

## MINUTES OF TRANSNET PORT TERMINALS COMPULSORY BRIEFING SESSION

<b>TENDER</b>	PROVISION OF OFFICE, BUILDING, WORKSHOP AND TEA SERVICES FOR TRANSNET SOC LTD OPERATING AS TRANSNET PORT TERMINALS AT THE AT PORT OF DURBAN: MPT POINT, CAR, MAYDON WHARF AND AGRIBULK TERMINALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<b>RFP NO.</b>	iCLM DB 847/TPT
<b>MEETING NO.</b>	01
<b>METHOD</b>	Physical/In-Person
<b>DATE</b>	18 March 2024
<b>ATTENDEES</b>	<p><b><u>Transnet Port Terminals Representatives:</u></b></p> <ul style="list-style-type: none"> <li>• Zine Mdaki - Contracts Specialist</li> <li>• Mandlakayise Gumede – Contracts Manager</li> <li>• Nontsikelelo Ndlovu – Contract Specialist</li> <li>• Mpume Zondi – Contract Specialist</li> <li>• Bongiwe Nxumalo – Inventory Specialist</li> <li>• Zibuyile Khwela – SHERQ</li> <li>• Ntando Ngongoma – SHERQ</li> <li>• Nandipha Ngcobo – SD Specialist</li> <li>• Thenjwase Gumede – SD Manager</li> </ul>
<b>APOLOGIES</b>	None
<b>VENUE</b>	Shed 7A, Isivivane House, Maydon Wharf Terminals

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
<b>1.</b>	<b>OPENING - Zine Mdaki</b>		
1.1	Welcome & Introductions	ZM	
	<ul style="list-style-type: none"> <li>- ZM opened the meeting and welcomed all Attendees to the briefing session. The briefing session was held in the at Shed 7A Parking .</li> <li>- Zibuyile shared the safety briefing with all attendees.</li> <li>- Transnet Port Terminal Team Members were introduced to the attendees.</li> <li>- The purpose of the briefing session was to discuss the contents of the "Re-request for Proposal" (RFP) document; provide guidance in terms of the tender</li> </ul>	ZM/ZK	

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	process; discuss the scope of work; pricing schedule, technical evaluation, SD specific goals.		
<b>2.</b>	<b>COMMERCIAL</b>		
2.1	<b>RFP closing date and location:</b> The closing date for the RFP is 09 April 2024 at 12:00 mid-day. The tender will <b>only</b> close electronically on the <b>Transnet e-Tender Portal System</b> as detailed in the bid document and <b>no</b> late tenders; direct e-mail to a Transnet employee; whatsapp; fax; courier or hand-delivered tender will be accepted.	ZM	
2.2	<b>Communication:</b> Any clarifications / queries <u>prior</u> to the closing of the RFP must be e-mailed to Zine Mdaki ( <a href="mailto:zine.mdaki@transnet.net">zine.mdaki@transnet.net</a> ). Deadline for all clarifications is before <b>15:00pm on 03 April 2024</b> . After the closing date of the RFP, a Respondent may only communicate with <b>Zine Mdaki</b> , at telephone number <b>031 361 8769</b> , email <a href="mailto:zine.mdaki@transnet.net">zine.mdaki@transnet.net</a> on any matter relating to its RFP Proposal Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website within 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form ( <a href="mailto:zine.mdaki@transnet.net">zine.mdaki@transnet.net</a> ). <b>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</b> <b>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</b>	ZM	
2.3	<b>VALIDITY PERIOD:</b> 180 Business Days from Closing Date, i.e., <b>09/01/2025</b>	ZM	
2.4	<b>FORMAL BRIEFING:</b> A Certificate of Attendance in the form set out in Section 10 hereto must be completed and submitted with your Proposal as proof of attendance is required for a compulsory RFP briefing. Respondents failing to attend the compulsory RFP briefing will be disqualified. Respondents are encouraged to bring a copy of the RFP to the RFP briefing	ZM	
2.5	<b>Evaluation Methodology</b>  <b><u>Step 1: Test for Administrative responsiveness</u></b> <ul style="list-style-type: none"> <li>- Whether the bid has been lodged on time</li> <li>- Whether all returnable documents are completed and returned by the closing date and time</li> <li>- Verify the validity of all returnable documents</li> <li>- Verify if the Bid document has been duly signed by the authorised Respondent</li> </ul>	ZM	

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	<p><b>Step 2: Test for Substantive responsiveness</b></p> <ul style="list-style-type: none"> <li>- Whether any general pre-qualification criteria set by Transnet, have been met.</li> <li>- Whether the bid contains a priced offer as prescribed in the pricing and delivery schedule</li> <li>- Whether the Bid materially complies with the scope and/or specification given</li> <li>- Whether any Technical pre-qualification set by Transnet have been met as follows:</li> </ul> <p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>• Bidder must provide Proof of a Valid Registration with Bargaining Council for the <b>Contract Cleaning Service Industry</b> (Kwazulu-Natal). Service Provider to ensure that the Certificate is as per the latest template indicating issue and expiry date.</li> <li>• Bidder must provide a Valid Letter of Good Standing (COIDA) relevant to the <b>Cleaning Service Industry</b>.</li> <li>• Regional or Local Procurement (50km radius to the Port of Durban - Bidder MUST submit a valid proof of address from the Local Councillor that the service provider originates from the specific community which operates within a 50 km radius from the Port of Durban and the letter must not be older than two (2) months or Proof of Address in the form of Rates/Water/Electricity Statement/Bill from eThekweni Municipality or Valid Lease Agreement. Valid Lease Agreement must not be older than Six (6) Months from the tender closing date. Lease agreement to be accompanied by eThekweni Municipality Rates/Water/Electricity Statement/Bill not older than Six (6) Months from tender closing date.</li> <li>- Entity's financial stability</li> </ul> <p><b>TPT reserve the rights to validate the above certificates as submitted.</b></p> <p><b>The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation.</b></p> <p><b>Step 3: Technical Evaluation - Minimum Threshold 80 points</b> for Technical Criteria. The test for the Technical and Functional threshold will include the following: (Pg 15 &amp; 16)</p> <ul style="list-style-type: none"> <li>• <b>Business Continuity Plan [Refer to Returnable Schedule T2.2-3] (15 Points):</b> Bidders to submit a Business Continuity Plan as indicated on the RFP (page 15).</li> <li>• <b>Bank Statement, Sample of Employee Payslip [Refer to Returnable Schedule T2.2-4] (20 Points)::</b> Bidder must submit a minimum three (3) months bank statement (Business Account) with employee salary payment reflecting, a sample of a system generated employee payslip.</li> <li>• <b>EMP 201 Report - Bidder must submit an EMP 201 Report [Refer to Returnable Schedule T2.2-5] (25 Points)::</b> Bidder must submit an EMP 201 Report</li> </ul>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	<ul style="list-style-type: none"> <li>• <b>Method Statement [Refer to Returnable Schedule T2.2-6] (15 Points):</b> The bidder to submit comprehensive method statement giving details on a day-to-day of the cleaning and disinfection process as indicated on the RFP (page 16).</li> <li>• <b>Supervisor Experience and Training [Refer to Returnable Schedule T2.2-7] (15 Points):</b> Bidder must submit CV of a Cleaning Supervisor with minimum of 2 years' experience within the cleaning environment with traceable reference/s and Supervisory training, training proof to be submitted in a form of Certificate.</li> <li>• <b>Proof of Experience [Refer to Returnable Schedule T2.2-8] (10 Points):</b> The bidder is required to submit traceable reference letters from previous clients where similar service was performed over a period not exceeding 5years. Bidder to provide 3 traceable reference letters which are in the company letterhead where service was rendered, include duration of the contract, dated and signed. Reference letters that are not signed will not be considered for evaluation.</li> </ul> <p><b>Step 4: Evaluation and Final Weighted Scoring: (Pg 17)</b></p> <ul style="list-style-type: none"> <li>• Price Criteria [Weighted score 90 points]</li> <li>• Specific Goals [Weighted score 10 point]</li> </ul> <p><b>STEP FIVE: Post Tender Negotiations (Pg 18)</b></p> <p><b>STEP SIX: Objective Criteria</b> - Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. No objective criteria for this bid.</p> <p><b>STEP SEVEN: Award of business and conclusion of contract</b></p>		
2.6	<p><b>Instructions for completing the tender:</b></p> <ul style="list-style-type: none"> <li>- Detailed instructions as stated on page 8 of the RFP Bid Document must be fully adhered to by the Respondent.</li> <li>- All returnable documents as per Section 5 of the RFP page 26 and 27 (mandatory and essential) <b>must be submitted</b> with your proposal.</li> </ul>	ZM	

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
2.7	<p><b>Mandatory Returnable Documents:</b></p> <p>The Respondent is to submit <b>all</b> mandatory returnable documents. Failure to submit all the listed mandatory returnable documents will result in <b>disqualification</b>. Submission of the following mandatory returnable documents is required:</p> <ul style="list-style-type: none"> <li>SECTION 4: Pricing and Delivery Schedule</li> <li>ANNEXURE B Pricing Schedule</li> <li>Returnable Schedule T2.2-1: Valid Registration with Bargaining Council for the Contract <b>Cleaning Service Industry</b> (Kwazulu-Natal)</li> <li>Returnable Schedule T2.2-2: Valid Letter of Good Standing (COIDA) relevant to the <b>Cleaning Services Industry</b></li> <li>Returnable Schedule T2.2-9: Regional or Local Procurement (50km radius to the Port of Durban - Bidder MUST submit a valid proof of address from the eThekweni Local Councillor that the service provider originates from the specific community which operates within a 50 km radius from the Port of Durban and the letter must not be older than two (2) months or Proof of Address in the form of Rates/Water/Electricity Statement/Bill from eThekweni Municipality or Valid Lease Agreement. Valid Lease Agreement must not be older than Six (6) Months from the tender closing date. Lease agreement to be accompanied by eThekweni Municipality Rates/Water/Electricity Statement/Bill not older than Six (6) Months from tender closing date.</li> </ul>	Tenderer	
3.	<b>SCOPE OF WORK/TECHNICAL EVALUATION/PRICING SCHEDULE</b>		
	<p>Zibuyile Khwela and Ntando Ngongoma provided a detailed overview of the Scope of Work document, highlighting the key aspects and procedures of the technical evaluation process. Outlined the necessary documents to be submitted by bidders to accrue points during evaluation, stressing the significance of adherence to the Scope of Work's specific requirements and the pricing schedule. It was further emphasised that bidders should include essential items such as Personal Protective Equipment (PPE), medicals, safety files, and uniforms within their bids as indicated on the Pricing schedule. The diverse staff requirements across terminals were explained and that cleaners would be assigned according to a roster based on operational demands and bidders were urged to furnish pricing inclusive of public holidays, weekends, and varying shifts.</p>		
4.	<b>PRICING AS PER BCCI</b>		
	<p>Mandlakayise Gumede discussed the wage agreement, emphasizing the legislative mandate for remunerating cleaning staff at rates stipulated by the Department of Labour. He stressed the importance of bidders not under-quoting, as Transnet Port Terminals (TPT) is obligated to engage compliant bidders who uphold labour laws and ensure fair compensation for workers. He also clarified that while labour rates are non-negotiable, other contractual elements may be subject to negotiation, with non-compliance resulting in disqualification. He emphasized the obligation for members of the BCCI to adhere to regulated rates and night shift allowances which TPT will continuously monitor for adherence throughout the contract's duration as non-compliance could trigger breach or cancellation</p>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	procedures. Tax compliance and COIDA registration was also emphasized as it is necessary.		
5.	<b>B-BBEE RFP PRESENTATION</b>		
	Nandipha Ngcobo (SD) delineated the specific objectives, particularly focusing on PDIs (Preferential Development Initiatives). The tender encompasses two Specific Goals (SGs), targeting Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) with 51% Black Ownership, and those classified as B-BBEE Level 1 or 2. Nandipha elaborated on the B-BBEE scorecard, outlining requirements such as the sworn affidavit or B-BBEE certificate. She highlighted essential information and common errors in B-BBEE Affidavits and Certificates, advising bidders to rectify or avoid these mistakes in order to ensure compliance with tender requirements.		
6.	<b>QUESTIONS AND ANSWERS</b>		
	<p>Key questions and answers raised at the briefing session:</p> <ol style="list-style-type: none"> <li>1. Bidder asked whether they are still able or not to bid should their COIDA certificate (issued by the Department of Labour) not reflect the required Cleaning as focus area of trade.</li> </ol> <p><b>It was explained that COIDA is a prequalification criteria and failure to provide this document would result in disqualification.</b></p> <ol style="list-style-type: none"> <li>2. Bidder asked whether they are required to provide shuttles for their staff to be able to move from one area to the next, within the terminal.</li> </ol> <p><b>Response was that this was not required for the smaller terminal but may potentially be required for the Car Terminal.</b></p> <ol style="list-style-type: none"> <li>3. Bidder reverted back to the COIDA matter and highlighted that as businesses, the Department of Labour refuses to amend their registration certificates to reflect additional services (diversification) at the point of renewal. They allegedly are advised to sign a sworn affidavit as an annexure to their certificates in which they would then stipulate the additional areas of trade. Several other bidders indicated that they also experienced the same challenge.</li> </ol> <p><b>Response was that there are several risks involved in Transnet awarding a bidder whose COIDA certificate doesn't reflect the nature of business, i.e when an employee is injured this will result in claims being dishonoured. It was further explained that Transnet has previously received certificates that reflect several business interests and as such, Transnet cannot accept a certificate that does not have Cleaning as an area of trade. It was concluded that the COIDA certificate has to be industry specific (to Cleaning) as it is part of TPT's risk mitigation strategy and as such the requirement cannot be altered to accommodate non-adherents based on past learnings.</b></p>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
	<p>4. Bidder asked if they are required to provide transport (in lieu of public transport) as the location of the terminal was perceived by the bidder to be remote and out of the route of the public transportation system ie: taxis, buses &amp; trains. Bidder further enquired if there is any expectation by TPT that the successful bidder would inherit the existing staff.</p> <p>It was explained that there is no expectation or prescription on the part of TPT for the awardee to take on the existing cleaning staff. It was stated that social justice permitting, the bidder would be requested to consider taking on this cleaning staff however the bidder's own recruitment strategy and process should be the final determinant of who they employ as long as those individuals are "fit and proper".</p> <p>Addressed the issue of transport, it was highlighting that the area is accessible by public transport and that staff shouldn't have any issues getting to work however it is at the bidder's discretion as to whether they wish to provide their team with staff transport or not.</p> <p>5. Bidder asked whether the staff that could potentially be inherited was unionised or not and the bidders were concerned about the risks involved in using inherited staff.</p> <p>It was explained that this is not mandatory on the side of the bidder and that they are to adhere to their own recruitment strategy. All TPT is procuring is a cleaning service which should be rendered without any issues on the start date of the contract. But that does not take away the fact that we would plea with the bidder to take on existing staff. It was further clarified that as far as TPT knows the existing staff is currently not unionised.</p> <p>6. Bidder asked how they are required to treat EMP report if they have no employees who earn R7000 and above.</p> <p>It was expalined that the EMP is not a pre-qualification criteria and that failure to submit this document would result in bidder scoring zero.</p> <p>7. Bidder asked about whether TPT requires bidders to pay the cleaners seven or eight hours.</p> <p>Response was that the staff is to be paid for eight (8) hour shift.</p>		

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
<b>7.</b>	<b>CLOSING</b>		
7.1	Meeting adjourned at 13H15.		

**Compiled by:**



**Zine Mdaki – Contracts Specialist**

**Date: 26/03/2024**

**Supported by:**



**Ntando Ngongoma – SHEQ Manager**

**Date: 26.03.2024**

**Supported by:**



**Zibuyile Khwela – SHEQ Manager**

**Date: 26/03/2023**





## **Compulsory Briefing Session**

For the Provision Of Office, Building, Workshop Cleaning And Tea Services at the Port of Durban: MPT Point, Car, Maydon Wharf and Agribulk for a period of 36 Months

iCLM DB 847/TPT

Date: 18 March 2024 @ 10H00 AM

1

## Agenda

2

Welcome and Introduction of TPT Team

3

Procurement RFP Presentation

4

Scope of Work and Technical RFP Presentation

5

Pricing Schedule and Pricing

6

B-BBEE RFP Presentation

7

General: Question & Answer

8

Closing

**FOR THE PROVISION OF OFFICE, BUILDING, WORKSHOP CLEANING AND TEA SERVICES FOR TRANSNET SOC LTD (REG. NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE PORT OF DURBAN: MPT POINT, CAR, MAYDON WHARF AND AGRIBULK FOR A PERIOD OF 36 MONTHS:**

- This RFP shall close punctually at **12:00 PM on Tuesday, 09 April 2024**. Location: The Transnet e-Tender Submission Portal: [www.transnet.net](http://www.transnet.net). As a general rule, if a bid is late, it will not be accepted for consideration.

**Note to the bidders:**

- **Bidders are advised to ensure that electronic bid submissions are done at least a day 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. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.**

- **TENDER DOWNLOADING:** This RFP may be downloaded directly from National Treasury's and Transnet e-Tender Publication Portals at [www.etenders.gov.za](http://www.etenders.gov.za), and [www.transnet.net](http://www.transnet.net), free of charge.

- **COMMUNICATION:** Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form (zine.mdaki[@transnet.net](mailto:zine.mdaki@transnet.net)).

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

- **COMMUNICATION:** Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.

- **VALIDITY PERIOD:** 180 Business Days from Closing Date, i.e., **09/01/2025**

Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process

- **FORMAL BRIEFING:** A Certificate of Attendance in the form set out in Section 10 hereto must be completed and submitted with your Proposal as proof of attendance is required for a compulsory RFP briefing. Respondents failing to attend the compulsory RFP briefing will be disqualified. Respondents are encouraged to bring a copy of the RFP to the RFP briefing

## EVALUATION METHODOLOGY

Transnet will utilise the following methodology and criteria in selecting a preferred Service Provider:

**STEP ONE:** Test for Administrative Responsiveness. The test for administrative responsiveness will include the following: (Pg 14)

- Whether the Bid has been lodged on time [Section 1 paragraph 3]
- Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time [Section 5]
- Verify the validity of all returnable documents [Section 5]
- Verify if the Bid document has been duly signed by the authorised respondent [All sections]

**The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further pre-qualification**

**STEP TWO:** Test for Substantive Responsiveness to RFP. The test for substantive responsiveness to this RFP will include the following:

- Whether any general and legislation qualification criteria set by Transnet, have been met [All sections including Section 2 paragraphs, 2.2 (Formal Briefing), 6 (Confidentiality) , 9.2 (Disclaimers) and General Bid Conditions clause 20]
- Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule [Section 4 and Annexure B: Pricing Schedule]
- Whether the Bid materially complies with the scope and/or specification given
- Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows:

## **STEP TWO Continue....**

- Bidder must provide Proof of a Valid Registration with Bargaining Council for the Contract Cleaning Service Industry (Kwazulu-Natal). Service Provider to ensure that the Certificate is as per the latest template indicating **issue and expiry date**.
- Bidder must provide a Valid Letter of Good Standing (COIDA) relevant to the **Cleaning Service Industry**.
- Regional or Local Procurement (50km radius to the Port of Durban - Bidder MUST submit a valid proof of address from the Local Councillor that the service provider originates from the specific community which operates within a 50 km radius from the Port of Durban and the letter must not be older than two (2) months or Proof of Address in the form of Rates/Water/Electricity Statement/Bill from eThekweni Municipality or Valid Lease Agreement. Valid Lease Agreement must not be older than Six (6) Months from the tender closing date. Lease agreement to be accompanied by eThekweni Municipality Rates/Water/Electricity Statement/Bill not older than Six (6) Months from tender closing date.

***TPT reserve the rights to validate the above certificates as submitted.***

**The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation**

- **STEP THREE:** Minimum Threshold 80 points for Technical Criteria. The test for the Technical and Functional threshold will include the following: (Pg 15 & 16)
  
- **Business Continuity Plan [Refer to Returnable Schedule T2.2-3]:**
  - Bidder submitted a Business Continuity Plan that covers all the criterions scores = **15 Points**
  - Bidder submitted a Business Continuity Plan that covers 3- 4 criterions = **10 Points**
  - Bidders submitted a Business Continuity Plan that covers 1-2 criterions = **5 Points**
  - Bidder does not submit a business continuity plan = **0 Points**
  
- **Bank Statement, Sample of Employee Payslip [Refer to Returnable Schedule T2.2-4]:**
  - Bidder submits (3) months bank statement with employee salary payment reflecting, and a sample of a System Generated Employee Pay slip submitted = **20 Points.**
  - Bidder submits a minimum three (3) months bank statement with employee salary payment reflecting only without the Pay slip = **10 Points**
  - Bidder submits a sample of a System Generated Employee pay slip only = **5 Points**
  - No three months bank statement with employee salary payment reflecting and no sample of a System Generated Employee Pay slip submitted = **0 Points**

## **STEP THREE: continue...**

### **EMP 201 Report - Bidder must submit an EMP 201 Report [Refer to Returnable Schedule T2.2-5] :**

- EMP 201 Report submitted scores = **25 Points.**
- No EMP Report submitted scores = **0 Points.**

### **Method Statement [Refer to Returnable Schedule T2.2-6]:**

- The bidders submit a comprehensive method statement with all 5 topics = **15 Points**
- The bidders submit a comprehensive method statement with 3-4 topics = **10 Points**
- The bidders submit a comprehensive method statement with 1-2 topics = **5 Points**
- Method statement not submitted = **0 Points.**

### **Supervisor Experience and Training [Refer to Returnable Schedule T2.2-7]:**

- Bidder submits CV of a Cleaning Supervisor with minimum of 2 years' experience within the cleaning environment with traceable reference/s and Supervisory Training Certificate of attendance scores = **15 Points.**
- Bidder does not submit CV of a Cleaning Supervisor with minimum of 2 years' experience within the cleaning environment with traceable reference/s and Supervisory Training Certificate of attendance scores 0 points Reference(s) and Supervisory Training Certificate of Attendance scores = **0 Points.**

### **Proof of Experience [Refer to Returnable Schedule T2.2-8]:**

- Three detailed and traceable reference letters submitted scores = **10 Points**
- Less than 3 or none submitted scores = **0 Points**



Respondents must complete and submit **Returnable Schedules T2.01 to T2.08 which include a Technical Pre-Qualification/Eligibility**. A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to **Returnable Schedules T2.03 to T2.08**.

**The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation**

**STEP FOUR:** Evaluation and Final Weighted Scoring: (Pg 17)

- Price Criteria [Weighted score 90 points]
- Specific Goals [Weighted score 10 point]

**STEP FIVE:** Post Tender Negotiations (Pg 18)

**STEP SIX:** Objective Criteria - Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. No objective criteria for this bid.

**STEP SEVEN:** Award of business and conclusion of contract

**Please note that an addendum will be sent to make changes to page 14 of the tender document under Check for substantive responsiveness. The pre-qualification reads as follows:**

**Regional or Local Procurement (50km radius to the Port of Durban - Bidder MUST submit a valid proof of address from the Local Chief that the service provider originates from the specific community which operates within a 50 km radius from the Port of Durban and the letter must not be older than two (2) months or Company registration or Company Rates Statement that is not older than 2 months.**

**This will be changed to:**

**Regional or Local Procurement (50km radius to the Port of Durban - Bidder MUST submit a valid proof of address from the eThekweni Local Councillor that the service provider originates from the specific community which operates within a 50 km radius from the Port of Durban and the letter must not be older than two (2) months or Proof of Address in the form of Rates/Water/Electricity Statement/Bill from eThekweni Municipality or Valid Lease Agreement. Valid Lease Agreement must not be older than Six (6) Months from the tender closing date. Lease agreement to be accompanied by eThekweni Municipality Rates/Water/Electricity Statement/Bill not older than Six (6) Months from tender closing date.**

THANK YOU

<b>WAGE AGREEMENT BCCCI (KZN) AS GAZATTED BY DEPARTMENT OF LABOUR</b>			
<b>SHIFT PATTERNS</b>	<b>YEAR 1 Rates (01 March 2024 to 01 March 2025)</b>	<b>YEAR 2 Rates (01 March 2025 to 01 March 2026)</b>	<b>YEAR 3 Rates (01 March 2026 to 01 March 2027) Projected at 6%</b>
Normal Time Rate (Monday to Friday)	R29.12 per Hour	R30.86 per Hour	R32.71 per Hour
Night Shift Allowance Payable @10% of Normal Time Rate (Monday to Friday)	R2.912 per Hour	R3.086 per Hour	R3.0271 per Hour
Saturday Time Rate	R43.68 per Hour	R46.29 per Hour	R49.07 per Hour
Night Shift Allowance Payable @10% of Saturday Time Rate	R4.368 per Hour	R4.629 per Hour	R4.907 per Hour
Sunday/Public Holiday (PPH) Time Rate	R58.24 per Hour	R61.72 per Hour	R65.42 per Hour
Night Shift Allowance Payable @10% of Sunday/Public Holiday (PPH) Time Rate	R5.824 per Hour	R6.172 per Hour	R6.542 per Hour
<b>CONTRACT CLEANER HOURLY RATE TO BE AS PER BARGAINING COUNCIL FOR THE CONTRACT CLEANING SERVICE INDUSTRY KWAZULU-NATAL (KZN) GUIDELINE. FAILURE TO COMPLY WITH LEGISLATED/GAZATTED BCCI PAY STRUCTURE GUIDELINE WILL RESULT IN DISQUALIFICATION (Leave, Sick Leave, Medical, Provident Fund, UIF)</b>			



# Specific Goals

Presented By : Nandipha Ngcobo



## Specific Goals

Priority will be given to the specific goals to advance areas or categories of persons or groups who were previously disadvantaged or identified in the Reconstruction and Development Programme (RDP). Through the market analysis done using CSD, google and Previous tenders the following specific goals will be applicable for this tender.

1. Promotion of Broad-Based Black Economic Empowerment Status level 1-2.
2. The promotion of Exempted Micro Enterprises (EMEs) and Qualifying Small business Enterprises (QSEs) owned by black people (at least 51% black owned).



## Specific Goals

Preferential Procurement point will be allocated as per the table below:

Preference Point System 80/20		
Specific Goal	Points	Price
B-BBEE Level 1&2	10	
BO EMEs & QSE (51% BO)	10	
Total	20	80



## Specific Goals

Preferential Procurement point will be allocated as per the table below:

Preference Point System 90/10		
Specific Goal	Points	Price
B-BBEE Level 1&2	5	
BO EMEs & QSE (51% BO)	5	
Total	10	90



# B-BBEE Scorecard



## B-BBEE Definition:

Broad-Based Black Economic Empowerment (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.

## 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

# B-BBEE Validity of Sworn Affidavit



- ☐ Valid B-BBEE Certificate issued by SANAS accredited verification agency or Sworn affidavit.
- ☐ Valid Sworn affidavit must have the following:
  - Name of the deponent,
  - ID number,
  - Designation (Owner, Member or Director),
  - Name of the Entity, (Trading name, registration number and tax number)
  - Percentage of black ownership with designated groups,
  - Indicate financial year and revenue (DD/MM/YYYY)
  - B-BBEE level.
  - Date deponent signed and date of Commissioner of Oath must be the same.

Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn-affidavit in which they have an interest


**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL**

I, the undersigned,

Full name & Surname	SPISO HOWARD MALZOSE
Identity number	8705215484086

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	Tim NYANDA SOLUTIONS
Trading Name (If Applicable):	NOT APPLICABLE
Registration Number:	2019/209481/07
Vat Number (If applicable)	NOT APPLICABLE
Enterprise Physical Address:	8889-65 Ext 12 EMBALENIHLE 2285
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	Pty Ltd
Nature of Business:	SUPPLYING, SECURITY AND CONSTRUCTION
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –  (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means:  (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military

3. I hereby declare under Oath that:

- The Enterprise is 100 % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is 0 % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is 0 % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = 0 %
- Black Disabled % = 0 %
- Black Unemployed % = 100 %
- Black People living in Rural areas % = 0 %
- Black Military Veterans % = 0 %


- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of 28/02/22 (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, by ticking the applicable box.

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	<input checked="" type="checkbox"/>
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	<input type="checkbox"/>
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	<input type="checkbox"/>

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: 

Date: 2023-06-07

  
Commissioner of Oaths  
Signature & stamp  
Date: 2023-06-07






- ☐ Omitting full name and surname and identity number of the deponent (undersigned-person declaring under oaths).
- ☐ Dates of the deponent and commissioner of oaths are not the same
- ☐ Date for either commissioner of oaths or deponent is omitted.
- ☐ Not completing company financial year information i.e. DD/MM/YYYY
- ☐ Not ticking the applicable box on the B-BBEE level contributor
- ☐ No stamp of the commissioner of oaths on the B-BBEE sworn affidavit.
- ☐ If commissioner of oaths stamp does not have date, it must be written manually and should be the same as for the deponent.
- ☐ B-BBEE sworn affidavit must be completed in the presence of the commissioner of oaths.


• **It is the responsibility of the deponent not commissioner of oaths to ensure that B-BBEE sworn affidavit is completed in full.**

• Black Military Veterans % = \_\_\_\_\_ %

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of 2018 (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	<input checked="" type="checkbox"/>
At least 51% Black	Level Two (125% B-BBEE procurement recognition level)	<input type="checkbox"/>

Deponent Signature:   
 Date: 05/12/2022


  
 Commissioner of Oaths Signature & stamp Date:

**BONGINKOSI H. HILTON**  
 COMMISSIONER OF OATHS  
 EX OFFICIO-BUSINESS ACCOUNTANT (S.A) 09 JUN 2022  
 PR No. SAIBA 7887  
 11 WALNUT ROAD, DURBAN, 4001  
 TEL: 031 0032944 FAX: 031 301 2555

3. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

2022-11-24

Commissioner of Oaths Signature & stamp Date: 05-11-24

Deponent Signature:   
 Date: 05/12/2022



# TRANSFORMEX

constant change

## TRANSNET SOC LTD

Please see annexure A attached for the Operating Divisions included in this verification  
BBBEE Contribution Level:

**2**

BEE Supplier Recognition:  
**125%**

### A Transformex Generic Verification Scorecard

Products and Services	Custodian of Rail, Ports and Pipelines
Physical Address	138 Eloff Street, Braamfontein, Johannesburg
Registration Number	1990/000900/30
Vat Number	4720103177

Scorecard Elements	Maximum Score	Company Score	Principle Used	Yes/No
BEE Ownership	N/A	N/A	Modified Flow through	No
BEE Management Control	11.00	11.00	Exclusion Principle	No
Employment Equity	18.00	14.40	Discounting Principle	No
Skills Development	25.00	22.10	Participated in Y.E.S Initiative	No
Preferential Procurement	33.00	30.00	Achieve Y.E.S Target and 2.5% Absorption	No
Enterprise Development	15.00	15.00	Achieve 1.5 x Y.E.S Target and 5% Absorption	No
Socio-Economic Development	5.00	5.00	Achieve Double Y.E.S Target and 5% Absorption	No
Total Score	107.00	97.50	Certificate Number	TRA0017801222
Empowering Supplier	Yes		Issue Date	23 December 2022
Value Adding Supplier	Yes		Re-Issue Date	N/A
Issue Number	1		Expiry Date	22 December 2023

Analysis	Result	Analysis	Result
Black Economic Ownership:	N/A	Black Disabled Ownership:	N/A
Black Voting Rights:	N/A	Black Unemployed Ownership:	N/A
Black Women Economic Ownership:	N/A	Black People living in Rural Areas:	N/A
Black Women Voting Rights:	N/A	Black Military Veterans:	N/A
Black Designated Ownership:	N/A	Black New Entrant:	N/A
Black youth Ownership:	N/A		

Financial Year End:	31 March 2022
Measurement Period:	01 April 2021- 31 March 2022
Standard Used:	Public Entities including SOE's for BBBEE Gazette No. 32511 Released 21 August 2009
Act	Broad-Based Black Economic Empowerment Amendment Act, 2013: Gazette No. 37271

  
Carmanthra Naidoo  
For Transformex CC  
TRANSFORMEX CC, Reg 2007/043419/23  
Contact 011 477-5622 or visit [www.transformex.co.za](http://www.transformex.co.za)

sanas  
BEE VERIFICATION  
BVA 151

COR07-C1: GENERIC VERIFICATION CERTIFICATE V08101029



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.
- **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.

## Eligibility of a Joint Venture

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 .





Thank you

