

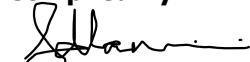
SUBJECT	Minutes of Tender Clarification Meeting
TITLE	TNPA/2025/04/0019/94538/RFP-THE RENOVATIONS TO MARINE SERVICES MESS AND ABLUTION REFURBISHMENT BUILDING AT POINT PRECINCT IN THE PORT OF DURBAN FOR A PERIOD OF SIX (6) MONTHS
MEETING NO.	001
VENUE	223 Maydon Road, Maydon Wharf, Durban
DATE	28 August 2025 @ 10:00
ATTENDEES	Hlengiwe Dlamini Thabisile Ndlovu Nokusa Mkhwanazi Kholeka Mazibuko Lwanda Mdontswa Anovuyo Majubana Mpilo Maghashalala Nkosingiphle Majola Tsepo Moloi Salathiso Xoxo Mbalenhle Gwala
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
1.	OPENING	
1.1	Welcome & Introductions	Hlengiwe
1.2	Evacuation & Safety Topic presented	Tsepo
2.	COMMERCIAL	
2.1	Communications: attendance register should be completed, and writing should be legible especially the email address as all information would be relayed on it. All attendees have familiarized themselves with the RFP document as well as the scope of work. The closing date for clarifications is on the 08 September 2025 at 16:00 . Only Bids that are submitted via E-Tender portal will be accepted	Hlengiwe
2.2	Tender Returnable Schedule: The returnable schedules discussed, and emphasis placed on the thorough completion of the documentation requested.	Contractor
2.3	Eligibility Criteria: Tenders will only be accepted if: <ul style="list-style-type: none"> Eligibility with regards to Test for Administrative and substantive Responsiveness Representative of the entity attends a compulsory briefing session. Only those tenderers registered with CIDB and have a grading of 4GB or higher or 4CE or higher are eligible to be evaluated. Account to be "Active". NB: Failure to comply with the above stipulated pre-qualification criteria will lead to bidders being disqualified and not evaluated further.	Contractor

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
	<ul style="list-style-type: none"> In the event of tenderers forming a Joint Venture, all members are required to be registered with CIDB in order to be evaluated and are required to provide an Incorporated BBBEE Certificate. Bidders were informed to submit B-BBEE certificates or Sworn Affidavits in order to be allocated points and all other evidence required for specific goals. Failure to do so will amount to a score of "0" when it comes to preference points. Bidders to submit Tax documents with their submissions so as to allow Transnet to verify tax compliance (Tax Pin to be valid). Latest three years audited financial statements should also be submitted with the bid. If an addendum is sent to the bidders, bidders need to acknowledge receipt of the addendum and make note on the schedule of the addenda. Bidders were informed of the new electronic tender submission system and must therefore familiarize themselves and were also encouraged to submit their offers on time to avoid last-minute challenges, preferably the day before closing date. 	
2.4	<p>Contract Data Part I – Data provided by the Employer: Explained to all present.</p> <p>Bidders were also advised to take note of the specific clauses in the contract data, for example, Changes in the Law (X2), the delay damages (X7) which is R1 660 per day, and the retention clause (X16) which is 10% on certified payments as these clauses are important.</p>	All
2.5	Contract Data Part II – Data provided by the Contractor: Contractors to ensure that all the required information is completed in full, CV's of Key Personnel to be attached.	Contractor
2.6	Tender Closing date and time is 16 September 2025 by 14:00 via the Transnet e-Tender Submission Portal.	Note
2.7	Tender Validity: the validity period of bids is 12 weeks from the closing date.	
2.8	<p>The 80/20 and 90/10 preference system for requirements and the following specific goals will apply for this project:</p> <ul style="list-style-type: none"> - B_BBEE status level of contributor 1 or 2 - 30% Black women owned entities - EME or QSE 51% Black owned entities - Non-Compliant and/or B-BBEE Level 3-8 contributors - 0 points <p>(*All BBBEE Certificates will be authenticated with the verifying Agencies)</p> <p>The 80/20 and 90/10 preference point system was explained to bidders. All evidence and supporting documentation required was outlined for appropriate scoring.</p>	
3.	WORKS INFORMATION	
	<p>A project outline and scope presented by Project Manager.</p> <p>The Project Manager explained in detail the nature of the project scope and its deliverables. Should bidders have further clarification on the scope and pricing, they need to forward an email and highlight the nature of their query, the project managers will then look at the query and respond to the Procurement office who will then communicate with bidders accordingly within the timeframe allocated.</p>	

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
	<p>The following needs to be noted with regards to Works Information:</p> <ul style="list-style-type: none"> • Due to previous experiences the project manager prefers the site owner to fully own the site and supply the park homes. • The project manager highlighted that the park homes should be six (6) meters by three (3) meters (6m x 3m). • The rental cost of the park homes should cover the full period of the contract period. 	
4.	QUESTIONS AND ANSWERS	
	<ul style="list-style-type: none"> - Can work be conducted after office hours: That may be negotiable once the contractor is awarded, but bidders must submit prices based on normal working hours. 	
5.	CLOSING	
	The meeting closed at 10:56 and certificates of attendance were signed off, and thereafter bidders proceeded to the site for site inspection.	

Compiled By:



Hlengiwe Dlamini (Contract Specialist)
Transnet National Ports Authority

Reviewed By:



Nokusa Mkhwanazi (Project Manager)
Transnet National Ports Authority