

ADDENDUM 2: MINUTES OF THE NON-COMPULSORY BRIEFING SESSION

MEETING	Tender Briefing Session
SUBJECT	ASSESSMENT, REPAIR AND PROVISION OF CERTIFICATE OF COMPLIANCE (SANS 10142) FOR VARIOUS BUILDINGS AT THE PORT OF EAST LONDON FOR A PERIOD OF SIX (6) MONTHS
RFP NO.	TNPA/2025/09/0010/107269/RFQ
VENUE /PLATFORM	Virtual - MS TEAMS
DATE & TIME	03 Octobe 2025, 10h00
CHAIRPERSON	Noko Molokomme

1 OPENING & INTRODUCTIONS

- 1.1 The chairperson, Mr Noko Molokomme, welcomed all in attendance
- 1.2 The following attendees were introduced from Transnet team:

Name	Role
Noko Molokomme	Procurement
Siphokazi Mpetshwa	Project Manager
Thandiswa Mbanzi	SHEQ Practitioner
Samila Ntaba	Intern
Mxolisi Qose	Technical Supervisor

2 BACKGROUND SCOPE OF WORKS

Siphokazi outlined the background and scope of the tender for assessment, repairs, and certification of electrical installations at the Port of East London, specifying the number of distribution boards (DBs), compliance requirements, and the project's six-month duration.

- **Project Background and Rationale:** Siphokazi explained that the project was initiated due to audit findings indicating that many buildings at the Port of East London either lacked certificates of compliance (COCs) or had outdated ones. The current phase is a continuation from the previous contract, targeting the remaining buildings.
- **Scope of Work Details:** The scope includes comprehensive testing, inspection, repairs, and certification of electrical installations in 40 distribution boards across various buildings, including port control, admin, marine, dry dock areas, substations, and security huts. Contractors must comply with SANS 10142 and OSH Act 1993.
- **Contractor Responsibilities:** Contractors are required to conduct tests, provide and test earth spikes, generate and submit circuit diagrams, label DBs, draft detailed reports of faults, and include certified copies of relevant personnel's wireman's licences. All repairs must be approved by the project manager or electrical department.

- **Health and Safety Requirements:** Contractors must submit a comprehensive health and safety plan, maintain a safety file, undergo TNPA induction (which is free), and comply fully with all safety regulations. The safety file must be approved before work commences.
- **Bill of Quantities and Pricing:** The bill of quantities includes provisions for PPE, safety files, single line diagrams, assessment and repair of electrical wiring, COC issuance, and a provisional sum of R200,000 for unforeseen repairs. Contractors must include all relevant costs in their pricing schedules.

3 PRESENTATION OF RFP & ANNEXURES

Noko detailed the RFQ submission process, including deadlines, online submission instructions, and the multi-stage evaluation methodology, covering administrative, technical, and pricing criteria, with input from Siphokazi and Thandiswa.

- **Submission Instructions and Deadlines:** The RFQ was issued on 23 September and closes on 10 October at 16:00. Submissions must be made electronically via the specified website, and large files can be split for upload. Late submissions will not be accepted.
- **Evaluation Methodology Overview:** The evaluation consists of several stages: administrative and substantive responsiveness (checking document completion and validity), technical evaluation (experience, methodology, health and safety), and finally, price and specific goals. A minimum technical threshold of 66.67 points is required to proceed.
- **Technical Evaluation Criteria:** Technical evaluation covers company and key personnel experience (with reference letters and CVs), methodology (detailed explanation of testing, repairs, and compliance), and health and safety (submission of plans and risk assessments). Scoring is based on completeness and relevance of submissions.
- **Mandatory and Essential Documents:** Mandatory documents include the pricing schedule and technical response. Essential documents may be requested post-submission with a set deadline. Failure to submit mandatory documents results in disqualification, and failure to submit essential documents within set dead line will result in disqualification.

4 Clarifications and Responses to Bidder Questions:

Noko, Siphokazi, and the team addressed multiple questions from bidders, clarifying site visit arrangements, DB specifications, reference letter requirements, site establishment, working hours, and the inclusion of travel and accommodation costs in the pricing schedule.

- **Site Visits and Technical Information:** Siphokazi confirmed that bidders can arrange site visits to gather information on DB sizes, breaker capacities, and other technical details, as this information is not currently available in documentation. Single line diagrams are also unavailable due to the lack of existing COCs.

- **Reference Letters and Experience Validation:** Reference letters of any value are acceptable as long as they demonstrate relevant work. Multiple POs from the same client are valid if they cover the required scope. Letters must detail the activities performed, including COC issuance.
- **Site Establishment and Meetings:** No formal site establishment is required as the project is not a capital project. Monthly or ad hoc technical meetings can be arranged as needed, including via email or during site execution.
- **Working Hours and Downtime:** Most work is expected to be done during normal business hours, with only a few DBs potentially requiring after-hours or weekend work. The team will notify building occupants and coordinate schedules to minimise disruption.
- **Travel and Accommodation Costs:** Following bidder concerns, Noko and Siphokazi agreed to discuss with colleagues the inclusion of a line item or provisional sum for travel and accommodation in the pricing schedule. Bidders can enter '0' if not applicable to them.

5 Addenda, Communication, and Next Steps: Noko outlined the process for issuing addenda, sharing minutes and updates via email and the tender portal, and encouraged participants to provide their contact details for direct communication regarding any changes or clarifications.

- **Addenda and Amendments:** Any changes, especially regarding the pricing schedule or BOQ, will be published as addenda on the tender portal and emailed directly to meeting attendees who provide their contact details.
- Noko will share the meeting minutes, including all questions and answers, with participants via email and ensure that all updates are also available on the public tender portal for transparency.

General Discussions:

- **Site Visit Arrangements:** Arrange site visits for contractors to collect information on DB sizes, breaker capacities, and other technical details required for tender pricing. (Siphokazi)
- **BOQ and Pricing Schedule Amendment:** Discuss with colleagues the inclusion of an additional line item or provisional sum for accommodation and travel expenses in the BOQ and update the pricing schedule accordingly.
- **BOQ and Pricing Schedule Amendment:** Issue an addendum to the pricing schedule reflecting the changes regarding travel and accommodation costs and communicate this to all attendees and publish on the eTender portal.
- **Distribution of Meeting Outcomes:** Send the meeting minutes, including Q&A and the main addendum affecting the RFQ, directly to attendees via email in addition to publishing on the eTender portal.

Compiled by:

Noko Molokomme

Chairperson BPEC

Date: 03/10/2025