

NON-COMPULSORY BRIEFING SESSION

APPOINTMENT OF A REGISTERED PROFESSIONAL TO PERFORM AN EPC ASSESSMENT, MEASUREMENT OF THE BUILDING NET FLOOR AREA AND ENERGY DATA ON 13 FACILITIES TO TRANSNET SOC LTD (REG. NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE VARIOUS TRANSNET PORT TERMINALS ON A ONCE OFF BASIS.

TPT/2025/03/0022/92515/RFQ-ICLM HQ/935/TPT

16 May 2024,

11H00 – 12H40

MICROSOFT TEAMS

Refer to **ATTENDANCE REGISTER**-Microsoft Teams Attendance Register for the complete list of all the meeting attendees.

Sphumelele Mthembu	Young Professional in Training
Bongekile Mqwaka	Acting Commodity Manager
Nomkhosi Ngcobo	Regional Energy Manager
Samukelo Magcaba	Senior Engineer
Lungelo Manci	Chief Administrator; Supplier development
Mvelo Bekwa	Chief Administrator; Level 1 Buyer
Aphiwe Ngcobo	Senior Administrator; Level 2 Opex
Khulile Madida	Young Professional in Training
Anele Mthethwa	Young Professional in Training

WELCOME

Sphumelele Mthembu welcomed all attendees and thanked all attendees for taking time from their busy schedules to attend the Briefing Session and introduced the TPT team who were part of the session.

ATTENDANCE REGISTER

For creating an attendance register, Sphumelele asked all bidders to submit their email addresses, contact information, company name, and representative.

RULES OF BRIEFING SESSION

- Sphumelele noted that this briefing session is non-compulsory and is recorded.
- An opportunity for clarification questions will be provided after the briefing session.
- Sphumelele requested that all bidders remain for the entire duration of the briefing session as important information pertaining to the RFQ would be presented.
- Sphumelele informed bidders that Mvelo Bekwa will be presenting from SCM as she is unwell.
- For full details on the session rules of engagement (**Refer to Annexure A-the Briefing Session Presentation page 4**).

EVALUATION PROCESS

Mvelo went through the evaluation process and discussed each Evaluation stage in detail and emphasized that all tender returnables need to be returned before the closing date and time.

For full details on the Evaluation Methodology. Mvelo emphasized that Transnet intends to award one (01) service provider and that bidders are to not utilize a different format pricing schedule. **(Refer to Annexure A-Briefing Session Presentation from page 10-page 15).**

SUPPLIER DEVELOPMENT REQUIREMENT

Lungelo presented the transformational specific goals and explained how Suppliers will be evaluated.

The following transformational specific goals will be applicable:

- BBBEE Level 1 & 2
- +50% Black Youth Owned Entities
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(Refer to Annexure B-Specific Goals Presentation)

SCOPE OF WORK & TECHNICAL REQUIREMENTS

Nomkhosi Ngcobo presented the scope of work, technical evaluation and pricing schedule which included the following critical points. **(Refer to Annexure C)**

- Project background
- Scope of work
- Technical evaluation criteria
- Pricing schedule
- Definitions

GENERAL

An amended pricing schedule is to be uploaded with clarifications. The closing date of the RFQ is 27 May 2025, which will be extended due to an amendment in the pricing schedule.

Closure.

The briefing session closed at 12h40.

Chairperson

Date: 16/05/2025

PROVISION OF RESOURCES TO MAINTAIN AND REPAIR SERVICES AT TRANSNET SOC LTD (REG NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINAL (HEREIN REFERRED TO AS "TPT) FOR THE CAPE TOWN CONTAINER TERMINAL EQUIPMENTS (RTG, STS, MAFI HAULERS, STRADDLE, MOBILE CRANES) FOR A PERIOD OF FOUR (4) MONTHS.

No	Clarifications	Response
1.	Measurement and Verification of data	A general measurement and analysis of data using calibrated power loggers for the purpose of completing EPCs. The assessment must be done using measured data as per SANS 1544:2014. The Registered EPC Professional is responsible for data integrity.
2.	Drafting of floor plans.	As per SANEDI: The architect can be called to formalize a plan or the Registered EPC Professional self-measure the building and get the client to sign off and verify the plan. TPT would like the Registered EPC Professional to self-measure the building and TPT would sign off the plan.
3.	Site Inspection Report	This is the official EPC Assessment Report that must be submitted to SANEDI for each building. It should cover the following (but not limited to): • Property details • Energy Efficiency Rating • Key Findings (e.g. Insulation, heating systems, cooling systems, lighting systems, renewable energy) • Recommendations for improvements • Estimated Energy Costs (before and after energy improvements) • Additional notes (e.g. observations during assessments) • Conclusion • Registered EPC Professional details There will be one report for each building (13 in total).

4.	Final Assessment Report	This is the Energy Audit report and will cover the following (but not limited to): • Background • Property details • Methodology • Assumptions • Measurement, Verification and quality assurance of the collected data • Conclusion There will be one Final Assessment Report for each region (6 in total).
5.	According to the description of work, the data logging will be for a period of one month, however, the EPC requires measured annual energy data meaning 12 months of data is required in order to determine a building's energy performance for EPC. One month's energy data will therefore not be sufficient.	We acknowledge the requirement for 12 months of measured data; however, we are requesting data logging for only one month.
6.	Also, is it necessary to use data loggers or will use of manually read energy meters suffice as only the opening and closing meter readings for the measurement period are required.	As specified in the Scope of Work, we prefer using data loggers to collect data for completing EPCs.
7.	Will progress payments for the installation of data loggers or meters be considered, should they end up being used for a longer period.	All pricing should reflect the measurement of data using power loggers' activity. This will be utilized for one month as stated in the Scope of Work.
8.	Regarding whom the BEE certificate was issued by, the template provides for an Accounting Officer (as provided for in the Close Corporation Act), a SANAS accredited Verification Agency, or a Registered Auditor, how should certificates issued by CIPC be responded to?	SANAS establishes the criteria for Inspection Bodies or Registered EPC Professionals to conduct EPCs on behalf of building owners or accounting officers. The CIPC must be SANAS-accredited to carry out assessments for EPCs.
9.	I would also like to find out how whether it will be mandatory to attend any meetings (opening, progress or any other meetings) in person or can they all be virtual. If any must be in person, how many will they be and please confirm whether they will be in Durban.	Meetings will occur per region (Durban, Agriport, Richards Bay, Cape Town, NCT, Saldanha Terminals). All meetings are detailed on the Scope of Work, Section 7- Programme details, Pg 10 of 17. 2x progress meetings 1x close out meeting
10.	Do we need CMVP or is it just MMV measuring and verification techniques?	It is basically measured and verification as per the standard required SANEDI standards. We need to have loggers installed. This will be added as clarifications.

11.	For measured energy data from the loggers, is it profile data meaning that we can extrapolate or take out the 12-month period for the actual readings or is it accumulated data meaning that from date of inception right up to now, the meters has been recording only the kilowatt hours used, meaning that there is no profile that can be extracted from the loggers	We do not have data, most of our sites are on bulk metering and not individually metered so we have a line item for measuring and verification of energy data. SANEDI and SANS 1544 prescribed that we need the measured data so we need to have loggers installed so that we can have sight of each building's energy usage in terms of kilowatts hours so that you can be able to do your energy performance analysis, EPC scale ratings and then you can issue certificate.
12.	Measuring and verification and scores – energy Auditing where it speaks of experience with energy audits and measurement and verification of energy data, is that referring to CMVP or verification and measuring according to the standard?	This is covered on item 1: Measurement and Verification of this document.
13.	Is it strictly measured and verification as in the MNV field of work or will energy data verification also be acceptable?	Noted to be responded to via email Energy data verification is acceptable for the purpose of completing EPCs. See item 10 of this document.
14.	With regards to data logging and also the data logging detailed requirements not being defined, I therefore assume a meter with data logging will be acceptable, as it will provide logged data for the month, and the data will be provided in Excell or CSV format (if not, please indicate the format), also it will be helpful to know upfront the power and/or energy parameters that will be logged and the logging frequency to ensure the proposed solution will meet the data logging expectations.	Yes, a meter with data logging will be acceptable. Raw data can either be in Excel/CSV format and must be readable and be able to be used for EPC calculations/rating. Parameters to be logged (but not limited to the ff): • Date & time • Voltage(V), • Current(A) • Frequency (Hz) • Power
15.	Please confirm whether online data logging will be accepted, with all the data and graphs being available online, and also the data will still be available in excel or CSV format	Same as above. (item 14)
16.	Will the CIPC BEE certificate be accepted.	Yes, provided it is valid and correct.
17.	Please also confirm that 12 months of measured energy data will be provided by TPT for EPC assessment purposes	On the SoW, TPT requested for a 1-month data logging. Further details on the question are covered on item 5 of this document.

18.	Comment: with measurement and verification, you are probably not referring MMV according to SANS 50001 which is the measurement and verification of energy savings because that is a much more detailed and different methodology than just measuring energy data and verifying traceability and error in the meters and so forth. The suggestion is that you disentangle that as a lot of people will be from MMV background. Question on pricing where there are multiple buildings, is multiple prices referring to per building? Particularly on assessment report as some may vary according to the square meters of a building?	This is covered on No.1: Measurement and verification of this document. Pricing schedule has been amended and will be uploaded and shared with all bidders.
19.	Site inspection report – are the requirements detailed?	This is also covered and detailed in item 3 and 4: Site inspections and Final assessment reports of this document. The Pricing schedule is also amended to align with the changes.
20.	Clarify Requirement for the drawings, drafting of floor plans. Per EPC requirements, you do not necessarily need a floor plan, as long as you have your area schedule you are able to identify the net floor area for the calculation. Is this requirement for built drawings of the buildings because there will be a difference in terms of a EPC professional who self-measures vs an architecture?	EPC professionals can self-measure and if Transnet is happy, they can sign off. The main goal is to get an EPC. This is covered on item 2: Drafting of floor plans of this document.
21.	The pricing schedule includes a unit price (per building) however the building sizes are not the same and the scope of work includes identification of EPC eligible buildings meaning some may end up not requiring an EPC, the recommendation is that the pricing schedule should be for each building.	The buildings vary in size, and the updated Pricing Schedule has been revised and will be shared accordingly.
22.	The pricing schedule differs on item 5.	Another amended pricing schedule will be issued.
23.	Do you need additional drawings?	Yes, as a representation that will be appropriate as an actual representation of the building
24.	What if one building does not need an EPC? How to work out averaging these to get unit price?	Addendum to separating issuing of the EPCs for buildings.

25.	Can evacuation plan be made available to bidders.	That detailed info can only be provided to the preferred bidder, but bidders are expected to quote for the worst-case scenario. It is also not a requirement since there is floor plans provided.
26.	In respect to the Previous Experience requirements for a minimum R200 000.00 per project, as EPC Value of works generally don't be in the value of R 200 000.00 per building.	The 'R200 000' requirement is not for single building EPC Issuing cost/pricing, it is for larger scale EPC endeavors. As a result of Transnet being a large company operating in multiple locations nationally, we require service providers to indicate a track record of being able to service a company with our size, managing and executing larger quantities of EPC at multiple locations.
27.	Can we submit the actual EPC certificates as completion certificate requirement, as issuing EPCs don't require completion certificates.	Handover certificates and reference letters will also be accepted if completion certificates are not available.
28.	Will points be allocated for appointment letters for current projects.	No.