

**MINUTES: BRIEFING HELD ON WEDNESDAY, 30 OCTOBER 2024 @ 11H00
BLOEMFONTEIN, AT TE BLOEMFONTEIN AND
31 OCTOBER 2024 @ 11H00 BEACONSFIELD KIMBERLEY AND
01 NOVEMBER 2024 @ 11H00 POSTMANSBURG**

**FOR THE:
REQUEST FOR THE PROVISION OF REQUEST FOR THE SUPPLY OF A LONG-TERM (36
MONTH) CONTRACT FOR THE PROVISION OF CLEANING SERVICES FOR CAPE
CORRIDOR, SERVICED BY THE BLOEMFONTEIN CENTRE**

TE24-BFX-5GC-10620 - TE/2024/09/0018/76937/RFP

PLEASE SEE ATTENDANCE REGISTER ATTACHED
FACILITATOR: Naomi Jordaan

APOLOGIES:

none		
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ABSENT:

none		
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MINUTES:

	ITEM	DATE	RESP.
1.	WELCOME AND APOLOGIES		
	Naomi welcomed everyone present.	30.10.2024 31.10.2024 01.11.2024	SCM
2.	COMMERCIAL		
2.1	The following information was shared with potential suppliers: a) Closing dates and time of the tender. b) Last day of communication from bidders and the closing date, 06 November 2024 before 12h00 pm c) Contact person for any enquiries: Naomi Jordaan d) All three site briefings that is compulsory for this procurement event.	30.10.2024	SCM

	<p>e) All documents to be duly signed and returned: All the attachments on the Portal</p> <p>f) Compliance to scope and work that must be acknowledge, signed/stamped on each page, and must be returned as mandatory document</p> <p>g) Pricing schedule on the RFP to be completed and returned with the RFP document.</p> <p>h) All three certificate of attendance of compulsory Meeting/RFP Briefing to be submitted with submission</p> <p>i) Registration of Waste disposal on page 27 to be disregarded, not applicable</p> <p>j) Returnable essential documents and mandatory returnable documents</p> <p>k) Evaluation Criteria</p> <p>l) Price and Specific goals</p> <p>m) Minimum wages according to the Government Gazette – page 45 of the RFP document</p> <p>It was emphasized to the bidders regarding the reference letters that only letters from the clients' letter head will be acceptable. No appointment letter or letter of award.</p>		
3.	<p>Scope of Work</p> <p>Facilities went through the specification and the following were agreed on:</p>		Ms Mondi

TRANSNET



Breakdown Of Prices Quoted

Bloemfontein (Both Wagons and Locomotive Depots - Supervisor to form Part of Total Staff Allocation)

PRICE BLOEMFONTEIN CLEANING	Number of Cleaners (Not Supervisor)	Uniforms	PPE	Equipment/Consumables High Pressure Cleaner for the Cleaning of Wardhouse Floor	Chemicals	Safety File	Labour	Management fee	Total Price (Excl VAT)	VAT @ 15%	Total Price (Incl VAT)
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3

NOTE: For the Bloemfontein Locomotive Depot, allowance shall be made for two weekends per month of work at the times remaining as per weekdays)

Beaconsfield (Both Wagons and Locomotive Depots - Supervisor to form Part of Total Staff Allocation)

PRICE BEAconsfield CLEANING	Number of Cleaners (Not Supervisor)	Uniforms	PPE	Equipment/Consumables High Pressure Cleaner for the Cleaning of Wardhouse Floor	Chemicals	Safety File	Labour	Management fee	Total Price (Excl VAT)	VAT @ 15%	Total Price (Incl VAT)
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3

Line Acres

PRICE BLOEMFONTEIN CLEANING SUB DEPOTS	Number of Cleaners	Uniforms	PPE	Equipment	Chemicals	Safety File	Labour	Management fee	Total Price (Excl VAT)	VAT @ 15%	Total Price (Incl VAT)
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3

Potmansburg

PRICE BLOEMFONTEIN CLEANING SUB DEPOTS	Number of Cleaners	Uniforms	PPE	Equipment/Consumables High Pressure Cleaner for the Cleaning of Wardhouse Floor	Chemicals	Safety File	Labour	Management fee	Total Price (Excl VAT)	VAT @ 15%	Total Price (Incl VAT)
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3

Uppington

PRICE BLOEMFONTEIN CLEANING SUB DEPOTS	Number of Cleaners	Uniforms	PPE	Equipment	Chemicals	Safety File	Labour	Management fee	Total Price (Excl VAT)	VAT @ 15%	Total Price (Incl VAT)
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3

De Aar

PRICE BLOEMFONTEIN CLEANING SUB DEPOTS	Number of Cleaners	Uniforms	PPE	Equipment/Consumables High Pressure Cleaner for the Cleaning of Wardhouse Floor	Chemicals	Safety File	Labour	Management fee	Total Price (Excl VAT)	VAT @ 15%	Total Price (Incl VAT)
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3
12 Months		Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Price per month, excluding VAT	Contractual Year 1	Contractual Year 2	Contractual Year 3

Cleaning Services for Bloemfontein (Both Wagons and Locomotive)

Item No	Description of Item	TOTAL PRICE OF ITEM [ZAR]
1	Total For Year 1	
2	Total For Year 2	
3	Total For Year 3	
TOTAL PRICE, exclusive of VAT:		
VAT 15% (if applicable)		
Unconditional Discount(s)		
Total For 3 Years Inclusive of VAT (where applicable)		

Cleaning Services for Beaconsfield (Both Wagons and Locomotive)

Item No	Description of Item	TOTAL PRICE OF ITEM [ZAR]
1	Total For Year 1	
2	Total For Year 2	
3	Total For Year 3	
TOTAL PRICE, exclusive of VAT:		
VAT 15% (if applicable)		
Unconditional Discount(s)		
Total For 3 Years Inclusive of VAT (where applicable)		

Item No	Description of Item	TOTAL PRICE OF ITEM [ZAR]
1	Total For Year 1	
2	Total For Year 2	
3	Total For Year 3	
TOTAL PRICE, exclusive of VAT:		
VAT 15% (if applicable)		
Unconditional Discount(s)		
Total For 3 Years Inclusive of VAT (where applicable)		

Safety File requirements

- Requirements of the safety file will be communicated to the winning bidder
- No GP letters for fitness will be accepted – letters must be from an Occupational Practitioner must be submitted.

**Ms
Seotlolla**

Technical Evaluation (Threshold 70 points)


Category	Criteria	Weightings	Scoring Guidelines	Evidence
1.	<p>Compliance to requirements</p> <ul style="list-style-type: none"> • Technical Compliance • Letter of Good Standing – Valid • Health & Safety Plan – Relevant/Specific to the project (NOT generic but specific to Cleaning) 	60 points	<p>As the Response from the Supplier/Service Provider</p> <p>Conformance with technical specification-meet basic TE specification without deviations as per attached specification. (sign and initial each page)</p> <p>Health and Safety plan, (sign and initial each page)</p> <p>Valid Letter of Good Standing (LGS) specific to cleaning services</p>	<p>All pages of the specification must be signed with handwritten signature.</p> <p>Technical Spec= 30 points</p> <p>HSP plan = 20 points</p> <p>LGS = 10 points</p> <p>NB: 1. All Pages and/or some not signed = 0 points</p>
2.	Proof of registration with National Contract Cleaners Association (NCCA)	10 points	Proof of registration with NCCA	Proof of registration with NCCA submitted = 10%, not submitted = 0 points

3.	<p>Experience</p> <p>Specific knowledge relating to projects of this nature:</p> <ul style="list-style-type: none"> Previous experience and similar work done in the past 3 years, with contactable references on a letter head of the company and signed. 	30 points	<p>1 x Reference= 10 points 2 x Reference= 20 points 3 x References= 30 points</p> <p>NB: The reference letters must be on the client's letterhead and signed; and must not be older than 3 years</p>
Total Weighting:	100 points		
Threshold	70 points		

Matters arising

- It was highlighted that bidders must submit all three compulsory certificates to be taken in consideration for the bid
- Evaluation will be done and split per depot on the best outcome of the bidders
- Kroonstad and Bethlehem have been cancelled
- Upington and De aar will fall under Kimberley
- Postmansburg and Lime Acres will be combined.
- An Addendum will be done, and outstanding information will be posted on the Transnet Portal and National Treasury:
 - Detailed pricing schedule for all three years - and must be submitted with the pricing schedule on the RFP on page 19-20
 - An updated minimum wage (page 45) will be amended with current minimum wages and must be submitted with the RFP - old minimum wages must be discarded.
 - Sub depot information
- Clarity was seek wrg to the Proof of registration with National Contract Cleaners Association (NCCA) and if BEECA will be accepted because it is registered in the country, and recognized by law – **Confirmation was given by QS that the BEECA will be accepted.**
- The small sites that were not visited was clarified wrg

ALL

	to the space size of the offices <ul style="list-style-type: none"> The 1st and 2nd Addendum must be signed and submitted with the submission for recognition of receipt. 		
	<i>The meeting on 30 October 2024 was adjourned at 14h45. The meeting on 31 October 2024 was adjourned at 13h50 The meeting on 01 November 2024 was adjourned at 12h30</i>		
Naomi Jordaan		04.11.2024	