SUBJECT	MINUTES OF COMPULSORY TENDER CLARIFICATION MEETING
TENDER NUMBER	TNPA/2024/08/0003/73468/RFP
TITLE	**PROVISION OF ROAD AND RAIL MODEL AND PRE-FEASIBILITY STUDIES FOR RAIL AND ROAD AT THE PORT OF DURBAN**
MEETING NO.	01
VENUE	237 Queens Warehouse, Queen Elizabeth Boardroom
DATE & TIME	03 December 2024 @ 10:00 am
ATTENDEES	**Transnet (TNPA) Representatives:**

Name	**Role**
Muziwokuthula Ntuli (MN)	Programme Manager
Selvan Pillay (SP)	Programme Manager
Alvin Singama (AS)	Senior Project Manager
Thuthukile Sibeta (TS)	Procurement Officer
Rapelang Mokoena (RM)	Supplier Development Analyst
Luthando Zothe (LZ)	Risk and Compliance Representative

Tenderers:

- As per the attached attendance register.

ITEM	**DESCRIPTION OF DISCUSSION**	**RESPONSIBLE PERSON**
1.	**OPENING: WELCOME & INTRODUCTIONS**	
1.1	**<u>Welcoming & purpose:</u>** TS welcomed and thanked all tenderers for making the time to attend the compulsory tender clarification meeting. TS explained the purpose of the meeting was to discuss the content of the tender document, provide guidance in terms of the tender process, discuss technical scope and give opportunity for tenderers to ask questions.	TS
1.2	**<u>Introductions</u>**: TS requested the Transnet Representatives to introduced themselves.	TNPA team
1.3	**<u>Attendance Register:</u>** An attendance register will be circulated at the end of the discussions, and all must ensure that they sign, also ensure that as per the tender data, Returnable Schedule T2.2.01 in the RFP document is completed and signed by TNPA representative and it must form part of the returnable documents.	TS
2.	**SAFETY BRIEFING**	
	All attendees were requested to observe all safety protocols. The emergency evacuation protocols for Queen Elizabeth Boardroom were outline to attendees.	SP

ITEM	DESCRIPTION OF DISCUSSION	RESPONSIBLE PERSON
3.	**SCOPE OVERVIEW**	
3.1	AS presented the project scope overview, and the following important points were noted **<u>Project Background</u>** • An overview of the Port of Durban and the location of the sites for road traffic modelling and Rail traffic and operation modelling was presented. • The KwaZulu -Natal logistics Hub (KZN-LH) programme was created within Transnet National Ports Authority (TNPA)to deliver critical projects in Durban and Port of Richards Bay. • TNPA requires a consultant to provide professional services for the provision of Road and Rail Concept and pre-feasibility studies for the Port of Durban.	TR
3.2	**<u>Scope of Services</u>** • The scope of services is set out in three (3) task orders with the deliverables and timelines set as per the presentation attached to these minutes as Appendix 1 • Task Order 1 –Pre-feasibility study for point freight corridor road and rail for the entire Port of Durban. The scope comprises of Meso ME Strategic Assessment Study, Micro Traffic Model and Multi-Freight Model. • Task Order 2 – Pre-feasibility study for container rail freight corridor (Pier 1 & Pier 2). The objective of this study is to develop options to reconfigure the rail network and to increase rail capacity to evacuate higher volumes of containers from the new Pier 1 and new Pier 2 Terminals as per future forecasted volumes. The scope will focus on pre-feasibility study for Container Rail Freight Corridor within the Port of Durban, focusing on Kingsrest and Ambrose Park. • Task Order 3 – Pre-feasibility Engineering Designs ie 30% engineering design options for road, rail network layouts (Masterplan) and associated future infrastructure developments. **Project Timelines** • The Road and Rail concept and pre-feasibility studies project is expected to complete within ten (10) months after contract is awarded to a successful bidder. • Projected durations for each task order were presented and are summarised in the table below: Task Order 1 – Road Traffic Modelling: 5 months Task Order 2 - Rail Traffic and Operation Modelling: 2 months Task Order 3 – Concept and Pre-feasibility Engineering Designs: 5 months **Refer to attached presentation.**	AS/MN/SP
4.	**COMMERCIAL**	
4.1	**<u>Communication Procedures</u>**	TS

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	TS highlighted communication procedures during the tender period and the following points were noted. All **communications** general, commercial or technical to go via Procurement and by e-mail only, which was specified in the RFP tender document. • All queries will be communicated via a **clarification register** and will be issued to the attendees who attended this clarification meeting and posted on the NT Portal and Transnet Management Portal. • Last day for tender clarifications – Five working days before the closing date. • Bidders were urged to ensure that they go through the RFP document and compile their questions, should there be any and send them at once instead one by one. • Bidders were requested to note that there is December shutdown coming and during that period their queries may not be attended to.	
4.2	**Tendering Procedures** TS presented the Part T1 Tendering Procedures of the RFP tender documents, and the following points were noted. • Tender Issue Date: 22 November 2024. • Compulsory Tender Clarification Meeting: 03 December 2024 • Tender closing date: **05 February 2025 at 16h00** via the **Transnet electronic tender submission system, the e-Tender Submission Portal** and the guide on how bidders can register was part of the tender invite in the RFP document. • Bidders were urged to submit as early as possible and not to wait until the last hours as there might be congestion in the system, and should they encounter challenges and need clarity it might not be possible if it's too near the closing time. • The Bidders must also note the size of data that can be submitted at once as indicated in the RFP document, multiple submission from bidders will be considered and the information will be put together for the bidder. • **No late submissions will be considered.**	TS
5.	**TENDER EVALUATIONS**	
5.1	**Stage 1: Pre-qualification – Compulsory attendance of clarification meeting** TS presented the tender evaluation, and the following points were noted. • T2.2-01: Certificate of attendance at Tender Clarification Meeting" attached in the RFP documents will be used for as a pre-qualifier for all bids received. • All bidders were requested to ensure that the certificate of attendance is signed Transnet Representative at the end of the session. • No requests to sign the certificate of attendance sent via emails after the clarification session will be entertained	TS
5.2	**Stage 2: Pre-qualification – Submission of Form of Offer and Acceptance**	TS

<table>
<tr><th>ITEM</th><th>DESCRIPTION OF DISCUSSION</th><th>RESPONSIBLE PERSON</th></tr>
<tr><td>5.3</td><td>C1.1 Form of Offer and Acceptance which is found in the contract section. Of of the te document, forms part of pre-qualification and eligibility criteria as stated in C2.1 of tender data.

<u>Stage 3: Technical Evaluation Schedules</u>

AS presented functionality criteria to be used for evaluating bidders' proposal and the following functionality criteria was noted.
<table>
<tr><th>Reference</th><th>Functionality criteria</th><th>Maximum points</th></tr>
<tr><td>T2.2-02</td><td>Key personnel experience, qualifications and professional registration</td><td>50</td></tr>
<tr><td>T2.2-03</td><td>Technical Approach</td><td>30</td></tr>
<tr><td>T2.2-04</td><td>Programme</td><td>10</td></tr>
<tr><td>T2.2-05</td><td>Previous experience</td><td>10</td></tr>
</table>

Professional registration – A certificate of professional registration must be attached to the application. If the certificate is not submitted, no points will be awarded for this criterion.
Company previous experience – Only completed projects will be considered for points. Ongoing projects are not eligible for consideration.
</td><td>AS/MN</td></tr>
<tr><td>5.4</td><td><u>Stage 4: Preferential Point system</u>

TS presented the preferential point system applicable to the RFP and the following points were noted.

Tenders that achieve a minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 and 90/10 preference points systems as described in Preferential Procurement Regulations.
The preferential point systems that will be applicable, is as follows.

<table>
<tr><th>Criteria</th><th>Points</th></tr>
<tr><td>Price</td><td>80/90</td></tr>
<tr><td>Specific goals</td><td>20/10</td></tr>
</table></td><td>TS</td></tr>
<tr><td>5.4.1</td><td><u>Specific Goals</u>
RM presented the specific goals related to the RFP and the following key points were noted.

Transnet has identified specific goals for the project in line with the latest preference point system regulations.
The following key points were and presented in the table below.

<table>
<tr><th></th><th>Points 90/80</th></tr>
<tr><td>B-BBEE Level of contributor (1 or 2)</td><td>2/5</td></tr>
<tr><td>+51 % EME or QSE Black owned</td><td>2/5</td></tr>
<tr><td>30% Black Women Owned Entities</td><td>6/10</td></tr>
</table></td><td>RM</td></tr>
</table>

<table>
<tr><th>ITEM</th><th>DESCRIPTION OF DISCUSSION</th><th>RESPONSIBLE PERSON</th></tr>
<tr><td></td><td>

- Bidders will be required to provide evidence and should be included in the tender proposal. The acceptable evidence is as follows;

<table>
<tr><th>For bidders to submit the following evidence to be allocated; Specific Goals</th><th>Acceptable Evidence</th></tr>
<tr><td>B-BBEE Status Level of Contributor</td><td>B-BBEE Certificate / Sworn - Affidavit //DTIC Affidavit /CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines</td></tr>
<tr><td>+51 % EME or QSE Black owned</td><td>B-BBEE Certificate / Sworn - Affidavit //DTIC Affidavit /CIPC B-BBEE Certificate
Identity Documents of shareholder/owners</td></tr>
<tr><td>30% Black Women Owned Entities</td><td>B-BBEE Certificate / Sworn - Affidavit //DTIC Affidavit /CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline.
Identity Documents of shareholders/owners</td></tr>
<tr><td>+50% Black Youth Owned Entities</td><td>B-BBEE Certificate / Sworn - Affidavit //DTIC Affidavit /CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline.
Identity Documents of shareholders/owners</td></tr>
</table>

</td><td></td></tr>
<tr><td>6.</td><td>GENERAL</td><td></td></tr>
<tr><td>6.1</td><td>General information from lessons learned</td><td>MN</td></tr>
<tr><td></td><td>

- TNPA operates with diverse freight demands rather than adhering to a single model.
- Understanding the corridors is crucial for effective data collection.
- For any deviations from the contract, they must be documented in the NEC document under deviation section; otherwise, such deviations will not be recognised.

</td><td></td></tr>
<tr><td>7.</td><td>QUESTION AND ANSWERS</td><td></td></tr>
<tr><td>7.1</td><td>The following and question were posed by the tenderers, and the following responses were noted.

Q: Engineer requirements, can an engineer from outside the country be used? Yes</td><td>All</td></tr>
</table>

ITEM	DESCRIPTION OF DISCUSSION	RESPONSIBLE PERSON
	Q/A: Question about alignment – It needs to be approved by Municipality. Are the traffic counts required – Yes (Municipality) Q/A. Is there an existing model for multi-freight? – No Follow up question, since there is no multi-freight model does the bidder have to deal with municipality to obtain them – No, engagement will be done through TNPA. Q/A. Software requirements- Microscopic is the only software stated, will eThekwini municipality use OTP software? – eThekwini Municipality must be engaged Q. Pre-feasibility that is 60% engineering, can those details be provided from TNPA side? – PLP documents are issued which clearly state the requirements. Cost Modelling – is it part of the scope – Yes, sites that have been identified are Catoridge, Old airport and Dube Tradeport. Q/A. Is tunnel point of freight the only method to be used – Since it's pre-feasibility you can come up with other options. Q/A. Regarding subcontracting – is the experience from the subcontractor also recognised for evaluation – No, unless it is a JV. Q/A. Regarding subcontracting an individual specialist is 30% minimum requirement still applicable – Yes it should not be less than 30% and must be QSE or EME in order to obtain points.	
7.2	**Submitting Tender Clarifications** NMV highlighted the following key information for bidders when submitting their tender clarifications post compulsory tender clarification meeting. • Tenderers were requested to e-mail any further questions/clarifications to Tenderenquiriespdu@transnet.net • Tender clarification will close five (5) days before tender closing date. • No clarification will be entertained after the closing of the tender clarification. • It was noted that a tender clarification register will be kept for all received clarifications and responses and that it will be uploaded on the Transnet tender portal and e-tender website.	SP
8.	**CLOSING**	
8.1	Attendees to ensure that their T2.2-01 Certificate of attendance at Compulsory Tender Clarification Meeting has been signed by the Procurement representative and also to ensure that the attendance register is signed before leaving the meeting. The meeting was adjourned at 11:30	TS

Compiled:

Thuthukile Sibeta
Procurement Officer
Transnet National Ports Authority
Date: 05/12/2024

Reviewed and accepted by:

Alvin Singama
Senior Project Manager
Transnet National Ports Authority
Date: 05/12/2024

Attachments:

- Appendix 1: Tender Clarification Presentation
- Appendix 2: Attendance Register