

## **NON-COMPULSORY BRIEFING MEETING MINUTES**

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**Meeting Date:** 12/04/2024

**Meeting Time:** 10h00

**Meeting Start Time:** 10h10

**Meeting Location:** SCM NRE Boardroom, TPT NRE Building,  
Green Street, Port of Port Elizabeth

**RFP Reference Number:** iCLM PE 651/TPT - The supply, delivery, installation and commissioning of motor variable driven cable reel systems for a-charger and b-charger for Transnet SOC Ltd (reg no. 1990/000900/30) operating as Transnet Port Terminals (hereinafter referred as "TPT") for Port Elizabeth multi-purpose terminal as a once-off purchase

**Recorded By:** Granville van der Merwe

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### 1 ATTENDANCE

	<p>The meeting was attended by the following respondents:</p> <ul style="list-style-type: none"> <li>▪ Powermite</li> <li>▪ Amber skies</li> <li>▪ Savtech</li> <li>▪ Arrowtrade 101</li> <li>▪ Liyapha</li> <li>▪ Moregworks</li> </ul>
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### 2 MEETING

<b>1.</b>	<p><b>OPENING AND WELCOMING</b></p> <ul style="list-style-type: none"> <li>• All were welcomed and requested if meeting can be delayed for 5 minutes to allow others to join due to problems at entrance with security.</li> <li>• Safety briefing was conducted.</li> </ul>	<p>Actioned by: Granville van der Merwe (SCM)</p>
<b>2.</b>	<p><b>TENDER PROCESS: PRESENTATION COMMENCED</b></p> <ul style="list-style-type: none"> <li>• Refer to presentation attached hereto.</li> <li>• Returnable schedules 1 – 8 were briefly discussed with regards to the pre-qualification &amp; technical criteria for scoring.</li> <li>• Section 19: Certificate of attendance of compulsory RFP briefing session and site visit were also highlighted and attendees to ensure that it is completed and signed off and a copy handed to Granville.</li> <li>• Section 4: Pricing and delivery schedule was also discussed.</li> </ul>	
<b>3.</b>	<p><b>RFP SCOPE OF WORK</b></p> <p>The scope of work was summarised as per Annexure A of the RFP and the following clauses were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• Clause 4.5: The thickness of the panels was not mentioned and should be 6mm.</li> <li>• Clause 4.21: Non-Compulsory briefing is incorrect and should be compulsory as per the RFP document.</li> </ul>	<p>Phetole Kaphasha (Technical)</p>

### 3 QUESTIONS

	<p><b>Q1: “What about lifting equipment on site?”</b>  <b>Answer:</b> TPT will provide a crane or forklift.</p>	<p>Phetole Kaphasha</p>
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### 4 CLOSING

	<p>No further questions or enquiries were raised, and the briefing meeting ended at 11h30, followed by the site visit. The existing equipment was viewed by the attendees and the meeting was adjourned at 12h20.</p>	
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**SIGNATURE:** .....  ..... **(CHAIRPERSON)**

**DATE:** 16/04/2024 .....



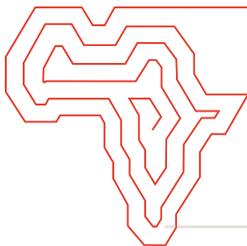
**iCLM PE 651/TPT: THE SUPPLY, DELIVERY, INSTALLATION AND  
COMMISSIONING OF MOTOR VARIABLE DRIVEN CABLE REEL SYSTEMS FOR A-  
CHARGER AND B-CHARGER FOR PORT ELIZABETH MULTI-PURPOSE TERMINAL  
AS A ONCE-OFF PURCHASE**

**COMPULSORY BRIEFING SESSION  
& SITE VISIT**

**DATE: 12 APRIL 2024**

**TIME: 10:00**

# AGENDA



	SUBJECT	OBJECTIVE	DURATION	OWNER
1	INTRODUCTION	Welcome	05 minutes	Chairperson
2	SAFETY BRIEFING	Observe Safety Briefing Protocol	05 minutes	Technical
4	TENDER PROCESS	Contents of the RFP	20 minutes	SCM
5	SCOPE OF WORK	Technical Evaluation	25 minutes	Technical
6	QUESTIONS		15 minutes	Bidders
7	CLOSURE			
8	SITE VISIT	Viewing of Equipment	20 minutes	Technical, SCM and Bidders

## REQUEST FOR PROPOSAL (RFP)

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**THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF MOTOR VARIABLE DRIVEN CABLE REEL SYSTEMS FOR A-CHARGER AND B-CHARGER FOR PORT ELIZABETH MULTI-PURPOSE TERMINAL AS A ONCE-OFF PURCHASE.**

**RFP NUMBER : iCLM PE 651/TPT**

**ISSUE DATE : 05 APRIL 2024**

**COMPULSORY BRIEFING SESSION : 12 APRIL 2024**

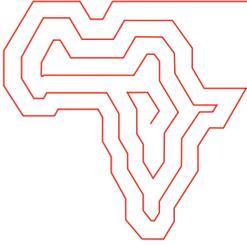
**CLOSING DATE : 23 APRIL 2024**

**CLOSING TIME : 23H00**

**BID VALIDITY PERIOD : 180 BUSINESS DAYS**

# FUNCTIONAL PRE-QUALIFICATION CRITERIA

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## **FUNCTIONAL PREQUALIFICATION CRITERIA – ONLY THE FOLLOWING RESPONDENTS MAY RESPOND TO THIS RFP:**

- Who can provide a valid certification for the drive specialist responsible for the drive upgrade including the required programming. The provided specialist certification must be issued by the OEM of the proposed AC variable drives planned to be installed

# PROPOSAL SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website/Portal [(transnetetenders.azurewebsites.net) Please use Google Chrome to access Transnet link/site];
- Click on “ADVERTISED TENDERS” to view advertised tenders;
- Click on “SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on “SIGN IN/REGISTER” - to sign in if already registered;
- Toggle (click to switch) the “Log an Intent” button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)

## COMMUNICATION

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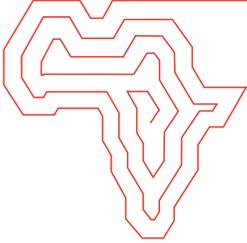
For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to [granville.vandermerwe@transnet.net](mailto:granville.vandermerwe@transnet.net) before **12h00 on 16 April 2024** substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.

After the closing date of the RFP, a Respondent may only communicate with Lesley Pillay (BEC chairperson), at telephone number 041 507 8501, email [granville.vandermerwe@transnet.net](mailto:granville.vandermerwe@transnet.net) on any matter relating to its RFP Proposal.

Respondents are to note that changes to its submission will not be considered after the closing date.

It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.

# MANDATORY RETURNABLE DOCUMENTS



## a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 4: Pricing and Delivery Schedule	
SECTION 11: Returnable Schedule 1 - The bidder must provide a valid certification of the Alternating Current (AC) variable drive specialist responsible for the drive upgrade including the required programming. The provided specialist certification must be issued by the OEM of the proposed AC variable drives planned to be installed.	

# RETURNABLE DOCUMENTS USED FOR SCORING

## b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes/No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP.	
SECTION 12: Returnable Schedule 2 – Track Record	
SECTION 13: Returnable Schedule 3 – Quality Management	
SECTION 14: Returnable Schedule 4 – Project Plan	
SECTION 15: Returnable Schedule 5 – Quality Control Plan	
SECTION 16: Returnable Schedule 6 – Qualifications and CV's	

## ESSENTIAL RETURNABLE DOCUMENTS

### c) Essential Returnable Documents

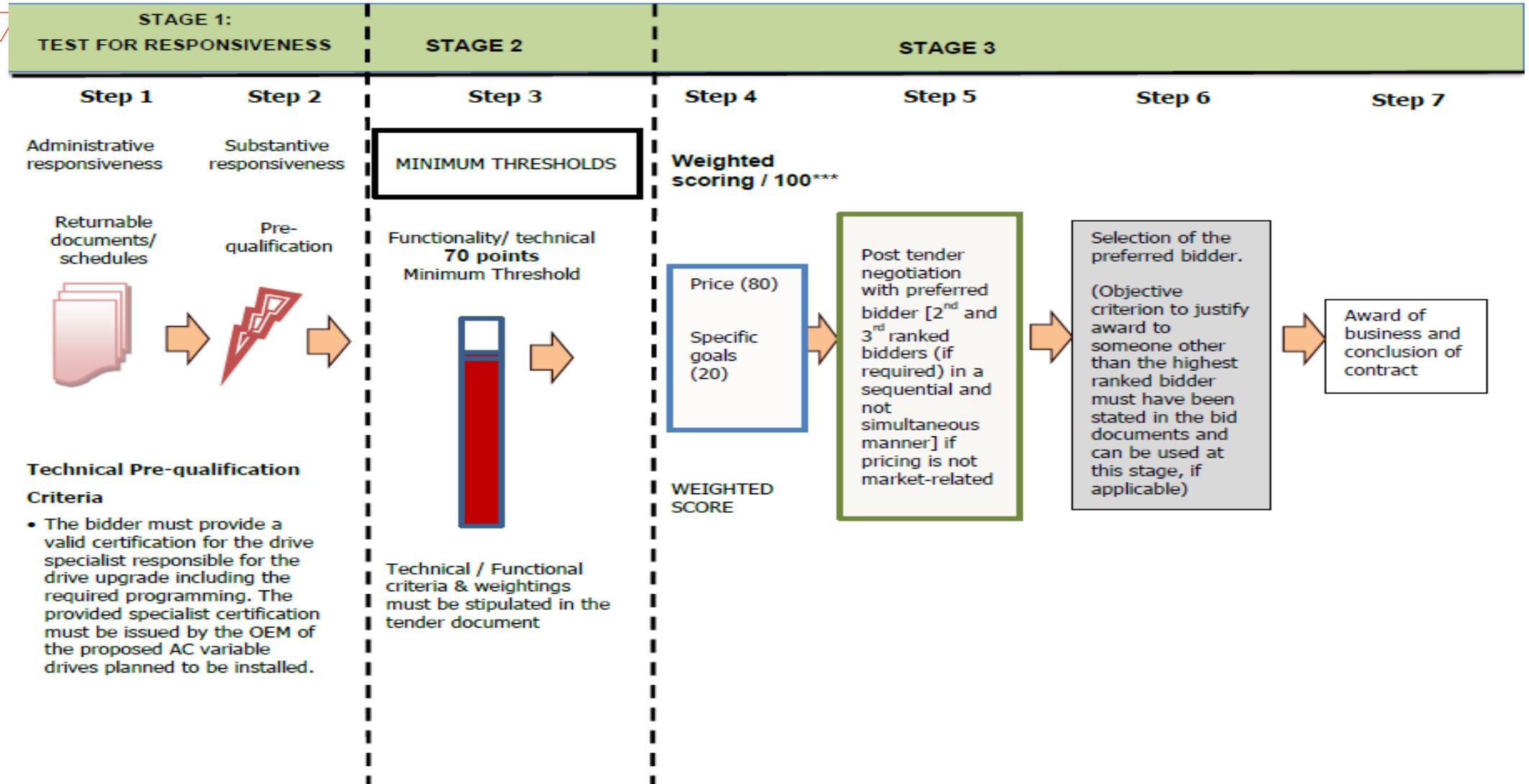
Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes/No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	
SECTION 1 : SBD1 Form	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 8: RFP Clarification Request Form	
SECTION 9: Specific goals points claim form	

## ESSENTIAL RETURNABLE DOCUMENTS

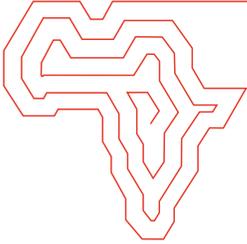
ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes/No]
SECTION 10: Protection of Personal Information	
SECTION 17: Returnable Schedule 7 – Guarantees	
SECTION 18: Returnable Schedule 8 – Scope of Works Compliance	
SECTION 19: Certificate of attendance of compulsory RFP Briefing session and Site visit	
CSD Registration report	
Certified Copies of Director’s IDs	
Tax Clearance Certificate or electronic access PIN obtained from SARS’s new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate/PIN for each party]	
Letter of Good Standing (COIDA)	

# EVALUATION METHODOLOGY



## SCOPE OF WORK

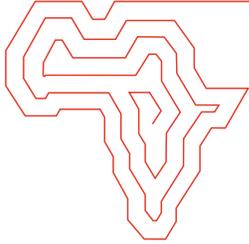
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The main objective of this scope is for the supply, delivery, installation and commissioning of the cable reel systems for the side arm chargers at Port Elizabeth Multi-Purpose Terminal PEMPT. This is to ensure that the cable reel systems is meeting compliance and improve performance, reliability, and operability of the equipment at the plant.

Please refer to Annexure A of the RFP document

# TECHNICAL EVALUATION



## ELIGIBILITY CRITERIA

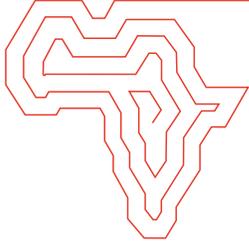
SCH No.	Item	Evidence required	Disqualification of bidder if criteria not met	Yes	No
1	The bidder must provide a valid certification for the drive specialist responsible for the drive upgrade including the required programming. The provided specialist certification must be issued by the OEM of the proposed AC variable drives planned to be installed.	Valid certification for the drive specialist responsible for the drive upgrade including the required Programming issued by the OEM of the proposed AC variable drives planned to be installed	Yes = Submitted AC variable drive specialist certification of the proposed AC drives and will proceed with evaluation No = If no AC variable drive specialist certification submitted will be disqualified from evaluations		

# TECHNICAL EVALUATION

## TECHNICAL EVALUATION – MINIMUM THRESHOLD OF 70%

SCH No.	Evaluation Criteria	Minimum Requirements	Index	Weight
<b>Track Record</b>				
2	Track Record	The bidder must have a traceable track record, list three (3) references of completed from previous clients relating to electrical and automation.	<ul style="list-style-type: none"> <li>• Three reference letters from contactable references provided = 30 Points</li> <li>• Two reference letters from contactable references provided = 20 Points</li> <li>• One recommendation letter from a contactable reference provided = 10 Points</li> <li>• None provided = 0 Points</li> </ul>	30

# TECHNICAL EVALUATION



SCH No.	Evaluation Criteria	Minimum Requirements	Index	Weight
<b>Quality Management</b>				
3	Quality Management	The bidder for the cable reel system must submit a valid certificate for quality management: ISO 9001– Quality Management System.	<ul style="list-style-type: none"> <li>• ISO 9001 Certified = 10 points</li> <li>• ISO9001 Certificate not supplied = 0 points</li> </ul>	10

# TECHNICAL EVALUATION

SCH No.	Evaluation Criteria	Minimum Requirements	Index	Weight
<b>Project Plan</b>				
				20
4	Project Plan	The service provider must submit a project schedule that shows the following: key milestones and the overall project completion times from initial stage to project close out. Program to adhere to the execution schedule as per the scope of work section. The activities should be from the date of LOA (Letter of Award) to delivery not exceeding 20 weeks and onsite the installation of cable reel systems not exceeding 7 days.	<ul style="list-style-type: none"> <li>• Schedule showing Starting and Completion, including for split execution = 2 points</li> <li>• Leadtime not exceeding 20 weeks for the delivery of the charger cable reel and all components = 5 points</li> <li>• Leadtime not exceeding 7 days for the onsite activities = 5 points</li> <li>• Schedule showing all Key Milestones = 3 points</li> <li>• All activities are linked = 3 points</li> <li>• At a minimum a Level 2 Programme is developed and a hard copy to be supplied with the tender document. = 2 points</li> </ul>	

# TECHNICAL EVALUATION

SCH No.	Evaluation Criteria	Minimum Requirements	Index	Weight
<b>Quality Control Plan</b>				
5	Quality Control Plan	The service provider shall provide a provisional (high level) QC plan. The QC plan shall include the following: activity/ requirement, specifications, acceptance criteria, approval status & controlling documents. Complete returnable schedule T5 and attach high level QC plan	<ul style="list-style-type: none"> <li>• QCP includes for Activity/Requirement = 4 points</li> <li>• QCP includes for Specification = 4 points</li> <li>• QCP includes for Acceptance Criteria = 4 points</li> <li>• QCP includes for Approval Status = 4 points</li> <li>• QCP includes for Controlling Documentation = 4 points</li> <li>• QCP not provided = 0 points</li> </ul>	20
<b>Qualifications and CV's</b>				
6	Qualifications and CV's	The bidder shall provide the qualification and CV for the onsite installation consisting of the following Automation or Electrical field CV having a minimum experience of three years and electrical red seal or N Diploma Mechanical field CV having a	<ul style="list-style-type: none"> <li>• Automation or Electrical Personnel CV having a minimum experience of three years = 5 points</li> <li>• Mechanical Personnel CV having a minimum experience of three years = 5 points</li> <li>• Automation or Electrical Personnel</li> </ul>	20

TRANSNET



Thank you

