

TRANSNET NATIONAL PORTS AUTHORITY

TNPA/2024/01/0003/53053/RFP: FOR PROVISION FOR DETAILED DESIGN (FEASIBILITY) INCLUDING PROCUREMENT SUPPORT AND CONSTRUCTION MONITORING FOR NEW ADMINISTRATION BUILDING

MINUTES OF THE COMPULSORY CLARIFICATION MEETING HELD AT 10:00 ON 04 APRIL 2024 AT QUEEN ELIZABETH BOARDROOM, QUEENS WAREHOUSE, 237 MAHATMA GANDHI, DURBAN

ITEM	DESCRIPTION	PRESENTED BY
1	<p>In attendance</p> <p>Winile Xhakaza (WX) Destiny Jameson (DJ) Joanne Naidoo (JN) Dumisani Mkhize (DM) Riona Sewnarain (RS) Lwandile Poswa (LP) Nosipho Sosibo (NS)</p> <p>Refer to Annexure B - Attendance Register for the complete list of all the meeting attendees.</p>	
2	<p>Welcome / Opening of Meeting</p> <p>(WX) welcomed all attendees and thanked them for taking time to attend the compulsory clarification meeting and showing interest on the project.</p>	Winile Xhakaza
3	<p>Safety Briefing / Evacuation Procedure</p> <p>(WX) played the safety video for emergency evacuation that might occur.</p>	Winile Xhakaza
4	<p>Introductions</p> <p>(WX) introduced herself as the procurement lead for this project and requested Transnet colleagues to introduce themselves.</p>	Winile Xhakaza
5	<p>Rules of Engagement</p> <p>(WX) noted that this clarification meeting is compulsory and Tenderers who failed to attend will be disqualified.</p> <p>(WX) requested that all bidders remain for the entire duration of the briefing session as important information pertaining to the RFP would be presented, and highlighted the key dates (closing date, last day of clarifications).</p> <p>Emphasis was made on the submission of the signed T2.2-01 (Returnable): Certificate of attendance of compulsory clarification meeting.</p> <p>(WX) further stated that submissions should be done on to the Transnet tender management portal and further stated that the briefing session presentation will be uploaded to the Transnet tender management portal and NT e-tender portal.</p>	Winile Xhakaza
6	<p>Background and Scope of Services</p>	Joanne Naidoo

ITEM	DESCRIPTION	PRESENTED BY												
	<p>(JN) took tenderers through the project background and scope of services. Emphasis was made to the three (3) task orders for the project.</p> <p>Refer to Annexure A briefing session presentation.</p>													
7	Technical Evaluation Schedules	Joanne Naidoo												
	<p>(JN) took tenderers through evaluation schedules and allocation of scores for each criterion that will be evaluated which are:</p> <table data-bbox="199 694 718 929"> <tr> <td>Company Previous Experience</td> <td>30</td> </tr> <tr> <td>CV's and Experience of Key Persons</td> <td>30</td> </tr> <tr> <td>Approach Paper</td> <td>25</td> </tr> <tr> <td>Project Programme</td> <td>10</td> </tr> <tr> <td>Organization and Staffing</td> <td>05</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </table> <p>Refer to Annexure A briefing session presentation.</p>	Company Previous Experience	30	CV's and Experience of Key Persons	30	Approach Paper	25	Project Programme	10	Organization and Staffing	05	Total	100	
Company Previous Experience	30													
CV's and Experience of Key Persons	30													
Approach Paper	25													
Project Programme	10													
Organization and Staffing	05													
Total	100													
8	Evaluation Methodology	Winile Xhakaza												
	<p>(WX) presented information on the tender process and highlighted the evaluation methodology stages. prequalification which is attendance of compulsory clarification meeting, and Proof of professional registration of the seven (7) key personnel. Emphasis was made that all key personnel must be submitted failure to submit will result in disqualification.</p> <p>Presentation was done on functionality with the minimum threshold which is 60 points for Tenderers to progress to the next evaluation stage, key emphasis was made on mandatory returnables.</p> <p>(WX) took Tenderers through the allocation of specific goals for this project and evidence to be submitted for the specific goals.</p>													
9	Part C1: Agreement and Contract Data	Winile Xhakaza												
	<p>(WX) presented information on the contract data and agreement as stipulated in the RFP document.</p>													
10	Pricing Instruction (Option G)	Destiny Jameson												
	<p>(DJ) presented information on the pricing instructions and activity schedule, emphasis was made that the price for services provided to date is for each task and that the task schedule is to be read in conjunction with the Employer's Scope of Services.</p> <p>PRICING DATA ADDENDUM</p> <ul style="list-style-type: none"> • Project Management and Coordination separate from Task Order 1. • Included separate totals for each task order. 													
11	Tender Closing	Winile Xhakaza												

ITEM	DESCRIPTION	PRESENTED BY
	<p>(WX) presented the tender closing information which 19 April 2024 at 14:00, and tenderers were made aware that submissions to be made at www.transnet.net.</p> <p>Tenderers were advised that they are required to ensure that electronic bid submissions are submitted timeously to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by Tenderers as a result of the technical challenges. Please do not wait for the last hour to submit. A Tenderer can upload 30mb per upload and multiple uploads are permitted.</p>	
12	Q&A	Technical Team & Procurement
	<p>The evaluation schedule for key personnel includes the planner however the pricing schedule has project manager; is the assumption that the project manager is the planner?</p>	<p>Answer provided at clarification meeting.</p> <p>No, the planner is the key personnel and will be evaluated for functionality. The Planner is not the Project Manager.</p> <p>Please note the Project Planner pre-qualification will be changed to the qualification and experience of a Project Manager. An addendum will need to be issued.</p>
	<p>If the lead consultant is subcontracting other consultants, should they submit a consolidated B-BBEE certificate or only the consultant's B-BBEE certificate will be considered?</p>	<p>The consolidated B-BBEE certificate is a requirement for joint ventures, in terms of subcontracting; signed subcontracting agreement between parties and B-BBEE certificate for subcontractors must be submitted.</p>
	<p>One of the requirements is for the Company to reflect experience on structural design development and detail design of corporate multistorey office and administration buildings; does schools fall under this category?</p>	<p>No, schools do not fall within the category.</p>

ITEM	DESCRIPTION	PRESENTED BY
	Can TNPA consider the extension of the closing date, due to public holidays that have taken place?	
	What is the construction value for this project?	
	Can the document be completed electronically since the submission will be done electronically?	
	With regards to the Company Previous Experience on "structural design development and detail design of corporate multistorey office and administration buildings", Can School's & Hospital's score points as well, considering that "administration buildings" also form part of the building?	
	With regards the "Planner" key person, what are the specific background requirements as stated, "educational or vocational"? can you so kindly clarify this with reference to the below statement. <small>Project Planner - Planner should have a minimum of ten (10) years' experience working in engineering projects undertaking the role of Planner as well as a background (educational or vocational) in one of the built environment disciplines. In addition, experience with NEC3 Engineering and Construction Contract Option chosen for this contract, advantage.</small>	
	Questions to be provided in writing. Question on performance bond clause and Professional indemnity clause.	
13	CLOSING REMARKS	Winile Xhakaza

ITEM	DESCRIPTION	PRESENTED BY
	<ul style="list-style-type: none"> • Thank you all for attending this briefing session. • Signing of certificate of attendance returnable. 	

Compiled by



Winile Xhakaza
 Procurement Lead
 08 April 2024

Reviewed by



Joanne Naidoo
 Project Lead
 08 April 2024

ANNEXURE A-BRIEFING SESSION PRESENTATION



TENDER NUMBER: TNPA/2024/01/0003/53053/RFP

COMPULSORY CLARIFICATION MEETING

FOR PROVISION FOR DETAILED DESIGN (FEASIBILITY) INCLUDING PROCUREMENT SUPPORT AND CONSTRUCTION MONITORING FOR NEW ADMINISTRATION BUILDING

VENUE: QUEEN ELIZABETH BOARDROOM, QUEENS WAREHOUSE, 237 MAHATMA GANDHI, DURBAN

DATE: 04 APRIL 2024

TIME: 10H00

PRESENTED BY: WINILE XHAKAZA

AGENDA ITEM

No.	Agenda Item	Presenter
1	Welcome / Opening of Meeting	Winile Xhakaza
2	Safety Briefing / Evacuation Procedure	Joanne Naidoo
3	Introductions	Winile Xhakaza
4	Rules of Engagement	Winile Xhakaza
5	Background and Scope of Services	Joanne Naidoo
6	Technical Evaluation Schedules	Joanne Naidoo
7	Evaluation Methodology	Winile Xhakaza
8	Part C1: Agreement And Contract Data	Winile Xhakaza
9	Pricing Instruction (Option G)	Destiny Jameson
10	Tender Closing	Winile Xhakaza
11	Q&A	ALL
12	Signing of Certificate of attendance	
13	Site Visit	





- ❑ This clarification meeting is compulsory, Tenderers failing to attend the compulsory clarification meeting will be disqualified.
- ❑ Tenderers are requested to remain for the entire duration of the briefing session as important information pertaining to the RFP will be presented and project Manager to lead attendees for a site visit.
- ❑ This minutes of the meeting will be shared with those that attended the meeting and will be uploaded onto the Transnet e-tender portal and National Treasury e-tender portal.
- ❑ **Tenderers to ensure that T2.2-01 (Returnable): Certificate of attendance of compulsory clarification meeting is signed by the Employer's Representative and is attached to the submission by closing date.**
- ❑ All Clarification questions will be recorded, and the answers will be consolidated and will be uploaded onto the Transnet e-tender portal and National Treasury e-tender portal.

RULES OF ENGAGEMENT



- ❑ The cut-off date for any additional clarification questions in writing will be before 12h00 on **11 April 2024**.
- ❑ **The Procurement Lead will provide written response to all additional questions received in writing. Written response/s would be provided as a consolidated response of all question/s received will be re-distributed again to all those prospective tenderers that attended the meeting.**
- ❑ Tenderers may communicate using TNPATenderEnquiriesER@transnet.net on any clarifications relating to this RFP. A copy of this presentation will be uploaded onto the Transnet e-tender portal and National Treasury e-tender portal.
- ❑ **The closing date for this RFP is 19 April 2024 before 14h00 (The tender closes at the Transnet e-Tender Submission Portal:**
<https://transnetetenders.azurewebsites.net>

BACKGROUND AND SCOPE OF SERVICES



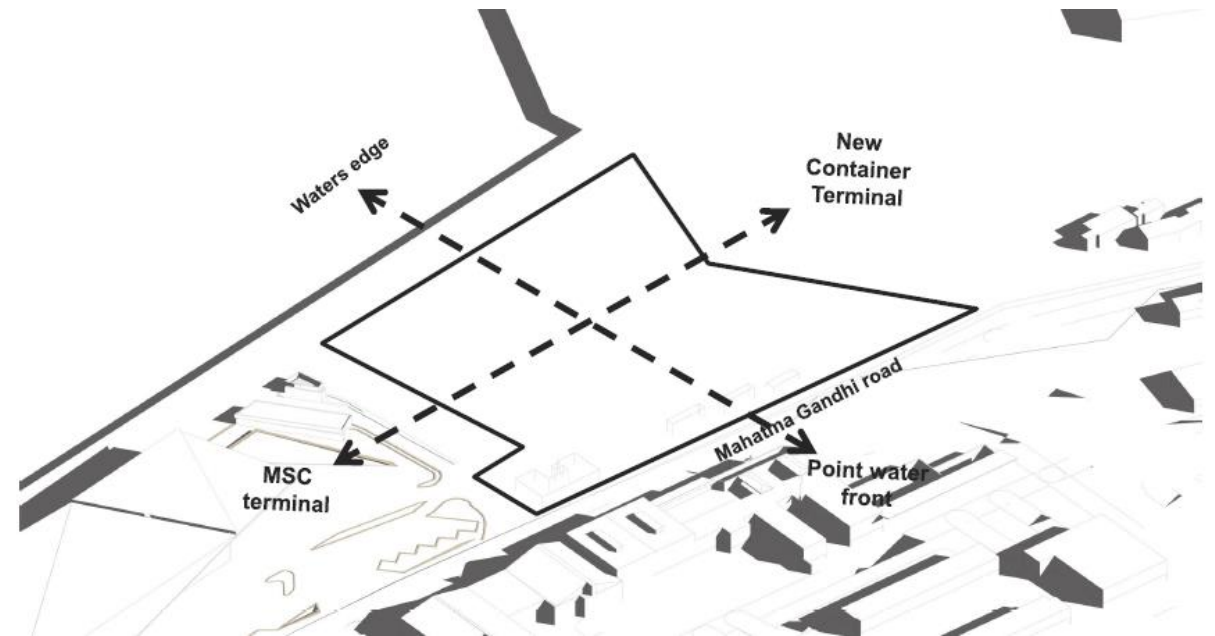
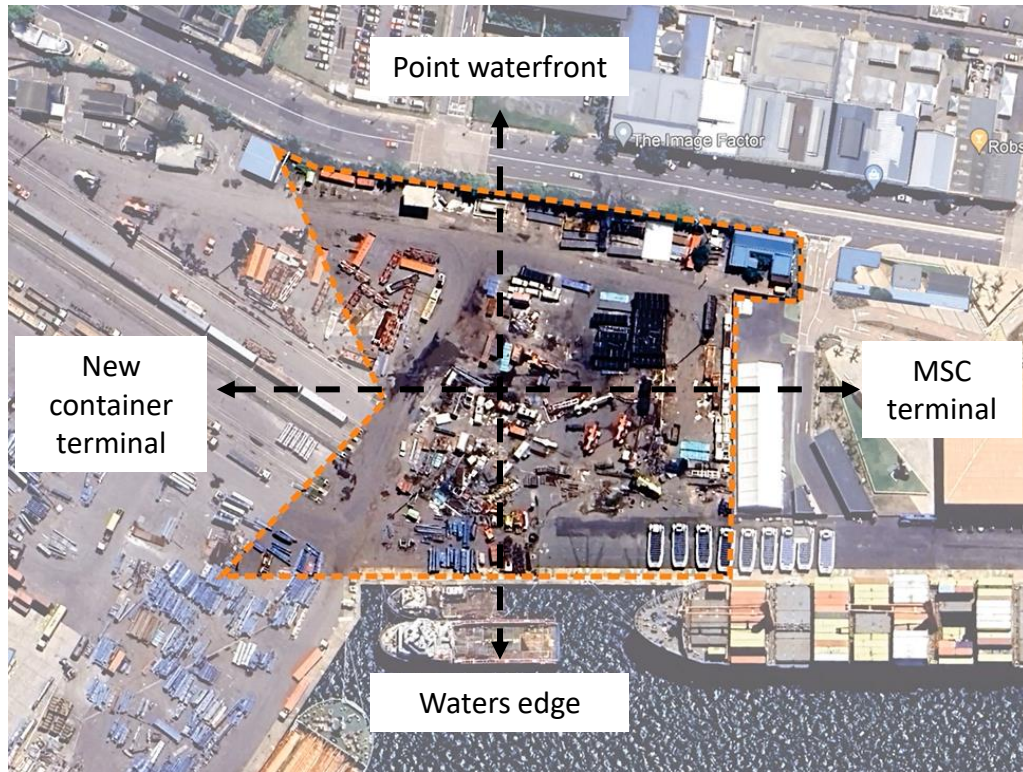


- Port of Durban (POD) administration staff were relocated from Ocean Terminal Building and Durmarine Building to Queens Warehouse and 45 Bay Terrace.
- The current administrative buildings are over capacitated, can no longer accommodate its staff cost effectively, safely and comfortably.
- The POD employees share the buildings with Head Office, KZN-LH and Eastern Region employees, and can no longer accommodate additional staff for future needs.
- As a result, the initiation of the new administration building project has been revived to consolidate the accommodation of POD administrative staff within a single facility.

SITE LOCATION



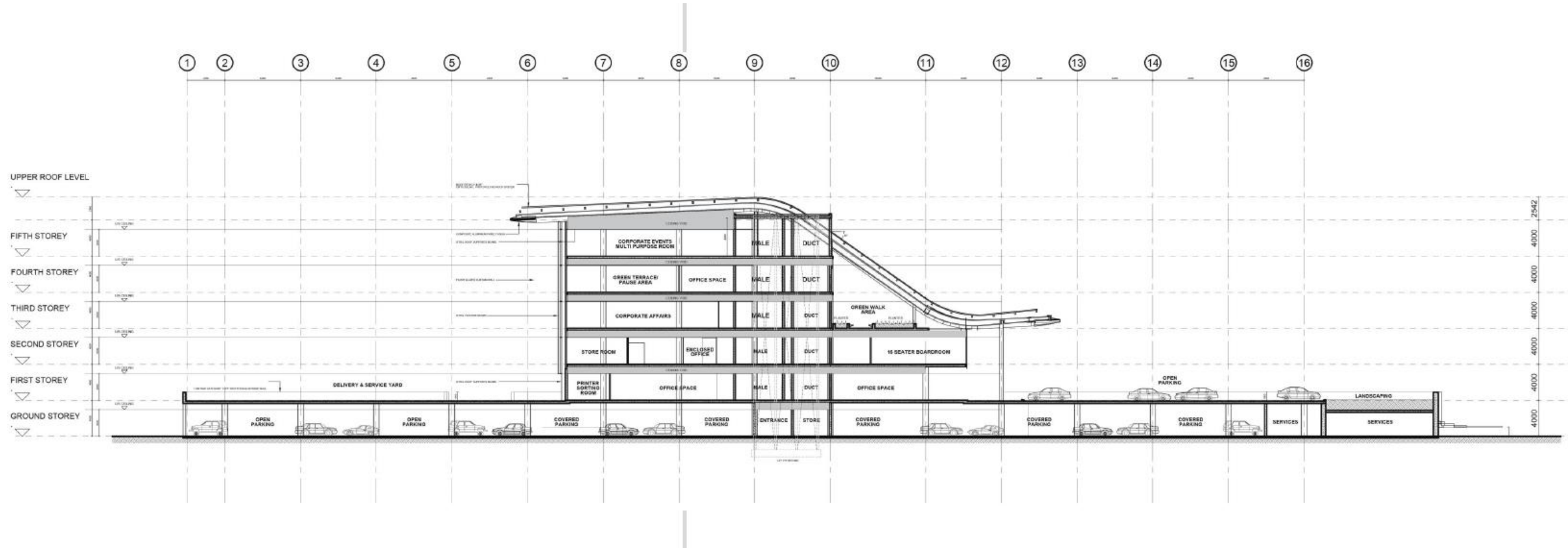
- At B-berth, Point Precinct, adjacent to the cruise terminal.



THE "WAVE" CONCEPT



"THE WAVE" CONCEPT – SECTION





Appointment of a *Consultant*, to further develop the concept design (“The Wave”) for the new administration building at B-Berth (Point Precinct) by providing the following: detailed engineering design for construction; traffic studies; procurement support to TNPA; and provision of construction monitoring and traffic management services during execution.

Task Order One (1):

Feasibility and Detailed Engineering Design (further develop and refine the concept design for execution).

- Review, validate and analyze information.
- Identify statutory and regulatory requirements.
- Conduct visual assessment of the site.
- Detailed design, studies and documentation (all disciplines).

Task Order Two (2):

Procurement support during the procurement stages for the execution of the works.

- Respond to technical queries.
- Participate and provide support in the tender process.

Task Order Three (3):

Construction monitoring and close-out

- Manage, administer and monitor the construction contracts and processes.

TECHNICAL EVALUATION SCHEDULES



COMPANY'S PREVIOUS EXPERIENCE



COMPANY'S PREVIOUS EXPERIENCE [30]



Company's experience on structural design development and detail design of corporate multistorey office and administration buildings completed in the last fifteen (15) years. Tenderer to submit sufficiently detailed reference letters with names & contact details of Clients for which projects were undertaken and project name with detailed project description and scope of work undertaken.



COMPANY'S PREVIOUS EXPERIENCE SCORING



Company's Previous Experience	
No Response (score 0)	The tenderer has submitted no reference letters for corporate office and administration building design projects in the last fifteen (15) years or inadequate information to determine the score.
Not Acceptable (score 20)	The tenderer has submitted reference letters that are unrelated to the design of corporate office and administration building projects in the last fifteen (15) years.
Poor (score 40)	The tenderer has submitted one (1) or two (2) reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have limited experience.
Satisfactory (score 60)	The tenderer has submitted three (3) reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have satisfactory experience.
Good (score 80)	The tenderer has submitted four (4) reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have good experience.
Very Good (score 100)	The tenderer has submitted five (5) or more reference letters for corporate office and administration building design projects in the last fifteen (15) years and therefore deemed to have good experience.

CV'S & EXPERIENCE OF KEY PERSONS





CV'S & EXPERIENCE OF KEY PERSONS [30]

Detailed CV's showing personal particulars, level of experience required for this project, including certified copies of qualifications and relevant registrations for people proposed for all identified posts for the project inclusive of minimum key people stated in the Scope of Services document. The CV should also include the name of current employer and position; and provide an outline of recent assignments/detailed experience that has bearing on the scope of work.

Note: Only CVs of Key People indicated on the organogram for the required role in the project will be evaluated.

The project team shall include properly qualified and experienced key persons who have developed the necessary skills which include but not limited to the following:

- Architect [6]
- Structural Engineer [6]
- Civil Engineer [3]
- Electrical Engineer [6]
- Mechanical Engineer [3]
- Quantity Surveyor [3]
- Project Planner [3]

CV'S & EXPERIENCE OF KEY PERSONS SCORING (EXAMPLE: ARCHITECT)



Criteria	Sub-Criteria	Criteria Matrix	Scoring	Weighting Matrix	Weighting/ Points
Evaluation Schedule: T2.2-04: Track Record (Lead Resources)				100	30
Previous experience of proposed personnel (where applicable, Professional Registration documentation).	Architect SACAP registered. (Pr.Arch)	0	No CV submitted /CV indicates 1 year or less of experience or inadequate information to determine a score.	20%	6
		20%	2 years and less of experience of which 1 year is after registration.		
		40%	Between 3 and 5 years of experience of which 2 years is after registration.		
		60%	Between 6 and 10 years of experience of which 5 years is after registration.		
		80%	Between 11 and 14 years of experience of which 7 years is after registration.		
		100%	15 years and more of experience of which 10 years is after registration.		

APPROACH PAPER



APPROACH PAPER [25]



Approach paper that responds to the Scope of Services and outlines proposed approach / methodology that would be used to develop the concept design and produce the deliverables of the project. The approach paper must refer to the programme, method statement, technical approach, and provide an understanding of the project objective as well as the relevant codes of practice and approvals required.

The Approach Paper should cover the following critical aspects:

- An understanding of the project objectives.
- Related to the programme.
- Outlines the design stages, processes, procedures, expected design and project deliverables, and engagements.
- Outlines the permit, licenses and authorization required for the project.
- Includes the associated resources roles and responsibility for this project. It should include all design disciplines required, support staff, scheduling, costing, quality, safety, etc.

APPROACH PAPER SCORING



Technical approach and methodology	
No Response (score 0)	The tenderer has submitted no information or inadequate information to determine a score. The approach paper submitted does not cover any of the critical aspects.
Not acceptable (score 20)	The approach/methodology is not acceptable as it covers one (1) of the critical aspects required. The tenderer has misunderstood the scope of work and does not deal with the project's critical characteristics.
Poor (score 40)	The approach/methodology covers two (2) of the critical aspects required and is practical. The tenderer has misunderstood the scope of work and does not deal with the project's critical characteristics.
Satisfactory (score 60)	The approach/methodology covers three (3) of the critical aspects required and is tailored to address the specifics of the project objectives and requirements. The approach adequately dealt with the project's critical characteristics and is practical.
Good (score 80)	The approach/methodology covers four (4) of the critical aspects required and is tailored to address the specifics of the project objectives and requirements. The tenderer shows full understanding of the Employer's objectives and proposes a practical approach to address the requirements.
Very good (score 100)	The approach/methodology covers five (5) of the critical aspects required and is tailored to address the specifics of the project objectives and requirements. The tenderer shows full understanding of the Employer's objectives and proposes a practical approach to address the requirements.

PROGRAMME



PROJECT PROGRAMME [10]



Programme must be submitted as a detailed Gantt chart, on Microsoft Project / Primavera. The tenderer must demonstrate the capability to complete the project in accordance with the Employer's requirements within a timeframe of ten (10) months.

The Programme Structure should cover the following requirements:

- Level 3 programme with delivery dates for key deliverables. Task durations and resource allocations should be realistic and reasonable, considering potential project risks.
- Logical sequence of tasks and activities.
- Indicates critical path and time-sensitive tasks and activities.
- Clearly identifies key project milestones, and the milestone dates are realistic and aligned to the project objectives.
- Identifies and appropriately allocates resources to tasks, taking account of resource constraints and availability. Resource leveling is applied to prevent overallocation or underutilization of resources.

PROJECT PROGRAMME SCORING



Programme structure [7 points]		Overall programme durations [3 points]
No response (score 0)	The tenderer has not submitted a Gantt chart programme to evaluate the score/ Programme is not in Microsoft Project/Primavera.	
Not acceptable (score 20)	The tenderer has submitted a proposed Gantt chart that meets 1 of the requirements.	The proposed duration for Task Order One (1) is 12 months or more.
Poor (score 40)	The tenderer has submitted a proposed Gantt chart that meets 2 of the requirements.	The proposed duration for Task Order One (1) is more than 10 months but less than 12 months.
Satisfactory (score 60)	The tenderer has submitted a proposed Gantt chart that meets 3 of the requirements.	The proposed duration for Task Order One (1) is 10 months.
Good (score 80)	The tenderer has submitted a proposed Gantt chart that meets 4 of the requirements.	The proposed duration for Task Order One (1) is more than 7 months and less than 10 months.
Very good (score 100)	The tenderer has submitted a proposed Gantt chart that meets 5 of the requirements.	The proposed duration for Task Order One (1) is 7 months or less.

ORGANOGRAM





ORGANIZATION & STAFFING [5]

An organization chart showing the proposed project team, including the key people, namely: Architect, Structural Engineer, Civil Engineer, Electrical Engineer, Mechanical Engineer, Quantity Surveyor and Project Planner.

The Organogram should cover the following critical aspects:

- Clear, concise, and easily understandable structure, with a well-defined hierarchy. The proposed structure and composition of the project team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical support staff.
- Direct alignment with the objectives of the project.
- Clear communication channels and no overlapping or misallocation of tasks and responsibilities among the key personnel assigned to the project.
- Clearly defined roles and responsibilities for each position, minimizing confusion.
- Flexible and scalable organogram that can accommodate growth, changes, and evolving project needs.

ORGANIZATION & STAFFING SCORING



Organization and Staffing	
No Response (score 0)	The tenderer has submitted no organogram or inadequate information to determine a score/ Organogram submitted does not cover any of the critical aspects.
Not acceptable (score 20)	The organogram covers one (1) of the critical aspects required, therefore the organogram is deemed not acceptable.
Poor (score 40)	The organogram covers two (2) of the critical aspects required, therefore the organogram is deemed poor.
Satisfactory (score 60)	The organogram covers three (3) of the critical aspects required, therefore the organogram is deemed satisfactory.
Good (score 80)	The organogram covers four (4) of the critical aspects required, therefore the organogram is deemed good.
Very Good (score 100)	The organogram covers five (5) of the critical aspects required, therefore the organogram is deemed very good.

PROCUREMENT PROCESS



PROCUREMENT PROCESS



EVALUATION METHODOLOGY





EVALUATION METHODOLOGY: *Pre-Qualification*

- ❑ **Stage One - Eligibility with regards to attendance at the compulsory clarification meeting:**
- ❑ **Stage Two - Proof of professional registration of the seven (7) key personnel**

No	Professional Registration of Seven Key Personnel:
1	Architect – must be registered with the South African Council for the Architectural Profession (SACAP) – Pr.Arch or equivalent.
2	Structural Engineer – must be registered with the Engineering Council of South Africa (ECSA) – Pr.Eng or Pr.Tech Eng or equivalent.
3	Civil Engineer – must be registered with the Engineering Council of South Africa (ECSA) – Pr.Eng or Pr.Tech Eng or equivalent.
4	Electrical Engineer – must be registered with the Engineering Council of South Africa (ECSA) – Pr.Eng or Pr.Tech Eng or equivalent.
5	Mechanical Engineer – must be registered with the Engineering Council of South Africa (ECSA) – Pr.Eng or Pr.Tech Eng or equivalent.
6	Planner – qualification in one of the built environment disciplines with advanced Microsoft Project/Primavera certificate as a planner.
7	Quantity Surveyor – must be registered with the South African Council for Quantity Surveying Profession (SACQSP) – Pr.QS or equivalent.

STAGE 3 - FUNCTIONALITY CRITERIA *(Technical Evaluation)*



- ❑ Only those tenderers who attain the minimum number of evaluation points (**60**) will be eligible for further evaluation, failure to meet the minimum threshold will result in the tender being disqualified and removed from further consideration.

Qualifying Quality Criteria	Total Number of Points
Company Previous Experience	30
CV's and Experience of Key Persons	30
Approach Paper	25
Project Programme	10
Organization and Staffing	05
Total	100

STAGE FOUR – PRICE AND SPECIFIC GOALS

The value of this bid is estimated not to exceed R50 million and therefore the 80/20 preference point system shall be applicable.

The following preference points were allocated to selected specific goals in accordance with provision 5.7.14 of the TPPP policy

Specific Goals	Number of points (80/20 system)
B-BBEE Status Level of Contributor 1 or 2	10
<p>The promotion of supplier development through subcontracting or JV for a minimum of 30% of the value of a contract to South African Companies which are:</p> <ul style="list-style-type: none"> I. 30% Black Women owned, 51% Black Youth and 51% Black people with disabilities. II. EMEs and/or QSEs who are 51% black owned. 	10
Non-compliant and/or B-BBEE Level 3-8 contributors	0.00

STAGE FOUR – PRICE AND SPECIFIC GOALS (Cont)

Specific Goals	Evidence Required
B-BBEE Status Level of Contributor 1 or 2	Valid B-BBEE Certificate / Sworn - Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines
<p>The promotion of supplier development through subcontracting or JV for a minimum of 30% of the value of a contract to South African Companies which are:</p> <ul style="list-style-type: none"> I. 30% Black Women owned, 51% Black Youth and 51% Black people with disabilities. II. EMEs and/or QSEs who are 51% black owned. 	<p>Sub-contracting agreements and Declaration / Joint Venture Agreement and</p> <p>CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate as per DTIC guideline</p>

STAGE FOUR – PRICE AND SPECIFIC GOALS (Cont)

Should the evidence required for any of the Specific Goals applicable in this tender not to be provided, a tenderer will score zero (0) preference points for that particular “Specific Goal”

Key Pointers determining the validity of B-BBEE Certificate:

Valid B-BBEE Certificate



VA Name

**Enterprise Name
(Cross referenced to Tax Clearance Certificate & Enterprise Registration No.)**

Elements verified

Technical Signatory

S.A.B.E.R.A.

COMPANY NAME
AQUA TRANSPORT AND PLANT HIRE (PTY) LTD

**LEVEL 2 CONTRIBUTOR
GENERIC ENTERPRISE
AND HAS A RECOGNITION LEVEL OF 125%**

B-BBEE STATUS	POINTS		STATUS
Ownership Equity	20.00	Black Ownership	100%
Management Control	14.27	Black Female Ownership	20%
Skills Development	16.00	ED Beneficiary	No
Supplier & Enterprise Development	42.00	Designated Supplier	No
Socio-Economic Development	05.00	Certificate Number	Gen 001/2017
Prior Elements achieved	Yes	Date Issued	06/02/2017
Level discounted	No	Expiry Date	05/02/2018
Final Level	2		

Technical Signatory

sanas
BVA 105

**Example:
VALID B-BBEE**

B-BBEE Status, Generic Codes, & Procurement Recog level

Certificate Number & Validity Period

SANAS logo & BVA Number

Key Pointers determining the validity of Sworn – Affidavit:



**Example:
VALID
SWORN
AFFIDAVIT**

Name of deponent & ID Number

Indicate designation

Enterprise details

Indicate BO & BWO
Tick or underlined Mngt Acc or AFS

Financial Year (dd/mm/yyyy)

B-BBEE Status Level based on Black Ownership

Deponent signature and date

Commissioner of Oath Certification Stamp

SWORN A I/E EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname: SUNDHRAN NAIDOO
 Identity number: 7400105131089

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf.

Enterprise Name: ID S W PLANT AND CIVILS CC
 Trading Name: SK PLANT AND CONSTRUCTION
 Registration Number: 2006/037658/23
 Enterprise Address: 32 PARAGON PLACE INDUSTRIAL PARK PHOENIX

- I hereby declare under oath that:
 - The enterprise is 100 % black owned
 - The enterprise is 0 % black woman owned;
 - Based on the management accounts and other information available on the 2016 financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	<input checked="" type="checkbox"/>
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	<input type="checkbox"/>
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	<input type="checkbox"/>

- The entity is an empowering supplier in terms of the dti Codes of Good Practice.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oath signature and date

[Signature]
 Commissioner of Oaths
 Signature & stamp

Deponent Signature: [Signature]
 Date: 16 August 2016

SWORN AFFIDAVIT POLICE SERVICE
 COMMUNITY DEVELOPMENT



Key Pointers determining the validity of CIPC B-BBEE Certificate:

dtic logo

Bar code with tracking number

Certificate number

% of BO, BWO & TWO

Date of issue & expiry date

B-BBEE CERTIFICATE FOR EXEMPTED MICRO ENTERPRISES

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Code 2013.

Tracking Number: 9367024328 Enterprise Number: K2017267673

B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION

B-BBEE INFORMATION

Certificate Number	9367024328
Total Number of Shareholders	ONE (1) SHAREHOLDER(S)
Number of Black Shareholders	ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders	ZERO (0) WHITE SHAREHOLDER(S)
Black Ownership Percentage	100% BLACK OWNERSHIP
Black Female Percentage	100% BLACK FEMALE OWNERSHIP
White Ownership Percentage	0% WHITE OWNERSHIP
B-BBEE Status	B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION
Date of Issue	01-June-2022
Expiry Date	31-May-2023

ENTERPRISE INFORMATION

Registration number	2017 / 267673 / 07
Enterprise Name	JOEL MARK (PTY) LTD
Registration Date	15-June-2017
Enterprise Type	Private Company
Enterprise Status	In Business

Physical Address: the dti Campus - Block F, 77 Meritjies Street, Sunnyside 0001. Postal Address: Companies P O Box 429, Pretoria 0001. Doorex: 256. Web: www.cipc.co.za. Contact Centre: 086 100 2472(CIPC). Contact Centre (international): +27 12 394 9500.

**Example:
VALID CIPC B-BBEE**

Bar code with enterprise number

CIPC Watermark

B-BBEE Status & Proc Recog Level

Reg. Number & Enterprise Name

KEY POINTERS DETERMINING THE VALIDITY OF A SWORN AFFIDAVIT (continued)



- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorized to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

KEY POINTERS DETERMINING THE VALIDITY OF A SWORN AFFIDAVIT (continued)



- Valid B-BBEE certificate from SANAS accredited verification agency, CIPC B-BBEE certificate or BBEE sworn affidavit complying with the following requirements.
- In case of Joint Ventures, a Venture Agreement SANAS approved B-BBEE certificate must be submitted. The individual company sworn Affidavits/certificates will not be considered for JV's.
- Letters from the verification agency stating that the bidder is on the process of being verified will not be acceptable.
- The B-BBEE certificate/affidavit must be submitted on the date and time of closing of tender.



FINANCIAL EVALUATION

- ❑ The Finance and team shall conduct financial and price evaluation to check the following:
 - Financial stability of the bidder
 - If the bid price is market related or falls within the budget
 - The pricing activities to be checked for any discrepancies and/or arithmetical errors.

PART C1: AGREEMENT AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

C1.2 CONTRACT DATA



PART C1: AGREEMENT AND CONTRACT DATA



C1.1 FORM OF OFFER AND ACCEPTANCE

- Ensure that amount in words corresponds with amount in figures on the Pricing Schedule
- Ensure that Form of Offer is signed by authorised person and two witnesses.



PART C1: AGREEMENT AND CONTRACT DATA

PART C1: AGREEMENT AND CONTRACT DATA

The conditions of contract (**NEC 3 Professional Services Contract**) are the core clauses and the clauses for main **Option G: Term contract**

Dispute resolution

- Option W1: Dispute resolution procedure

Secondary Options

- X1: Price adjustment for inflation
- X2: Changes in the law
- X7: Delay damages
- X9: Transfer of Rights
- X10: Employer's Agent
- X13: Performance Bond
- X18: Limitation of Liability
- *Z: Additional conditions of contract*

PRICING INSTRUCTIONS (OPTION G): ACTIVITY SCHEDULE



PRICING INSTRUCTION (OPTION G): ACTIVITY SCHEDULE



- The Price for Services Provided to Date is for each Task.
- The task schedule is to be read in conjunction with the Employer's Scope of Services.
- The Task Schedule provides the basis of all valuations of the Price for Services Provided to Date.
- And is based on **Tasks and/or milestones completed** as indicated on the Task Schedule.
- The Task Schedule work breakdown structure provided by the Consultant is based on the **Task Schedule provided by the Employer**.
- The Tasks listed by the Employer are the minimum Tasks acceptable and identify the specific Tasks which are required to achieve Task Completion.
- The **Consultant's detailed Task Schedule summates** back to the **Task Schedule provided by the Employer** and is in sufficient detail to monitor completion of a Task related to the Accepted Programme in order that payment of completed Tasks may be assessed.
- **The Prices includes** for all **direct and indirect costs**, overheads, profits, risks, liabilities, obligations, etc. relative to the Task Order.
- **All Prices** are to include for **disbursements**, travel and accommodation expenses, office allowances, daily allowances, management fees etc. throughout the duration of the contract.
- **PRICING DATA ADDENDUM**
- Project Management and Coordination separate from Task Order 1.
- Included separate totals for each task order.

PRICING INSTRUCTION (OPTION G): ACTIVITY SCHEDULE



- The hourly rates for salaried professional or technical staff shall not exceed rates as per DPSA.
- Payment to a director or member not providing strategic guidance in planning and executing a project or performing quality management checks shall be paid under relevant category.
- The staff rates derived from the Pricing Schedule exclude value added tax.

TENDER CLOSING





CLOSING DATE AND TIME

The tender closes at the Transnet e-Tender Submission Portal: www.transnet.net on **19 April 2024** at **14:00**.

Tenderers are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Tenderer can upload **30mb** per upload and multiple uploads are permitted.

END OF PRESENTATION



QUESTIONS AND ANSWERS SESSION:



ANNEXURE B - ATTENDANCE REGISTER

TENDER - TNPA/2024/01/0003/53053/RFP
RFP FOR PROVISION FOR DETAILED DESIGN (FEASIBILITY) INCLUDING
PROCUREMENT SUPPORT AND CONSTRUCTION MONITORING FOR NEW
ADMINISTRATION BUILDING.

ATTENDANCE REGISTER



DATE	TIME	TITLE	VENUE			
04 APRIL 2024	10:00	COMPULSORY CLARIFICATION MEETING - FOR PROVISION FOR DETAILED DESIGN (FEASIBILITY) INCLUDING PROCUREMENT SUPPORT AND CONSTRUCTION MONITORING FOR NEW ADMINISTRATION BUILDING.	QUEEN ELIZABETH BOARDROOM, QUEENS WAREHOUSE, 237 MAHATMA GANDHI, DURBAN			
ATTENDEES						
SITE /LOCATION						
Durban						
NAME	DESIGNATION	COMPANY/ OD	ID NO.	SIGNATURE	TELEPHONE NO.	EMAIL (PLEASE WRITE CLEARLY FOR CORRESPONDANCE PURPOSES)
Destiny Mkhaya	Port Engineering	TNPA	01529997		0661279991	destiny.mkhaya@transnet.net
Ushile Xhaxa	Commodity Officer	TNPA	0163749		0798044937	Ushile.Xhaxa@transnet.net
Nosipho Sasibo	Port Engineering	TNPA	0163030		0799298606	nosipho.sasibo@transnet.net
Jeanne Naider	Port Engineering	TNPA	0111441		0671073067	Jeanne.Naider@transnet.net
Riona Sewnagain	TNPA - Engineering	TNPA	2093		0718926177	Riona.sewnagain@transnet.net
Ningene Mavine P. Savaile	TNPA - Service - Engineer	TNPA	2480		0605602772	ningene.mavine@transnet.net
Laurelie	TNPA - Sup-Eng-Exec	TNPA	17296		09118587934	laurelie.peswa@transnet.net
Schalk Zweigelaar	Architect	Muza Consulting	920415217084		0312650044	schalk@muza.co.za
Brenta Buchanan	ARCHITECT	NSIRA ARCHITECTURE	6902105098032 183143		0836031540	brenta@nsika.com
Siboniso Hlangwa	TECHNOLOGIST	MCS	9912025603082		0711881467	siboniso@mci.co.za
Thola Mamba	ARCHITECT	DAIT	8106101025082		082 8194952	tholam@mngobey.co.za
Rashma V. Patel	ARCHITECT	TCRPV.	8009130130084		0832872669	rashma@tcrpv.co.za
Aphir Jimritha	ENGINEER	ARUP	841924509087		082 852 4841	aphir.jimritha@arup.com
Shiviso Boye	Quest Engineering	Quest	9010255834087		0655291454	Ashwin B soroprest.com

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ATTENDANCE REGISTER



NAME	DESIGNATION	COMPANY	ID	SIGN	TEL	EMAIL
MURRAY JAMES	ARCHITECT	B+P	7508045281081		0836559854	murray@boegertmaandlbn.co.za
Seluduo Mlabyo	Civil Engineering Tech	DELTA BEC	9807265682087		0123681850	bidst@deltabec.co.za
Shaven Pillay	Planner	ETL	9212295151080		071 870 3123	shavenp@etlconsulting.co.za
Raven	Civil Eng	henry	91404265140082		072 675 182	tender@chenurfadcn.com
Mike	Civil Eng	Henry	9904076407083		—	—
Vishaka	Senior Admin	Riot E.C.	8805310886081		0833706818	job.riot.consulting@riot.consulting
Takenda Kovness	Admin HR, Finance Mgr	Patent Eng	8012051124187		0745694271	info@patenteng.co.za
CHRIS GOVENDER	REP	Project Engineer	850305848087		0711966405	mpilo west@guai.com
CHRIS GOVENDER	REP	CHIEFPROJ	8802215151012		0977002654	tenders@chiefproj.co.za
Nalvi Nhl.	Rep	clie had	850305848087		0711966405	mpilo west@guai.com
M.K. I. Rooyen	Director	EPS	72091055106022		0841332202	raien@eparch.co.za
Creda Cheng	Director	PFA	7806075220050		078470386	creda@eparch.co.za
Ricardo Beziga	Architect	PGA	84032555020081		031 584 7200	tal@pess@pgarchitects.co.za
SIVANEUSA MAKHUNA	QUANTITY SURVEYOR	PBA	0008250465088		083 378 9293	Fez@pba.co.za
MENAMETHU MNGUM	CLERK OF WORKS	Task CSS	9000530 5935 082		079 091 6260	postenders@taskcss.co.za
Singoble Buthelezi	Project Administrator	Diamndlovu Consulting Engineer	97071190554 080		081 942 4827	Info@diamni-mallow.co.za
Laura Khwela	Director	HPM	7809125028089		073 219 7966	vanita@ldm.co.za
Mhassengoi	Business Manager	MANAGING ENGINEER	5507195610087		0834846583	sikulile@maningpa.co.za
MARENIKA NAIKID	CIVIL ENGINEER.	MANOT AFRICA	000290012 0083		031 824 1065	tenders@mpa.net.com
QUVIA SANCHEZ	Structural Engineer	MANOT AFRICA	9508060107086		031 824 1065	tenders@mpa.net.com
JOHN TOWNSEND	PROJECT MANAGER/PLANNER	MANOT AFRICA	6409045040 083		0827891194	john@btprojects.com

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ATTENDEES						
SITE /LOCATION						
Durban						
NAME	DESIGNATION	COMPANY/ OD	I.D NO.	SIGNATURE	TELEPHONE NO.	EMAIL (PLEASE WRITE CLEARLY FOR CORRESPONDANCE PURPOSES)
Yongamg		Interim 179 Design	89912246393082		0745523031	Abninkor@Interim179.co.za
Nkosikwona		ZVK Holdings	8706002641908		021 667 1007	Kwivakoz@ZVK.CO.ZA
Obakeng Ngole		Pro-Serve Consulting	98060600228082		012 661 3435	Bids@pro-servegroup.com
UPYLE BEZUIDENHOUT		ENSURE CONSULTERS	98092050718087		031 003 0920	markh@ensure.africa
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Tshaba Kuumalo		Kisani Int. P. 05300673089			0784386081	buhlemogwe@uphoor.com
DONALD DORASAMY		RAVI THURSDAY Architectural	6605305158081		083 78541808	donald@architectonic.co.za
NKULU Mkhize		COMCAST CONSULTING	8004015422086		0815762385	admin@comcast.co.za
Mmanuel XABA		IPS CONSULTING LTD	8411246267085		0447524341	info@ipsconsulting.co.za

