

SUBJECT	NON-COMPULSORY ONLINE TENDER BRIEFING SESSION
TITLE	TNPA/2025/03/0002/92645/RFP: FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE BOEGOEBAAI PORT AND RAIL DEVELOPMENT MARKET RESEARCH STUDIES FOR A PERIOD OF SIX (6) MONTHS
VENUE	MICROSOFT TEAMS
DATE	06 June 2025
TIME	10:00 AM

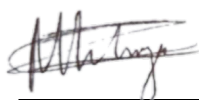
ITEM	DESCRIPTION	
1.	Welcome and Introduction	TNPA
	- The Chairperson welcomed all present and the Transnet National Ports Authority (TNPA) employees in attendance introduced themselves. - Tenderers in attendance were frequently requested to register their company names and email addresses on the Microsoft Teams chat box, so to confirm companies being represented and communicate any information that has been uploaded on the National Treasury's ePortal and Transnet eTender portal pertaining to this bid. - The attendees were informed that the meeting will be recorded.	
2.	Safety Briefing and Evacuation Procedure	TNPA
	The Chairperson conducted an evacuation procedure in case of an emergency.	
3.	Meeting Rules	TNPA
	The Chairperson presented the house rules for the virtual meeting.	
4.	Background	TNPA
	The TNPA Technical Team presented the project background. (see attached presentation).	
5.	Scope of Services	TNPA
	The TNPA Technical Team presented the scope of services as per the published Request for Proposal (RFP).	
6.	Tender Evaluation Methodology	TNPA
6.1	Evaluation Steps	TNPA
	- The Chairperson presented the three tender evaluation stages and applicable seven steps as per the published RFP document, refer to the attached presentation. - The Chairperson advised prospective bidders to submit all the required documents as reflected on section 5 of the RFP for each stage of evaluation. In addition, the prospective bidders are required to pass the Test for Administrative and Substantive Responsiveness to progress to the next stage of Technical Evaluation. The prospective	

	bidders must ensure submission of all Mandatory requirement, failing which, the bid will be rendered non-responsive and not progress to the next evaluation step - In addition, the Mandatory Requirement as prescribed in the published RFP section 5 is as follows: a) Submission of a completed Pricing and Delivery Schedule. - Prospective bidders were cautioned not to submit information relating to 3rd parties as part of their bid submission unless there is an agreement between the bidder and the 3rd party for the bidder to submit such information, or the bidders have formed a JV/Consortium, or the information is relating to a subcontractor. In such instances a JV/Consortium/Subcontracting agreement must be submitted with the bid. - The Chairperson advised prospective bidders to ensure submission of the required valid proof documents for specific goals points claimed. The submitted B-BBEE certificates will be verified with the relevant bodies. - The Chairperson further presented the evaluation steps 4 to 6 as per the presentation attached.	
6.2	Technical Evaluation	TNPA
	- The TNPA Technical team provided a detailed overview of the criteria's for the technical evaluation and indicated that the Technical Evaluation will be conducted out of 100 points and urged bidders to pay attention when compiling information/proof document required on each category in order to maximise opportunity to score higher points. - Prospective bidders will be required to achieve a minimum threshold of 66.67 points to proceed to stage three of Evaluation and Final Weighted Scoring. - Prospective bidders were cautioned to read the evaluation criteria thoroughly and submit the required document for evaluation as per Annexure B of Technical Evaluation criteria.	
6.3	Pricing and Delivery Schedule	TNPA
	- TNPA Technical team presented the pricing and deliverable schedule and informed the prospective bidders to thoroughly read and complete all sections of Section 4: Pricing and Delivery Schedule. - The prospective bidders were further advised to fully complete the second table of the pricing and delivery schedule which contains key resources and hourly rates as well as the hours allocated to each resource for the duration of the project execution. - Prospective bidders were advised to fully complete all sections of the pricing and delivery schedule and take note of the <i>Notes to Pricing</i>. - Hourly rates of professional resources will be benchmarked against the standard Department of Public Service and Administration (DPSA) rates for consultants. Where bidders proposed rates are in excess of the DPSA rates, negotiation will be undertaken.	

	- Rates proposed must be aligned with the DPSA Guide on Hourly Fee Rates for Consultants. - Any disbursement not specifically priced for will not be considered/accepted by Transnet. Travel bookings must be made in line with the Transnet Travel Policy. The overall cost quoted shall be inclusive of all travel and accommodation costs that will be required to complete the scope of services in full. Accommodation and Flights shall be arranged at Government Rates (3-star accommodation) and Economy Class Flights and Basic Car Hire (Group B). Disbursements will be reimbursed at cost price upon presentation of an undisputed invoice. Any disbursement invoiced that is not in line with aforementioned guidelines will not be accepted by Transnet for payment. Bidders may be required to provide a detailed breakdown of projected disbursement costs upon request by Transnet prior to finalisation of award. - Respondents, if awarded the contract, are required to note that their prices quoted would be kept firm and fixed for the contract duration.	
6.4	List Of Returnable Documents	TNPA
	- The Chairperson presented the presented the returnable documents and indicated the mandatory returnable documents, Returnable Documents Used for Scoring and essential returnable documents on section of the RFP document. - The Chairperson further emphasized that failure to submit the mandatory documents will lead to disqualification. Non submission or submission of invalid returnable documents used for scoring will result in no points allocation. - The Chairperson advised bidders to take note of the RFP's tables C1) Essential Returnable Documents: Proposed Key and Resources C2) Essential Returnable Documents: List client references which requires full completion to enable coordination with the submitted evidence for technical evaluation.	
7.	Tender Submission	TNPA
	- The Chairperson presented the submission of bids and advised prospective bidders to submit completed bids to e-Tender Submission Portal (https://transnetetenders.azurewebsites.net), TNPA will not accept any bids that are hand delivered or submitted through email. - The prospective bidders must submit a fully completed RFP document together with all the returnable listed on section 5 of the RFP document. - The Chairperson further caution the prospective bidders that only alphabetical and/ or numerical characters may be used in filenames. The use of any other characters in the filenames of uploaded documents may result in the document being corrupted, for which Transnet takes no responsibility. - Bidders were cautioned to submit their bids early so to allow documents to process on time and resolve any system glitches before the closing time.	

	- Prospective bidders were advised to ensure that all questions raised during the meeting are also emailed to TNPATenderenquiries1@transnet.net. - Questions that may arise after the briefing session must be sent via email to TNPATenderenquiries1@transnet.net by no later than Wednesday, 25 June 2025 at 15:00pm. All questions received will be published and shared with the attendees that provided their email addresses during the briefing session. - The Closing date for submission of bids is Friday, 27 June 2025 at 16:00 PM. - Refer to the attached presentation and RFP document for more detail.									
8.	Questions Posed During Briefing Session	Attendees								
	<table><tr><th>Questions</th><th>Answers</th></tr><tr><td>1. What types of past studies will be provided to do this study?</td><td> - The available past studies are: feasibility Study, business case that was conducted by the Northern Cape Provincial government and Department of Transport, as well as the Commodity mix analysis Report, which will be shared with the awarded bidder. - The bidders should note that these reports are outdated and do not contain the latest information, hence the need for this market research study, so to obtain updated reports reflecting the current market status. </td></tr><tr><td>2. Section 10, Certificate of attendance of non-compulsory RFP Briefing, are bidders required to fill in this form and have it signed by TNPA?</td><td> - The bidders are required to complete section 10 of the <i>Certificate of attendance of non-compulsory RFP Briefing</i> with the details of the representative(s) that attended the briefing, then sign the form and submit with their bid. - TNPA will not be signing Section 10: <i>Certificate of attendance of non-compulsory RFP Briefing</i>, however, check attendance using the online register. </td></tr><tr><td>3. What is the estimated project start date to be utilized for the scheduling purposes?</td><td> - The <u>estimated</u> project start date is 1st of September 2025. </td></tr></table>	Questions	Answers	1. What types of past studies will be provided to do this study?	- The available past studies are: feasibility Study, business case that was conducted by the Northern Cape Provincial government and Department of Transport, as well as the Commodity mix analysis Report, which will be shared with the awarded bidder. - The bidders should note that these reports are outdated and do not contain the latest information, hence the need for this market research study, so to obtain updated reports reflecting the current market status.	2. Section 10, Certificate of attendance of non-compulsory RFP Briefing, are bidders required to fill in this form and have it signed by TNPA?	- The bidders are required to complete section 10 of the <i>Certificate of attendance of non-compulsory RFP Briefing</i> with the details of the representative(s) that attended the briefing, then sign the form and submit with their bid. - TNPA will not be signing Section 10: <i>Certificate of attendance of non-compulsory RFP Briefing</i>, however, check attendance using the online register.	3. What is the estimated project start date to be utilized for the scheduling purposes?	The <u>estimated</u> project start date is 1st of September 2025.	
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	4. Would it be acceptable to add a line in the pricing schedule for DM under disbursements?	• Bidders are required to price according to the published pricing and delivery schedule issued.	
	5. Has TNPA consulted commercial partners/ stakeholders in relation to this project. Is Sasol still a major partner on this project and have they been consulted?	• The commercial stakeholders involved have been consulted in regard to the Boegoebaai Port and Rail Development, including the mining houses. • Sasol remains one of the critical stakeholders in the overall green hydrogen programme.	
	6. In terms of the EME/QSE preference points, is the assumption that it doesn't mean subconsultant correct?	• The Specific goals requirement for EME or QSE 51% Black Owned business is referring to the bidding entity and not subcontracting.	
	7. In terms of <i>C1) Essential Returnable Documents: Proposed Key Resources</i> table, is it acceptable to reproduce it, so to type in the information or do you want this as part of the document and written in by hand?	• Bidders are allowed to type in section C1 as provided in the RFP document and not utilize a different template.	



Supported by Chairperson: Zandile Mhlongo
Commodity Specialist

Date: 10 June 2025