

COMPULSORY BRIEFING SESSION MEETING



TENDER NUMBER: TNPA/2022/09/1175/13301/RFQ

FOR THE PROVISION OF SERVICES FOR THE GENERAL (DOMESTIC) WASTE REMOVAL FOR TRANSNET NATIONAL PORTS AUTHORITY (HEREINAFTER REFERRED TO AS "TNPA") AT THE PORT OF CAPE TOWN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Compulsory Briefing & Site Meeting Date: 11 October 2022

Time: 12:00 PM

Venue: procurement boardroom, hr & procurement building, south arm road, port of cape town

DISTRIBUTION AND ATTENDANCE				
NO	NAME	SURNAME	COMPANY / OD	
1.	Noloyiso	Alam	Transnet National Ports Authority	
2.	Taetsi	Mathong	Transnet National Ports Authority	
3.	Michael	Melato	Project Manager and TNPA Representatives	
4.	Phumlani	Ngaka	Transnet National Ports Authority	
	1.	INTRODUCTION AND AGENDA		
	2.	All attendees were welcomed, and Introductions were done. Mr Michael Melato did the emergency evacuation procedure. Bidders were requested to complete the attendance register by inserting the legal entity name with contact details and telephone numbers.		

		GENERAL HOUSE RULES: <ul style="list-style-type: none"> • Cell phones to be put on silent • Questions will be allowed after every section of the presentation • Bidder to ensure that a TNPA representative signs the RFQ briefing session attendance certificate (To be submitted with the Bid documents) • Use of Eraser or any correction pen (Tippex) is prohibited
	3.	BID CLOSING DATE
		<p>The bid closing date is Wednesday, 26th October 2022 @16:00, at the Transnet National Ports Authority (TNPA), at Transnet E-Tender Portal.</p> <p>TENDER NUMBER: TNPA/2022/09/1175/13301/RFQ,</p> <p>FOR THE PROVISION OF SERVICES FOR THE GENERAL (DOMESTIC) WASTE REMOVAL FOR TRANSNET NATIONAL PORTS AUTHORITY (HEREINAFTER REFERRED TO AS "TNPA") AT THE PORT OF CAPE TOWN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.</p>
	4.	PURPOSE OF THE MEETING <p>The purpose for the compulsory briefing Session is to:</p> <ul style="list-style-type: none"> • Discuss the content of the RFQ • How to Submit Bids on the Transnet E- Tender system • Clarify the evaluation process • Emphasise on deadlines • Emphasise the use of the pricing schedule provided and making sure that all bid documents have a valid quotation/Pricing Schedule. • Ensure that all bidders are registered on CSD, in order to do business with TNPA
	5.	Communication <ul style="list-style-type: none"> • Clarifications / Queries prior to the closing of the tender must be channelled through Taetsi Matlhong via email: taetsi.matlhong@transnet.net • After the closing date bidders are not to communicate with the TNPA employees on their own accord. All clarifications / Questions must be channelled, via email: Khulekani.sikhosana@transnet.net
	6.	Deadline for the Clarification <ul style="list-style-type: none"> • Bid clarification/ questions must be emailed to Taetsi Matlhong by 12:00PM on Friday 14 October 2022.

	7.	<p>Tender Submission</p> <ul style="list-style-type: none"> RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER/RFQ SELECTED. 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. No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net Tenders delivered to any other address or place other than the one above, will not be accepted. <p>Note to the bidders:</p> <p><i>Bidders are required to ensure that electronic bid submissions are done hours before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i></p> <ul style="list-style-type: none"> Tenders delivered to any other address other than the one above, will not be accepted.
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8.	<p>Evaluation Process</p> <p>Stage One</p> <p>Administrative responsiveness: Completeness of response and all returnable documents Whether the bid has the offer, bidders to ensure that their pricing is clear with no discrepancies. Price discrepancies may lead to disqualification of the bid.</p> <p>Testing whether the bid has been lodged on time, late bids are disqualified.</p> <p>Verifying of validity of all documents, such as TAX certification, TAX PIN, BBBEE, etc. All returnable documents (Essential & Compulsory) must be returned and properly filled with a tender document on closing of the Tender. If a bidder fails to submit any compulsory document, he will be disqualified during the first Stage of the evaluation process. Failure to submit an essential document will not lead to disqualification, however a bidder will score a zero for not submitting some of the essential documents such as technical returnables. Failure to submit a valid B-BBEE certificate will not lead to disqualification.</p> <p>Stage Two: Substantive responsiveness:</p> <p>Section 4 - Quotation Form</p> <ul style="list-style-type: none"> • Adhere to the updated Scope of work requirements. (As per the Annexure A) <p>Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows:</p> <ul style="list-style-type: none"> • Permit / license for Hazardous waste to be used (Approved registered Landfill) • Valid Driver's License and valid PrDP "D" (Transportation of Hazardous Goods) <p>Whether any set prequalification criteria for preferential procurement have been met:</p> <ul style="list-style-type: none"> • Indicate the minimum B-BBEE threshold of Level 4. • Only EMEs and/or QSEs may participate in this RFQ <p>Stage Three</p> <p>Technical Criteria: Refer to Annexure C</p> <p>Scope of work: Mr Melato (Project Manager) Clarified the Scope of work, please refer to Annexure A, (specification), Annexure B (Technical Evaluation), Annexure C (Pricing Schedule) provided for quotation on the RFQ Document.</p>
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Stage Four: Pricing and B-BBEE status:

- Pricing must be submitted in a format that TNPA has provided in order to enable the evaluation team to compare apples with apples. Refer to Annexure B
- Bidders that submit a bid without a price offer will be disqualified
- Use of an eraser or any correction pen (Tippex) is not allowed in the pricing schedule, if an error is made, must scratch and sign.
- Both unit price and total price must be clearly marked and add up, please refer to Annexure C for the detailed pricing schedule.
- Bidders were advised that bidders who do bid collusions or bid rigging will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Final weighted evaluation based on 80/20 preference point

Criteria	Weighting
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Price	80
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BBBEE	20
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Failure to submit a valid B-BBEE certificate will not lead to disqualification.

Failure to not submit the B-BBEE Certificate /Affidavit document will not lead to disqualification; however, a bidder will score a zero for not submitting their valid document/Certificate.

Stage Five: Post Tender Negotiations:

TNPA reserves the right to conduct Post Tender Negotiations (PTN).

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.

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.

Central Supplier Database (CSD)

- Detailed CSD registration process was then clarified, and all bidders are required to ensure that they are registered on CSD in order to do business with Transnet and proof of registration must be submitted as a returnable document.

		<p>Clarifications of Compulsory RFQ Briefing meeting</p> <p><u>Annexure A: Scope of Works & Site Information</u> Bid Issued: 05 October 2022 & Closing date: 26 October 2022</p> <p>All bidders who attended the compulsory briefing meeting completed the attendance register.</p> <p>RFQ Returnable: Section 8 - Certificate of Attendance of Compulsory RFQ Briefing</p> <p>Bidders were also requested to submit all other compulsory returnable to be submitted relating to the RFQ.</p> <p>Reminder: Bid Submission requirements:</p> <p>Bid document to be Submitted at:</p> <p>TRANSNET E- TENDER PORTAL</p> <p>ISSUE DATE: 05 October 2022</p> <p>BID CLOSING DATE: 26 October 2022</p> <p>BID CLOSING TIME: 16:00 PM</p>
	10.	<p>QUESTIONS AND ANSWERS</p> <p>Question 1: Is it expected from us to empty 240 wheelie bins per week?</p> <p>Answer 1: The document referenced 240 litre wheelie bins as a specification of reception facility and the bidder is expected to service 80 wheelie bins (240 litre capacity).</p> <p>Question 2: How are we going to provide the service, can we collect twice a week for 80 wheelie bins onsite?</p> <p>Answer 2: The bidder is expected to service 80 wheelie bins "twice a week" as per the RFQ document advertised; then as changes were made during the briefing sessions and that now the collection will be once a week.</p> <p>Question 3: Are all the sites within the harbour?</p> <p>Answer 3: Yes, all the sites are within the harbour and the Port of Cape map will be shared to all services providers. And for those who wants to do the walkabout within the port will be catered for after the briefing/clarification session.</p> <p>Question 4: So, on the wheely bins, which colour do you want? black or green, but black is commonly used and it's a cheaper one</p>

		<p>Answer 4: At the moment there is no specific preference of a colour.</p> <p>Question 5: On the pricing schedule, in the recycling part, must we provide recycle bins?</p> <p>Answer 5: Yes, you must provide recycling stations which TNPA will still pay for rental.</p> <p>Question 6: But for recycling stations you must give us the size, materials etc. the reason being, we might quote differently. Example Plastic materials while others aluminium.</p> <p>-how are you going to compare on my aluminium one from plastic one</p> <p>-there has to be criteria that has to be followed by everyone</p> <p>-unless you have to say we don't quote on the recycling part</p> <p>Answer 6: I will make an amendment in removing that recycling part and adding it to the proposal section. This matter may be discussed with the successful bidder. The main concept of this recycling is for behavioural change or mindset more than anything else.</p> <p>Question 7: What happens if there is additional waste or bags next to the 80 bins, do we leave it or we service them?</p> <p>Answer 7: On the RFQ or Contract we are requesting you to pick up 80 wheelie bins not anything outside of the wheelie bins.</p> <p>Question 8: Are we then removing item no. 4 on the pricing schedule?</p> <p>Answer / proposal 8: I will make an amendment in removing that recycling part and adding it to the proposal section. This matter may be discussed with the successful bidder. The main concept of this recycling is for behavioural change or mindset more than anything else.</p> <p>Suggestion: a clause that say whoever gets to be awarded must provide a room for recycle service.</p>			
		Chairperson	Noloyiso Alam		

		ADDENDUMS Addendum No. 1 Changes have been added to the below stated documents Annexure A: Scope of work 10.3 (a) Service of Bins – The wheelie bins must be <u>emptied once a week</u> instead of twice per week as per the previous request. Annexure B – Technical Evaluation Service provider registration documents: <ul style="list-style-type: none"> 3) SAWIC/SAWIS and / IPWIS registration – <i>This clause has been removed completely of the required list of documents</i> Transnet has been approached by the “ Department of Environmental Affairs and Development Planning - Western Cape Government ” and they have confirmed that the above clause has been updated and no longer a requirement for the General/Domestic waste to be specific. <ul style="list-style-type: none"> Evaluation scoring updated under the criteria Annexure C: Pricing Schedules Item no: 4 (Rental of Recycling Station) - Project Specification Clause (15.1.1.4) Pricing Schedule (Line-item No. 4) has been removed and it was added as a proposal item instead.		
		<i>It is to be noted that these minutes may not have been compiled in strict accordance with the actual sequence of proceedings.</i>		
		Compulsory Briefing Minutes held	Procurement Boardroom	DATE 11 October 2022 @14:00 PM