

**MINUTES OF NON-COMPULSORY CLARIFICATION MEETING FOR RFP NO:
TNPA/2024/11/0003/83972/RFP**

**REQUEST FOR PROPOSAL (RFP) TENDER FOR THE FRAMEWORK AGREEMENT (PSC) FOR
ADJUDICATORS AND ARBITRATORS IN THE BUILT ENVIRONMENT FOR A DURATION OF THREE (3)
YEARS AS AND WHEN REQUIRED FOR ALL PORTS FALLING UNDER THE MANAGEMENT OF THE
TRANSNET NATIONAL PORTS AUTHORITY**

**VENUE: Microsoft Teams on 30 September 2025, at 10:00 am [10 O'clock] for a period of ± 2
(two) hours.**

IN ATTENDANCE:

Transnet National Ports Authority (TNPA) Employees in attendance:

1. Bhaisani Widzani (BW): Commodity Specialist
2. Siyabonga Tshaka (ST): Project Manager
3. Sibusiso Dlamini (SD): Project Director

Tenderers in attendance:

1. CAPIC CC
2. Moralla consulting engineers (pty)ltd
3. Robust Consulting Engineers.
4. mohamed.chicktay@wits.ac.za
5. Derick@patherandpather.co.za
6. Sikunyana Inc.
7. Mafulufulu Consulting cc
8. xdali@isiphethu.com
9. Pangea Professional Services

NB: Various companies attended the non-compulsory briefing session including the above.

ITEM	DESCRIPTION	
1.	Opening and Welcome	(BW)
	BW welcomed all present to the non-compulsory briefing session.	
2.	In Attendance	(All)
	Various companies attended the non-compulsory briefing session as per the attendance register	
3.	Introductions	(BW)
	TNPA team introduced themselves.	
4.	Tendering Process & Tender Evaluation Procedure	(BW)
	BW took attendees through the tendering procedures, and Invitation as follows: - This briefing session is non-compulsory, bidders who did not manage to attend the non-compulsory briefing meeting will not be disqualified. - Bidders were requested to remain for the entire duration of the briefing session as important information pertaining to the RFP will be presented. - This session was recorded and minutes of the meeting will be shared with everyone attended the briefing session, further to that, the minutes will be uploaded onto the Transnet e-tender portal and National Treasury e-tender portal. - All Clarification questions will be recorded, the responses will be consolidated and uploaded onto the Transnet e-tender portal and National Treasury e-tender portal. Tender Invitation: - The cut-off date for any additional clarification questions in writing will be before 12h00 on 05 October 2025 as indicated : RFP Clarification Form. Tenderers should use returnable schedule Section 8-RFP Clarification Form for any questions related to this tender and e-mail it to TNPATenderenquiries3@transnet.net. - No queries will be attended to after the cut-off date of clarifications of the 10th April 2025 - The Procurement Lead will provide written responses to all additional questions received in writing. - After the closing date of the RFP, a Respondent may ONLY communicate using TNPATenderenquiries3@transnet.net on any matter relating to this RFP. A copy of minutes, questions and responses will be uploaded onto the Transnet e-tender portal and National Treasury e-tender portal. - The RFP was advertised on 15 September 2025, briefing session held on 30 September 2025, and closing date of this RFP is 17 October 2025 on or before 16h00 am, as per the details on the RFP.	

ITEM	DESCRIPTION	
	The bid validity period is 180 business days, to turnaround the procurement process, if delays are encountered, a request for extension from bidders will be made, and a bidder who did not responded to the request will be disqualified. Tender Submission Instructions : - Bidders are urged to complete the RFP document in full, sign and stamp at the bottom of the each page, - Submit supporting returnable documents for evidence as covered in the compulsory/ prequalification, essential and documents to be used for scoring. - Bidders must ensure they are registered in CSD and also they tax matters are in order. - Bidders are encouraged to complete and submit their documents on time to avoid any technical glitches because the principle is that when document are submitted late or to the wrong platform, it will not be considered for evaluation.	
6.	Scope of Works	(SD)
	S.D took the members through the Scope of Work- <i>refer to the RFP.</i>	
7.	Evaluation Methodology by Technical Team	(BW)

BW presented Transnet's 6 stages of evaluation of the evaluation methodology-Refer to the RFP:

7.1 STEP ONE-The test for responsiveness was presented in detail as follows:

Administrative and substantive responsiveness check
- Whether the Bid has been lodged on time - Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time - Verify if the Bid document has been duly signed by the authorised respondent - Verify the validity of all returnable documents

PRE-QUALIFICATION REQUIREMENTS

The bidder must submit the pre-qualification documents as specified in the table below, failure to submit these documents as specified in the table below will result in the disqualification of the bidder.

Check for Eligibility Criteria responsiveness RFP	RFP Reference
A fully completed and signed Form of Offer	T2.2.06
A fully completed and signed Pricing Schedule	T2.2.06

Bids must be administratively and substantively responsive to advance to Stage two (2)

ELIGIBILITY CRITERIA(Technical)

SCHEDULE A: LIST OF RESOURCES NOMINATED (Please read Schedule B for eligibility criteria for each discipline prior to completing this schedule.).				
Group	No.	Discipline	Name(s) and Surname(s)	CV attached. (Y/N)
Adjudicator and Arbitrator	A1.	Adjudicator		
	A2.	Arbitrator		

7.2 SUPPLIER ANALYSIS/SUPPLIER DEVELOPMENT

In terms of Transnet Preferential Procurement Policy (TPPP), the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points

DESCRIPTION	POINTS
PRICE	80/90
B-BBEE Status Level of Contributor 1 or 2	20/10
Non-compliant and/or B-BBEE Level 3-8 contributors	00
Total points for Price and Specific Goals must not exceed	100

Specific Goals	Acceptable Evidence
B-BBEE Status contributor	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline

Note: Transnet reserves the right to carry out an independent audit of the tenderer's scorecard components at any stage from the date of close of the tenders until completion of the contract.

7.2.1 PRICING INSTRUCTION

FORM OF OFFER

Group No	Group Name	Price
A	Adjudicator pricing schedule price brought forward from C2.2.1	R
	Mark-up on Disbursements brought forward from C2.2.1	R
	The offered total of the Prices exclusive of VAT is	R
	Value Added Tax @ 15% is	R
	The offered total of the Prices inclusive of VAT is	R
	(in words)	
B	Arbitrator pricing schedule brought forward from C2.2.1	R

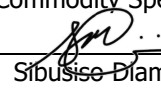
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C2.2 Pricing Schedule C.2.2.1 ADJUDICATION PRICING SCHEDULE: C2.2.1 (a) Pricing Schedule: SECTION A 1: The <i>rates</i> are: Note: The hours set out in the "Hours" column are solely for purpose of evaluating the tender and do not reflect in any way the value of an appointment. All rates and totals shall exclude VAT. <table><tr><th colspan="6">Table 1: Pricing Schedule</th></tr><tr><th></th><th>Item Description</th><th>Unit</th><th>Indicative Quantity</th><th>Hourly rate/Amounts / %</th><th>Total</th></tr><tr><td>1</td><td>Project Initiation & Introductory Meetings with disputing parties</td><td>Hours</td><td>20</td><td>R</td><td>R</td></tr><tr><td>2</td><td>Attendance by adjudicator at adjudication process including publication of the adjudication outcome.</td><td>Hours</td><td>400</td><td>R</td><td>R</td></tr><tr><td colspan="6">Disbursement Costs:</td></tr><tr><td>3</td><td>Travelling time per hour (Not time for rendering services)</td><td>Hours</td><td>70</td><td>R</td><td>R</td></tr><tr><td>4</td><td>Travelling and Accommodation</td><td>Prov. Sum</td><td>1</td><td>R150,000</td><td>R 150,000</td></tr><tr><td>5</td><td>For reproduction, making copies, including photocopies of any document or papers not already provided in the rate per hour per A4 and A3 size page.</td><td>Prov. Sum</td><td>1</td><td>R50,000</td><td>R50,000</td></tr><tr><td>6</td><td>Markup on proven costs above (items 4 & 5)</td><td>Percentage</td><td>R 200,000</td><td>%</td><td>R</td></tr><tr><td colspan="5">Total Excluding VAT</td><td>R</td></tr><tr><td colspan="5">Total carried forward to Form of Offer (Excluding VAT)</td><td>R</td></tr></table>			Table 1: Pricing Schedule							Item Description	Unit	Indicative Quantity	Hourly rate/Amounts / %	Total	1	Project Initiation & Introductory Meetings with disputing parties	Hours	20	R	R	2	Attendance by adjudicator at adjudication process including publication of the adjudication outcome.	Hours	400	R	R	Disbursement Costs:						3	Travelling time per hour (Not time for rendering services)	Hours	70	R	R	4	Travelling and Accommodation	Prov. Sum	1	R150,000	R 150,000	5	For reproduction, making copies, including photocopies of any document or papers not already provided in the rate per hour per A4 and A3 size page.	Prov. Sum	1	R50,000	R50,000	6	Markup on proven costs above (items 4 & 5)	Percentage	R 200,000	%	R	Total Excluding VAT					R	Total carried forward to Form of Offer (Excluding VAT)					R
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Notes to Pricing: - Prices must be quoted in South African Rand inclusive of VAT. - Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-																																																																				
9.	Returnable Documents	(BW)																																																																		
	BW took the bidders through the list of returnable documents and the critical ones Mandatory, to be used for scoring and essential returnable documents. He further emphasized that failure to submit any mandatory documents will deem a bid as non-responsive- Refer to the RFP																																																																			
10	Bill of Quantities/Pricing schedule	(ST)																																																																		
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	Ensure that the pricing is inclusive of all costs: <i>Refer to the RFP</i>	
11. Closing		(BW)
	BW thanked everyone for attending the compulsory session and closed the meeting at 11h18. He further urged tenderers to be cognisance of the closing date and time, and avoid waiting up until the last minute to upload their bids.	
12. Questions and Answers		(All)
	a) Question: Will the list of adjudicators and arbitrators be share with TNPA's contractors? Answer : The list will be published however a task order will be issued to the shortlisted and the selected bidder will be the one to adjudicate or arbitrate the matter. b) Question: How many CVs are needed per discipline Answer: Only one CV is needed per discipline however you can more if you want, only 1 CV will be evaluated and you will only price for one. c) Question: Can 1 person bid for both an arbitrator and an adjudicator Answer: Yes you can aslong there is proof of experience d) Question: How will the adjudication for this tender be done Answer: The two disciplines will be evelauted separately e) Question: Please can you consider the standard for the evaluation criteria so that it accommodates new entrants Answer: Addendum 01 is be issued together with the clarification questions to address the above f) .Question: Under registration requirements it states that one has to be registered with engineering professional bodies, does this apply for arbitrators with a legal background? Answer: TNPA is looking for professionals in the built environment based on the nature of disputes we will be having as they require technical understanding	

Prepared by:


Bhatiani Widzani

Date: 02 October 2025

Supported by: Commodity Speciali
 

 Sibusiso Dlamini
 Project Director

Date: 02 October 2025