnet responded and advised the suppliers that the request will be taken to the client should the client agree, addendum will be issued in all the platforms where tender is advertised, and it will also be sent directly to the suppliers since this was a compulsory briefing session.</p>
<p>Conclusion</p>	<p>Meeting adjourned.</p>

Compiled By:

Vuyokazi Ntshinga

