

SUBJECT	Minutes of non-compulsory Tender Briefing Meeting
TENDER NO.	TNPA/2023/09/0015/42339/RFP
TITLE	SUPPLY AND DELIVERY OF DRY DOCK OPERATIONS AND MAINTENANCE CONSUMABLES FOR SHIP REPAIR IN THE PORT OF CAPE TOWN AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS
MEETING NO.	1
VENUE	PROCUREMENT BOARDROOM, HR & PROCUREMENT BUILDING, 34 SOUTH ARM ROAD, PORT OF CAPE TOWN, V & A WATERFRONT
DATE	Tuesday, 02 July 2024 at 10:00
IN ATTENDANCE	Transnet National Ports Authority (TNPA) Employees in attendance: Nonceba Magazi-Qelile (NM-Q) Abubakr Pansarey (AP) Taha Gamielien (TG) Salathiso Xoxo (SX) Tshegofatso Motlhake (TM) Tenderers in attendance: Mulemba Distributors Teamwork RL KPC Group Platinum Suppliers Heico Project Management Onpoint Ontime Solutions Mvuzo Electrical Engineering Nkosi Phendule

MINUTE	DESCRIPTION OF DISCUSSION	
1	OPENING	
1.1	Welcome & Introductions - Everybody was welcomed by NM-Q all the Transnet employees attending introduced themselves and all bidders attended introduced themselves and the companies they represented	NM-Q
1.2	Safety briefing / Evacuation procedure was done by the Project Manager, Abubakr Pansarey (AP)	AP
1.3	The attendance register was completed by all bidders present as well as Transnet employees who attended the tender briefing. Two Transnet employees (SX and TM) joined the meeting virtually on Teams.	All

MINUTE	DESCRIPTION OF DISCUSSION					
1.4	House Rules were read to all who attended the briefing (See attached presentation)	NM-Q				
2	COMMUNICATION	NM-Q				
2.1	Clarifications or queries related to this tender can be directed to TNPATenderEnquiriesCPT@transnet.net or via the Transnet e-tender portal.					
3	TENDER SUBMISSION NOTICE	NM-Q				
3.1	Bidders submit their tenders only through the Transnet e-tender portal and that no e-mailed tenders will be accepted					
3.2	Bidders are required to ensure that electronic bid submissions are done hours 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. Please do not wait for the last hour to submit.					
3.3	The Transnet e-tender portal can take up to 30MB document at a time, but bidders can upload as many documents as they like as long each document does not exceed 30MB.					
3.4	Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges.					
4	EVALUATION	NM-Q				
4.1	Step 1 – Administrative Responsiveness Please ensure that the whole document is completed in full and all requested documents are submitted to Transnet.					
4.2	Step 2 – Substantive Responsiveness A fully completed Pricing Schedule, on the Transnet template. <i>Any tenderer that fails Step 2 will be regarded as an unacceptable tender.</i>					
4.3	Step 3 – Functionality / Technical: AP gave a detailed overview of the technical evaluation criteria and the points allocated per criteria: The minimum qualifying for score for functionality is 60 points. Quality Management – 25 points Previous Experience – 75 points Any tenderer that fails to obtain the minimum qualifying score (60 points) for functionality will be regarded as unacceptable tenderer.	AP				
4.4	Step 4 – Preference Point System Only tenders that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points systems. <table border="1"><thead><tr><th>Thresholds</th><th>Minimum Threshold</th></tr></thead><tbody><tr><td>Technical / functionality</td><td>60</td></tr></tbody></table>	Thresholds	Minimum Threshold	Technical / functionality	60	NM-Q
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Technical / functionality	60					

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	<table><tr><th>Evaluation Criteria</th><th>Final Weighted Scores</th></tr><tr><td>Price</td><td>80</td></tr><tr><td>Specific goals - Scorecard</td><td>20</td></tr><tr><td>TOTAL SCORE:</td><td>100</td></tr></table>		Evaluation Criteria	Final Weighted Scores	Price	80	Specific goals - Scorecard	20	TOTAL SCORE:	100	
Evaluation Criteria	Final Weighted Scores										
Price	80										
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TOTAL SCORE:	100										
4.5	Specific Goals		SX								
	SX presented on the applicable specific goals and evidence to be submitted for claiming preference points for each specific goal in this tender. He further demonstrated the indicators that the Supplier Development team looks at when evaluating a Tenderers BBBEEE certificate or Sworn Affidavit. (See attached presentation)										
5	PROJECT BACKGROUND AND SCOPE OF WORKS		AP								
5.1	AP took all in attendance through the project background and the scope of works (See attached presentation)										
6	PRICING SCHEDULE / BILL OF QUANTITIES (BOQ)		AP								
6.1	AP presented a summary of BOQ and advised the Provisional Sum of R2 000 000 was erroneously omitted from the BOQ and therefore a revised BOQ will be sent to bidders via e-tender portal as Addendum										
7	CPI		TM								
7.1	CPI rates on the RFP are based on the projections and estimations done by Stats SA on a yearly basis and is not something that is developed by Transnet. When bidders complete their documents, they should not try to thumb-suck what the CPI would be but use what has been provided as it is from Stats SA.										
8	PLACING OF ORDERS										
8.1	Minimum order size for delivery will be made feasible to the contractor and shall be in the range of 100 units across.										
8.2	The number of units (100) are not for one (1) specific type of consumable, but every consumable ordered number shall tally to 100 units.										
8.3	Where there is a deviation that there's a requirement for a Supply order to be less than 100 units, the delivery compensation will be discussed with the Supply Manager. Otherwise, the delivery for 100 and more units should be incorporated into the rates.										
8.4	After placing the order with the contractor, the contractor has three (3) days to furnish the Supply Manager with timeframes on delivery of the items.										
8.5	Only long lead items that will be considered is the wood and plastic blocks, everything else will be expected to not exceed 20 working days from the date of order.										
8.6	Where specified in the order, items that need prioritisation must be arrange within no longer than 5 working days and shall be collectable within the Cape Metropole by the Supply Manager.										

9	DEADLINE FOR QUERIES / CLARIFICATIONS	NM-Q
9.1	On the Tender document, the deadline for the tenderer clarifications is 08 July 2024 but this date has now been changed to 05 July 2024 at 16:00. TM however highlighted that any changes to information that was included on the RFP would be made official through the issuing of an addendum and the tenderers need to be on the lookout for the addendum with this information that amends the RFP (including the date of the last clarification question from tenderers). No questions or queries received after the deadline date and time will be attended to.	
10	Bid Closing Date	NMQ
10.1	The Completed tender document must be submitted via Transnet e-tender portal by Friday, 12 July 2024 by 16:00 and the portal does not accept late tenders.	
11.	Objective Criteria	TM & NM-Q
11.1	TM indicated that the RFP has an objective criteria section which the bidders need to familiarise themselves with. She emphasised that the RFP has a disclaimer stating that Transnet reserves the right to award business to the highest scoring tenderer unless the objective criteria justify the award to another tenderer. NM-Q to the bidders through the objective criteria and mentioned that following items amongst others were included in the objective criteria: • Bidder(s) is not in good standing with Transnet National Ports Authority due to a poor track record of past performance with Transnet SOC Ltd and or Transnet National Ports Authority; • There is clear, uncontrived and/or overwhelming evidence and/or facts that the bidder has or continues to be in breach of any of the provisions contained in the Integrity Pact (Annexure F); • The Probity check undertaken by Transnet National Ports Authority establishes the existence of any unmitigated risks which would have a negative impact on the project. • Unless the appointment of the bidder would result in a negative impact on Transnet's Return on Investment; • It is necessary to rotate Suppliers to promote opportunities for other suppliers, in circumstances where the bidder has been awarded business previously and the award of the tender will result in inequitable allocation of business; • The tenderer or its members, directors, partners: ○ Is under restrictions as contemplated in the Integrity Pact (Annexure F),	

	○ Is a subject of a process of restriction by Transnet or other state institution that Transnet may be aware of and there is a clear, uncontrived and/or overwhelming evidence and/or facts in relation to the alleged wrongdoing on the basis of which the restriction process has been initiated; • in relation to the proposed contract, a due diligence exercise to validate the bidder's proposal that demonstrate that it possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract; • has no legal capacity to enter into the contract; • is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, being wound up, has its affairs administered pursuant to a court order, has ceased or suspended their business activities, or is subject to legal proceedings in respect of any of the foregoing; • does not comply with the legal requirements, if any, stated in the tender data; and • is not able to perform the contract free of conflicts of interest. NM-Q further emphasised to the tenderers that they need to familiarise themselves with the objective criteria.	
12	Questions and Answers	
	Question 1: A service provider asked if the tender will be awarded to one bidder only. Answer 1: Yes, since it is a rate-based contract, we are only looking at one (1) bidder as there is nothing that is re-measurable. The only thing that will change is the CPI / inflation and the percentages for 2nd and 3rd years are on the BOQ. Question 2: A service provider asked if the locality of the bidder will be considered when evaluating the bids. Answer 2: No, the successful bidder will be given fair amount of time to deliver wherever they are and as long they are able to supply within the given timeframes. Locality would have been an issue if response time was an issue. But because we will give the bidder a substantial time, the contractor can be anywhere if the given timeframes will be met.	All

	Question 3: A service provider asked if the Data sheets should be submitted with the tender or can they be submitted later. Answer 3: They are part of the technical evaluation, so if not submitted, you will get zero points, however, you will not be disqualified for not submitting them. Please submit whatever you can so that you can be allocated the points. Question 4: Is it allowed to complete the documents electronically? Answer 4: Yes, it is allowed; please don't change anything on our document especially the BOQ. It must be completed in our PDF format; we will not send bidders Ms Word or Excel format of the BOQ. Question 5: What is the estimate budget for this contract? Answer 5: We cannot disclose the budget, but it will be worth your while as we spend a lot on the consumables. We will order a lot so that it's feasible for both the contractor and Transnet. Question 6: Why is Transnet not considering awarding to more than one (1) bidder, seeing that the BOQ consists of more than two hundred (200) items and maybe not one (1) company can supply all the items? Answer 6: All the consumables have been sourced before and not difficult to find, one bidder should be able to supply especially that we will not order all the consumables at once. Some of the bidders who attended the briefing advised that they are able to supply all the consumables and it will be beneficial to one (1) bidder especially that the order will only come as and when required by Transnet. Question 7: Seeing that the tender briefing is non-compulsory, how will bidders that did not attend get hold of the addendum and minutes of the tender briefing meeting?	
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	Answer 7: The minutes of the tender briefing and addendum will be loaded on both National Treasury and Transnet e-tender portals where the tender was advertised. It is their duty to always check on those portals if there are any changes given the fact that they were unable to attend the briefing.	
13	CLOSING	
13.1	The meeting was adjourned when there were no more questions from the bidders	All

Prepared By:



Nonceba Magazi-Qelile
Contract Specialist

Approved By:



Abubakar Pansarey
Project Manager