

MINUTES OF THE NON-COMPULSORY CLARIFICATION MEETING
PROJECT DESCRIPTION: FRAMEWORK OF ENGINEERING AND BUILT ENVIRONMENT
SERVICES FOR A PERIOD OF 24 MONTHS

RFP NO.: TNPA/2022/10/1253/14617/RFP
VENUE: VIRTUAL MEETING VIA Microsoft Teams

DATE AND TIME: 29 NOVEMBER 2022, AT 10H00

MINUTES

NO.	MATTERS DISCUSSED	INITIALS
1.	IN ATTENDANCE: Transnet National Ports Authority (TNPA) Luvuyo Matya (LM) - Regional Procurement Manager Nonceba Magazi Qelile (NMQ) - Contract Specialist Malibongwe Mlonzi (ML) - Snr. Manager – Infrastructure Siseko Gwazela (SG) - SD Analyst Phila Mazeka (PM) - Legal Specialists – Contracts Transnet Technical Experts for each discipline listed on the attendance register. Bidders in attendance Refer to teams' attendance register (Annexure A)	ALL
2.	APOLOGIES	
2.1	None	
3.	INTRODUCTION AND WELCOME	
3.1	Luvuyo Matya (LM) who was the chairperson of the meeting welcomed all in attendance to the clarification meeting and shared the agenda for the meeting.	LM
3.2	LM apologized to the attendees for the technical glitches with connectivity which caused the meeting to start at 10h17.	
3.3	LM gave an opportunity to all TNPA officials present to introduce themselves.	
4	PURPOSE OF THE MEETING	
4.1	LM explained that the meeting was a Non-Compulsory Clarification Meeting for the framework of engineering and built environment services for a period of 24 months. All interested bidders, even those who did not attend the non-compulsory briefing meeting are eligible to submit their bids.	
4.2		
4.3	LM stated that the meeting was to clarify the tender document and also to give potential bidders an opportunity to pose clarity seeking questions.	
4.4	LM further stated that the tender is meant to appoint a pool of five (5) Professional Service Providers (PSP) in each of the thirteen (13) disciplines provided, to be used as and when required for the duration of the contract period.	
5.	TECHNICAL PRESENTATION	

5.1	LM handed over to Mr. Malibongwe Mlonzi (MM) to present the technical/functionality evaluation, scope of work and pricing schedules.	VC
5.2	MM provided background information about TNPA where he stated that TNPA is called the landlord in the 8 commercial ports across the country, whose main mandate is to provide and maintain the infrastructure to support operations in the seaports.	
5.3	MM reiterated the fact that the purpose of this RFP is to procure engineering and architectural services in the form of a panel of consultants from which services will be procured from on an as and when basis for the eight different ports located around South Africa over a period of 24 months.	
5.4	That is, at this point in time, there are no specific projects that are reserved, but there is a program corporate plan for the coming years, 5 to 10 years which have projects that are there that will be done. TNPA won't have the adequate capacity to handle all the work and will rely on the Pool that is formed.	
5.5	The various Professional Service Providers on the Pool would be approached to to quote whenever there are services required and if the highest scoring bidder on that opportunity has already been awarded two projects which are both not reached 80% completion, the next in line bidder will be appointed. The purpose of this principle was not to cast doubt on the capacity of the PSP to do more than two projects at a time but is meant to spread the work fairly amongst those in the pool.	
5.6		
5.7	This tender consists of thirteen (13) disciplines and as such this tender is treated as 13 tenders in one. The thirteen disciplines include, electrical engineering, engineering management, mechanical engineering, ICT and security systems, architectural services, civil engineering, structural engineering, geotechnical engineering, Topographic survey, detection and mapping of underground services, traffic and transportation engineering, chemical engineering services and desalinization services.	
5.8	Bidders may tender for more than one discipline but must ensure that they submit all the required information for each discipline they are interested in.	
5.9	For ease of reference the Functionality Evaluation for all the disciplines are marked Annexure A1 – 13 , Price Schedule Annexure B1 – 13 and Scope of Work Annexure C1 – 13 . There are further two additional Annexures 14 & 15 which form part of the functionality evaluation.	
5.10	There is functionality evaluation criteria for each discipline and there are two types of evaluation criteria layouts which were used interchangeable amongst the disciplines. Due to the fact that evaluation criteria were similar the one used for Electrical Engineering discipline and the one for Civil Engineering discipline were used to provide clarity.	
5.11	MM advised that the minimum threshold for functionality was 60% and only the bidders who passed the minimum threshold would be further evaluated on price and preference.	
5.11	When assessing competency and experience of the companies within the last five years, pro-rata scoring will be used as provided in the tender document and if there is no information provided a zero score will be allocated and a maximum score provided if information provided meets the score. It was also explained that when assessing the value of projects the company must indicate the total values of projects that the companies have been involved in, not necessarily a portion that was allocated to your company, we work on the total value of the project.	

5.1 2	To assess the previous projects executed by the bidder Annexure 14, which was erroneously omitted on the tender document, can be used to provide the information or any other method of providing the information is acceptable as long as it covers the items in Annexure 14. Annexure 15 should be used by clients to provide reference appraisal letters. Appendix 15 should be used if the reference letters that the bidders currently have don't provide sufficient appraisal on how the consultant performed in specific projects previously done. It was established that Annexure 14 & 15 were not included on the tender documents and they will be distributed through an addendum to the bidders.	
5.1 3	Bidders were advised to check under the comment column of the functionality evaluation, the information they need to provide in order to be scored on each element and must ensure that they provide relevant information of what is measured.	
5.1 4	MM went through two of the disciplines Price Schedule and emphasized that bidders must provide rates for all the listed resources even if they currently did not have them in their employ as that resource might be required during the execution of a project. It was further explained that all expenses will be on a proven cost basis and bidders must price for the mark-up percentage. The award will be rates based and not on a lump sum as the lump sum amount will only be used for evaluation purposes only.	
5.1 5	The price adjustment will be applicable after 12 months i.e. on the anniversary of the contract.	
5.1 6	On the Price Schedule for disciplines where there is provision for additional resources, please provide a rate but it will not be used for price calculation for tender, but will form part of the award.	
5.1 7	The same principle of selecting few disciplines was used to clarify the scope of work and each discipline had its detailed scope of work as referenced under Annexure C1 to C13.	
CORRECTIONS ON THE TENDER DOCUMENT		
	(i) Annexure B11 – Traffic and Transportation Engineering , Correct Item 3 by inserting "Traffic". To issue a revised Annexure B11.	
	(ii) Annexure 14 & 15 – to be distributed to the bidders through an Addendum and to also issue an Excel Spreadsheet of the two annexures.	
	(iii) Annexure A5 – Architectural Services , correct the heading by inserting the correct document reference. To issue a revised Annexure A.	

5.1 7 Technical Questions and Answers

Bidder

Q1 – Index page refers to Annexure 14 & 15 but they are not included on the tender document.

Transnet Response.

A1: We realized that Annexure 14 & 15 were erroneously not included in the tender document and these annexures will be distributed through an Addendum. An apology was extended to the bidders for the mishap.

Bidder

Q2: Why the assessment of previous projects is limited to 5 years experience. At what stage of the work are we expected to report about.

Transnet's Response

A2: The aim is to test the capacity of the company. We are of the view that 5 years is the reasonable period as the status of the company change from time to time and resources are highly mobile. At any stage of the work, as long as you were involved in the project.

Bidder

Q3: What is the difference between item 1.3 and 1.4 of the functionality evaluation.

Transnet's Response

A3: Item 1.3 is asking about the number of projects/referees your company has been involved in (quantitative assessment) and item 1.4 is asking about how your company performed in those projects, i.e. performance to be rated in terms of good or poor. (qualitative assessment).

Bidder

Q4 – Is it acceptable for referees to include the same information in items 1.3 and 1.4.

Transnet Response.

A4: Yes, as long as the information provided is relevant to both items.

Bidder

Q5: If reference letter is from same company can we present one letter listing all projects done for that company.

Transnet's Response

A5: When we request reference letters the assumption is that they will be coming from different companies. However, if the bidder has done a number of projects for the same company within the last 5 years, then all the projects can be listed in one letter from that company as long as they provide adequate required information.

Bidder

Q6 – Item 3 of functionality evaluation, refers to detailed work methodology, is there detailed scope of work available.

Transnet Response.

A6: At this stage there is no detailed scope of work as we are appointing a pool. For the purpose of responding to the item just use a typical project and define the methodology for each discipline.

Bidder

Q7: In item 2.2. what is the maximum number of people required to score the maximum score.

Transnet's Response

A7: The number of resources to provide is stated in each category and next to it is the allocated score.

Bidder

Q8: In the first criteria do you need to have all those people(of the number listed for a score of 5) in your company/team.

Transnet's Response

A8: Response was on the affirmative, pro-rata score will also be awarded if you fall short of meeting the maximum required, but the minimum desired number corresponds to a score of 3 (equivalent to 60%).

Bidder

Q9 – Is the stated total value of projects of R250m an average amount or accumulated value in the Evaluation Criteria of Civil Engineering and Evaluation Criteria of similarly structured disciplines.

Transnet Response.

A9: The average Project value is correct as reflected in the evaluation Criteria. The average project value will be determined by averaging the total number of project values. For example, if the bidder had 20 projects, the value of the projects would be summed up and divided by 20 to obtain the average project value. The threshold for this criteria is R50 million for projects undertaken in the past 5 years, which is considered reasonable. Therefore, the criteria cannot be amended.

Bidder

Q10: Must the reference letters be for Port related projects, can I submit reference letters of roads and other projects I might have done.

Transnet's Response

A10: Reference letters submitted must be relevant to the scope of work, not necessarily limited to work that has been done at the ports..

Bidder

Q11: How will competence level of the software be evaluated in terms of item 4.1.

Transnet's Response

A11: Number of years you have used the software, have you attended any training/courses to show you are proficient in that software etc. The 'Competency Levels' should be motivated by a letter with supporting documents, if any (certificates, reference letters, etc.).

Bidder.

Q12: Is 1.1. and 1.2 category of staff the same in the Civil Engineering (and in disciplines with similarly structured Evaluation Criteria).

Transnet response

A12: It's the same category of staff.

Bidder

Q13: Do we submit one tender for all the disciplines we are interested in or submit a tender for each discipline.

Transnet Response

A13: Please submit one tender which must provide all the required information for all the disciplines you are tendering for. Tenderers to also indicate in the applicable schedule which disciplines they are tendering for (i.e. bidders to complete T1.2: 'Tender Data' pages 7 and 8 - of 8).

Bidder

Q14: Can I choose only one discipline from the thirteen (13) provided.

Transnet response

A14: Response on the affirmative, choose the discipline(s) you have competence(s) on.

Bidder

Q15: Does Civil Engineering also include Perway.

Transnet Response

A15: Yes, as detailed in the tender documents.

Bidder

Q16: Does one year or 10 years registration in PR ENG matter during the evaluation process.

Transnet Response

A16: As long as the person is professionally registered, that's all that matters.

Bidder

Q17: Will the opportunities be allocated based on location.

Transnet response

Q17: TNPA operates in the whole South Africa and therefore once you are in the pool you might get a project in any of the eight Ports around South Africa.

Bidder

Q18: Allocation of work to the panel, how will you evaluate if all service providers have been allocated work which is below 80%.

Transnet Response

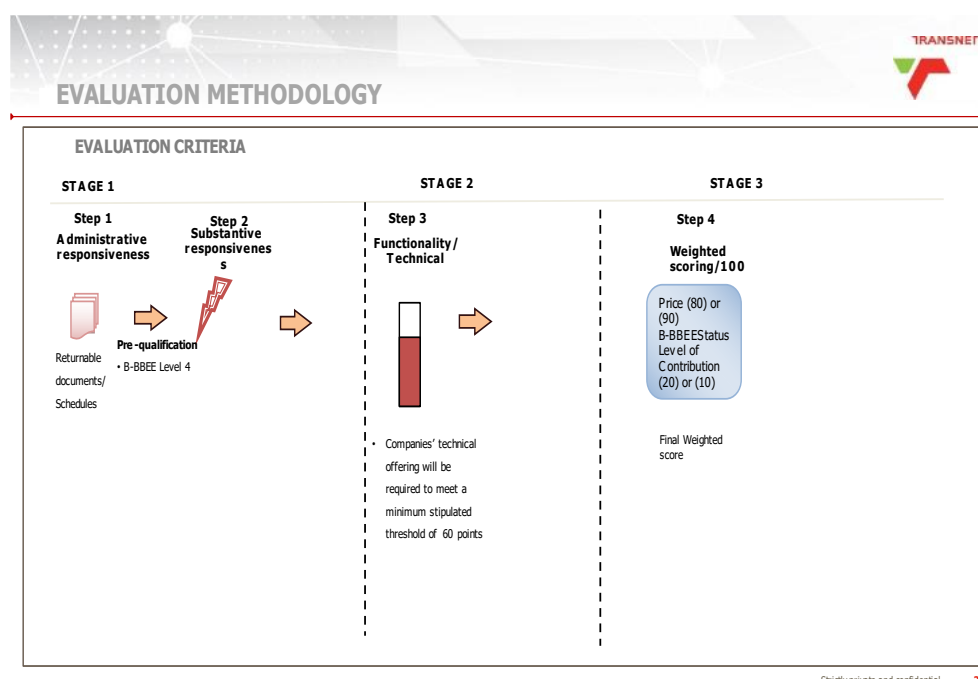
A18: If all bidders on the panel are allocated work and there is more work to be allocated but all of them have not reached 80% on allocated projects, the bidders will be assessed on capacity (capacity risk assessment) and on the strength of their capacity more work will be allocated to them.

Bidder

Q19: can you use the same resource for more than once discipline.

	Transnet Response A19: Yes, if the resource has multi competences, however you need to manage the capacity risk. Bidder Q20: If you have old reference letters from clients which address all issues in Annexure 15, can we submit them or are we expected to bring new letters. Transnet response A20: You can submit letters already in your possession. Its not mandatory to use the form but the information provided must conform to the form i.e. your company's performance should be clearly appraised per project per client, on projects done over the last 5 years.	
6	SUPPLIER DEVELOPMENT	
6.1 6.2 6.2	Siseko Gwazela (SG) advised that the pre-qualification for preferential procurement was applicable on this tender The applicable Pre-qualification criteria for preferential procurement in terms of the Preferential Procurement Regulations, 2017: a) A tenderer having a stipulated minimum B-BBEE status level of contributor of 4 or better. Any tenderer that fails to meet the stipulated pre-qualifying criteria will be regarded as an unacceptable tender SG further advised that bidders should obtain the B-BBEE Certificate from the SANAS accredited verification agencies and for EME/QSE a valid sworn affidavit must be submitted. The Commissioner of Oath should not be the same as the bidder (or someone in their employ) and it was advisable that the bidder should approach an independent person to append the Commissioner of Oath stamp.	
7.	Evaluation Methodology	

- 7.1** LM presented Transnet's stages of evaluation and the evaluation methodology. LM explained the process of evaluation related to the administrative evaluation.
- 7.2** LM further explained that failure to pass the substantive evaluation will result in disqualification. Bidders advancing to the next stage of evaluation, which is the technical evaluation stage, must achieve a minimum of 60 points to move onto the next stage of evaluation namely price and preference.
- 7.3** The various evaluation stages are provided in the table below.



- 7.4** All Returnable Schedules must be completed in full and submitted with the bid.
- 7.5** The first five (5) highest scoring bidders in each discipline will qualify for inclusion into the pool to be used as and when required for the duration of 24 months. Whenever, an opportunity is identified only the service providers on the pool will be approached to submit a quotation and it will be evaluated, thereafter an award is made to the highest scoring tender.
- 7.6** The closing date for the bid will be at **16h00 on Wednesday, 14 December 2022.**
- 7.7** The submission of bid documents will be through **Transnet new electronic tender submission system, the e-Tender Submission Portal.** Respondents are to upload their bid response proposals onto the Transnet system against this RFP number. Detailed process to access the portal is provided on the tender document.
- 7.8 Questions and Answers**

Bidder

Q23: Are the B-BBEE Certificates produced by CIPRO acceptable.

Transnet Response

A23: Yes, its acceptable for EME/QSE. Bidder Q24: Are bidders expected to fill the tender document electronically. Transnet response A24: Yes, the completion and submission of the tender document to be done electronically as Transet does not accept hard copy tender documents. Bidder Q25: Whether they can specify experience of an individual in item 2.2 of Civil Engineering Evaluation Criteria (similarly applicable to others as well). Transnet Response A25: The response is as indicated during the meeting that – Experience should be for the company as per heading of the section i.e. 'Competency and Experience of Company over past 5 Years'.	
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8. Closure	
The chairperson thanked everyone for attending the non- compulsory session and adjourned the meeting at 12:28	

Prepared by: 
Luvuyo Matya

Date 06 December 2022