

Tender Number: TNPA/2024/03/0013/60875/RFQ

Description of the Works: For the appointment of professional service provider to conduct Heritage Impact A for the Culemborg Project in the Port of Cape for a Period of Six (6) Months.



<b>SUBJECT</b>	Minutes of Tender Clarification Meeting											
<b>TENDER NO.</b>	TNPA/2024/03/0013/60875/RFQ											
<b>TITLE</b>	<b>FOR THE: APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT HERITAGE IMPACT ASSESSMENT STUDY FOR THE CULEMBORG PROJECT IN THE PORT OF CAPE FOR A PERIOD OF SIX (6) MONTHS.</b>											
<b>MEETING NO.</b>	001											
<b>VENUE</b>	<b>HUMAN RESOURCE BOARDROOM, HR &amp; PROCUREMENT BUILDING, SOUTH ARM ROAD, PORT OF CAPE TOWN</b>											
<b>DATE</b>	Friday, 26 April 2024 at 10:00 am											
<b>ADDITIONAL DISTRIBUTION</b>	T2.2-01: Certificate of Attendance at Tender Clarification Meeting											
<b>MINUTE</b>	<b>DESCRIPTION OF DISCUSSION</b>	<b>ACTION</b>										
<b>1</b>	<b>OPENING</b>											
1.1	<b>Welcome &amp; Introductions</b> - Everybody was welcomed by Taetsi Matlhong and briefly gave introduction of the project at hand.	Taetsi										
1.2	The attendance register was completed by all present at the briefing.	All										
<b>2</b>	<b>COMMUNICATION</b>											
2.1	Bidders may only communicate with Taetsi Matlhong for this project until the tender closes. Gift Maldi and the technical team will address all technical issues and queries through Taetsi Matlhong via email – <a href="mailto:taetsi.matlhong@transnet.net">taetsi.matlhong@transnet.net</a>	All										
<b>3</b>	<b>EVALUATION</b>											
3.1	<p><b>Stage One - Eligibility with regards to attendance at the compulsory clarification meeting:</b></p> <p><b>Step One: Test for Administrative Responsiveness</b></p> <table border="1"> <thead> <tr> <th>Administrative responsiveness check</th> <th>RFQ Reference</th> </tr> </thead> <tbody> <tr> <td>• Whether the Bid has been lodged on time</td> <td></td> </tr> <tr> <td>• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</td> <td><i>Part T2</i></td> </tr> <tr> <td>• Verify the validity of all returnable documents</td> <td><i>Part T2</i></td> </tr> <tr> <td>• Verify if the Bid document has been duly signed by the authorised respondent</td> <td><i>All sections</i></td> </tr> </tbody> </table>	Administrative responsiveness check	RFQ Reference	• Whether the Bid has been lodged on time		• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	<i>Part T2</i>	• Verify the validity of all returnable documents	<i>Part T2</i>	• Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>	Bidders
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	<p><b>Step Two: Test For Substantive Responsiveness To RFQ</b>                      The test for substantive responsiveness to this RFQ will include the following:</p> <table border="1" data-bbox="320 443 1248 981"> <thead> <tr> <th data-bbox="320 443 1019 501">Check for substantive responsiveness</th> <th data-bbox="1019 443 1248 501">RFQ Reference</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 501 1019 589"> <ul style="list-style-type: none"> <li>Whether any general and legislation qualification criteria set by Transnet, have been met.</li> </ul> </td> <td data-bbox="1019 501 1248 589"> <i>All sections</i> </td> </tr> <tr> <td data-bbox="320 589 1019 676"> <ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer</li> </ul> </td> <td data-bbox="1019 589 1248 676"> <i>C2.2 Pricing Schedule</i> </td> </tr> <tr> <td data-bbox="320 676 1019 763"> <ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul> </td> <td data-bbox="1019 676 1248 763"> <i>Part C3</i> </td> </tr> <tr> <td data-bbox="320 763 1019 981"> <ul style="list-style-type: none"> <li>Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows:  <b>T2.2-01 Certificate of Attendance at Tender Clarification Meeting</b></li> </ul> </td> <td data-bbox="1019 763 1248 981"> <i>T2.2-01</i> </td> </tr> </tbody> </table> <p><b><i>Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.</i></b></p>	Check for substantive responsiveness	RFQ Reference	<ul style="list-style-type: none"> <li>Whether any general and legislation qualification criteria set by Transnet, have been met.</li> </ul>	<i>All sections</i>	<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer</li> </ul>	<i>C2.2 Pricing Schedule</i>	<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>	<i>Part C3</i>	<ul style="list-style-type: none"> <li>Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows:  <b>T2.2-01 Certificate of Attendance at Tender Clarification Meeting</b></li> </ul>	<i>T2.2-01</i>	
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<p>3.3</p>	<p><b>Stage Three - Functionality:</b>                      Only those tenderers who obtain the minimum qualifying score for functionality will be evaluated further in terms of price and the applicable preference point system. The minimum qualifying for score for functionality is <b>60.00 points</b>.</p> <p><b>Any tenderer that fails to meet the stipulated Functionality criteria will be regarded as an unacceptable tender.</b></p> <p><b>Stage Four – Functionality (Technical Evaluation)</b></p> <ul style="list-style-type: none"> <li>T2.2-02: Evaluation Schedule: Previous Experience <b>30 Points</b></li> <li>T2.2-03 Management &amp; CVs of Key Persons - <b>30 Points</b></li> <li>T2.2-04 Method Statement / Approach Paper - <b>40 Points</b></li> </ul> <p>Minimum qualifying score is <b>60.00 Points</b>.</p> <p><b>Any tenderer that fails to obtain the minimum qualifying score for functionality will be regarded as unacceptable tenderer.</b></p>	<p>Bidders</p>										

**TRANSNET NATIONAL PORTS AUTHORITY (TNPA)****Tender Number:** TNPA/2024/03/0013/60875/RFQ**Description of the Works:** For the appointment of professional service provider to conduct Heritage Impact Assessment Study for the Culemborg Project in the Port of Cape for a Period of Six (6) Months.

<b>MINUTE</b>	<b>DESCRIPTION OF DISCUSSION</b>	<b>ACTION</b>
3.4	The tenderer is required to submit with his tender: 1. A valid Tax Clearance Certificate issued by the South African Revenue Services. Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status. 2. A valid B-BBEE Certificate from a Verification Agency accredited by the South African Accreditation System [SANAS], or a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership or more together with the tender; 3. A valid CIDB certificate in the correct designated grading; 4. Proof of registration on the Central Supplier Database; 5. Letter of Good Standing with the Workmen's compensation fund by the tendering entity or separate Letters of Good Standing from all members of a newly constituted JV.	Bidders
3.5	<b>Tender Notice and Invitation to tender:</b> - The closing date and time of the tender is Wednesday, 08 May 2024 at 16:00 via Transnet e-tender portal.	Bidders
3.6	<b>Contract Data Part I</b> – Data provided by the Employer.	Taetsi
3.7	<b>Contract Data Part II</b> – Data provided by the Contractor: Contractors to ensure that all the required information is completed in full.	Bidders
3.8	<b>Cut-off date for questions:</b> Tuesday, 02 April 2024 at 16:00. No questions or queries received after the cut-off date will be attended to.	Bidders
3.9	<b>Bid Closing Date:</b> The Completed tender document via Transnet e-tender portal on Wednesday, 08 May 2024 by 16:00 and <b>no late tenders will be accepted.</b>	Bidders
<b>4</b>	<b>WORKS INFORMATION</b>	
4.1	Jabulani Maluleke presented the technical part of the tender.	All
<b>5</b>	<b>QUESTIONS AND ANSWERS</b>	
5.1	<b>Question 1:</b> Could you please confirm if there is a defined timeframe for the acceptance of reference letters? <b>Answer 1:</b> As an employer, we welcome all reference letters and work completion certificates irrespective of the timeframe in which the work was completed, as long as they are relevant to the required scope of work.	All

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	<p><b>Question 2:</b> Would Transnet NPA accept appointment letters as part of the tender documentation?</p> <p><b>Answer 2:</b> Transnet NPA acknowledges that reference letters and work completion certificates serve as valuable evidence of tenderers' experience. Therefore, we accept these documents as part of the tendering process to assess the relevant experience of applicants.</p> <p><b>Question 3:</b> Given that APHP and ASAPA are voluntary organizations rather than statutory councils or licensing bodies, can you explain why their certification/registrations are deemed necessary for HAP and PM positions?</p> <p><b>Answer 3:</b> We've duly noted the requirement regarding the certification/registrations with APHP or ASAPA for HAP and PM positions. We apologize for any inconvenience this may have caused and acknowledge the importance of ensuring fairness in the tendering process. To address this concern, we will promptly issue an addendum to make the tendering process equitable for all tenderers.</p> <p><b>Question 4:</b> In reviewing the tender document, I observed that there's no mention of the requirement for a professional indemnity form. However, it's common practice for individuals performing this type of service to have such a form. Could you provide clarification on this matter?</p> <p><b>Answer 4:</b> As Transnet NPA, we emphasize that the successful contractor will bear responsibility if the objectives of our organization are not met. We appreciate your attention to this matter.</p> <p><b>Question 5:</b> Will the site be preserved during the heritage impact assessment study?</p> <p><b>Answer 5:</b> Yes, the site will be preserved during the heritage impact assessment study. However, it's important to note that there are currently tenants occupying the site.</p>	

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	<p><b>Question 6:</b> Which other types of studies have been conducted or are currently being conducted besides the heritage impact assessment study?</p> <p><b>Answer 6:</b> Environmental Screening, Soil Assessment and Strategic Environmental Assessment was conducted for the port which included the Culemborg Site.</p> <p><b>Question 7:</b> What specific aspects are we assessing for in this project?</p> <p><b>Answer 7:</b> Aspects that are in line with Section 38 of the National heritage Resource Act, Act No 25 of 1998. The current infrastructure will be removed, and new common user infrastructure will be developed. Top structure buildings of industrial nature will be built.</p> <p><b>Question 8:</b> In light of the typical closures in December for many companies, may I inquire about the project's timeline, considering its relatively short duration?</p> <p><b>Answer 8:</b> Thank you for your inquiry. We have taken into consideration the potential impact of December closures, and as a result, the duration of the contract will be extended to 10 months just to cover any unforeseen events, however the work must be completed in six (6) months.</p> <p><b>Question 9:</b> What factors contributed to the decision not to undertake this significant project in a single phase?</p> <p><b>Answer 9:</b> Our aim as a state entity is to create more opportunities and maximize the benefits of this project for all stakeholders involved. Therefore, breaking it into multiple phases allows for greater participation and involvement, ultimately leading to broader economic and social benefits.</p>	
<b>6.</b>	<b>ADDENDUMS</b>	
	<p><b>Addendum No. 1</b></p> <p>Exclusion of A valid proof of certified copy of professional certification/registrations: Association of Professional Heritage Practitioners (APHP) or Association of Southern African Professional Archaeologists (ASAPA) for HAP and PM is to be excluded from the T2.2-03: Evaluation Schedule: Management &amp; CVs of Key persons.</p>	All

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<b>7.</b>	<b>CLOSING</b>	
7.1	Signing of the Attendance register and the Certificate of Attendance, T2.2-01: Certificate of Attendance at Tender Clarification Meeting	All

**Prepared By:**



**Name:** Taetsi Matlhong

**Date:** 29 April 2024

**Department:** Procurement

**Transnet TNPA\_Port of Cape Town**

**Accepted By:**



**Name:** Jabulani Maluleke

**Date:** 29/04/2024

**Department:** Environment Planning & Mngt

**Transnet TNPA\_Port of Cape Town**