

## **Record of Discussion**

**INFORMATION ON BRIEFING SESSION RFP: TNPA 2021/11/0006/RFP-APPOINTMENT OF CONSULTANTS FOR THE DANGEROUS GOODS RISK ASSESSMENT AT TRANSNET NATIONAL PORTS AUTHORITY'S EIGHT (08) PORTS (SALDANHA, CAPE TOWN, MOSSEL BAY, NGQURA, EAST LONDON, PORT ELIZABETH, DURBAN AND RICHARDS BAY) FOR A PERIOD OF EIGHTEEN (18) MONTHS.**

### **SECTION A**

#### **1. Background information**

The Information Briefing session commenced at 10h00 on the 03 December 2021 via Ms Teams for a period of ± 2hour. Tshegofatso Shaku from Supply Chain Services (SCS) chaired the briefing session. The following representatives from TNPA also attended the briefing session.

- (i) Tshegofatso Shaku (TNPA- Supply Chain Service) – For Commercial Matters
- (ii) Siseko Gwazela (TNPA Supplier Development)- For Preferential Procurement Policy Framework Act (PPPFA) matters.
- (iii) Captain Naresh Sewnath (TNPA Chief Harbour Masters Office) – For Technical Matters
- (iv) Sanele Khuzwayo (TNPA Chief Harbour Masters Office) – For Technical Matters
- (v) Vania Cloete (TNPA- TNPA Chief Harbour Masters Office) – For Technical Matters

#### **2. Information Briefing Session Notes**

All commercial, Supplier Development, and Technical aspects were briefly discussed and explained to the bidders. For more information regarding this, please refer to the briefing presentation attached and section B (pages 2 – 5: “key points of discussion”).

#### **Closing**

Briefing session came to an end and all Bidders were given an opportunity to ask questions. The bidders were informed that the site meeting will not take place only this tender briefing will be conducted. Tshegofatso Shaku thanked all Bidders for their attendance.

## **SECTION B**

### **KEY POINTS OF DISCUSSION**

#### **1. Descriptions of Required Services:**

**DESCRIPTION:** TNPA 2021/11/0006/RFP - APPOINTMENT OF CONSULTANTS FOR THE DANGEROUS GOODS RISK ASSESSMENT AT TRANSNET NATIONAL PORTS AUTHORITY'S EIGHT (08) PORTS (SALDANHA, CAPE TOWN, MOSSEL BAY, NGQURA, EAST LONDON, PORT ELIZABETH, DURBAN AND RICHARDS BAY) FOR A PERIOD OF EIGHTEEN (18) MONTHS

#### **RFP timelines: Closing Date & Time and Venue**

Issue Date:	25 November 2021
Non-Compulsory RFP Briefing:	03 December 2021 @ 10:00am
Clarification deadline:	07 January 2022
Closing Date:	18 January 2022
Closing Time:	10:00am
Validity Period:	180 Business Days from the Closing
RFP closing:	Closing address will be an electronic submission via the Transnet e-Tender Submission Portal, i -Refer to page 6 of 45, point 3 Proposal Submission of the RFP document for more details

Late Bids will not be accepted.

- Compulsory Briefing Session.
  - Bidders were advised that the attendance register, and Certificate of briefing attendance will be forwarded to them for signature and returned to Tshegofatso, Shaku@transnet.net.

## **A. Ms Tshegofatso Shaku presented: Briefing Administration and Procurement Process Briefing**

### **2. Returnable Documents Section 5 (Page 23 -25 of 45)**

- **Mandatory Returnable Documents (page 23 of 45):**

It was emphasized that failure to submit all completed mandatory returnable documents at the closing date and time of the tender will result in respondent's disqualification. Those mandatory returnable documents are as follows:

- Section 1: SBD1 Form
- Annexure C: Pricing and Delivery Schedule In Excel
- SECTION 4 : Pricing and Delivery Schedule
- Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP.
- Respondents with a minimum B-BBEE status level of 4

- **Essential Returnable Documents.**

**Essential Returnable documents used for scoring (Page 24- 25 of 45):**

The bidders to note that the Essential returnable documents used for Scoring will be used at the Technical evaluation stage for scoring them points as per Annexure B. Failure to submit this returnable document will not result in disqualification, but you will be scored zero

- **Annexure B -Technical/Functionality Threshold Evaluations-** Bidders will be evaluated against the technical criteria in Annexure D. Bidders must ensure that their technical proposals are in the same sequence as the criteria listed in the RFP. This will aid the evaluators to easily understand the proposal. Bidders to ensure that they respond according to the requirements in the technical evaluation (requirements and type of proof to be submitted) and that they will be scored according to the scoring criteria.

NB: Only bidders who obtain a total score of 60% or higher will progress to the next stage.

- **Annexure C-** Annexure C is a mandatory returnable document failing to submit the document will results in your bid being disqualified. Bidders must price in accordance with the applicable rates as contained in Annexure D and the Rates of remuneration will be subject to negotiation not exceeding the applicable rates as contained in the guidelines below:

- I. DPSA rates 2020 (Annexure D), bidders are required to price the rates which fall within the Model B Long Term, Option B1, all overheads.

### **3. Commercial-**

- Bidders to take note of all Annexures to the RFP (Annexure A -H) that some need to be completed and submitted with the RFP
- Annexure H- Master Service Agreement-(make comments where necessary as comments will not be accepted after the tender closing date)
- Mandatory returnable documents -To be submitted (Page 23 of 45 )

- Essential returnable documents used for scoring- To be submitted (Page 24-25 of 45 )
- Tender closing date, time- 18 January 2022, closing of tender via Transnet eTenders portal on or before 10:00am

**B. Mr Siseko Gwazela presented: Preferential Procurement Policy Framework Act (PPPFA)**

- The tender is strictly put as a pre-qualification for minimum B-BBEE level 4 contributor only
- Bidders to ensure that they verify their SANAS verification Agency on SANAS website, as there are agencies that are suspended by SANAS but issue B-BBEE Certificate. If Transnet discover that the B-BBEE Certificate issued to your company by a suspended B-BBEE verification by SANAS, your bid will be considered non-responsive and disqualified.
- For joint ventures (two or more entities) please provide SANAS approved BBBEE joint venture certificate.
- In joint venture only one approved BBBEE certificate is required, displaying the joint Venture.
- If it is a joint venture with no “joint venture BBBEE” the tenderer will be disqualified.
- Bidders to refer to Briefing presentation for more information on the pointers that are key in determining the validity of an affidavit.

**C. Mr Captain Naresh Sewnath presented: Technical requirements**

Naresh Sewnath did a presentation on technical matters and scope of the project – highlighting the follow points;

- The TNPA new Operating Model
- The 8 commercial ports in South Africa and types of cargo handled
- The last dangerous goods risk assessment done for SA Ports
- Scope of works – Dangerous Goods risk assessment for 8 ports and deliverables in terms of Reports.

Note no questions were asked after the presentation – but all were encouraged to send any questions vial email.

## **QUESTIONS AND ANSWERS IN THE BRIEFING SESSION:**

Contractor's questions and Responses

<b>Questions and Answers (Q and A )</b>	<b>Topic (Procurement)</b>
Q1	Does the disbursement price form part of the total bid price
A1	Yes, the disbursement form part of the total bid price. The bid price will be a combination of the upper part were bidders need to provide a total price of activity (1-2) and disbursement

**Accepted by:**

Ms Tshegofatso Shaku



Mr Siseko Gwazela



Mr Captain Naresh Sewnath

