

TRANSNET NATIONAL PORTS AUTHORITY

TENDER NUMBER: TNPA/2023/02/0009/22520/RFP

DESCRIPTION OF THE WORKS: ALTERATIONS AND PARTITIONING OF THE eMENDI BUILDING INCLUDING DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF ELECTRICAL, MECHANICAL, CIVIL & STRUCTURAL ENGINEERING WORKS AT THE PORT OF NGQURA



**Transnet National Ports Authority,
a division of**

**TRANSNET SOC LIMITED
(Reg. No. 1990/000900/30)**

Prepared by:

Mpho Mohapi

Date

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Briefing Session Minutes

TRANSNET NATIONAL PORTS AUTHORITY**TENDER NUMBER: TNPA/2023/02/0009/22520/RFP****DESCRIPTION OF THE WORKS: ALTERATIONS AND PARTITIONING OF THE eMENDI BUILDING INCLUDING DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF ELECTRICAL, MECHANICAL, CIVIL & STRUCTURAL ENGINEERING WORKS AT THE PORT OF NGQURA****TRANSNET NATIONAL PORTS AUTHORITY****TENDER TNPA/2023/02/0009/22520/RFP****MINUTES OF COMPULSORY BRIEFING SESSION HELD AT eLWANDLE BOARDROOM/
RECREATIONAL FACILITY AT THE PORT OF NGQURA FROM 10H00 ON 22 MARCH 2023**

ITEM	DESCRIPTION	
1.0	Opening and welcoming	Mpho Mohapi
	<ul style="list-style-type: none"> Mpho welcomed all present. All Transnet/TNPA representatives were allowed to introduce themselves 	
2.0	Attendance register	All
	<ul style="list-style-type: none"> Refer to Attached Attendance List 	
3.0	House rules	Mpho Mohapi
	<ul style="list-style-type: none"> Late comers will be allowed, but nothing will be repeated to accommodate them; Questions will be allowed after every section of the presentation. The meeting is recorded for the purpose of taking minutes. All questions raised must be followed with an email and the closing date for clarification of queries is on 03 April 2023 16:00pm. No clarifications will be accepted after this date. Questions to be followed-up by email to Mpho.mohapi@transnet.net 	
4.0	Overview of the tender documents	Mpho Mohapi
	<ul style="list-style-type: none"> Mpho gave a brief overview of the RFP requirements with emphasis on the following important dates (Refer to SCM Presentation attached hereto) <ul style="list-style-type: none"> Closing Date: 16h00 on 11 April 2023 Tender Validity Period: 12 Weeks Procedure for evaluating responsive tenders: <ul style="list-style-type: none"> Competitive selection and competitive negotiation procedures Quality - Minimum Threshold 60% Financial 80 and Preference 20 <u>No late tenders will be accepted by the system.</u> 	
4.1	Commercial Questions	
	<p>Question: May TNPA be able to provide the pricing Schedule in excel format?</p> <p>Answer: Yes, however the pricing schedule required for tendering purposes is the one combined with the RFP document in PDF.</p>	

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ITEM	DESCRIPTION	
5.0	Background on Project and Executive Summary Information	Khethelo Mhlanga
	<ul style="list-style-type: none"> • Khethelo Mhlanga gave a brief overview of the Background on Project and Executive Summary Information 	
6.0	Project Overview	Khethelo Mhlanga
	<ul style="list-style-type: none"> • Khethelo Mhlanga gave a brief overview of the project as a whole and technical information and project scope requirements contained in the RFP with the emphasis on the following: <ul style="list-style-type: none"> ○ Background on Project and Executive Summary Information; ○ Works Information; Design requirements for Civi & Structural; Mechanical and Eletrical works. 	
7.0	Technical/ Functionality	Mpho Mohapi
	<ul style="list-style-type: none"> • Technical Team presented the technical information and project scope requirements contained in the RFP with the emphasis on the following: <ul style="list-style-type: none"> ○ T2.2-03 Previous experience Tenderer to refer to RFP Functionality Criteria and T2.2-03 evaluation schedule for more information. ○ T2.2-04 Project Organogram, Management & CV's Tenderer to refer to RFP Functionality Criteria and T2.2-04 evaluation schedule for more information. ○ T2.2-05 Method Statement Tenderer to refer to RFP Functionality Criteria and T2.2-05 evaluation schedule for more information. ○ T2.2-06 Programme Tenderer to refer to RFP Functionality Criteria and T2.2-06 evaluation schedule for more information. ○ T2.2-07 Quality Management Tenderer to refer to RFP Functionality Criteria and T2.2-07 evaluation schedule for more information. ○ T2.2-08 Environmental Tenderer to refer to RFP Functionality Criteria and T2.2-08 evaluation schedule for more information. ○ 6.7 T2.2-09 Health and Safety 	<p>Khethelo Mhlanga</p> <p>Khethelo Mhlanga</p> <p>Khethelo Mhlanga</p> <p>Sindiswa Tunzi</p> <p>Babalwa Petse</p> <p>Motlatso Molapo</p> <p>Sharifa Ahmed</p>

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	Tenderer to refer to RFP Functionality Criteria and T2.2-09 evaluation schedule for more information.	
7.1	Technical Questions	Nompilo Fakude
	<p><u>QUESTION:</u></p> <p>Question: Is Construction Manager and Project Manager required full-time on site?</p> <p>Answer: Yes</p> <p>Question: Do bidders allowed to outsource Professional Engineers from consulting companies?</p> <p>Answer: Yes, tenderers to ensure that, the outsourced resource meet the requirements of the bid and also provide engagement letters.</p> <p>Question: Is Risk assessments required?</p> <p>Answer: Yes, as part of the Health and Safety.</p>	
	Dates for Site Inspection	
	Louwrens Du Plessis gave a brief Site inspection overview of the project as a whole and took bidders to site:	Louwrens Du Plessis
9.0	Closing	Mpho Mohapi
	<p>Closing remarks:</p> <ul style="list-style-type: none"> Bidders were asked to submit questions via (email) for official, documented responses. A vote of thanks was given to the bidders for attending and responding to the request. 	
10.0	Site visit	All
11.0	Attachments	
	<p>(i) SCM Presentation (Overview of Tender document);</p> <p>(ii) Guide for bidders register on Etender Portal</p>	

Mpho Mohapi



Date 05 April 2023