

TRANSNET NATIONAL PORTS AUTHORITY

SUBJECT	COMPULSORY BRIEFING MEETING
TITLE	TNPA/2024/02/0033/55398/RFP: DESIGN (INCLUDING ENVIRONMENTAL PERMITTING), BUILD, INSTALL, TEST AND COMMISSION OF A 3 MW SOLAR PV PLANT THAT INCLUDES 1.5 MWH BATTERY ENERGY STORAGE SYSTEM FOR A PERIOD OF 7 YEARS (2 YEARS FOR CONSTRUCTION & 5 YEARS FOR OPERATIONS AND MAINTENANCE) AT THE PORT OF EAST LONDON.
VENUE	TNPA EMD BUILDING, PORT OF EAST LONDON
DATE	20 AUGUST 2024
TIME	10:00

ITEM	DESCRIPTION	
1.	Opening and Welcome	Phelokazi Madaki (PM)
	PM welcomed all present to the compulsory briefing session and emphasized the importance of completing the attendance register.	
2.	Safety Briefing / Evacuation Procedure	Siphokazi Masondo(SM)
	SM conducted the safety briefing.	
3.	In Attendance	All
	All present were instructed to ensure that they complete the attendance register clearly as a roll call will not be done. (See attached attendance register)	
4.	Introductions	Phelokazi Madaki
	PM introduced herself and her role in the project and further gave an opportunity to the project team to introduce themselves and the role they will be playing in the procurement event.	

ITEM	DESCRIPTION	
5.	Project Background and Scope of Works	Amanda Makgoga (AM)
	AM took all in attendance through the scope of works and project background. (See attached presentation)	
6.	Tendering Process & Tender Evaluation Procedure	Phelokazi Madaki (PM)
	PM gave a detailed overview of the stages of evaluation that each Tenderer will undergo during the tender evaluations. (see attached presentation)	
7.	Technical Evaluation/Functionality	Project Team
	The Project Team gave a detailed overview of the technical criteria's set and encouraged Tenderers to ensure that they pay attention to the set scoring guide in order to maximise the opportunity to score higher points. (see attached presentation)	
8.	Specific Goals	Salathiso Xoxo (SX)
	SX presented on the applicable specific goals and evidence to be submitted for claiming preference points for each specific goal in this tender. He further demonstrated the indicators that the Supplier Development team looks at when evaluating a Tenderers BBBEEE valid certificate or Sworn Affidavit. (see attached presentation). Tenderers were advised to ensure that if 3 rd parties are involved in acquiring the companies BBBEE they ensure compliance of their certificates as per the presentation.	
9.	Activity Schedule AM took the tenderers through the activity schedule and emphasised that the schedule serves as a guideline only and Tenderers can split or combine activities to suit their method. It was further mentioned that Tenderers should note that the provisional sums are not that of the Contractor but that of Transnet. However, on the activity schedule the total to be carried over to the form of offer should include the line provided for provisional sums. It was further emphasised that Tenderers must not be confused with the inclusion of this amount as this amount is included in a contract for work that is foreseen but cannot be specified at the time of the formation of the contract and therefore cannot belong to the Contractor but is that of the Employer.	Amanda Makgoga (AM)

ITEM	DESCRIPTION	
10.	Tender Data & Returnable Schedules	Phelokazi Madaki (PM)
	PM took the potential Bidders through the list of mandatory returnable documents, returnable documents used for scoring and essential returnable documents. She further emphasized that failure to submit any mandatory documents will deem a Tenderers bid as non-responsive. (see attached presentation)	
11.	Contract Data	Sandile Zondi (SZ)
	PM briefly explained that the form of contract to be used for this RFP is NEC ECC with option A. Tenderers are encouraged to go through the contract and should they require any further clarity they should send this via the enquiries email address (See attached presentation)	
12.	Recap/Conclusion	Phelokazi Madaki
	PM highlighted all that is required for a successful bid and urged Tenderers to be cognisance of the closing date and not to wait up until the last minute to upload their bids.	
13.	Questions and Answers	All
	See attached Annexure for list of questions and responses	
14.	Site Walk	All
	All interested were invited to the non-compulsory site walk.	



Phelokazi Madaki
Commodity Specialist
For and on behalf of Transnet National Ports Authority (An operation division of Transnet SOC Limited)