


MINUTES OF THE NON-COMPULSORY BRIEFING SESSION FOR THE SERVICING, REPAIRING, MAINTENANCE AND INSPECTION OF AIR CONDITIONERS ON BOARD MARINE CRAFTS TO ALL 8 PORTS OF TNPA FOR A PERIOD OF 3 YEARS ON AN "AS AND WHEN" REQUIRED BASIS.

DATE AND TIME: 25 March 2024 at 10:00

MINUTES

NO.	MATTERS DISCUSSED			INITIALS
1.	IN ATTENDANCE:			ALL
	MEMBERS	INITIALS	DESIGNATION	
	Sindisiwe Mveli	SM	Commodity Specialist	
	Esethu Gampompana	EG	Marine Intern	
	Monde Ngeva	MN	Marine Technical Manager	
	Thembelihle Loni	TL	SCM Governance Intern	
2.	APOLOGIES			
	2.1 Siseko Gwazela TNPA HQ 2.2 Stephen Bailey TNPA HQ			
3.	WELCOMING			
	2.1 Sindisiwe Mveli (SM) welcomed everyone in attendance.			SM
4.	MEETING PURPOSE			
	4.1 SM thanked everyone for joining and explained that the purpose of the meeting was to give clarity on the RFP scope of work, evaluation criteria, specific goals, as well as activity schedule. 4.2 SM further took the attendees through the meeting rules and what was expected from each attendee. 4.3 SM asked attendees to write their company contact detail on the teams chat section for attendance register purposes.			SM
5.	SCOPE OF WORK AND PROJECT BACKGROUND			
	5.1 EG took the members through the project background and scope of work for the for the servicing, repairing, maintenance and inspection of air conditioners on board marine crafts to all 8 ports of TNPA for a period of 3 years on an “as and when” required basis. He then referred bidders to the RFP document for further scope of work.			EG
6.	EVALUATION METHOD			
	6.1 SM explained the evaluation method that will be used for the advertised RFP She specified that the RFP will be evaluated into 3 stages as follows: ➤ Stage 1 (divided into 2 stages)			

	<ul style="list-style-type: none"> Step 1: Administrative Responsiveness Step 2: Substantive Responsiveness <p>➤ Stage 2: Technical/ Functionality Evaluation</p> <p>SM explained that bidders needed to meet the minimum threshold of 66.67 to proceed to the next stage of evaluation.</p> <p>➤ Stage 3:</p> <ul style="list-style-type: none"> Step 4: Price and Specific Goals <p>SM explained that bidders will be evaluated on 80:20 preferential point system where 80 is for price and 20 is for specific goals.</p> <ul style="list-style-type: none"> Step 5: Objective Criteria <p>SM explained that there might be use of objective criteria if applicable.</p> <p>Step 6: Post Tender Negotiations</p> <p>SM explained that there might be post tender negotiations if applicable.</p> <ul style="list-style-type: none"> Step 7: Award of Contract 	
7.	SPECIFIC GOALS	
	<p>7.1 SM explained the relevant specific goals to be used in the particular procurement transaction and advised bidders to submit relevant proof of documentation in order to be able to claim for specific goals points. She further mentioned that failure to submit such proof does not necessarily mean disqualification but that bidders will not score any points for areas they did not submit proof for.</p>	SM
8.	GENERAL	
	<p>8.1 One bidder asked if the BOQ can be shared in an excel format. TL mentioned that sharing documents in excel format is not allowed as per TNPA processes.</p> <p>8.2 Another bidder also asked if the craft equipment in the BOQ (equipment section) should be replaced or serviced. EG mentioned that equipment should be replaced on an as and when basis.</p> <p>8.3 SM asked bidders to note all their queries in the form on Section 8 and send them to the email address provided in the RFP document.</p>	All
9.	CLOSURE	
	The meeting was adjourned at 11:18.	SM

MINUTES SIGN OFF			
INITIALS & SURNAME	DESIGNATION	SIGNATURE	DATE
S Mweli	Commodity Specialist		27 March 2024