

MINUTES OF TRANSNET PIPELINES COMPULSORY TENDER CLARIFICATION MEETING

TENDER	PROVISION OF CLEANING AND HYGIENE SERVICES AT TRANSNET PIPELINES SITE OFFICES, CUTLER COMPLEX, ISLAND VIEW IN DURBAN FOR A PERIOD OF 3 YEARS
RFQ NO.	TPL/2023/09/0003/43847/RFP
MEETING NO.	01 and 02
VENUE	TRANSNET PIPELINES SITE OFFICES, CUTLER COMPLEX, ISLAND VIEW IN DURBAN
DATE & TIME	14 March 2024 @ 10:30
ATTENDEES	<p><u>Tenderers:</u></p> <ul style="list-style-type: none"> As per signed Attendance Register <p><u>Transnet Pipelines Representatives:</u></p> <ul style="list-style-type: none"> Zanele Ntshakala (ZN)- Sourcing Specialist Ezekhaya Sojezi (ES) – Procurement Manager Audesius Khwani (AK) - Site Manager
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION
1.	OPENING - Zanele Ntshakala
1.1	Welcome & Introductions
	<ul style="list-style-type: none"> ZN opened the meeting and welcomed all bidders who attended the compulsory Tender Clarification Meeting. She acknowledges all of them for making time to the meeting and for showing interest in the RFP. ZN introduced herself and requested the TPL representative to also introduce themselves. She indicated the role of TPL representative. ZN requested the attendees to complete the attendance register. ZN, apologies for the delays and requested that the first group of attended to conduct the site walk about while other attendees were still granted access. After the briefing the second

	<p>group of attendees will do walk around.</p> <p>A site walk was conducted with the tenderers with Zanele Ntshakala and Audesius Khwani.</p> <p>- ZN, mentioned that we will proceed with the briefing session with the first group of bidders and the second group will follow. TPL will ensure that both questions and answers will be consolidated and uploaded in the TPL website.</p>
1.2	<p>OBJECTIVE</p>
	<p>- ZN, indicated that the purpose of the Tender Clarification meeting was to discuss the contents of the "Request for Quotation" (RFQ) document and outlined the objective of the meeting as indicated below;</p> <ul style="list-style-type: none"> ○ To provide guidance in terms of the tender process and discuss the scope of work; technical evaluation criteria and the pricing schedule ○ Tender process : Tendering procedure and clarification of returnable. ○ Scope of work ○ Technical specification and evaluation ○ Pricing Instruction and Price schedule ○ Questions and clarification

MINUTE	DESCRIPTION OF DISCUSSION
2.	COMMERCIAL - TENDER PROCESS: CONTENTS OF THE RFP
2.1	<p>THE TENDER DOCUMENTS ISSUED BY TPL COMPRISE:</p> <p>Part T1: Tendering Procedures</p> <p>T1.1 Tender Notice and Invitation to Tender T1.2 Tender Data</p> <p>Part T2: Returnable Documents</p> <p>T2.1 List of Returnable Document T2.2 Returnable Schedules</p> <p>Part C1: Agreements and Contract Data</p> <p>C1.1 Form of Offer and Acceptance C1.2 Contract Data (Parts 1 & 2) C1.3 Form of Guarantee</p> <p>Part C2: Pricing Data</p> <p>C2.1 Pricing Instructions (Option A) C2.2 Activity Schedule</p> <p>Part C3: Scope of Work</p> <p>C3.1 Works Information</p>
2.2	TENDER PROCEDURES
	<p>The tenderer is required to submit with their tender:</p> <ol style="list-style-type: none"> 1. Tenderers also to provide Transnet with a TCS PIN to verify Tenderers tax compliance status. 2. A valid B-BBEE Certificate from a Verification Agency accredited by the South African Accreditation System [SANAS], or a sworn affidavit confirming annual turnover and level of black ownership, in line with the code of good practice, together with the tender; 3. Proof of registration on the Central Supplier Database; 4. Letter of Good Standing with the Workmen's compensation fund by the tendering entity or

	<p>separate Letters of Good Standing from all members of a newly constituted JV.</p> <p>Tenderers are to note that when tendering as a JV, the TSC pin and proof of registration on the Central database for both companies should be submitted and a valid consolidated B-BBEE certificate/Sworn affidavit must be submitted.</p>
2.3	<p>SUBMISSION PROCEDURES</p>
	<p>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.</p> <ul style="list-style-type: none"> • 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; • On the blue window 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. <p>The tender must submit their bids electronically only on the Transnet e-Tender Portal System detailed in the bid document and no late tenders; direct e-mail to a Transnet employee; WhatsApp; fax; courier or hand-delivered tender will be accepted. It was emphasized to the tenderers that they must ensure that tenders are uploaded timeously onto the system.</p>

2.4	COMMUNICATION
	<p>Any clarifications or queries relating to the RFQ must be channeled in writing to Ezekhaya Sojezi Ezekhaya.Sojezi@transnet.net only as the central point of communication.</p> <p>No queries may be addressed to any other Transnet Pipelines employee or the Project Manager / End User responsible for this project.</p>
2.5	<p>Evaluation Methodology</p> <p><u>Step 1</u> Administrative responsiveness (Returnable documents/ schedules).</p> <p><u>Step 2</u> Substantive responsiveness (Pre-qualification) Prequalification criteria</p> <ul style="list-style-type: none"> • Proof of Bargaining Council Certificate. • Proof of valid letter of good standing. • Proof of Provident fund. <p><u>Step 3</u> Functionality/ technical 60 points as a minimum Threshold.</p> <p><u>Step 5</u> Price (80) and Specific Goals (20)</p> <p><u>Step 6</u> Post tender negotiation with preferred bidder [2nd and 3rd ranked bidders (if required) in a sequential and not simultaneous manner] if pricing is not market related.</p> <p><u>Step 7</u> Selection of the preferred bidder. Objective criterion to justify award to someone other than the highest ranked bidder must have been stated in the bid documents and can be used at this stage, if applicable.</p> <p><u>Step 6</u> Award of business and conclusion of contract Tenderers</p>

2.6	RFQ CLOSING DATE AND LOCATION
	<p>The closing date for the RFQ is 25 March 2024 at 12:00 pm. The tender must submit their bids electronically only on the Transnet e-Tender Portal System de-tailed in the bid document and no late tenders; direct e-mail to a Transnet employee; whatsapp; fax; courier or hand-delivered tender will be accepted. It was emphasized to the tenderers that they must ensure that tenders are uploaded timeously onto the system.</p>
2.7	TENDER SUBMISSION
	<p>The bid submission process through the newly implemented electronic tender submission system was explained to the tenderers. The following was high- lighted:</p> <ul style="list-style-type: none"> • Time your submissions so that if there are any issues, there is time to escalate & resolve. • In order for bidders to submit their bid they must ensure that they are registered on Transnet e-tenders. • Nobody has access to the bids until after the bid has closed. • Should you experience challenges with the system, urgently contact: Ezekhaya.Sojezi@transnet.net • There is no physical tender box. <p>The bid submission process was detailed to the tenderers as per T1.1 page (2 of 5) of the RFQ document.</p>

MINUTE	DESCRIPTION OF DISCUSSION
2.8	SCOPE OF WORK
	<p>Transnet is calling for proposals from experienced suppliers/service providers with a proven track record for the provision of cleaning and hygiene services at Transnet pipelines site offices, cutler complex, island view in Durban for a period of three (3) years.</p> <p>Also refer to C3 from page 1 to 10 for detailed Scope of Work (SOW) for Cleaning Staff Hygiene Equip Services at Cutler Site Offices for the detailed information.</p>
2.9	TECHNICAL SCOPE
	<ul style="list-style-type: none"> a) Cleaning of site offices b) Provision of Hygiene Equipment c) Provision of Hygiene Consumables d) Pest Control Services
2.10	PRICING
	<p>Adherence to the Pricing Schedule</p> <ul style="list-style-type: none"> • For purpose of evaluation and comparison pricing schedules are predefined • Deviation from the pricing schedule may disqualifies the bid • Deviations are considered as changes that render the bidders pricing incomparable such as; • Changing the basis of calculation (e.g. rate based vs. cost/unit); • Exclusions that render the bidder's price non-comparable; • Changing the quantities of items / resources requested <p>Evaluation of Specific Goals</p> <p>Evaluation will take place on the basis of a valid:</p> <ul style="list-style-type: none"> • B-BBEE Certificate issued a SANAS accredited verification agency; • Sworn Affidavit • Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-

BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline

Pricing list (BoQ), Refer to C2.1 from page 1 of 8

2.11

FUNCTIONALITY CRITERIA

Functionality criteria	Sub-criteria	Sub-criteria points	Maximum number of points
T2.2-03 Company Experience Tenderers are required to demonstrate their company's relevant experience with regards to the provision of Office cleaning services	Number of relevant successfully completed office cleaning services contract of high value	40	60
	Value of relevant successfully completed office cleaning services contract	20	
T2.2-04 Key Persons Experience	Team leader or Supervisor experience in office cleaning services	20	30
	Team leader or Supervisor Qualification	10	
T2.2-05 Health and Safety Requirements	Health and Safety, and Management Plan	10	10
Maximum possible score for Functionality			100

The minimum threshold is **60 points** for functionality / technical.

- *Failure to provide supporting documentation to support an assertion will*

	<p><i>result in a score of 0 being awarded for that particular criterion.</i></p> <p><i>Failure to achieve a score of 60 on the desktop qualification criteria will result in disqualification.</i></p>	
2.12	RFQ VALIDITY PERIOD	
	<p>Transnet (TPL) requires a validity period of 180 business days [from closing date] against this RFQ, excluding the first day and including the last day. Tenderers are to note that they may be requested to extend the validity period of their tender, on the same terms and conditions, if Transnet's internal evaluation and governance approval processes has not been finalised within the validity period.</p>	
MINUTE		
	<p>ZN, presented the following sections, returnable documents, communication, submission procedure and closing date.</p> <p>ES, indicate that all line items must be quoted with no blanks (fully completed price list) and the pricing must be strictly in accordance with this pricing schedule provided and not utilize a different format. The price full completion will ensure that the price received from prospective bidders are the same and to compare apples will apples. Deviation from this pricing schedule could result in a bid being declared non-responsive.</p> <p>AD, gave a presentation on the scope of services; he gave details of all technical requirements and deliverables. She emphasised on the objectives of the services and other critical deliverables on the contract. He indicated that the project scope entails the provision of cleaning services that is consistent and reliable.</p> <p>AD gave an overview of pricing instructions and explained what is expected of tenderers. He highlighted that the bidder's pricing. He emphasized that due to the nature of the business on-site service providers will be expected to provide for their employees on site the PPE and ensure that product supplied are SABS approved.</p>	

3.	QUESTIONS AND ANSWERS <i>Bidders questions and TPL response</i>	
	Bidders Questions	TPL Response
	<p>1. The bidders refer to section T2.2-03 Company's Project Related Experience which stated that "the provision of office cleaning services of high value (>R 1 million per facility)". They indicated that the scope of work requires 4 cleaners and 1 supervisor while the statement require bidders to have previously executed project above >R 1 million per facility, the requirements appear to be discriminatory or excluding the emerging suppliers and the scoring weight is 40 point and the functionality threshold is 60 points. Therefore, if the bidder never executed the project above R 1 million, they will be disqualified form the process.</p>	<p>ZN mentioned that when the institution drafts the functionality criteria risk factors are taken into consideration to ensure that the recommended bidders are capable to deliver good and services on time.</p> <p>The concerns raised by the tenderers was noted. However, due to governance and approval process that were followed in the approval of specifications, as TPL representation present we unable to respond now but we will ensure that it's been reported, and the outcome/resolution will be communicate by loading minutes and addendum if any on e-tender portal or Transnet portal.</p> <p>Resolution</p> <p>Section T2.2.03 of company projects Experience, number 2 "<i>The provision of the office cleaning services of high value (>1 million per facility</i>" has been removed and on the evaluation criteria number 1 "<i>Number of relevant successfully completed office cleaning service contract of high value were the tenderer provided office cleaning services</i>"</p> <p>The wording which refers to high value has been removed.</p>

	2. How many employees will be in the facility?	+/- 40 employees are expected to be station at site offices, cutler complex, island view in Durban.
	3. If TPL can clarify where the services are required?	The services are required at the site offices situated at Cutler Complex, Island view in Durban
	4. The scope does not include the provision of transport, would TPL provide transport for employees, or it is the bidders responsibility to provide their employees?	The recommended bidder will be required to provide the transport for employees and must ensure that they are at work during the stipulated time or working hours as indicated in the bid document.
	5. The recommended bidder will be required to absorb or work with the current employees?	No the recommended bidder will not be required to adopt the current employees and there is no current contract in place.
	6. Is there a specific qualification required for health a safety officer under the evaluation criteria of Health and Safety Requirements?	The specific qualification of a safety officer is not required, however, bidders are expected to demonstrate their safety plane and safety officer persons with the role and responsibilities.
	7. What is the submission procedure or is there email address will be provided as an alternative for the submission of bids?	Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, 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.
	8. Suppliers are they required to have the Transnet vendor number before they submit the bid?	The requirement is that suppliers must register on Transnet to upload their bid proposals/responses on to the system and vendor number is not required.
	9. For products to be delivered is there a brand name/product preferred by TPL.	There is no brand name preferred by TPL, but bidders must ensure that all product to be supplied must be SABS approved.
	10. The equipment to be used during the contract period would they remain at TPL or TPL will buy them.	The equipment used during the contract period is bidders equipment and TPL won't buy/take over.

	<p>11. On page 1 of 8 under the price list for a 1 year period, bidders are expected to follow the pricing schedules as stipulated in the document.</p> <p>To arrive at the total value as stipulated one has to use the provided pricing Matrix of which the total value is derived by the multiplication of $A \times B \times C$. The hours used in Column A hours are already calculated for the entire year and one is also expected to further provide a multiplication by 12 which is column C. In addition an 8hr cleaner's average hours is 173.20 per month. Kindly provide more clarity.</p>	<p>That was an error. The bidder is to use column $A \times B$ to arrive at the total value. Column A is the total hours for the 12 month period as correctly stated. This is to be done for all 3 years (Year 1, Year 2 and Year 3).</p>
4.	<p>GENERAL</p> <p>The following were emphasised at the Briefing Session:</p> <ul style="list-style-type: none"> ○ ZN, requested all bidders to ensure that they sign the briefing session certificate and TPL will ensure that all briefing session certificate are completed and close off on site. ○ ZN requested that all bidders must bring the compulsory briefing session certificate for signature. 	
5.	<p>SITE WALK AND CLOSING</p> <p>A site walk was conducted with the tenderers by Audesius Khwani and Zanele Ntshakala.</p>	

Note: The meeting presentation is herewith attached for reference.

Complied by



Ezekhaya Sojezi

Date 20/03/2024

Reviewed by



Audesius Khwani

Date: 2024/03/20