



BRIEFING MINUTES

Project Name:			TE/2024/11/0024/82465/RFP- FOR THE PROVISION OF CLEANING AT TRANSNET ENGINEERING KOEDOESPOORT AND DIESEL DEPOT KOEDOESPOORT FOR A PERIOD OF 36 MONTHS		
Meeting Venue:			Moshate Hall – Transnet Engineering Koedoespoort		
Date and Time of Site Briefing Meeting:			18.11.2024 at 10:00am		
Description			Action		Responsible person
Opening and welcome:			Introduction and overview		Nosipho Makapela
Safety brief			Adhere to Transnet Safety requirements		Nick Mochoele
Attendance register:			Attendance registers were completed by all attended		All Attendees
Rules of engagement:			Gave overview of the Briefing session		Nosipho Makapela
Transnet Engineering Representatives:					
Name of evaluator:			Operational Division / Business Function		ATTENDED (Yes/No)
1. Nosipho Makapela			Supply Management		Yes
2. Nicky Mochoele			PEMM Business		Yes
3. Sibusiso Bhembe			PEMM Business		Yes
4. Relebogile Segobaetso			Supply Management		Yes
No	Matters discussed	Discussion			Responsible person
1	Purpose of the session	<ul style="list-style-type: none"><li><b>Compulsory Briefing Session</b></li></ul> <p>Purpose of the day was explained and discussed with all attendees.</p> <p>Briefing session is stipulated on the Request for Proposal that it is compulsory, and bidders are required to attend all areas to be able to familiarize themselves with the scope of work and quote according.</p> <p>Attendance register will be marked and checked if the bidders have attended the briefing session as stated on the bid document.</p>			Nosipho Makapela

	<div>2. Closing date</div> <div>3. Evaluation Methodology</div>	<div><b>Announcements</b><ul style="list-style-type: none"><li>• Bidders were advised to check addendum and download the latest documents added on Transnet E-Tender Portal and the National Treasury e-Tender portal, RFP Documents, Annexure A, Annexure B, Annexure C, Annexure D, Annexure E, Annexure F and Annexure G</li><li>• Attendance and briefing certificates will be signed after Koedoespoort and Diesel Depot plant walk.</li><li>• Bidders were advised that it is their responsibility to ensure that they sign attendance register and briefing certificates after the session as proof of attendance of the compulsory briefing.</li><li>• No bidder will be allowed to do the plant walk without proper PPE.</li></ul></div> <div><b>Closing date of the bid</b><p>All bidders who attended the briefing session have were informed that the closing date for the tender is the 2<sup>nd</sup> December 2024 at 16:00 (South African time)</p></div> <div><ul style="list-style-type: none"><li>• <b>Evaluation methodology of the bid</b></li></ul><p>It was explained to all bidders how the evaluation of the tender will be conducted, and all seven steps of the evaluation process were discussed in detail. The seven steps of the evaluation methodology outlined below have been explained to the bidders to clarify how the tender will be evaluated.</p><p>Step 1 – Administrative stage Step 2 – Substantive stage Step 3 – Technical/functional stage Step 4 – Price and Specific goals Sep 5 - Post tender negotiation Step 6 - Selection of the preferred bidder.</p></div>	<div>Nosipho Makapela</div> <div>Nosipho Makapela</div>
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	<p>Step 7 - Award of business and conclusion of contract</p> <p><b>Mandatory document</b></p> <p>The mandatory documents listed below were discussed with the bidders, and it was mentioned that failure to submit the mandatory documents stated in the Request for Proposal will result in the bidder being disqualified.</p> <ul style="list-style-type: none"> <li>Section 4: Pricing and Delivery Schedule</li> <li>Annexure H: Pricing Schedule (Breakdown of prices quoted) and minimum wage schedule</li> <li>Compulsory briefing session - attendance certificate (Per Cluster)</li> <li>Annexure A – Transnet Engineering Specification, Adherence to TE specification (read, complete, and sign off all the pages and return with the tender document). Failure to do so will lead to disqualification</li> <li>Valid Letter of Good Standing (COIDA) – Nature of business: Cleaning</li> <li>Annexure G - SHE Questionnaire (read by complete all the responses by ticking all yes or no and sign off the last page, return with the Tender document).</li> </ul>	<p>Nosipho Makapela</p>
	<p><b>5. Returnable used for Scoring</b></p> <p><b>Returnable used for Scoring:</b></p> <p>The returnable used for scoring documents listed below were discussed with the bidders, and it was mentioned that failure to submit the documents stated in the Request for Proposal will result in the bidder being disqualified.</p> <ul style="list-style-type: none"> <li>Respondent’s valid proof of evidence to claim points for compliance with Specific Goals’ Valid proof of Respondent’s compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn Affidavit)</li> </ul> <p>Technical Evaluation Criteria</p> <ul style="list-style-type: none"> <li>Methodology</li> <li>Reference Letter</li> </ul>	<p>Nosipho Makapela</p>
	<p><b>6. Essential Returnable Documents</b></p> <p><b>Essential Returnable Documents:</b></p> <p>Essential returnable documents listed below were discussed with the bidders</p>	<p>Nosipho Makapela</p>



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	<p>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 Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years SECTION 5: Proposal Form and List of Returnable documents SECTION 6: Certificate of Acquaintance with RFP, Terms &amp; Conditions &amp; Applicable Documents SECTION 7: RFP Declaration and Breach of Law Form SECTION 9: Specific Goals Claim Form SECTION 10: Certificate of attendance of compulsory / non-compulsory Site Meeting / RFP Briefing SECTION 11: Protection of Personal Information SBD 1 Form</p> <p><b>Section 4 of the Request for proposal (Pricing Schedule)</b> Section 4 of the pricing was discussed with the bidders. The quoted prices should align with the scope of work clarified during the briefing sessions, covering a period of 36 months. Bidders were taken on a walkabout to all the areas where they will be required to provide services.</p> <p><b>Price breakdown for Year 1, Year 2 and Year 3</b></p> <ul style="list-style-type: none"><li>• It was clarified and explained to the bidders that they must provide the total quoted prices for each year as per the scope of work.</li><li>• Respondents should note that Transnet will round off final pricing scores to the nearest two decimal places.</li><li>• All bidders are required to complete the attached Annexure H (pricing schedules); failure to do so will result in disqualification. Bidders should provide escalations for Year 1, Year 2, and Year 3 if applicable.</li><li>• Bidders should provide escalations for Year 1, Year 2, and Year 3 based on the applicable indices.</li></ul>	<p>Nosipho Makapela</p>
7. Section 4		


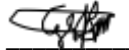


8. Annexure H	<p><b>Annexure H</b></p> <p>It was explained to the bidders that Annexure H is divided into the sections listed below:</p> <p>Annexure H contains of the following:</p> <p><b>Labor Cost for Cleaners</b></p> <p>It was discussed that bidders are required to apply the minimum wage as per the Contract Cleaning Sector's sectoral determination that governs minimum wages in South Africa. It is important for bidders to provide accurate information, as Transnet will not be held liable for any shortfalls in employee payments.</p> <p>Failure to comply with the required information will result in the bidder being disqualified from the bidding process. Annexure H outlines the number of cleaners required. Bidders are expected to quote each cleaner's salary in accordance with the Contract Cleaning Sector's sectoral determination. Failure to quote accordingly will result in disqualification from the process</p> <ul style="list-style-type: none"><li><b>Annexure H (Price breakdown)</b></li></ul> <p><b>Annexure has included (Koedoespoort and Diesel Depot Koedoespoort)</b></p> <p>It was explained to the bidders that Annexure H is divided into below two mentioned:</p> <ul style="list-style-type: none"><li><b>Price breakdown for Year 1, Year 2 and Year 3</b></li></ul> <p>The prices quoted in Section 4 for Year 1, Year 2, and Year 3 represent the price breakdown. The bidder is required to break down the prices quoted in Section 4 according to the specified requirements for cleaning services. The bidder may also include any additional requirements that are not listed in the price breakdown.</p> <p><b>Note: Bidders were requested to have the total tendered price for each year at the bottom of Annexure H Price Breakdown and section 4 (it is highlighted and bold)</b></p> <ul style="list-style-type: none"><li><b>Labor Cost for Cleaners</b></li></ul>	Nosipho Makapela
		Nosipho Makapela

	<p>It was discussed that the bidders are required to apply the minimum wage as per the Contract Cleaning Sector’s sectoral determination governing minimum wages in South Africa. It is important for the bidder to provide accurate information, as Transnet will not be held liable for any shortfalls in employee payments.</p> <p><b>Failure to comply on the required information, bidder will be disqualified from the bidding process.</b></p> <p>The number of cleaners required for each area are listed and quote must be done as per the cleaner.</p> <p><b>PPE For Cleaners</b></p> <p>Bidders are expected to quote as per the number of cleaners.</p> <p><b>Chemical to be used for the cleaning</b></p> <p>Bidders are expected to quote as per the number of cleaners.</p> <p><b>Equipment that will be used for cleaning</b></p> <p>Bidders are expected to quote as per the number of cleaners</p>	Nosipho Makapela
9. Validity period of the bid	<ul style="list-style-type: none"><li><b>Validity period of the bid</b> The 180-day validity period of the bid was discussed with the bidders, indicating that it begins on the day the request for proposal closes.</li></ul>	Nosipho Makapela
10. Risk and safety Requirement (Annexure G)	<ul style="list-style-type: none"><li><b>Risk and safety Requirement (Annexure G)</b> Risk and safety requirement questionnaire was discussed into detail with the bidders.</li></ul>	Nicky Mochoele
11. Technical evaluation criteria	<p><b>Technical evaluation criteria</b></p> <p>The technical evaluation was discussed in detail with the bidders, as per the categories listed in Annexure A. It was also mentioned that the bidders need to meet a minimum threshold of 70% to proceed to the next evaluation stage.</p>	Nicky Mochoele



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12. Specification of Cleaning services (Annexure A)	<b>Specification of Cleaning services (Annexure A)</b> Specification was discussed into detail and with the bidders. Bidders were taken into walkabout and shown all the cleaning areas as per the depo that they required to quote on.	Nicky Mochoele
13. Closing of the briefing session	<b>Closing of the briefing session</b> Bidders were encouraged to regularly check the two platforms (Transnet E-Tender Portal and the National Treasury website) where the tender was published for the latest amendments or addenda related to the tender. They were also advised to use the tab for tender enquiries on the Transnet E-Tender Portal or to send an email to <a href="mailto:nosipho.makapela@transnet.net">nosipho.makapela@transnet.net</a>	Nosipho Makapela
14. Questions and Answers	<b>Questions and Answers</b> <ul style="list-style-type: none"> <li>Can the bidders submit additional documents with the bid? Transnet does not limit the bidders regarding what they can submit with their bid.</li> <li>Are letters of award or purchase orders accepted as reference letters? No letters of award or purchase orders will be accepted; only reference letters with contactable details will be accepted, and there must be on the letterhead of the company providing the referral.</li> <li>Is any valid COIDA accepted? Only the COIDA mentioned in the mandatory documents will be accepted.</li> <li>Are bidders allowed to walk inside the depots without PPE? No, bidders are not allowed to do so. It is indicated in the RFP documents that bidders must have their PPE for the site briefing meetings in all areas.</li> <li>Are bidders who didn't attend other site briefing areas allowed to bid? It was clarified that this meeting is not intended to disqualify any bidder; rather, it is a clarification meeting for the advertised bid.</li> <li>Bidders inquired about Section 4 of the pricing schedule. It was clarified to the bidders that Section 4 must include the total of all costs listed in Annexure H, quoted for each year over the three-year period, and should provide escalations for Year 1, Year 2, and Year 3 based on the applicable indices. It was also noted to the bidders that the price quoted for the period of 36 months will be fixed and firm for the duration of the contract period (36 months).</li> <li>Is the reference letter that is only stamped and not signed accepted? Reference letter must be on a letter head on the bidder rendered service to and it must also be signed and/or stamped as indicated under technical evaluation criteria.</li> </ul>	Nosipho Makapela

	<div>15. Walkabout the Depot</div> <div>16. Signing of Attendance Register</div>	<div>Walkabout the Depot</div> <div>All bidders were taken on a walkabout through the depot to view the areas where cleaning services are required.</div> <div>The bidder signed the attendance register.</div> <div>The briefing certificate was signed by the bidders and Transnet representatives.</div> <div>Meeting was adjourned 18.11.2024 at 14:30PM</div>	<div>Nicky Mochoele and Sibusiso Bhembe</div> <div>All bidders and Transnet Representatives</div>		
The minutes were accepted and signed-off by the Transnet Engineering Representatives					
<div>Minutes complied by:</div> <div></div> <div>Nosipho Makapela Supply Management</div> <div>Date:19 November 2024</div>		<div>Accepted by:</div> <div></div> <div>Sibusiso Bhembe Supply Management</div> <div>Date: 19 November 2024</div>	<div>Accepted by:</div> <div></div> <div>Nicky Mochoele Facility and Infrastructure</div> <div>Date: 19 November 2024</div>	<div>Accepted by</div> <div></div> <div>Relebogile Segobaetso Supply Management</div> <div>Date: 19 November 2024</div>	