

SUBJECT	Minutes of Transnet Port Terminals Briefing Session
TITLE	PROVISION OF LOAD TESTING OF LIFTING EQUIPMENT FOR TRANSNET SOC LIMITED (REG NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (TPT) AT DURBAN THE BBC TERMINALS FOR A PERIOD OF FIVE (5) YEARS
RFQ NO.	iCLM DB 982/TPT
MEETING NO.	01
VENUE	Okolweni Boardroom, Maydon Wharf
DATE	19 March 2025 at 10H00 am
ATTENDEES	<u>Tenderers:</u> As per attendance register <u>Transnet Port Terminals Representatives:</u> • Zine Mdaki (ZM) – Contract Specialist • Darren Chetty (NN) – Technical Manager– Durban Terminals • Sibongiseni Buthelezi (SB) – Technical Manager– Durban Terminals • Sthembiso Luthuli (SL) – Examiner – Technical Department
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING – Zine Mdaki		
	Signing of attendance register and handing out presentation		
1.1	Welcome & Introductions	ZM	
	• ZM opened the meeting and welcomed all present • ZM introduced Transnet Port Terminals team members • The purpose of the briefing session was to discuss the contents of the “request for proposal” (RFP) document; provide guidance in terms of the tender process; discuss the technical evaluation criteria, the scope of work and Pricing schedule.	ZM	

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	For the interest of time, Bidders are requested to note down all questions and ask them at the end of the briefing session.		
2.	COMMERCIAL		
2.1	RFP closing date and location: The closing date for the RFP is 02 April 2025 at 12:00 midday and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page 6 and 7 of the tender document.		
2.2	Communication: Specific queries relating to this RFP before the closing date of the RFP should be submitted onto the system using the clarification request form on page 33 of the RFP and to [zine.mdaki@transnet.net] before 12:00 noon on 26 March 2025. Details in the RFP document (refer to page 8 and 9 of RFP document). Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response: zine.mdaki@transnet.net Deadline for All Clarifications 12H00, 26 March 2025.		
2.3	The Adjudication is based on the following criteria: Stage 1 <u>Step 1- Test for Administrative responsiveness:</u> - Bid has been lodged on time. - All returnable documents are completed and returned by closing date & time, - Verify validity of all returnable documents, - Verify if the Bid document has been duly signed by the authorized respondent. <u>Step 2 - Test for Substantive responsiveness</u> - Whether any general and legislation qualification criteria set by Transnet, have been met - Whether Bid contains a priced offer;(Section 4 & Annexure B) - Whether the Bid complies with the scope and/or specification given - Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows:		

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	- LME Certification for the equipment to be load tested. - LMI Certifications. • Whether Bidder has attended the Compulsory RFP/Site Briefing Stage 2 <u>Step 3 - Minimum Threshold of 80 points for technical evaluation criteria</u> Company's Track Record - Supplier to provide Three (3) or more purchase orders with completion certificates from their clients or signed reference letters on their client letterhead. Reference letter to include client name, contact details, project description, delivery lead time and duration (indicate if it was a once off delivery or a contract, include contract period). Purchase orders and reference letters must be for Load Testing done in the past three (3) years. (30 Points) [Refer to Returnable Schedule T2.2-4] Load Testing Equipment - Load cells - The Bidder must provide five valid calibration certificates for their load cells, including at least one certificate for a load cell with a capacity of 160 tons or more. These certificates must demonstrate that the load cells have been calibrated annually and are suitable for the equipment type being quoted. 30 Points [Refer to Returnable Schedule T2.2-5] LMI and Artisan's Experience - The Bidder is requested to submit summary CVs indicating the experience for the LMI as well as the artisan who will be used for the contract. This is to show the relevant work experience and should include references. Ideally the LMI to be used should have 2 or more years' load testing experience post LMI certification. 40 Points [Refer to Returnable Schedule T2.2-6] Stage 3 <u>Step 4 - Final weighted scoring: Price and Specific Goals</u> ✓ Price 80 ✓ Specific Goals 20 (B-BBEE Level 1-2 = 10 points and 50% Black Youth Owned = 10 points) <u>Step 5 - Post Tender Negotiation</u> Requesting Best and Final Offer (BAFO) (If Applicable) Respondents are to note that Transnet may not award a contract if the price offered is not market related. In this regard, Transnet reserves the right to engage in post-tender negotiation with the view of archiving a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate		

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	with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2nd and 3rd ranked bidder (of required in a sequential manner) <u>Step 6 - Objective Criteria</u> N/A <u>Step 7 - Final Award</u> Award of business and conclusion of contract		
2.4	Bidders are edged take note of the Returnable Schedules in the RFP document RFP MANDATORY RETURNABLE SCHEDULES: SECTION 4: Pricing and Delivery Schedule ANNEXURE B Pricing Schedule Technical Pre-Qualification – T2.2-1, T2.2-2 SECTION 10: Certificate of attendance of compulsory RFQ briefing RETURNABLE DOCUMENTS USED FOR SCORING - Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP - Company's Track Record T2.2-4 - Load Testing Equipment- Load cells T2.2-5 - LMI and Artisan's Experience T2.2-6 ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement. Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party] SECTION 1: SBD1 Form SECTION 5: Proposal Form & List of Returnable documents SECTION 6: Certificate of Acquaintance with RFQ Documents SECTION 7: RFP Declaration and Breach of Law Form	Tenderers	
2.5	RFP validity: The RFP validity period is 180 working business days after the date of closing.		

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3.	SCOPE OF WORK	DC	
	Tenderers were referred to the Scope of Work document to ensure that they adhere to and comply with the specific requirements of the Scope of Work. A historic background was communicated with bidders by the user area to give an insight of the Terminals. The below points were emphasized by the end user: Objective: To ensure that there is a service continuity for the Provision of Load Testing for Lifting Equipment. Scope of work - The purpose of this scope of work is to implement a service contract (s) with an LME (Lifting Machinery Entity) with different LMIs (Lifting Machinery inspectors) for the load testing of all TPTs lifting equipment. This will ensure that TPT is always compliant to the OHS act 85 of 1993 and The Code of Practice No. 29 for load testing requirements. In addition to this, the load testing of equipment will ensure that the lifting equipment in use is safe and well suited. Darren also emphasized the technical support services and compulsory requirements that are required for the load testing. Technical Requirements Certified LMEs are required to provide the following services: a) Load Testing • Annual Load testing of overhead cranes and hoists. • Annual Load testing of lifting machines (Mobile Harbour Cranes). • Two-yearly Load testing of lifting attachments (Hooks, Cross heads, etc.). • Annual load testing of forklifts. • Annual load testing of skips. These mandatory test frequencies will be above the ad hoc tests and inspections that b) Inspections • Functional and visual inspection of lifting machines prior the load test and after-test inspection is to be carried out after each load test. c) Calibration of load cells Where there is a requirement, Transnet will arrange for the load cells to be calibrated in the presence of the LMI. d) Provision of Test Weights All lifting attachments are to be load-tested offsite in the appropriate test rig. Compulsory Requirements:		

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	✓ The tendering Service Provider should be an LME for ALL the different types of equipment they are quoting for as per Appendix A. ✓ The Tendering Service provider should have an LMI (or multiple LMIs) for all the different types of equipment they are quoting for as per Appendix A. ✓ The LMI must be employed by the LME – Proof of this will be requested when the contract kicks off. ✓ All works are to be conversant with: • OHS Act 85 of 1993, New Driven Machinery -regulations September 2015. • Transnet's Code of Practice No. 29 ✓ The contractor is expected to have the following documentation whenever they come onsite for the load test or inspections: • The LMI is to have the LME and LMI certification and ECSA letter with all the disciplines he is authorized to inspect and test. • Valid calibration certification for all the equipment that will be used. • Load test/Inspection certification for all the lifting tackle that will be used for the load tests. • Safety file as per the Transnet SHEQ department requirements.		
4.	Technical Evaluation	DC	
	Technical Evaluation: Bidders were advised that in order to pass technical they need to score 80 points and the below technical evaluation criteria, and scoring was discussed: • Company's Track Record – scores 30 points • Load Testing Equipment- Load cells - scores 30 points • LMI and Artisan's Experience - scores 40 points		
5.	Pricing schedule:		
	Pricing Instructions were highlighted for the bidders 1. Inspection Rates - Bidders are required to price as per schedule for inspections on all the equipment types. 2. Load Test Price Per Equipment – Some equipment are tested annually and others are two-yearly therefore bidders were requested to put their annual rates.		
5.	QUESTIONS AND ANSWERS		
	<u>Questions</u> Question: SP asked why 3.1.4 on scope of work is not provided for in the Pricing schedule as indicated Response: This will be corrected, and an addendum will be issued to correct the omission.		

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	Question : SP requested that the Pricing schedule should list all the equipment for Pre-inspection. Response: This will be done and an addendum with the changes will be issued as addendum 1. Question: Is the Pre-inspection per hour worked? Response: Pre-inspection will be priced per unit of equipment		
6.	CLOSING		
6.1	The meeting closed at 11H15.		

Compiled by:



Zine Mdaki – Contracts Specialist

Date: 20/03/2025