

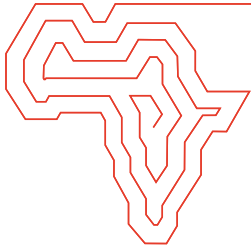


COMPULSORY BRIEFING SESSION FOR THE PROVISION OF A SERVICE PROVIDER FOR THE PARTITIONING OF SECURITY OFFICES AT THE PORT OF EAST LONDON.

TNPA/2024/12/0010/85160/RFQ

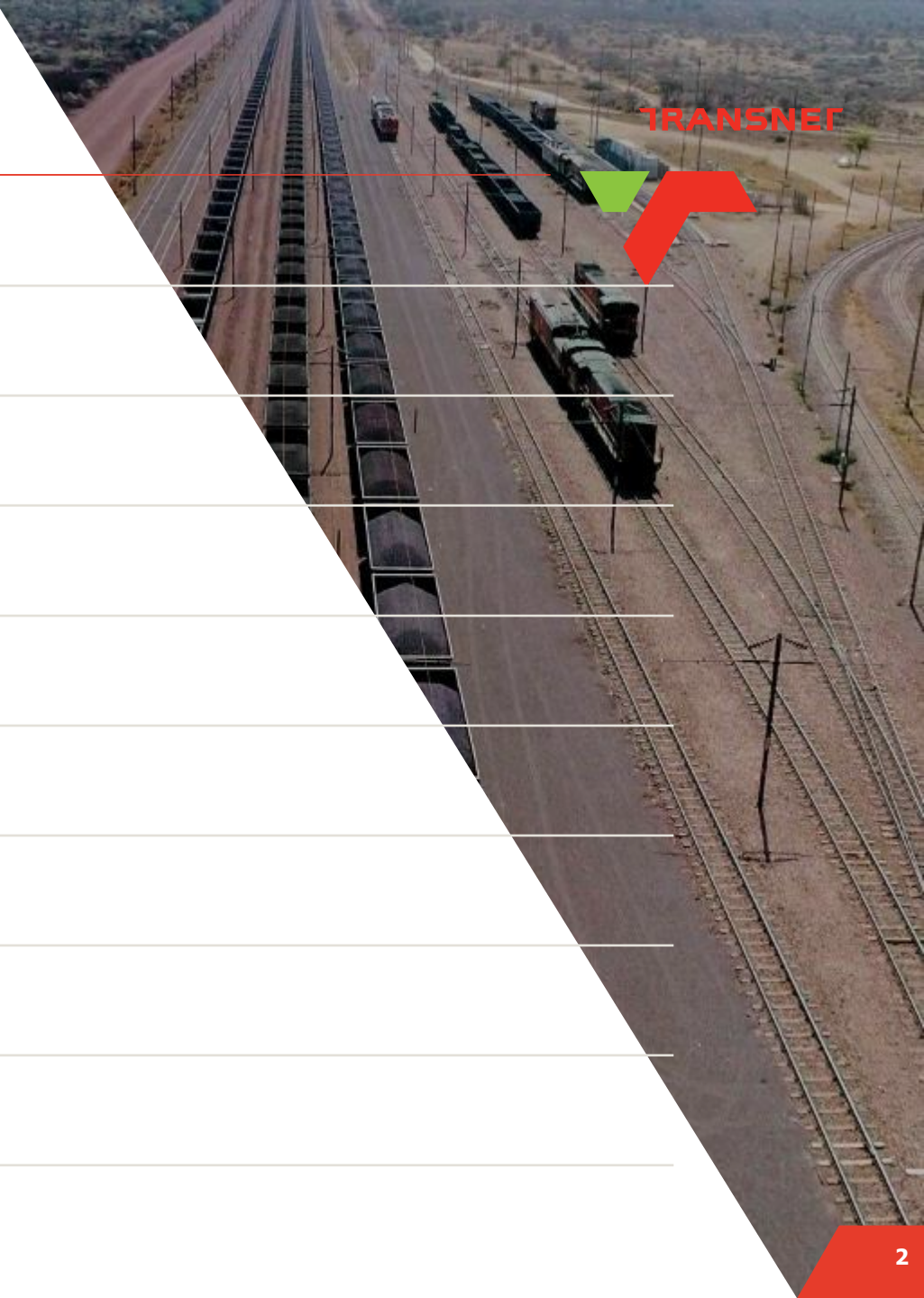
DATE: 30 JANUARY 2025

Presented By: Sourcing Team



CONTENT

- 01 Welcome, Meeting Procedure, & Housekeeping
- 02 Background of the Scope of Works & Site Information
- 03 Bill of Quantities
- 04 Evaluation Criteria
- 05 Returnable Documents
- 06 Tendering Procedure
- 07 Question and Answers
- 08 Site Visit
- 09 Closing





WELCOME AND INTRODUCTIONS

PLEASE NOTE:

- An attendance register must be completed during the meeting
- The meeting is recorded
- Encouraged to ask all clarity seeking questions after the presentation
- Obtain Attendance Certificate and submit with tender response NOT during the meeting
- Briefing session is compulsory and failure to attend will result in disqualification.
- Further enquiries to be issued to TNPAPOELBelow@transnet.net on or before 5th February 2025
- Presentation, questions and answers of the briefing session will be published on the 31 January 2025
- **Tender Closing, 07 February 2025 at 12h00** - Please observe the closure of the tender and preferable submit before closing date to avoid potential technical problems.



BACKGROUND

Presented By: Technical Team



BACKGROUND

The Port of East London has a security department that is responsible for implementing safety protocols to protect employees, guests, and the public within the port limits. One of the primary responsibilities of the department is to safeguard personnel and property within the environment. This includes monitoring access points, conducting patrols, and promptly responding to any security breaches or emergencies.

In 2018, a Risk Analysis was conducted and submitted to a designated authority, Department of Transport (DOT) to audit the port and facilities. Security control room was included in the finding by DOT. These gaps require closure before the next assessment which will take place in 2024.



BACKGROUND

The Security control room is located at the Port's Customs Building along Hely-Hutchinson Road, on the West Bank. This office currently does not have partitioning to safeguard sensitive documents in respect of Protection of Personal Information act (PoPI act) as it is a security hub where security-related decisions are made.

DOT provided the minimum requirements of a control as follow:

- The room should be constructed with reinforced walls, floors, and ceilings to prevent unauthorized access.
- Doors should be solid core and fitted with high-security locks. Last GSR audit ports received audit finding for this door to be bullet proof.
- Windows, if any, should be secured with burglar-resistant glass and should be equipped with security bars or grilles.



SCOPE OF WORKS

Presented By: Technical Team



SCOPE OF WORKS

1.2.1 **Site setup and general consideration**

1.2.1.1 **Site Establishment**

The contractor is expected to inspect the Working Area and assess the sequence of the execution of activities for the Works.

The Contractor is permitted to establish his Working Area at the Customs Building (Green Building), where the execution of Works will be done.



SCOPE OF WORKS (CONTINUED)

1.2.1.2 Barricading signage, protection of services and existing equipment

The Contractor shall erect barricading signage to a height of 1000mm above existing ground level outside the customs building, the barricading material shall be approved by the Project Manager.

The Contractor shall use danger tape or appropriate barricading tape to warn or catch the attention of passersby. It will act as a minor impediment to prevent accidental entrance to the construction site area to enhance general safety.

The Contractor shall employ the appropriate dust suppression system to control dust throughout the execution of works, including noise and vibration control system/s.

The Contractor shall ensure that the Working Area, including existing services and equipment, is adequately protected from damage. Any damages caused will be of the Contractor's account



SCOPE OF WORKS (CONTINUED)

1.2.2 Removal of existing assets

The Works include the removing of an existing drywalling, skirting, doors, ceilings, cornices, timber flooring, timber shelves, and electrical services inside the building. The Project Manager shall decide and instruct the Contractor on which assets shall be re-used and which will be disposed of at an approved dumping site, and which shall be transported to a TNPA site for asset scrapping following TNPA scrapping processes.

1.2.2.1 Preparation of Working Area

Once the above-mentioned removals have taken place, the Contractor is to prepare the site for the supply and installation of the required Works.

1.2.3 Civil Works

Supply and installation of the below mentioned items and not limited to:



SCOPE OF WORKS (CONTINUED)

1.2.3.1 Restoration

- Brick wall – Construction of reinforced 110mm wall of NFP bricks in class II mortar. The wall is to be plastered and painted the same colour, as the existing drywalling.
- Doors – Removal of 1 single Aluminium door and door frame. Supply and installation of 2 new doors to be silver glass aluminum doors (same as existing in the building) and 1 bulletproof type door (level 3 ballistic resistance). Reinforced concrete lintels to be provided above all new doors to support masonry.
- Drywalling – Breaking down drywall and construction of new drywall. This includes all accessories, fittings and attachments.
 - Gypwall Firestop 102/F60S52 - 1 layer Gyproc FireStop fixed to both sides of the framework.



SCOPE OF WORKS (CONTINUED)

- Ceiling panels – Remove and install ceiling panels same as existing - 9,5mm Thick gypsum plasterboard ceiling boards with staggered joints and jointing with RhinoTape strips fixed to and including Donn steel bracing at 400mm centres, fixed to concrete/timber and 25 x 25mm galvanised steel angles including all suspension hangers, etc. Skimmed with RhinoLite plaster (ceilings to be painted same colour as existing)
- Plaster – Plaster all newly constructed walls - Cement plaster (SANS 2001) wood floated on brickwork
- Painting – Plaster and painting of all walls, ceilings and cornices (same colour as existing) - Prepare and apply one coat Plascon Plaster Primer, one universal undercoat and two coats acrylic emulsion paint
- Flooring – Installation of 300mm raised access floor for the server room including ramp on adjustable understructure support pedestals - 600 mm x 600 mm floor panel size. Class 1 tolerance. Heavy Grade. Finished with carpet tiles laid off grid on a tackifier adhesive.



SCOPE OF WORKS (CONTINUED)

1.2.4 Electrical Works

Supply and installation of the below mentioned items:

- Plugs – installation of 6 power plugs
- Power skirting – 8.3m of skirting
- Power pole – Removal of existing power pole and make good.

Contractor will be required to submit certificate of compliance and occupancy once all the works are complete.

SCOPE OF WORKS (CONTINUED)



1.2.5 **Making good of the site**

The Contractor shall be responsible for ensuring that the Site is made well or brought back to original form when the Works are complete. All debris from the Works must be removed and dumped away at approved dumping site. The final Works will be compared to the original condition of the Working Area.



SITE INFORMATION

Presented By: Technical Team



SITE INFORMATION

1. SITE CAMP

The Contractor will be responsible for the establishment of the site camp (at the location marked the figure below) and arrangements for accommodation. The establishment must be in accordance with Transnet's Environmental and Safety requirements. No accommodation is allowed in the site camp and or within Port of East London.





PRICING DATA

Presented By: Technical Team



PRICING DATA

Item Ref	Description	Unit	Qty	Rate	Total Value
	PARTITIONING OF SECURITY OFFICES & CONTROL ROOM				
	Scope of Work				
	The contractor will be expected to provide brickwall and drywall partitioning for the security offices and control room.				
	SUMMARY				
1	PRELIMINARY & GENERAL				
2	CIVIL WORKS				
1	SECTION 1 : PRELIMINARIES AND GENERAL				
1.1	Fixed Costs				
1.1.1	Establishment and de-establishment	L/Sum	1.00		
1.1.2	Compliance with OHS Act and Regulation (including the Construction Regulations 2003)	L/Sum	1.00		



PRICING DATA (CONTINUED)

1.2	Time Related Costs				
1.2.1	Supervision during the duration of the project	Weeks			
1.2.2	Transport	Weeks			
1.2.3	Ablution and Latrine facilities	Weeks			
1.2.4	Office and storage	Weeks			



PRICING DATA (CONTINUED)

2	SECTION 2: CIVIL WORKS				
2.1	Removing of doors and door frames				
	Taking out and removing doors and door frames Including plastering and making ready to install.				
2.1.1	Remove existing single wooden door and door frame for re-use	No.	1.00		
2.2	Removing of wooden flooring				
	Hacking off and removal of wooden floor for new brickwall				
2.2.1	Wooden floor	m ²	11.01		
2.3	Breaking down drywalling				
	Breaking down existing drywall including all accessories/fitings/attachments.				
2.3.1	Break down existing drywall to make way for new brickwall.	m ²	72.66		
2.3.2	Removal of wooden skirting	m	12.00		



PRICING DATA (CONTINUED)

2.3.3	Removal of cornice	m	12.00		
2.3.4	Removal of ceiling	m ²	14.79		
2.3.5	Removal of wooden storage shelves	No.	3.00		
2.3.6	Disconnection, removal of electrical light switch and removal of electrical light	No.	1.00		
2.3.8	Removal of power skirting and all electrical components inside	m	8.29		
2.3.9	Removal and relocation of ceiling power pole	No.	2.00		
2.3.10	Remove rubble from site to point of disposal	m ³	187.11		



PRICING DATA (CONTINUED)

2.4	Construction of new walls.				
	Construction of new walls including plastering and making ready for paint				
2.4.1	Construct a new 140mm reinforced brickwall to divide the control room,server room and security offices using brick and mortar.	m ²	95.03		
2.4.2	Construct new 132mm drywall - Gypwall Firestop 102/F60S52 -1 layer Gyproc FireStop fixed to both sides of the framework	m ²	42.43		
2.4.3	Supply and install new wooden skirting along new brickwall (to match existing wooden skirting)	m	44.69		
2.4.4	Supply and install new ceiling above control room - to provided specifications in C3 document	m ²	15.80		
2.4.5	Supply and install new cornice along new brickwall and drywall that matches existing	m	70.02		
2.4.6	Supply and install new power skirting along brickwall including 6 plug points	m	8.30		
2.4.7	Supply and install aluminum skirting on the drywall	m	19.69		
2.4.8	Connect and install new light and light switch for server room	No.	1.00		
2.5	Supply and install new doors and door frames				
2.5.1	Re-install the existing server door and door frame	No.	1.00		
2.5.2	Supply and install bulletproof single door and door frame for control room (Level 3 ballistic resistance)	No.	1.00		
2.5.3	Installation of reinforced concrete lintel of suitable dimensions for Server room door	No.	1.00		



PRICING DATA (CONTINUED)

2.5.4	Installation of reinforced concrete lentil of suitable dimensions for Bulletproof control room door	No.	1.00		
2.5.6	Installation of reinforced concrete lentil of suitable dimensions for server room door	No.	1.00		
2.6	Plastering of all walls				
	Cement plaster (SANS 2001) wood floated on brickwork				
2.6.1	Plaster all new brickwalls same colour as existing walls	m ²	94.16		
2.7	Painting of all walls				
	Prepare and apply one coat Plascon Plaster Primer, one universal undercoat and two coats acrylic emulsion paint				
2.7.1	Paint all new brickwall same colour as existing walls	m ²	94.16		
2.7.2	Paint new drywall same colour as existing walls	m ²	41.05		



PRICING DATA (CONTINUED)

2.8	Server Room Floor				
	Installation of raised flooring - SABS approved Static Disipative flooring				
2.8.1	300mm raised access floor including ramp on adjustable understructure support pedestals - 600 mm x 600 mm floor panel size. Class 1 tolerance. Heavy Grade. Finished with carpet tiles laid off grid on a tackifier adhesive.	m ²	15.80		
			Grand Total Excl VAT		
			VAT @ 15%		
			Grand Total Incl VAT		



EVALUATION CRITERIA

Presented By: Technical & SCM Team



TRANSNET



Evaluation Criteria

Pre-Qualification

Supply Chain Management Team



STAGE 1 OF EVALUATION: COMPULSORY ATTENDANCE

Stage 1 - Eligibility with regards to attendance at the compulsory clarification meeting:

An authorised representative of the tendering entity or a representative of a tendering entity that intends to form a Joint Venture (JV) must attend the compulsory clarification meeting.

The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must complete and sign the attendance register. Addenda will be issued to and tenders will only be received from those tendering entities including those entities that intends forming a joint venture appearing on the attendance register.

Tenderers are also required to bring their RFQ document to the clarification meeting and have their returnable document T2.2-01 certificate of attendance signed off by the Employer's authorised representative.

Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.



STAGE 2 OF EVALUATION: CIDB GRADING 1GB OR HIGHER

Stage 2 Eligibility in terms of the Construction Industry Development Board:

- 4.1 Only those tenderers who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, designation of **1 GB or higher** class of construction work, are eligible to have their tenders evaluated.
- 4.2. The most up to date information is always available on the CIDB web site.
As a result, TNPA will check the status of contractors on the website and not rely on contractor registration certificates.
- 4.3. Joint Venture (JV)

Joint ventures are eligible to submit tenders subject to the following:
 - 4.3.1 every member of the joint venture is registered with the CIDB;
 - 4.3.2 the lead partner has a contractor grading designation of not lower than one level below the required class of construction works under consideration and possesses the required recognition status; and
 - 4.3.3 the combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for an 2EP or higher class of construction work or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations
 - 4.3.4 The tenderer shall provide a certified copy of its signed joint venture agreement
 - 4.3.5 The most up to date information is always available on the CIDB web site.
As a result, TNPA will check the status of contractors on the website and not rely on contractor registration certificates.

Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.



FUNCTIONALITY EVALUATION

Presented By: Technical Team

STAGE 3 OF EVALUATION: FUNCTIONALITY



Stage Three - Functionality:

Only those tenderers who obtain the minimum qualifying score for functionality will be evaluated further in terms of price and the applicable preference point system. The minimum qualifying for score for functionality is **66,67** points.

The evaluation criteria for measuring functionality and the points for each criterion and, if any, each sub-criterion is as stated below.

Only those tenderers who attain the minimum number of evaluation points for Functionality will be eligible for further evaluation, failure to meet the minimum threshold will result in the tender being disqualified and removed from any further consideration.

Functionality shall be scored independently by not less than 3 (three) evaluators and averaged in accordance with the following schedules:

- Method Statement
- Organizational Chart
- Work Plan/Programme.
- Company Experience
- Experience of the key staff
- Safety, Health & Environment (SHE) Management plan & Risk assessment.

Note: Any tender not complying with the above-mentioned requirements, will be regarded as non-responsive and will therefore not be considered for further evaluation.

STAGE 3 OF EVALUATION: FUNCTIONALITY



Functionality criteria	Requirements	Maximum number of points
Method Statement	Bidder must submit a method statement detailing the proposed approach for executing the works. The method statement must include: 1. List of the deliverables to complete (aligned to the scope of works). 2. How the deliverables in (1) will be achieved. 3. Which resource will be responsible for each deliverable. NB: The minimum requirement is a method statement aligned with the scope of work and includes the 2 prescribed requirements.	12
Organizational Chart	Bidder must submit an organizational Chart with; (1) Hierarchal structure detailing, (2) resource names and (3) role on the project. NB: The minimum requirement is an organizational chart which includes 2 of the 3 requirements.	09

STAGE 3 OF EVALUATION: FUNCTIONALITY



Work Plan/Programme.	Bidder must submit the Tender Programme must be in a MSP format or Primavera format: 1. Reflect all milestone deliverables and events and must be aligned to scope of works . 2. Show all the resources, dependencies and must have execution logic. 3. Critical path must be clearly indicated. 4. Must not have any constraints or activities that span more than 1 week. NB: The minimum requirement is a programme that meets 3 of the 4 requirements.	09
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STAGE 3 OF EVALUATION: FUNCTIONALITY



Company Experience: - Completed Projects	Bidder must show track record of previous similar projects in the past. Provide completion certificates of the projects with the following: (1) Description of the works, (2) Value of the works, (3) Duration of the works. NB: The minimum requirement is the 4 completion certificates of similar projects.	21
Reference Letters.	Bidder must provide reference letters of conducting the projects listed above. The reference letters must be signed by the Clients and in their letterheads. The letters must confirm the work performed with specific reference to the project and clear indication of client's impression (project success). Valid client' contact details must be included in the letters. NB: The minimum requirement is 2 reference letters.	09

STAGE 3 OF EVALUATION: FUNCTIONALITY



Experience of the key staff	The bidder has submitted a project organogram with the following personnel CV's: 1. Project supervisor/lead with experience in relevant infrastructure projects, construction, demolition and partitioning. 2. Skilled labourer with experience in relevant infrastructure projects, construction, demolition and partitioning. 3. Construction Health and Safety officer with experience in construction health and safety management NB: The minimum requirement is the 3 personnel each having between 4 and 6 years experience.	30
Safety, Health & Environment (SHE) Management plan & Risk assessment.	Detailed health and safety management plans specific to the project and letter of good standing. Bidder must submit the following documents: (1) Health & Safety Plan; (2) Risk Assessment; (3) Letter of good standing (COIDA). NB: The minimum requirement is 2 of the 3 requirements.	10
Maximum possible score for Functionality		100



TRANSNET



Evaluation Criteria

Specific Goals

Supply Chain Management Team

STAGE 4: PREFERENCE POINT SYSTEM (80/20)



Only tenders that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points systems as described in Preferential Procurement Regulations.

80 where the financial value of one or more responsive tenders received have a value equal to or below R50 million, inclusive of all applicable taxes,

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals - Scorecard	20
TOTAL SCORE:	100

STAGE 4: PREFERENCE POINT SYSTEM (80/20)



claimed. Should the evidence required for any of the Specific Goals applicable in this tender not be provided, a tenderer will score zero preference points for that particular "Specific Goal."

Specific Goals	Number of points (80/20 system)
B-BBEE Status Level of Contributor 1	15
B-BBEE Status Level of Contributor 2	10
50% Black Youth Owned Entities	05
Non-Compliant and/or B-BBEE level 3-8 Contributors	0

STAGE 4: PREFERENCE POINT SYSTEM (80/20)



The following Table represents the evidence to be submitted for claiming preference points for applicable specific goals in this tender:

Specific Goal	Acceptable Evidence
B-BBEE Status Level of Contributor 1	1. B-BBEE Certificate / Sworn Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines
B-BBEE Status Level of Contributor 2	2. B-BBEE Certificate / Sworn Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines
50% Black Youth Owned Entities	1. Certified copy of ID Documents of the Owners 2. B-BBEE Certificate / Sworn Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines



RETURNABLE DOCUMENTS

Presented By: SCM



RETURNABLE DOCUMENTS

These schedules are required for pre-qualification and eligibility purposes:

- T2.2-01 **Stage One as per Compulsory attendance of Clarification meeting: Eligibility**
Criteria Schedule - Certificate of attendance at Compulsory Tender Clarification Meeting
- T2.2-02 **Stage Two** as per Construction Industry Development Board: **Eligibility**
Criteria Schedule – CIDB Registration or Application

2.1.2 Returnable Schedules:

General:

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- T2.2-07 Authority to submit tender
- T2.2-08 Record of addenda to tender documents
- T2.2-09 Letter of Good Standing

2.1.3 Agreement and Commitment by Tenderer:

- T2.2-10 CIDB SFU ANNEX G Compulsory Enterprise Questionnaire
- T2.2-11 Non-Disclosure Agreement
- T2.2-12 RFQ Declaration Form
- T2.2-13 RFQ Breach of Law
- T2.2-14 Certificate of Acquaintance with Tender Document
- T2.2-15 Service Provider Integrity Pact
- T2.2-16 Supplier Code of Conduct
- T2.2.17 POPIA



RETURNABLE DOCUMENTS (CONTINUED)

2.1.4 Bonds/Guarantees/Financial/Insurance:

T2.2-18 Insurance provided by the Contractor

2.1.5 Transnet Vendor Registration Form:

T2.2-19 Supplier Declaration Form

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2.1.6 Stage Three: These schedules will be utilised for evaluation purposes:

T2.2-20 B-BBEE Certificate / Sworn - Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines.

T2.2-21 Certified copy of ID Documents of the Owners



RETURNABLE DOCUMENTS (CONTINUED)

C1.1 Offer portion of Form of Offer & Acceptance

2.3 C1.2 Contract Data

2.5 C2.1 Pricing Instructions (Bill of Quantities)

2.6 C2.2 Pricing Schedule

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TENDERING PROCEDURES

Presented By: SCM



TENDERING PROCEDURES

- **RFQ Information:**

- Description: Provision of Service Provider for the Partitioning of Security Offices at the Port of East London.
- RFQ Number: TNPA/2024/12/0010/85160/RFQ
- Issue Date: 22 January 2025
- Compulsory Clarification: 30 January 2025 at 11h00
- Site Visits: 30 January 2025
- Closing Date: 07 February 2025 at 12h00PM
- Tender Validity Period: 12 weeks from closing date



TENDERING PROCEDURES (CONTINUED)

- Tender Submission : Transnet e-Tenders platform NOT in a tender box or email
- Employer's Agent and email address : TNPAPOELBelow@transnet.net
- Late Tenders : Not Accepted



QUESTIONS AND ANSWERS



Question
&
Answer



PRESENTATION WILL BE ISSUED TO ALL ATTENDEES



SITE WALK



Technical Team



Thank you

**We look forward to receive your bid
responses on time**