

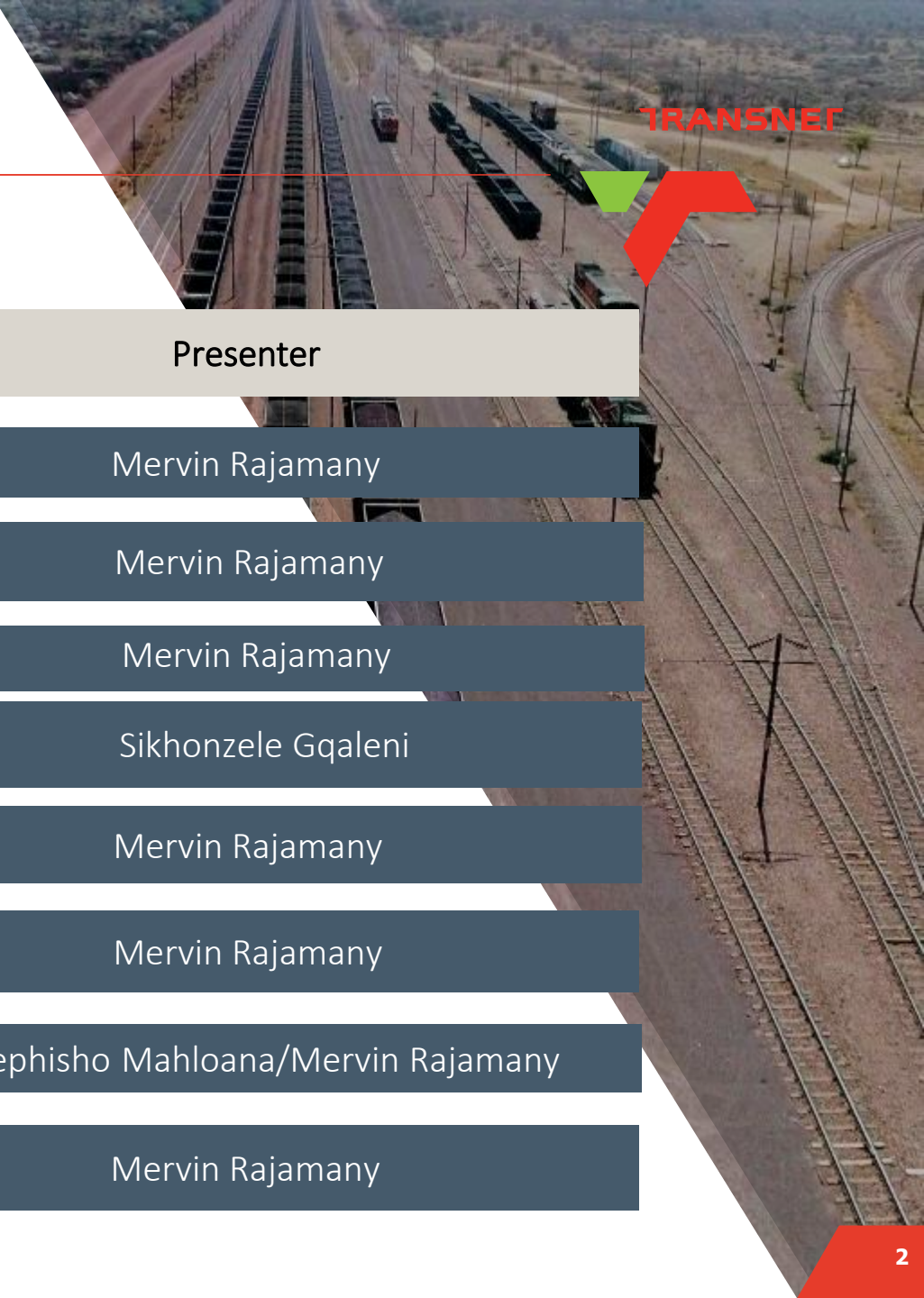
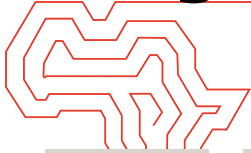


**NON-COMPULSORY VIRTUAL BRIEFING (ON-LINE MS TEAMS) SESSION FOR THE PROVISION OF LIGHT COMMERCIAL VEHICLES (LCV) FLEET MANAGEMENT SERVICES, TO TRANSNET, NATIONALLY, FOR A PERIOD OF FIVE (5) YEARS.**

**RFP No: TCC/2023/11/0001/50945/RFP**

**DATE: 18 SEPTEMBER 2025**

# Agenda



Slide No.	Topic
3	Welcome, Introduction and Safety Brief
4 - 5	Key Points to Highlight and General Information
6 -21	Scope of Services
22 -25	B-BBEE Requirements
26 - 30	Evaluation Methodology
31 - 32	Technical Evaluation
33	Commercial Requirements
33- 38	Continuity of the Evaluation Process stage 5, 6 and 7

Presenter
Mervin Rajamany
Mervin Rajamany
Mervin Rajamany
Sikhonzele Gqaleni
Mervin Rajamany
Mervin Rajamany
Tshephisho Mahloana/Mervin Rajamany
Mervin Rajamany



# Welcome, Introduction and Safety Briefing

## Team

- ❖ Welcome the bidders
- ❖ Transnet attendee to briefly introduce themselves
- ❖ Safety Briefing

General Disclaimer: This briefing session must not contradict the RFP and its supporting documents published, and should there be any errors, acts of omissions or misinterpretations, then the RFP and its attachments takes precedence of it.

Respondents will be given an opportunity to ask questions at the end.

All verbal questions must be put in writing on the RFP Clarification form (**Section 8**) and Transnet will provide a written response. **No verbal feedback must be construed as binding until in writing.**



## Key Points - General (1/3)

### Please note the following submission requirements, but not limited to:

- Final RFP and **all Returnable Documents listed on Section 5 (List of Returnable Documents)** may still be downloaded directly from National Treasury's e-Tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) and Transnet website, free of charge.
- Respondents who wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.
- RFP closing date is **08 October 2025, at 23:00**. Respondents must ensure that bids are uploaded timeously onto the system.
- Transnet will not accept bid submission via email. All bids must be loaded on the system.
- Bid Validity period is **180 Business Days from Closing Date**.
- Respondents RFP proposal must **sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.**

**Respondents must register on the National Treasury's Central Supplier Database CSD prior to submitting/uploading their bids. Business may not be awarded to a Respondent who has failed to register on the CSD, only foreign suppliers with no local registered entity need not register on the CSD.**



## Key Points - General (2/3)

### ▪ Communication relating to this RFP:

- For specific clarification relating to this RFP, an RFP Clarification Request Form should be submitted to [**Mervin.Rajamany@transnet.net**] before **23:00 pm on 29 September 2025** substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- Specific complaints relating to this RFP before or after the closing date should be formally submitted by emailing to [groupscmcomplaints@transnet.net](mailto:groupscmcomplaints@transnet.net) . Once the complaint has been submitted, the Transnet SCM Complaints office will acknowledge your complaint and send you a complaint form for completion.
- After the closing date of the RFP, a Respondent may only communicate with the **Mervin Rajamany**, on email **Mervin.Rajamany@transnet.net** on any matter relating to its RFP Proposal.
- Respondents are to note that changes to its submission will not be considered after the closing date.
- It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- Transnet will publish the outcome of this RFP in the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and Transnet website for the results of the tender process. All unsuccessful bidders have a right to request Transnet to furnish reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.



## Key Points - General (3/3)

---

### Proposal Submission:

- **Please refer to Section 2, paragraph 3 of the RFP for a detailed process on how to upload submissions.**
- A detailed bidder guide is included as **ANNEXURE K: GUIDANCE FOR BIDDERS.**



## Scope Requirements – Background and Context

- ❑ Transnet utilizes LCV for its daily operations, mainly in Transnet Freight Rail (TFR), Transnet Port Terminals (TPT), Transnet National Ports Authorities (TNPA), Transnet Engineering (TE) Transnet Property (TP), Transnet Corporate Centre (TCC) and Transnet Pipeline (TPL). The coverage of this RFP is for Transnet, nationally.
- ❑ The successful bidder for LCV emanating from this RFP process is expected to be appointed to provide Full Maintenance Leasing (FML), Short Term Rental (STR) and Managed Maintenance Service (MMS) Fleet Management Services, for Light Commercial Vehicles (LCV) for a period of five (5) years.
- ❑ Light Commercial Vehicles Fleet Management Services include generally the Full Maintenance Lease (FML), Short Term Rental (STR), Managed Maintenance of Transnet Owned Vehicles (MM), Sale & Leaseback, 24hr maintenance and roadside assistance, supply of tracking unit for recovery and usage management, driver training, fines & licensing, accident management, disposal of Full Maintenance Leasing and Managed Maintenance vehicles, and comprehensive management information reporting, fleet systems, and dashboard reports (to be integrated into the Transnet Integrated Fuel and Fleet Management System once Transnet implements). Purchase (buy) with or without managed maintenance is only allowed in exceptional circumstances with approval by the Group Chief Executive to deviate.
- ❑ The Light Commercial Vehicles portfolio is made up of vehicles <3500kg, which includes Sedan Cars (1200cc, 1300cc, 1400cc, 1500cc and 1600cc), Light Delivery Vehicles (LDVs) Single Cabs (petrol and diesel) and Double Cabs (petrol and diesel), Recreational/Panel Vans (petrol and diesel), Minibuses/Kombis (petrol and diesel), and Trailers related to LCV vehicles.



## Scope Requirements – Summary

- ❑ Light Commercial Vehicles (LCV) Fleet Management Services Fleet Services includes:
  - Long Term Lease options ( Full Maintenance Leasing (FML) Services for a period of minimum five (5) years.
  - Short Term Rental (STR) options for its shorter-term requirements maximum 12 months.
  - Managed Maintenance (MM) for Transnet’s currently owned LCV (optional per Operating Division)
- ❑ Sale and Lease Back (SLB) - optional only if economically viable:
  - At contracting stage the newly appointed service provider and Transnet will assess any current LCV equipment leased from any other supplier, to analyse the sale and lease back costs to consolidate into the new contract. If economically viable and risks mitigated, the newly appointed service provider will approach the current supplier(s) for the acquisition of any LCV’s which could be leased back to Transnet for the proposed five (5) years.
  - At contract end stage, the incumbent supplier will provide the settlement values to the newly appointed service provider at the time, for Transnet to consider the sale and lease back of LCVs being used by Transnet, for the newly appointed service providers to lease back to Transnet, if economically viable.
- ❑ Option to Purchase (Buy) in exceptional circumstances, with approved business cases:
  - With maintenance
  - Without maintenance



## Scope of Requirements – High Level Scope Categories

### Fleet Management Services

- FML, SLB, MM and STR options
- From ordering to disposal
- Fleet management system
- System generated reporting
- Vehicle replacements
- Tracking system and monitoring
- Fines management
- Proxy management
- Monthly variable billing
- Accident repair management
- Physical vehicle audits
- Technical services and inspection reports
- Vehicle usage management
- Optional provision of Operators for vehicles and Equipment

### Vehicle Specific Services

- Vehicle licensing
- Vehicle COF
- Accessory fitments
- E-tolling management
- Reduction of Vehicle abuse
- Servicing scheduling
- Maintenance management
- Vehicle cleaning
- Customer contact centre 24/7
- Roadside assistance and towing
- Vehicle disposal (owned fleet)
- Speed limiter fitments

### Additional Support Services

- End of rental purchase option
- Electronic quotation & approval system
- Cost reduction propositions
- Efficiency improvement propositions
- Green economy and carbon foot-print reduction
- Other value adds
- System generated reporting
- Automated dashboard



## Scope of Requirements - Detailed (1/9)

- Provide Electronic quotation & approval system for online Schedule 1's orders for FML and STR and MM requirements, taking into account any relevant National Treasury discounted retail pricing, and Transnet tender final approved pricing structures wherever applicable.
- Responsible for ordering as per the signed Schedule 1 orders, and as per the lead time of ninety (90) days from date of signed Schedule 1 order.
- Full delivery (including manuals) and proper hand over of leased vehicle to Transnet at designated sites as per the lead time of ninety (90) days from date of signed Schedule 1 order.
- Ensure first registration and annual licence renewals for the LCV vehicles. Provide licencing report and all copies of licences renewed.
- Ensure that the new Vehicles at the time of first delivery are clean, including a full tank of fuel.
- Fitment of Tracking devices and provide access to the online tracking systems (log-on details) to view the detailed tracking management reports per vehicles.
- Provide Driver tags to identify drivers of each vehicle and updating the lists continuously.
- Provide full Scheduled (routine services and maintenance as per the plans) and Unscheduled (not covered in the service or maintenance plans or warranty, which could be abnormal wear and tear, out of warranty maintenance, driver abuse, etc) maintenance of leased vehicles for its life of the lease, and also for and Transnet Owned vehicles to ensure minimum ninety-five (95) percentage availability on a monthly basis.
- Have a 24/7/365 Call Centre with telephone and/or online call logging system, which will generate a service call reference number) and recording facility. Must include Fault logging facility System generated 'reference' number, Call voice logging and follow up and feedback to driver.
- Have a 24/7/365 Breakdown Services whenever required by Transnet.



## Scope of Requirements - Detailed (2/9)

- Responsible for Accident repair management and accident reduction processes.
- Ensure Certificate of Fitness (COF) requirements are met, wherever applicable for Leased and Transnet Owned vehicles.
- Receive Proxy's information from Transnet for licensing purposes to ensure each LCV vehicle is assigned a Transnet proxy.
- Provide statistics and analysis on what is causing increase or high Operator Default costs for abnormal wear and tear maintenance.
- Improve driver and operator safety with awareness campaigns conducted annually.
- Ensure Key Account Managers /Client Liaison Officer are supporting the Operating Divisions (OD's) for an Allocated Region or for Operating Divisions in those areas/regions. Have weekly and monthly meetings with stakeholders.
- Conduct annual physical LCV audits to identify damages, and issues that will contribute to the de-fleet process pro-actively. Report issues to the respective OD representatives.
- Provide Technical Services and advice wherever applicable.
- Provide detailed monthly LCV vehicle usage management and reporting.
- Provide Restructuring of Individual Contracts proposal as per the agreed contractual timelines should the FML usage exceed the agreed monthly allocated kms over the agreed period.
- Responsible for the fitment of Accessories to FML LCVs.
- Transfer of Accessories from "old" to "new" FML LCVs, wherever economically viable and risk free.
- Manage the Transnet Owned Maintenance by providing at least 2 quotes, wherever applicable, to fix or repair the Transnet Owned vehicles. The cost of the approved repairs to be invoiced separately to Transnet.



## Scope of Requirements - Detailed (3/9)

- To purchase critical spares, whenever requested by Transnet, to keep stock in cases of emergencies and to reduce long lead time of repetitive spares for breakdowns. OD will issue Schedule 1 to order critical spares required to reduce lead time to repair crucial LCV vehicles in operations.
- Dispose of Transnet Owned Vehicles and pay Transnet the salvage amounts in line with the contract.
- Dispose of FML units.
- Provide and electronic replacement programme for expiring leases.
- Additional proposal (s) to improve efficiencies.
- Administration of fines and e-tolls.
- Provide Monthly variable billing and multiple billing for costs not included in the fixed costs. Rebills for MM maintenance must include supporting documents.
- Provide Technical services support Convene monthly technical meetings to provide feedback technical inspections reports on issues.
- Efficiency and cost improvement propositions to reduce fleet cost.
- Report Vehicle abuse.
- Report on Service Level Performance on a monthly basis for the Quarterly Group Operations Steercom



## Scope of Requirements - Detailed (4/9)

- Transnet will require accessory fitments such as, but not limited to:
  - tow bars,
  - roll bars, and
  - Canopies etc
- The Successful Service Provider will need to provide quotes on an “as and when” basis which could be either when a new vehicle is requested, or for any existing vehicle in Transnet’s fleet. In the event that an accessory is required with a new vehicle, this will be priced into the lease schedule and a quotation must be submitted to Transnet for approval at the time of request. In the event that an accessory is required for an existing vehicle in Transnet’s fleet, then this accessory will be requested by Transnet on a quotation basis, and subject to Transnet approval at the time. However as part of standard fitments where technically possible, all vehicle options to include:
  - Radio,
  - ABS,
  - airbags,
  - Air conditioner, and
  - 5 (should be 4) replacement sets of tyres included in the fixed basic rental. (Refer to Pricing schedule also)
  - Seat belt indicator
  - Speed Limitors (as per Operating Divisions directives where implemented).
  - Speed Buzzers
  - Additional airbags for passengers (wherever applicable)



## Scope of Requirements - Detailed (5/9)

- Provide Transnet Fleet Management users (about 200 group wide) with online access (included in pricing) to an efficient and effective Fleet Management System with extensive web-based Reporting functionality in the following areas as the minimum, with detailed information management, dashboards and exception reporting, which must be able to integrate this reporting into the Transnet Integrated Fuel and Fleet management system whenever Transnet implements this:
  - Provide Online quotations;
  - Delivery tracking;
  - Provide online Vehicle Management Services for:
    - ✓ Scheduled and Unscheduled Maintenance;
    - ✓ Repairs;
    - ✓ Accident management; and
    - ✓ Breakdown services.
  - Provide web based monthly multiple parameters automated reports and executive management reports, for the Group and for the individual Operating Divisions for the following reports as the minimum:
    - ✓ Debtors ageing



## Scope of Requirements - Detailed (6/9)

- ✓ Vehicle Availability:
  - ❖ Scheduled Services status
  - ❖ Unscheduled maintenance status
  - ❖ Accident repairs status
  - ❖ Time spent at repair centre
- ✓ Breakdown services performance
- ✓ Call Centre services performance
- ✓ Detailed cost breakdown of all fixed and variable costs per vehicle with all individual lease contract information
- ✓ CO2 Emissions
- ✓ Service Level Agreement dashboard
- ✓ Contracts expiring
- ✓ Fines status
- ✓ Savings performance
- ✓ 30% Sub-Contracting performance
- ✓ Fleet size
- ✓ Utilisation performance:
  - ❖ Over Utilisation of allocated kms
  - ❖ Under Utilisation of allocated kms



## Scope of Requirements - Detailed (7/9)

---

- ✓ Annual Licence renewal status
- ✓ Order status
- ✓ Delivery status
- ✓ De-fleet /Returns status
- ✓ Restructures status
- ✓ Over Utilisation of allocated kms
- ✓ Under Utilisation of allocated kms
- ✓ Unscheduled maintenance status
- ✓ Rate card
- ✓ Vehicle condition audit
- ✓ Tyre management



## Scope of Requirements - Detailed (8/9)

- Provide Transnet Fleet Management users (about 200 group wide) with online access (included in pricing) to a 24/7 efficient and effective live Tracking System with extensive web-based Reporting functionality in the following areas as the minimum, with detailed information management, dashboards and exception reporting, which must be able to integrate this reporting into the Transnet Integrated Fuel and Fleet management system whenever Transnet implements this:
  - ✓ Live real time tracking for recovery of stolen and hijacked incidents
  - ✓ Speeding
  - ✓ Harsh braking
  - ✓ Harsh acceleration
  - ✓ Harsh cornering
  - ✓ Excessive idling
  - ✓ Driving time
  - ✓ Geo Fencing
    - ❖ Create vehicle geo-fencing parameters for all vehicles upon request
    - ❖ Create service repair centre geo-fencing
    - ❖ Create shopping malls and centres geo-fencing
    - ❖ Kilometres travelled out of bounds



## Scope of Requirements - Detailed (9/9)

- ✓ Weekend usage
- ✓ After-hours usage
- ✓ Driver tag identification for incidents
- ✓ Accident reconstruction
- ✓ Battery tampering and disconnect notifications and follow up
- ✓ Kilometre travelled
- ✓ Impact sensor (Vehicle crash alert)
- Ability to provide Transnet with specific upload files in csv or txt default format transmit or share data via an API or any other system that will ensure live data is received by Transnet as agreed between the parties whenever needed.
- Additional cost items to be quoted on three quote system, separately after the award, if requested:
  - Provide drivers if and whenever needed as optional to be quoted separately upon request as a three-quote system.
  - Cleaning and washing services, including mobile services, as optional whenever required by Transnet, at an additional cost to be quoted separately.



## Scope of Requirements - Coverage

The appointed Service Provider will be providing Transnet SOC LTD nationally (all nine (9) provinces) with a comprehensive LCV Fleet Management Services for all Transnet Operating Divisions (ODs). Transnet operates nationally and includes the following Operating Divisions and Support functions, but not limited to:

- Transnet Corporate Centre (TCC);
- Transnet Infrastructure Manager (TRIM);
- Transnet Freight Rail Operations (TFR);
- Transnet Engineering (TE);
- Transnet Port Terminals (TPT);
- Transnet National Ports Authority (TNPA);
- Transnet Pipelines (TPL);
- Transnet Property (TP);
- Transnet SOC LTD existing subsidiaries, joint ventures/private partnerships with major shareholding, and dormant entities; and
- Future local and international Transnet SOC LTD subsidiaries, private partnerships and/or joint ventures.

**Should there be any changes in Transnet SOC's organisational structures, the bidder will be informed of any impact thereof and dealt with accordingly in the contract management process**



# Enterprise Supplier Development - B-BBEE

## **B-BBEE Definition:**

Broad-Based Black Economic (B-BBEE) means the economic empowerment of all black people including women, workers, youth, people living with disabilities and people living in rural areas through diverse but integrated socio-economic strategies.

## **Purpose:**

- To increase the number of black people that manage, own and control enterprises and productive assets.
- To facilitate ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises
- To achieve an equitable representation in all occupational categories and levels in the workforce
- To procure from large, medium and small sized black owned enterprises
- To increase investment in enterprises and communities that are owned and managed by black people
- A valid B-BBEE certificate for LE company's OR an Affidavit for QSE and EME's is required

## **B-BBEE Amended Codes Principles**

- Enhanced the recognition status of black owned EMEs and QSEs
- An EME that is 100% owned by black people qualifies as a level 1 contributor;
- An EME that is more than 51% owned by black people qualifies as a level 2 contributor;
- No verification requirements for EMEs; EME to obtain a Sworn affidavit or a CIPC Certificate

# Enterprise Supplier Development - Preferential Procurement Regulations 2022



PPPFA provides for a preference points system in terms of which contracts below a prescribed value be evaluated on the basis that 20 out of 100 possible points must be allocated to “specific goals” and 80 points allocated to price.

For contracts above a prescribed value, 10 out of 100 possible points must be allocated to “specific goals”, and 90 points allocated to price

- (a) The applicable preference point system as envisaged in the regulations 4, 5, 6 or 7.
- (b) The specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal .

80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

**90/10 preference point system for acquisition of goods or services with Rand value above R50 million**

Bidders who do not submit B-BBEE Status Level Verification Certificates or applicable affidavit copy will be deemed as non-compliant contributors to B-BBEE will score zero for preference points .

This also applies to Bidders who submit letters or expired certificates indicating that their B-BBEE status is in the process of being verified. Where a B-BBEE certificate is to be used for scoring purposes only, such letters indicating that their B-BBEE status is in the process of being verified or expired certificates are submitted, bidders will be scored zero for preference points.



## Joint Venture

In 2019 DTI released amendments to the Codes of Good Practice. Joint Ventures are referred to in Revised Code 000, Statement 000: General Principles

- As per paragraph 7 of Amended Code Series 000, Statement 000 of the Codes of Good Practice, unincorporated joint ventures are required to compile a consolidated verification certificate. A consolidated verification certificate will consolidate the verified compliance data of joint venture partners if those Measured Entities were a single Measured Entity.
- A JV will require its own Broad-Based Black Economic Empowerment (B-BBEE) certificate if they would like to tender or enter into a contract that requires a B-BBEE Certificate.
- A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 90 for price and (b) scores 0 points applying the 90/10 principle . Refer PPPFA No. 40553 for more info on preference point.
- Respondents who wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.

### **Note the following:**

- A consolidated verification certificate is required.
- The consolidation is based on the weighting as defined in the joint venture agreement.
- The respective scores are weighted according to their proportionate share in the joint venture.
- A joint venture certificate is valid for 12 months and only applicable to a specific project.
- Joint Ventures are required to compile a consolidated verification certificate. A consolidated verification certificate will consolidate the verified compliance data of joint venture partners in accordance.



# B-BBEE Certificate & JV

## B-BBEE Certificate & Sworn Affidavit

- Generic Certificate issued by SANAS accredited verification agency
- QSE Some of their certificate issued by SANAS accredited verification agency
- Sworn Affidavit signed by the authorized deponent representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned)

Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at [www.dti.gov.za/economic\\_empowerment/bee\\_codes](http://www.dti.gov.za/economic_empowerment/bee_codes).

## JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities:-

- This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.
- Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## JV EVALUATIONS

- **A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.**

A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-

(a) may only score points out of 90/80 for price; and (b) scores /1020 points applying the 80/20 or 90/10 principle . Refer PPPFA No. 40553 for more info on preference point

# Enterprise Supplier Development - B-BBEE Evaluation and Final Weighted Scoring



## Broad-Based Black Economic Empowerment criteria [ Weighted score 10 points]

- B-BBEE evaluation in the final stages of evaluation and will be based on the Bidders B-BBEE scorecard.
- Minimum B-BBEE Level 1-2 accreditation in new codes required as a B-BBEE minimum level .
- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated below:

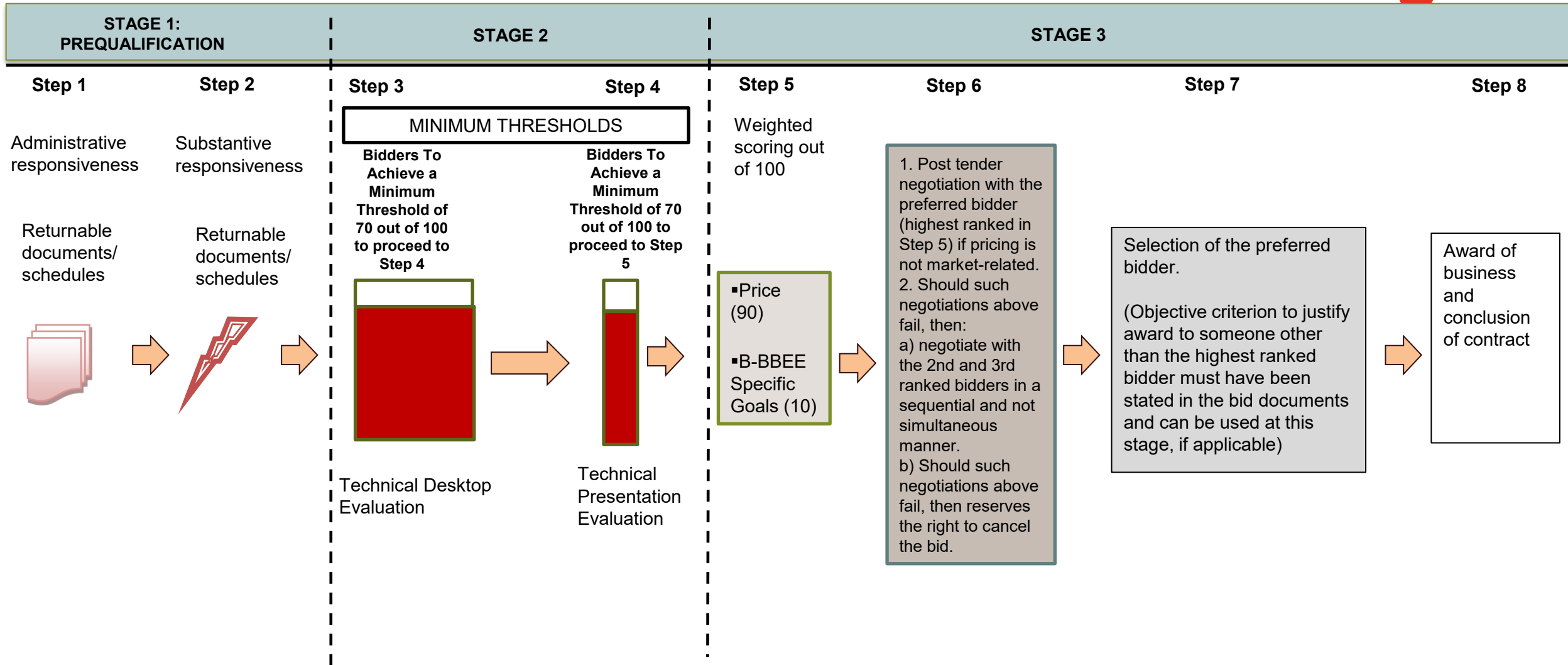
Specific Goals	Number of points (90/10 system)
B-BBEE Level 1-2	5
30% Sub- Contracting to Black Owned EMEs and QSEs	5
<b>Total</b>	<b>10</b>

The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	90
- <b>B-BBEE STATUS LEVEL OF CONTRIBUTION (Level 1-2)</b> - <b>30% Subcontracting to BO EMEs and QSEs</b>	10
<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>



# Transnet's evaluation methodology





# Step One: Test for Administrative Responsiveness

## Step 1 : Administrative Responsiveness

Procurement conducts evaluations to highlight non-responsive (non-compliant) bids and attempts to obtain outstanding documentation from respondents prior to declaring them non-responsive and eliminating bids

### Administrative responsiveness check

- Validate whether bid has been lodged on time
- Validate whether all returnable documents and/or schedules were completed and returned by the closing date and time
- Verify the validity of all returnable documents
- Verify if the Bid document has been duly signed by the authorised respondent

### Mandatory Returnable Documents

- SECTION 4 and **Annexure D**: Pricing Schedule – For Evaluation Purposes



## Step One: Test for Administrative Responsiveness

### Returnable Documents Used For Scoring

Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn Affidavit)

Valid B-BBEE certificate(s) for 51% Owned Black Designated QSE/ and/or Valid Sworn Affidavit (s) for 51% Owned Black Designated EME, as stipulated in Section 9 of this RFP

All evidence/supporting documents required for **Annexure A**: Technical Desktop Questionnaire

## Step One: Test for Administrative Responsiveness

### 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 and List of Returnable documents

SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents

SECTION 7: RFP Declaration and Breach of Law Form

SECTION 9: Specific Goals Points Claim Form

SECTION 10: Job Creation Schedule

SECTION 11: SBD5

SECTION 12: Protection of Personal Information

ANNEXURE A : Technical Desktop Questionnaire

ANNEXURE B : Technical Presentation Questionnaire

ANNEXURE C : Scope of Work

ANNEXURE E : Draft Master Agreement

ANNEXURE F : Draft Service Level Agreement

ANNEXURE G : Transnet's General Bid Conditions

ANNEXURE H : Transnet's Supplier Integrity Pact

ANNEXURE I : Non-Disclosure Agreement

ANNEXURE J : Supplier Declaration Form

ANNEXURE L : Pricing Schedule – Includes Insurance - For Information Purposes Only



## Step Two: Test for Substantive Responsiveness

**Step 2 : Substantive Responsiveness**  
 Evaluation committee evaluates if the bid conforms to all the terms, conditions, scope and/or specifications of the bid documents without material deviation or qualification

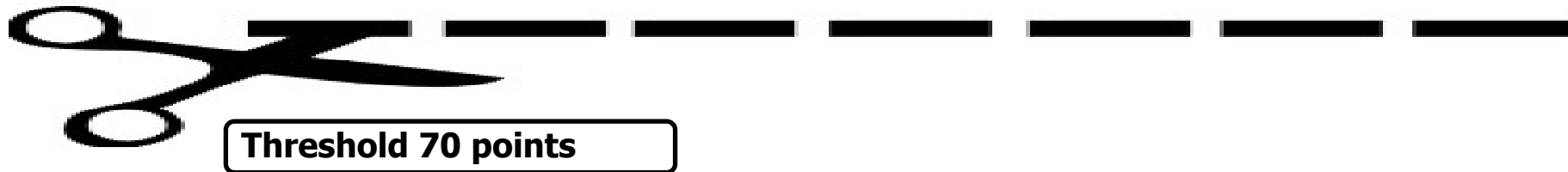
<b>Substantive responsiveness test:</b>	<b>Yes/No</b>
<ul style="list-style-type: none"> <li>Whether any general pre-qualification criteria set by Transnet, have been met</li> </ul>	
<p><b>Validate Pricing Schedule Annexure D:</b></p> <ul style="list-style-type: none"> <li>Check whether <b>Annexure D</b> : Pricing Schedule was fully completed as per requirement, and can be used for Step 4: Price (90) evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>	

# Step Three: Minimum Threshold of 70 out of 100 Technical Desktop Evaluation



**Step 3** : Technical Desktop evaluation criteria that are used to determine the competency and capability of respondents, highest scores reflect best suited respondents.

Technical Description	WEIGHTED POINTS
Technical Desktop Questionnaire Responses (Refer to Annexure A of the RFP)	70
<b>Total</b>	100



## Step Three: The test for the Technical Desktop threshold will include the following



**Step 3** : Technical Desktop evaluation criteria that are used to determine the capacity, competency and capability of respondents, highest scores reflect best suited respondents.

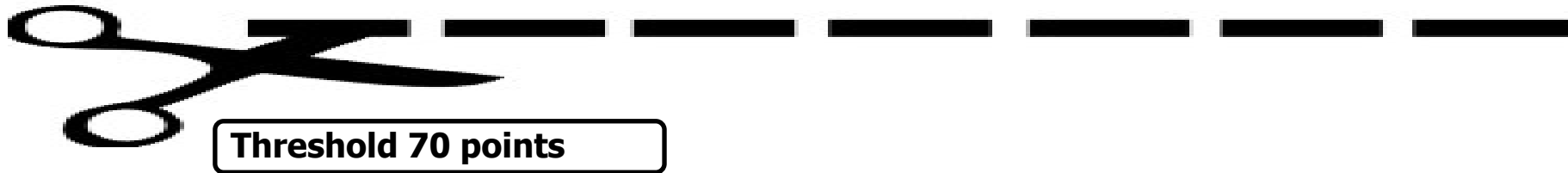
Technical Desktop Evaluation Criteria	Points Weightings
• History of fleet size managed for Light Commercial Vehicles (LCV)	10
• National Footprint	10
• Customer References	5
• Ability to provide electronic quotations	5
• Ability to deliver LCV requirements from date of signed order	10
• Management of scheduled and unscheduled maintenance	10
• Management of annual Certificate of Compliance (COF) requirements as per requirements	10
• Fleet Management System and Reporting capabilities	10
• Tracking devices, monitoring and reporting	10
• Fixed and Variable monthly billing for multiple cost centres	5
• Technical services and support for accessories and fitments	5
• Licensing services and management (wherever applicable)	2
• Call Centre and Breakdown Services	5
• Physical vehicles audit requirements	3
<b>Total Weighting:</b>	<b>100</b>
<b>Minimum qualifying score required to proceed to Step 4:</b>	<b>70</b>



## Step Four: Minimum Threshold of 70 out of 100 for Technical Presentations

**Step 4 :** Technical Presentation evaluation criteria that are used for those Bidders that passed Step 3: Technical Desktop, to determine the competency and capability of respondents, highest scores reflect best suited respondents

Technical Description	WEIGHTED POINTS
<b>Technical Presentation Evaluation Criteria's (Refer to Annexure B of the RFP)</b>	70
<b>Total</b>	<b>100</b>



## Step Four: The test for the Technical Presentation threshold will include the following



Shortlisted Bidders that passed the minimum threshold of 70 points from Step 3: Technical Desktop evaluation will proceed to Step 4: Technical Presentation evaluation.

Technical Presentation Evaluation Criteria	Points Weightings
<ul style="list-style-type: none"> <li>Presentation of the bidders LCV Fleet Management operational and finance processes that will be supported by their fleet management and finance systems, which will include reporting &amp; dashboards</li> </ul>	50
<ul style="list-style-type: none"> <li>Relationship and Key Account Management of key Transnet employees who are involved with the LCV Vehicles Fleet Management Services</li> </ul>	30
<ul style="list-style-type: none"> <li>Strategy for Continuous Improvement and Value adding initiatives to reduce Transnet total LCV operating costs</li> </ul>	10
<ul style="list-style-type: none"> <li>Disaster Recovery Plan</li> </ul>	5
<ul style="list-style-type: none"> <li>Call Centre Operations</li> </ul>	5
<b>Total Weighting:</b>	<b>100</b>
<b>Minimum qualifying score required to proceed to Step 5:</b>	70



## Step Five: Price and B-BBEE

### Broad-Based Black Economic Empowerment criteria [ Weighted score 10 points ]

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 9 no. 1.4 of the B-BBEE Preference Points Claim Form in Section 9 of the RFP.

Specific Goals	Number of points (90/10 system)
B-BBEE Level 1-2	5
30% Sub- Contracting to Black Owned EMEs and QSEs	5
<b>Total</b>	<b>10</b>

The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE – Annexure D</b>	90
<b>Specific Goals:</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION (Level 1-2)</b>	5
<b>30% Subcontracting to Black Owned (BO) EMEs and QSEs</b>	5
<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>

**Refer to the Annexure D:  
Pricing Schedule – For Evaluation Purposes**



Refer to the **Annexure D** for a detailed Pricing Workbook – For Evaluation and Ranking

Refer to the **Annexure L** for a detailed Pricing Workbook – NOT For Evaluation – JUST FOR INFORMATION PURPOSES



## Step Six: Post Tender Negotiation

- ❑ 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 and should such negotiations fail, then:
    - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential and not simultaneous manner, failing which;
    - Reserves the right to cancel the bid if not market related.
  
- ❑ In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
  
- ❑ Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).



## Step Seven: Objective criterion (1/2)

- ❑ Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:
  - ❖ all Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks including Reputational and Brand risks also;
  - ❖ the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
  - ❖ An onsite due diligence to assess operational readiness for the highest ranked bidder(s) in Step 5 or Step 6 if applicable, in terms of support functions, systems and infrastructure to support the Services team;
  - ❖ A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
  - ❖ Impact on Transnet's Return On Investment.
- ❑ the tenderer is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- ❑ the tenderer is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of;



## Step Seven: Objective criterion (2/2)

- ❑ the tenderer can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the financial resources;
- ❑ the tenderer has the legal capacity to enter into the contract;
- ❑ the tenderer is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing; and
- ❑ the tenderer complies with the legal requirements, if any, stated in the tender data.



## Step Eight: Award

- ❑ Recommend the award to the preferred Bidder, and also Award business and conclude of a contract to a “standby contractor” (2nd ranked preferred bidder) for circumstances where the 1st ranked preferred bidder (main contractor) after having accepted the award of business or has signed the contract, indicates that they will not be able to deliver the goods or services or at any time during the execution of the contract, the main contractor is unable to complete the work (delivery of goods and services).
- ❑ Thereafter a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent, and also Award business and conclude of a contract to a “standby contractor” (2nd ranked preferred bidder) for circumstances where the 1st ranked preferred bidder (main contractor) after having accepted the award of business or has signed the contract, indicates that they will not be able to deliver the goods or services or at any time during the execution of the contract, the main contractor is unable to complete the work (delivery of goods and services).



# How to Improve Success of Bid Submission

**Most common mistakes/reasons bidders are not successful in their bid submissions**

## Prequalifying Criteria

- Failure to meet mandatory requirements.
- Non-submission of mandatory requirements/supporting as per RFP requirements.
- Invalid / expired mandatory documents submitted.

## Functional Requirements

- Failure to respond to the requirements as per the RFP.
- Response to requirements not clearly articulated in the bid submission.
- Non-submission of supporting documents.
- Not using the technical evaluation criteria as a guide to respond to key requirements for points allocation.

## Administrative

- Bid submission not reviewed internally for completeness, accuracy and relevance to the RFP terms of reference.
- Documents not signed by duly authorised person.
- Documents partially completed
- Last minute submission.



# Questions and Closure

---

All questions arising from this non- compulsory briefing session must be put in writing on the (Section 8) RFP Clarification Form to be submitted to [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net) before 23h00 pm on 29 September 2025.

All final clarifications and any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the National Treasury e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.

TRANSNET



Thank you

