

SUBJECT	Minutes of the Briefing Session		
TITLE	The Refurbishment of the above ground Vertical Bulk Storage Diesel Tank at Bethlehem Diesel Depot - CRAC_ELF_48604		
MEETING NO.	01		
VENUE	Transnet Fuel Depot Boardroom, 101 Joubert Street, Bethlehem		
DATE	04 November 2024 at 10h00		
ATTENDEES	TFR Sifhime Maimela Mbuyiswa Sekele Mandisi Mnguni Tshepo Mosoeneng Siyabonga Sibisi	SM MS MM TM SS	<u>TENDERERS:</u> Bidders who attended were asked to introduce themselves

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
1.	OPENING	
1.1	Welcome & Introductions MS welcomed everyone present and requested that Bidders who attended to introduce themselves.	MS
1.2	Purpose of the Briefing Session The purpose of the meeting was done by MS and he emphasised the following: - To make sure that all bidders understand what is expected of them with regards to the Tender process and the Tender requirements related to all aspects of this opportunity and any other areas that require clarity. - The minutes of the briefing session will be distributed to all bidders who downloaded the document and attended the briefing session. - No questions will be taken during the presentation and will only be accepted under the 'Questions and Answers' session.	MS
2.	Background	SM
	SM gave a background of the project and emphasised on the following: RNC-Fuel Depots has 47 sites all over the country and each site has a tank farm where diesel tanks are located. The tanks are required to be cleaned and inspected by a qualified API Inspector and from his recommendations the tanks are repaired every five years. Based on the findings and recommendations, a scope of work is prepared to correct all the deviations identified by the API Inspector and a qualified contractor is appointed to carry out remedial work in accordance with the applicable API and SANS standards for the petrochemical industry.	
3.	Scope of Works	SM
	SM gave a brief explanation of the Scope of Works as follows: 1. Tank Information 1.1 Install a new denso membrane around entire circumference of tank.	



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	1.2 Restore coating system at all anchor bolts and nuts. 1.3 Remove all the anchor chair nuts one-by-one to remove the noted corrosion. When reinstalling, follow the guides given in API 650, section 5.12.11. 1.4 Ensuring the bottom-to-shell connection meets the requirements of API 650 5.1.2.7 1.5 Install a new coat of asphalt or bitumen mixture between the foundation ring and the bottom plates. 1.6 Replace the missing bolt on the one grounding and review the potential resistance of the tank. Refer to API 650 section 5.8.11.3 and API 575 for further information. 2. External Tank Shell 2.1 Sandblast the whole tank shell. 2.2 Conduct a Positive Material Identification (PMI) test prior any welding work (All welding procedures prepared for this repair work should consider the PMI test results.). 2.3 Prepare and wire brush corroded area on tank shell. 2.4 Apply primer where there is bare steel and apply two coats of silver metal paint on the entire tank. 2.5 Install a tank data name plate that complies with API 650 and API 653. See Figure 1 for reference. 2.6 Provide tank labelling that will include tank capacity and inspection dates. See figure 2 for reference. 2.7 Provide labelling for inlet, outlet, and drain. 3. Internal Tank Shell 3.1 Prepare and wire brush corroded area on tank shell and bottom plates. 3.2 Apply primer where there is bare steel and apply two coats of silver metal paint on the bottom plates and up to the first strake. 4. Tank Appurtenances 4.1 Prepare and wire brush corroded area on manway, nozzles, and all appurte-	



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	nances. Apply primer where there is bare steel and apply two coats of silver metal paint. 4.2 Replace the 2-inch drain valve with a new 2-inch drain valve, together with the associated bolts, nuts, washers (M16) and gaskets (spiral wound) that complies with API 653. The newly installed drain valve must have a lockable mechanism. 4.3 Replace both manhole's (top and bottom) graphite gasket with new ones together with the associated bolts, nuts, and washers (M20). 4.4 Replace the 4-inch ball valve for both inlet and outlet with the new one together with the associated bolts, nuts, washers (M16) and gaskets (spiral wound). The new valves must have removable handles and be lockable. 4.5 Decommission and remove the cat ladder and a varec gauge. 4.6 Provide a design of a spiral staircase suitable for the tank. 4.7 Supply and install new spiral staircase and handrails as per design and in compliance with SANS 10131 section A3.9. 4.8 Apply primer where there is bare steel and apply two coats of silver metal paint on the entire stairs and railings. 4.9 Install welded thermal relief system with isolation valves around tank inlet and outlet valves. Supply, calibrate and Install a Temperature Relief Valve (TRV) set at 350 KPa, refer to the attached drawing for the installation in Figure 4. 4.10 Install an emergency venting system as per API 650 Section 5.8.5 or SANS 10131 section 6.31. 4.11 Install a davit-arm to support the bottom manhole. 4.12 Lower the height of the toe-board (kick-toe plate) to meet the requirements of API 650, Table 5.17 (6). The kick-toe plate is currently positioned higher than the recommended 6 mm off the base. 4.13 Supply and install symbolic safety signs that comply to national standards (SANS 1186-1). See Figure 3 as reference. 5. General 5.1 Calibrate tank and provide calibration chart. 5.2 Supply and deliver dipstick that is calibrated at intervals of 10 mm, with the corresponding volumes in litres (to the nearest 10 L) given on the calibration chart.	



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	5.3 Appoint Approved Inspection Authority (AIA) inspector to inspect all welds and provide report. 5.4 Appoint an experienced storage tank engineer to further examine the out-of-plane settlement (differential settlement) using more rigorous engineering assessment. 5.5 Perform Non-Destructive Testing new welds and provide results. Issue the report/certificates for the new welds. 5.6 Hand over the production. 6. Technical Requirement 6.1 The scope of work to be carried out under this contract shall consist of the co-ordination, design, supply of materials, delivery, and installation and handing over after completion of all works. All repairs shall be done as per API 653 code 6.2 Provide a valid gas tester calibration certificate. 6.3 Provide welders qualifications. 6.4 Provide NDT qualifications. 6.5 Quality data must be submitted to the Project Manager, signed by the relevant parties including AIA pack prior commencement of the work with all the necessary required information i.e. Welding procedure, welder's qualifications etc. 6.6 Safety files with all the necessary required information i.e. Method statement, risk assessment, medicals, legal appointments etc. 6.7 Transnet Safety compliance and full PPE. 6.8 All painting works shall be done according to Transnet's paint specification. See attached Power-point presentation for more details.	
4.	Tender Process	MS
	MS gave a presentation on the Tender Process as follows: Tender closes punctually at 10:00am on 12 November 2024. Questions / bid clarifications should be submitted before 12h00 on 06 November 2024. Bid clarifications prior to the closing of the RFP must be channelled through Millicent Ndlela via e- mail: Millicent.Ndlela@transnet.net After the closing date of the RFP, a Respondent may only communicate with the Secretariat, Prudence Nkabinde, at email Prudence.Nkabinde@transnet.net on any matter relating to its RFP Proposal.	



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	It is also important to note the following: <u>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.</u> a) The Transnet e-Tender Submission Portal can be accessed as follows: <u>Log on to the Transnet eTenders management platform website (https://transnetetenders.azurewebsites.net);</u> ▪ 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. 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. b) The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the c) Tender Offers / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request. c) Submissions must not contain documents relating to any Tender other than that shown on the submission.	
4.	Evaluation Methodology	
	MS explained the different stages of the Evaluation Methodology as per the table below:	MS



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	Prequalification		Stage 1		Stage 2								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6							
	Administrative Responsiveness  Returnable Documents & Schedules Verification that all Returnable Documents/Schedules required have been submitted and are valid	Substantive/ Mandatory Responsiveness  Construction Industry Development Regulations, designation of 3ME or higher class of construction work	Technical Evaluation  80 points Technical Functional Threshold	Weighted Scoring Price (80) Selected Specific Goal (20) Page 10 (Tender Data) & Page 15 (T2.2-14) with Preferred Bidder (2nd and 3rd ranked bidders) in a sequential and not simultaneous manner} if pricing is not market-related	Due Diligence Transnet will conduct a due diligence on bidders to verify and validate bid submissions on the following: Financial Stability (A) Financial Ratios - Gearing Ratio - Capacity/ Liquidity - Profitability - ROE - ROA - Interest Cover (B) Price Schedule Completeness (C) Vendor Risk Assessment- Advanced Risk Report Where the due diligence exercise fail to validate the bid submissions, this may result in the Bidder being disqualified	Post tender negotiations Post tender negotiations with Preferred Bidder per transaction {2nd and 3rd ranked bidders} per commodity and in a sequential and not simultaneous manner} if pricing is not market-related as per the PPPFA Regulation 2017, section 7(9)(a-c). Step 7 Conclusion of contract							
5.	Technical Evaluation Criteria AN also explained that there are 100 points allocated for scoring purposes on the technical evaluation. However, a minimum threshold is 80 points. <table><tr><th>Functionality criteria</th><th>Sub-criteria</th><th>Maximum number points</th></tr><tr><td colspan="3"></td></tr></table>						Functionality criteria	Sub-criteria	Maximum number points				SM
Functionality criteria	Sub-criteria	Maximum number points											



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	T2.2-01 Programme	The contractor must state when he/she intends to procure the material, re-furbish the tank, test and commission. This must also be supported by providing a working programme (MS Project or Excel).	10		
	T2.2-02 Previous Experience	Work Experience in tank repairs in the Petrochem industry. Returnable: 1. Completion letter, Or, 2. Reference letter, containing: • Company name and logo • Project Manager • Value of Project • Duration of Contract • Contact email and number of Project Manager (NB, reference letter must include all the above mentioned to be scored).	40		
	T2.2-03 Health and Safety Management Plan	The tenderer must submit the following documents as a minimum with the tender submission: 1. Contract specific Health & Safety plan including the following: a. Roles and responsibili-	10		



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			ties of legal appointees in terms of OHSA 85 of 1993 and its Regulations. i. S16.1 CEO, ii. CR8.1 Construction manager, iii. CR8.5 Construction Health & Safety officer, iv. CR8.7 Construction Supervisor, v. CR9.1 Risk Assessor b. Valid Letter/s of Good Standing with the Workmen's compensation fund (Letters of Good Standing from all members of a newly formed JV). c. Overview of Tenderer's SHE system for project 2. Overview of the tenderer's Risk Assessment methodology, and submission of risk assessments indicating major activities of the works and how the risks will be addressed and mitigated. 3. Synopsis of Health & Safety incidents, description, type and action taken to prevent re-occurrence and submission of completed cost breakdown sheet within the last five years.			
		T2.2-04 Management	The tenderer must be able to demonstrate that the	10		



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		& CVs of key personnel project personnel have sufficient knowledge, experience and qualifications to provide the required services and submit the following documents as a minimum for the tender: 1. National Diploma in Mechanical Engineering or higher 2. Valid ASME 9 certificate (SAIW accredited) 3. Valid API 653 certificate 4. Project Management Qualification			
		T2.2-05 Method Statement Method statement must clearly state how the tenderer intends to carry out all the activities specified in the scope of work. It must include the tasks that will be performed including the sequence of events, the equipment to be used and the personnel involved. The Method statement should meet the following criteria: 1. State the Methods to be used to meet the technical quality on the project. 2. Remedial actions to be taken should there be weather changes.	30		



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			3. Provide details on how the tank will be refurbished. 4. Must contain a detailed baseline risk assessment, implementation methodology/plan and as well as mitigations. 5. How Transnet's infrastructure and personnel will be kept safe during the contract activities.			
		Maximum possible score for Functionality		100		
6.	Questions and Answers				MS	
	The session was then opened for questions. Several questions were asked and responded to. 1. Do companies that would like to bid for this have to be Transnet registered vendors? Answer – No, this is an Open tender, and it will be advertised in the National Treasury e-tender portal and all companies that meet the required specified criteria can bid.					
7.	CLOSING					
	MS thanked all the bidders for attending and the bidders were invited to visit the site after the meeting. Bidders were also requested to bring their attendance certificate to be signed. The signed minutes will be sent to the tenderers together with the presentation. The bidders were also reminded that the tender closes at 10am on 12 November 2024 and no late bids will be accepted. The bidders were then asked to follow the PM to the Diesel Tanks in the depot yard.				All	

Reviewed and Accepted By:

Project Manager
Sifhime Maimela