



## **TENDER BRIEFING MINUTES FOR CLUSTER 3**

**TENDER NUMBER: TE/2024/11/0053/82540/RFP**

FOR THE PROVISION OF CLEANING SERVICES FOR  
GERMISTON MAINTENANCE DEPOTS AND CORRIDORS\* FOR A  
PERIOD OF 36 MONTHS.



# Agenda

|          |                                  |          |
|----------|----------------------------------|----------|
| <b>1</b> | Introductions                    | All      |
| <b>2</b> | Overview of Procurement Strategy | SCM      |
| <b>3</b> | Evaluation Process               | SCM      |
| <b>4</b> | Required Documents on Closing    | SCM      |
| <b>5</b> | Technical Evaluation Criteria    | End-user |
| <b>6</b> | Q&A Session                      | ALL      |



# Overview

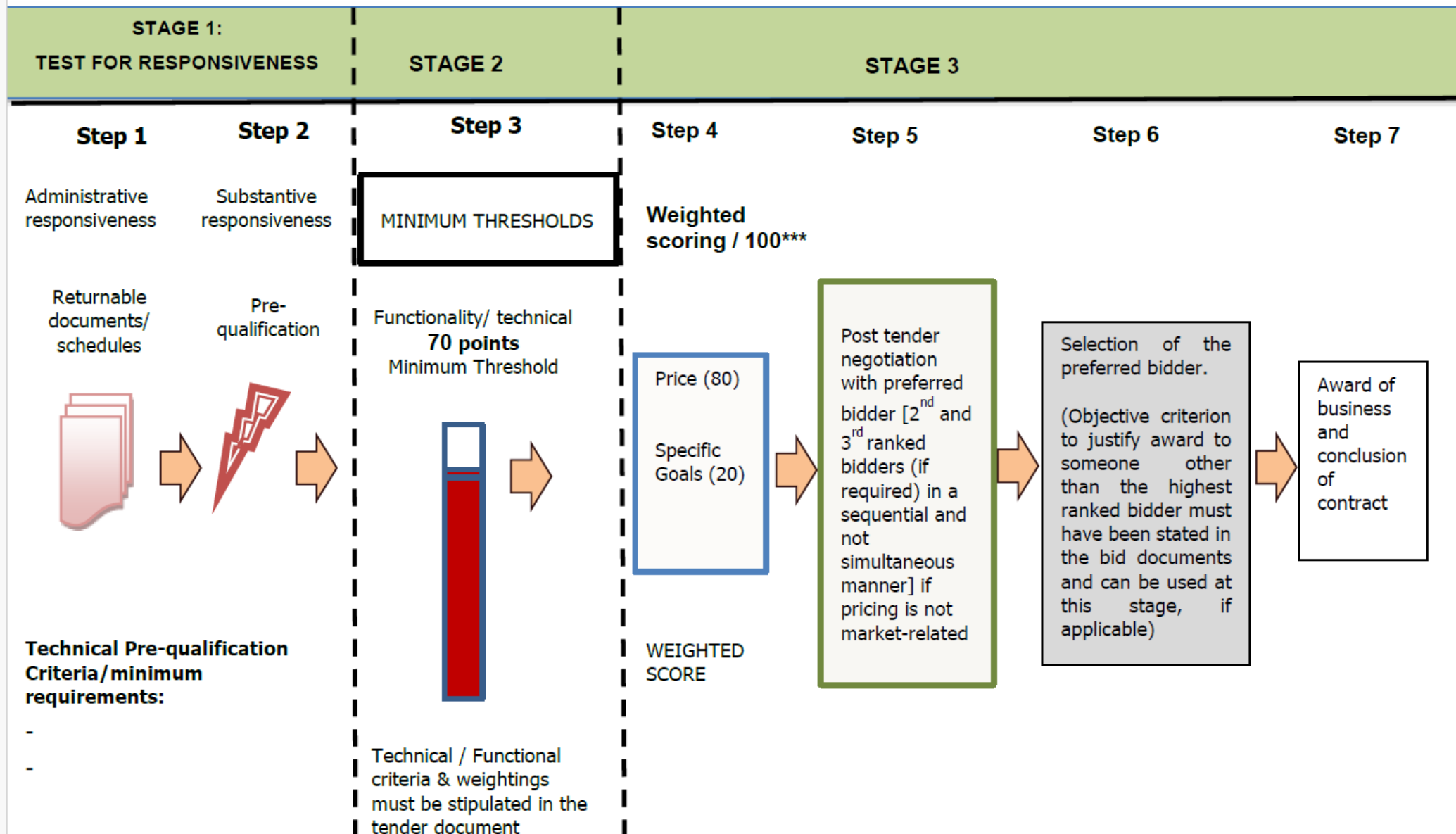
- Section 1 : **Notice to bidders**, This tender is for the provision of cleaning services for germiston maintenance depots and corridors\* for a period of 36 months.
- Tender was issued on **12-02-2025** and is closing punctually on **14-03-2025** at **16:00** pm (closing date extended).
- Bid validity period 180 business days from closing date.
- Compulsory briefing session (all sites per cluster must be attended in order to qualify to bid)
- Briefing certificates signed on the last day of each cluster site meeting.
- Submissions are to be made via the Transnet e-Tender portal, and no late submissions will be allowed. instructions to submit are on the RFP document (section 2: notice to bidders)
- Enquires to be submitted via email address on the tender document on section 2 under communication (vuyokazi.ntshinga@transnet.net).
- Section 4 – total tendered price per cluster per year



# Opening & welcome

| Opening and welcome:             | Introduction and overview                           | Promise          |
|----------------------------------|-----------------------------------------------------|------------------|
| Safety brief                     | Adhere to Transnet Safety requirements              | Depot Supervisor |
| Attendance register:             | Attendance registers were completed by all attended | All Attendees    |
| RFP and Technical Specification: | Presentation                                        | Promise/ Phumla  |

# Evaluation Methodology





## Required Documents On Closing Date

### MANDATORY DOCUMENTS

Section 4 : Pricing and Delivery Schedule  
 Annexure H: Pricing Schedule (Breakdown of prices quoted) and minimum wage schedule (Signed)  
 Annexure C – Transnet Engineering Specification, Adherence to TE specification (read, complete, and sign off all the pages and return with the tender document).  
 Annexure E: pricing schedule for all clusters  
 Annexure F: minimum wage schedule (filled and signed as per government gazette)  
 Annexure G: price breakdown (per item)  
 Annexure H - 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).  
 Valid Letter of Good Standing (COIDA) – Nature of business: Cleaning Service

**FAILURE TO SUBMIT THE ABOVE WILL LEAD TO DISQUALIFICATION**

### RETURNABLE DOCUMENTS

*Failure to provide Returnable Documents which are applicable to the part/s of the RFQ Respondents intend to bid for at the closing date and time . this tender may result in a Respondent's disqualification at Transnet's sole discretion. Respondents are therefore urged to ensure that all these documents are returned with their Proposals.*

#### Returnable used for Scoring:

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)  
 Technical Evaluation Criteria

- Methodology
- Reference Letter

#### Essential Returnable Documents:

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 & conditions & applicable documents  
 Section 7 : RFP declaration and breach of law form  
 Section 9: specific goals claim form  
 Section 10 : Certificate of attendance of compulsory Site Briefing Meeting  
 Section 11: Protection of Personal Information  
 SBD 1 Form

A green line graphic consisting of two parallel lines forming a right-angled corner.

ANNEXURE I: TRANSNET'S SUPPLIER INTEGRITY PACT

ANNEXURE J: NON-DISCLOSURE AGREEMENT

ANNEXURE K: MASTER AGREEMENT

ANNEXURE L: TRANSNET'S GENERAL BID CONDITIONS



## Technical Evaluation Criteria Minimum Technical Threshold- 70 points

| Category | Criteria                                                                                                                                                                                                                                                                                              | Weightings | Evidence                                                                                                                                                                                                                                                                                                                                                                          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <p>The methodology, standards and working procedures that will be used in the execution of this contract (detailed written process to be supplied by the bidder):</p> <p>The methodology that will be used in the execution of this contract is provided.</p>                                         | 50 points  | <p>Methodology provided and fully detailed (covering cutting of trees, trimming of trees, eradication of alien and invasive species, 1.5m clearance from infrastructure, cleaning of gutters and cleaning of shunting areas etc)= 50 points</p> <p>Methodology provided but not having all relevant requirements or Methodology not provided= 0 point</p>                         |
| 2        | <p>Reference letters for gardening services rendered from previous clients, indicating the nature of work done, duration, signed with contact details and on their official letterhead not older than 5 years</p> <p>The reference must also have the start date and finish date of the contract.</p> | 50 points  | <p>Previous experience of Gardening Services contracted for 2 years and above, in the past 5 years.</p> <p>Bidder Experience:</p> <p>Less than two reference letters =0</p> <p>2x Reference = 20 points</p> <p>3x Reference = 30 points</p> <p>4x References = 50 points</p> <p>NB: a reference letter without the start and finish date of the contract won't be considered.</p> |



## BBBEE and scoring goals

| Selected Specific Goal                                                        | Number of points allocated (20) |
|-------------------------------------------------------------------------------|---------------------------------|
| B-BBEE Level of contributor – Level 1 or 2                                    | 5                               |
| 30% Black women Owned entities                                                | 5                               |
| The Promotion of enterprise located in Germiston maintenance depots/corridors | 5                               |
| People with disability                                                        | 5                               |
| Non-Compliant and/or B-BBEE Level 3-8 contributors                            | 0                               |



# Addendum 1

Amended RFP published to NT and Transnet website

Amended annexure E published to NT and Transnet website

Amended annexure F published to NT and Transnet website

Amended annexure G published to NT and Transnet website

Addendum published to NT and Transnet website





# Questions and Answers

- Is it only online submissions allowed for this tender?
  - Transnet no longer accepts physical submission or email submission, Yes only online submissions allowed as indicated on the RFP, steps to submit are on the RFP document.
- Are the Letter of awards accepted or purchase orders regarding reference letters?
  - No letter of awards and purchase orders will be accepted, only refence letter with contactable details and must be on the letterhead of the company that is doing the referral.
- Are the bidders allowed to bid for only one cluster or they must bid for all the clusters?
  - Bidders are allowed to bid for one cluster or more clusters
- Are bidders allowed to do walkabout inside the depots without PPE
  - Bidders are not allowed, it is indicated on the RFP documents that the bidder must have their PPE for the site briefing meetings in all the areas.



# Questions and Answers

- When will the tender be awarded?
  - The Tender will be awarded after the evaluation process has taken place and all Transnet Engineering supply chain management process is done.
- Are the bidders that did not attend other site briefing areas allowed to bid?
  - It was clarified that this is not the meeting to disqualify any bidder or any bid, but the meeting is for a bid clarification and site viewing. However bidders must refer to the RFP document on page 7 on clause 1.2 and 1.3.
- Bidders enquired about Section 4 of the pricing schedule
  - It was clarified to the bidders that Section 4 must be a total of all the costs on Annexure G and F then incorporate totals with Annexure E (Pricing Schedule) that will be quoted for each year and must provide escalations for 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).



# Site view

## Walkabout the Depot

All bidders were taken on a walkabout through the depots to see the areas where the service is required.

Minutes compiled by: Ms. Vuyokazi Ntshinga

Signature: 

Date: 03.03.2025

Reviewed by: Ms. Phumla Nyikila

Signature: 

Date: 03/03/2025