

ANNEXURE A

COMPULSORY BRIEFING SESSION

TPT/2022/08/0688/9421/RFP

THE DESIGN, MANUFACTURE, DELIVERY, ERECT, TESTING, COMMISSIONING AND ASSET LIFECYCLE MANAGEMENT (ALCM) SUPPORT FOR CONTAINER AND BREAKBULK HANDLING EQUIPMENT FOR A PERIOD OF 10 (TEN) YEARS (AQUISITION) AND UP TO 20 (UP TO TWENTY) YEARS (ALCM) FOR TRANSNET SOC LTD (REG.NO.1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS, (HEREINAFTER REFERRED TO AS "TPT")

Date:	14 February 2023
Time	10h00
Location	Microsoft Teams
Chairperson	Sibongile Dlamini
Attendance Register	
Transnet – (Transnet Port Terminals & Transnet Engineering)	
Thandi Sabelo (TS)	
Mbaliyethu Ntuli (MN)	
Sibongile Dlamini (SD)	
Sindile Mxunyelwa (SM)	
Previn Govender (PG)	
Jessendran Pillay (JP)	
Dean Moodley (DM)	
Sikhonzele Gqaleni (SG)	
Mawande Gogela (MG)	
Ntombi Twala (NT)	
Sharne Motala (SM)	
Tshwanelo Zack Tswai (TZT)	
TIA	
Ntuthuko Msane (NM)	

NOTES

1. Welcome and Introduction

(TS) welcomed and thanked everyone for attending the briefing session meeting. (TS) requested that everyone introduce themselves and indicate which company they are from. (TS) shared a safety brief and requested that we all observe safety measures in our respected areas.

Prior to the business of the day a value was shared by one of the bidders.

Value: Integrity

Quality of being honest and having strong moral principles which should underline tender processes. The economic climate requires that we conduct ourselves with integrity and strong moral principles.

A brief background of the project was shared.

(TS) also highlighted one of the biggest challenges to the project, where we initially had a closing date of 17 May 2023 which has since changed to 31 March. (TS) requested that by a show of hands the bidders indicate whether they have seen the Addendum to this effect. An affirmative reaction was received to the question raised.

(TS) granted the bidders an opportunity to comment around the change of date. One bidder expressed how shocking the change in date was and further asked whether the date was firm or can still be negotiated. (TS) noted the concern and question raised and indicated that a communication would be sent out to all bidders after deliberations within TPT have taken place.

(TS) handed over to (SD) for the commencement of the briefing session.

2. Agenda

<i>Agenda Point</i>	<i>Allotted Time</i>	<i>Presenter</i>
Welcome and introduction	10 minutes	Thandi Sabelo
Session rules of engagement	5 minutes	Thandi Sabelo
Attendance Register	5 minutes	Sibongile Dlamini
Contents of RFP & Addendums Issued	10 minutes	Sibongile Dlamini
Supplier Development	20 minutes	Sikhonzele Gqaleni
Technical Scope & Requirements	4 hours minutes	Jessendran Pillay
Questions and Closing	10 minutes	Sibongile Dlamini

3. Session Rules of Engagement

SD pointed out that this briefing session is a compulsory briefing session and bidders are required to remain for the entire duration of the briefing session, as important information pertaining to the RFP will be presented.

(SD) noted that the session is being voice recorded, attendees are requested to switch off the camera and keep the microphone on mute unless they are given an opportunity to speak.

All questions will be recorded, and the answers will be consolidated and forwarded to all bidders whose attendance has been confirmed by TPT. Therefore, any additional clarification questions hereafter will only be accepted by TPT until 12h00 on Wednesday, 1st March 2023. Responses to clarification questions will be loaded onto the e-tender portal and on the TPT tender's website.

All communication after this briefing session must only be directed to Sibongile Dlamini sibongile.dlamini2@transnet.net.

A copy of this presentation will be loaded onto the e-tender portal and on the TPT tenders website.

4. Attendance Register

(SD) requested that bidders send their name, surname, the company they are representing, email address and contact details in the chat box (Only 1 representation per company).

(SD) requested that bidder send T2.2-1 Certificate of attendance by 4pm, on 14th February for sign-off to confirm attendance.

This returnable will be sent back to the bidder by the 1st March 2023 for the inclusion in the bid submission on the 31st March 2023.

5. Procurement Process Briefing

Contents of the RFP

(SD) provided information on the tender process, and highlighted all the sections :

The Tender

Part T1: Tendering procedures

T1.1 Tender Notice and Invitation to Tender

T1.2 Tender data

Part T2: Returnable documents

T2.1 List of Returnable Documents

T2.2 Returnable Schedules

The Contract

Contract Note

Part C2: Pricing data

C2.1 Pricing Instructions

C2.2 Bill of Quantities

Part C3: Scope of work

C3.1 Scope of Works

6. Addendums Issued – to date

Addendum 1

- Change of closing date and briefing session date
- Technical specifications
- Compliance to Employers Technical Specification returnable schedule
- Compliance to eligibility returnable
- Pricing schedule

Addendum 2

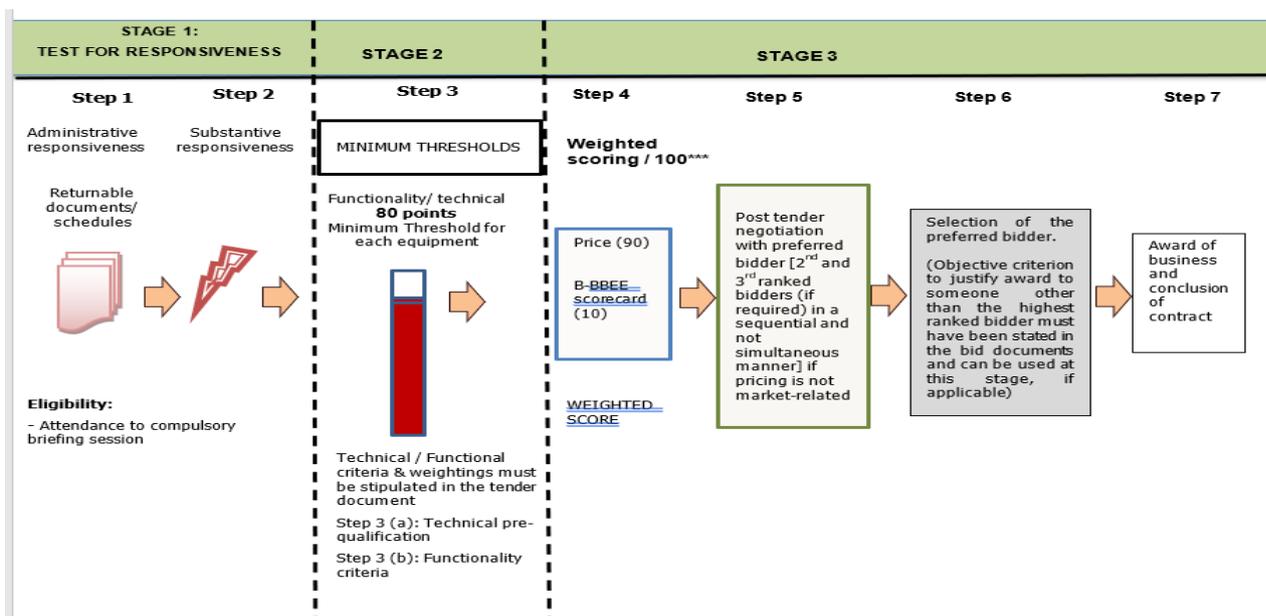
- Additional returnable schedules (T2.2-23 - T2.2-27)

Addendum 3

- Change in briefing session date
- Site Visit to Transnet Engineering information

7. Evaluation Methodology

(SD) explained the evaluation methodology:



Step One: Administrative responsiveness

- Whether the bid has been lodged on time.
- Whether all Returnable Documents and/or schedules were completed and returned by the closing date and time.
- Verify the validity of all Returnable Documents.
- Verify if the Bid document has been duly signed by the authorised respondent

Step Two: Substantive responsiveness

- Whether any general pre-qualification criteria set by Transnet, have been met.
- Whether the Bid contains a priced offer.
- Whether the Bid materially complies with the scope and/or specification given

Step Three: Technical Evaluation

Minimum Threshold of **80 points** for Technical Criteria and Functional Requirements.
The evaluation criteria is discussed in detail in the Technical presentation.

(Refer to Technical Presentation for breakdown of the scores for each returnable).

Step Four: Financial offer and B-BBEE

- Only bidders who have met or exceeded the pre-determined threshold will progress to Step 4
- Points will be allocated as follows:
 - Financial Offer (80); and
 - B-BBEE (20)

Step Five: Post Tender Negotiations

- Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

Step Six: Objective Criteria (if applicable)

- Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

Step Seven: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their proposal by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

8. Supplier Development

Please refer to SD presentation attached.

9. Technical Scope and Requirements.

Please refer to the technical presentation attached.

10. General

Tender Submission

(SD) indicated that bids are no longer submitted physically at a tender box but rather online. Tender submission information is clearly highlighted in the RFP document : T1.1 Tender Notice and Invitation to tender.

(SD) highlighted the following to the bidders:

Date:	Friday, 31 March 2023
Closing time:	12:00 pm
Location:	Transnet eTenders management platform website

11 Questions Received During the Briefing Session:

Questions asked during the briefing have been consolidated and will be uploaded separately with the answers.

Session adjourned.

Complied by:



Sibongile Dlamini
Acting Commodity Manager

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Date:	15 February 2023
Time	10h00
Location	Microsoft Teams
Chairperson	Sibongile Dlamini
Attendance Register	
Transnet – (Transnet Port Terminals & Transnet Engineering)	
Thandi Sabelo (TS)	
Mbaliyethu Ntuli (MN)	
Sibongile Dlamini (SD)	
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Sharne Motala (SM)	
Tshwanelo Zack Tswai (TZT)	
TIA	
Ntuthuko Msane (NM)	

NOTES

1. Welcome and Introduction

(TS) welcomed and thanked everyone for attending part 2 of briefing session meeting.

(TS) requested that the attendees indicate whether there is someone joining the briefing for the first or we can continue with the remaining port equipment.

It was agreed that we can continue and present the remaining port equipment.

2. Agenda

<i>Agenda Point</i>	<i>Allotted Time</i>	<i>Presenter</i>
Technical Scope & Requirements	2 hours minutes	Jessendran Pillay
Questions and Closing	10 minutes	Sibongile Dlamini

1. Technical Scope and Requirements.

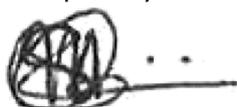
Please refer to the technical presentation attached.

2 Questions Received During the Briefing Session:

Questions asked during the briefing have been consolidated and will be uploaded separately with the answers.

Session adjourned.

Complied by:



Sibongile Dlamini
Acting Commodity Manager





