













<b>SUBJECT</b>	Minutes of Tender Clarification Meeting			
<b>TITLE</b>	<b>PROVISION FOR PREFEASIBILITY STUDIES FOR REPOSITIONING OF ENTRANCE GATEAND DEVELOPMENT OF BRIDGES AT POINT PRECINCT FOR THE PORT OF DURBAN</b>			
<b>MEETING #</b>	001			
<b>VENUE</b>	Transnet National Ports Authority, Queens Warehouse, 2 <sup>nd</sup> Floor, Queen Elizabeth Boardroom			
<b>DATE</b>	8 <sup>th</sup> April 2024 @ 10h00			
<b>ATTENDEES</b>	Name	Company		
	Rory Torr Selvan Pillay Thutukile Sibeta Ndumiso Zikhali Cleaver Warikandwa Rapelang Mokoena Alpheus Lekganyane Paula Veletshona Sylvester Naidoo Andy Wille Diren Nandkumar Sumaya Christison Sfundo Cebani Nitesh Jithoo Prabu Armugam Dr Leon Kat Mthobisi Sishi Rowen Sabelo Shange	TNPA TNPA TNPA TNPA TNPA TNPA TNPA TNPA SMEC South Africa Chiefton Facilities Management Xariba Enterprises cc t/a Nankhoo Consulting Engineers SRK Consulting WSP Group Arica INGEROP SA PTY LTD Ix Engineers RANIJEGA Lodemann Henry Fagan Consulting Engineers and project managers Sprinotech		
<b>MINUTE</b>	<b>DESCRIPTION OF DISCUSSION</b>		<b>ACTION</b>	<b>DUE BY</b>
<b>1.</b>	<b>WELCOME &amp; INTRODUCTIONS</b>			
1.1	Welcoming of everyone present and the Transnet Team was introduced.			
<b>2.</b>	<b>SAFETY TOPIC</b>			

2.1	<table><tr><th colspan="5">Safety briefing</th></tr><tr><td><div>PROCEDURE</div><div>FIRE EMERGENCY</div><div></div></td><td>The person discovering the fire must notify the Emergency Co-ordinator. When the alarm is heard terminate all activities</td><td>Remain calm but alert. Close all doors and windows. Switch off all electrical equipment and turn off mains. Do not risk your own life Remember the fire procedural drill and evacuation routes and assembly point.</td><td>Avoid smoke filled areas. Follow the instructions of the Emergency personnel Only evacuate once the evacuation alarm is sounded. Be alert for falling burning objects. Cover your head and body</td><td>Walk briskly, but do not run. Assist guests, visitors and the disabled. Assemble at the predetermined point for roll call. Do not return to the building unless instructed to do so</td></tr><tr><td><div>EVACUATION PROCEDURE</div><div></div></td><td>The Evacuation Officer will order the evacuation. Remain calm and terminate all activities.</td><td>Immediately proceed with the Evacuation procedure. Follow the instructions of the Evacuation Officer</td><td>Do not make unnecessary attempts to retrieve or fetch personal belongs or valuables. Follow direction pointers to Emergency Exit.<div></div></td><td>Walk briskly, but do not run. Assist guests, visitors and the disabled. Assemble at the predetermined assembly point for roll call. Do not return to the building unless instructed to do so. Do not give any information to anybody (press) except the Emergency Co-ordinator and his team.</td></tr><tr><td><div>MEDICAL EMERGENCY</div><div></div></td><td>Remain calm</td><td>Notify the First Aid Officer and Emergency Co-ordinator immediately. Report the injury immediately to the Safety Officer for on spot investigation.</td><td>Call Emergency services if situation dictates or instructed to do so.</td><td>Ensure that the area, equipment or machine, which resulted in the injury to the person, is isolated from interference until the investigation has taken place.</td></tr></table>	Safety briefing					<div>PROCEDURE</div> <div>FIRE EMERGENCY</div> <div></div>	The person discovering the fire must notify the Emergency Co-ordinator. When the alarm is heard terminate all activities	Remain calm but alert. Close all doors and windows. Switch off all electrical equipment and turn off mains. Do not risk your own life Remember the fire procedural drill and evacuation routes and assembly point.	Avoid smoke filled areas. Follow the instructions of the Emergency personnel Only evacuate once the evacuation alarm is sounded. Be alert for falling burning objects. Cover your head and body	Walk briskly, but do not run. Assist guests, visitors and the disabled. Assemble at the predetermined point for roll call. Do not return to the building unless instructed to do so	<div>EVACUATION PROCEDURE</div> <div></div>	The Evacuation Officer will order the evacuation. Remain calm and terminate all activities.	Immediately proceed with the Evacuation procedure. Follow the instructions of the Evacuation Officer	Do not make unnecessary attempts to retrieve or fetch personal belongs or valuables. Follow direction pointers to Emergency Exit. <div></div>	Walk briskly, but do not run. Assist guests, visitors and the disabled. Assemble at the predetermined assembly point for roll call. Do not return to the building unless instructed to do so. Do not give any information to anybody (press) except the Emergency Co-ordinator and his team.	<div>MEDICAL EMERGENCY</div> <div></div>	Remain calm	Notify the First Aid Officer and Emergency Co-ordinator immediately. Report the injury immediately to the Safety Officer for on spot investigation.	Call Emergency services if situation dictates or instructed to do so.	Ensure that the area, equipment or machine, which resulted in the injury to the person, is isolated from interference until the investigation has taken place.		
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3.	Project Overview/ Background																						
3.1	<div>Elements of The Project</div> <ul style="list-style-type: none"><li>• Repositioning of Entrance Gate.</li><li>• Development of two proposed bridges.</li><li>• Upgrade of road.</li></ul> <div>Purpose of The Project</div> <ul style="list-style-type: none"><li>• To accommodate increased traffic volumes for both automotive and container terminals in the short, medium and long-term.</li></ul>																						
3.2	<div>The Entrance Gate is along Quayside Road.</div> <ul style="list-style-type: none"><li>• Bridge 1 will span across Shepstone Road.</li><li>• Bridge 2 will span over Quayside Road.</li></ul> <div>Note:</div> <div>The services do not include the design of the Entrance Gate.</div> <div>As far as the Entrance gate is concerned the Consultant is expected to indicate the position of the Entrance Gate only.</div> <div>CW displayed aerial pictorials regarding the position of the project in the Port with the relevant road intersections and layouts displayed.</div>																						
4.	Technical																						
4.1	<div>The Scope of Services includes the following:</div> <div>Task Order #1: Prefeasibility Studies, Options and Multi-Criteria Analysis (MCA)</div> <div>The Consultant shall meet the following minimum requirements:</div> <ul style="list-style-type: none"><li>• Traffic Impact Assessment (TIA)</li><li>• Desktop geotechnical investigations</li><li>• Hydrological Study</li></ul>																						

<p>4.2</p> <p>4.3</p>	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Hazop Study</li> <li>• Socio-economic Study</li> <li>• Environmental Study</li> <li>• Multi-Criteria Analysis (MCA)</li> </ul> <p>Task Order #2: Concept Design, PLP and Gate Review Procurement Support</p> <ul style="list-style-type: none"> <li>• Signed-off concept design</li> <li>• Prefeasibility designs and reports</li> <li>• Schedule, and basis of schedule</li> <li>• 3D rendered drawings and traffic simulation report</li> <li>• Cost estimate</li> <li>• Basis of cost estimate</li> <li>• Cashflow</li> <li>• Monthly progress reports</li> <li>• PLP reports</li> <li>• Business Case for feasibility phase</li> <li>• Specialist studies report</li> <li>• Engineering project specifications</li> <li>• Engineering and design method statements</li> <li>• Risk register</li> <li>• Finalise Reports and obtain approval for all reports</li> <li>• Gate Review</li> </ul> <p><b><u>Project Timelines</u></b></p> <p>The following timelines were explained as follows:</p> <p><b>Task Order #1 – Prefeasibility Studies, Options and Multi-Criteria Analysis(MCA) May 2024 - August 2024 (Estimated Duration 4 months)</b></p> <p><b>Task Order #2 – Concept Design, PLP and Gate Review Procurement Support August 2024 - January 2025 (Estimated Duration 5 months)</b></p>		
<p><b>5.</b></p>	<p><b>Commercial</b></p>		
<p>5.1</p> <p>5.2</p>	<p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>• All communications whether general, commercial or technical to go via the following email address: <a href="mailto:tenderenquiriespdu@transnet.net">tenderenquiriespdu@transnet.net</a>, attention <b>Rory Torr</b>(contact details in tender document).</li> <li>• Last day for questions – <b>Five working days before the closing date. [Monday 22nd April 2024]</b></li> </ul> <p>Tender Closing date: <b>29th April 2024, Monday at 16h00pm (SAST).</b></p> <p><b><u>Uploading Submissions</u></b></p> <ul style="list-style-type: none"> <li>• The Transnet e-Tender Submission Portal can be accessed as follows:</li> <li>• Log on to the Transnet eTenders management platform website.</li> <li>• (<a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a>)</li> </ul>		

5.	<p>A detailed step by step process on how to upload the tender documents is included in the tender document.</p> <p>Tenderers are encouraged to upload their tender submissions a day before the closing date to prevent issues which they may encounter.</p> <p><u>Evaluation Methodology</u></p> <p>1. Attendance at the clarification meeting. Tenderers are to include the signed off Proof of Attendance Certificate with their Tender.</p> <p>2. Functionality, the minimum points are 70 points. The details are stated in the attached presentation.</p> <p>3. Specific Goals: The details are stated in the attached presentation.</p> <p>4. Price and Specific Goals</p> <p><b><u>Contract Data</u></b></p> <ul style="list-style-type: none"><li>• NEC3 PSC</li><li>• Option G</li><li>• W1 Dispute resolution procedure</li><li>• Secondary Options:<ul style="list-style-type: none"><li>- X2: Changes in the law</li><li>- X7: Delay damages</li><li>- X9: Transfer of Rights</li><li>- X10: Employer’s Agent</li><li>- X11: Termination by the Employer</li><li>- X13: Performance Bond</li><li>- X18: Limitation of Liability</li></ul></li><li>Z: Additional conditions of the contract</li></ul> <p>Start Date: May 2024</p> <p>Completion Date for the Whole of the Works: January 2025</p>														
6.	<b>Technical Evaluation Schedules</b>														
6.1	<p>Each discipline discussed the evaluation requirements for their specific discipline.</p> <table><tr><th>Pre-Qualifying Quality Criteria</th><th>Total number of points</th></tr><tr><td>T2.2-02 Management &amp; CVs of Key Persons</td><td>50</td></tr><tr><td>T2.2-03 Approach Paper</td><td>25</td></tr><tr><td>T2.2-04 Programme</td><td>10</td></tr><tr><td>T2.2-05 Previous Experience</td><td>15</td></tr><tr><td><b>Total</b></td><td><b>100</b></td></tr></table>	Pre-Qualifying Quality Criteria	Total number of points	T2.2-02 Management & CVs of Key Persons	50	T2.2-03 Approach Paper	25	T2.2-04 Programme	10	T2.2-05 Previous Experience	15	<b>Total</b>	<b>100</b>		
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	-Refer to Presentation for full details.		
<b>6.</b>	<b>QUESTION AND ANSWERS</b>		
6.1	<p><b>Q1.</b> Do we sign-off the complete Contract or do we just initial and put our stamp?</p> <p><b>A1.</b> The Contract section that is applicable to you is C1.2 which talks to the professional service Consultant data, and that needs to be filled in, and generally when you submit a tender document you initial all pages of your submission. The other important aspect of the Contract is the Form of Offer, and that needs to be filled in and signed-off.</p>		
6.2	<p><b>Q2.</b> Is there a construction estimate?</p> <p><b>A2.</b> That is part of this RFP, for the Consultant to generate a construction estimate.</p>		
<b>7.</b>	<b>CLOSING</b>		
7.1	The meeting was closed with the signing of T2.2-01 Certificate of Attendance at the Tender Clarification Meeting		

**Compiled by:**



**Rory Torr**  
**Procurement Officer**  
**Transnet National Ports Authority**

**Reviewed and Accepted By:**



**Cleaver Warikandwa**  
**Project Manager**  
**Transnet National Ports Authority**

### **Attachments**

- **Agenda**
- **Attendance Register**
- **Presentation**