

SUBJECT	Minutes of Compulsory Tender Clarification Meeting		
TENDER No.	TNPA/2025/03/0009/92856/RFP		
TITLE	Provision of a Professional Services Provider to Undertake Feasibility Designs for the New Berthing, Water and Marine Services Staff Facility, including a Satellite Clinic in the Port of Durban for a period of twenty-four (24) months.		
MEETING NO.	01		
VENUE	Transnet National Ports Authority (TNPA), 237 Mahatma Gandhi Road, Point, Port of Durban		
DATE	23 September 2025 at 10:00am		
	Transnet National Port Authority (TNPA) Representative		Company Representative
ATTENDEES	Maxine Jacob Selina Mojaki David Sebilane Shani Evans	Project Manager Procurement Officer Programme Manager Procurement Officer	As per attached register
APOLOGIES	Siseko Gwazela	Supplier Development Analyst	
ADDITIONAL DISTRIBUTION			

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	Opening: Welcome & Introductions		
	Welcoming and thanks to all in attendance was made by the Selina Mojaki	Note	
2.	Safety Briefing		
	Safety briefing was done by Selina Mojaki	All	
3.	Background on Project & Executive Summary		
	A Project Overview/Background of the Berthing Water and Services in the Port of Durban was presented by Maxine Jacob.		
	Technical Presentations – Maxine Jacob presented and clarified requirements for each relevant discipline.		
	Scope of Works was presented by Maxine Jacob.		
	Refer to attached presentation for full details.		

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4.	Commercial Communication - All communications whether general, commercial or technical to go via the Procurement. - Officer, Selina Mojaki, all communication must be in writing. - All queries will be communicated via a clarification register and will be issued only to the attendees who attended this clarification meeting. - Complete the attendance register with clear and correct contact details, as these contact details will be used to issue all clarifications and addendums if any. - Tenderers were reminded to ensure that their Certificate of Attendance is signed is signed by the <i>Employer's</i> representative. - Last day for questions – Five working days before the closing date. (01 October 2025, 16:00pm)		
	Tendering Procedures Tender closing Date: 06 October 2025, at 16h00 (SAST) <u>Tender Submission</u> Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system. The Transnet e-Tender Submission Portal can be accessed as follows: - Log on to the Transnet eTenders management platform website (https://www.transnet.net); - Click on "TENDERS"; - Scroll towards the bottom right hand side of the page; - On the blue window click on "register on our new eTender Portal"; - Click on "ADVERTISED TENDERS" to view advertised tenders; - Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information); - Click on "SIGN IN/REGISTER" - to sign in if already registered; - Toggle (click to switch) the "Log an Intent" button to submit a bid; - Submit bid documents by uploading them into the system against each tender selected.	Selina	

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	Upload of Submission: - Register your Intent to tender on the Tender Management Portal a.s.a.p. - Scan & upload the Functionality Criteria with back up individually. - Upload the full submission with all the back up. (This pack should be broken up in Parts as the portal upload size Is 29 Megabits) - Do not compress your submission, as we might not be able to read your submission. Rather break your submission up into Parts. Number them accordingly. - Make sure of your scanned document orientation. Take screen shot of your uploads and keep safe Don't wait until the last minute to submit your tender document.												
	T1.2 Tender Data Tender offer validity period: 12 weeks after the closing date; Eligibility Criteria Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders: 1. Stage One - Administrative and Substantive Responsiveness Tests where Attendance eligibility is part of substantive. 2. Stage Two - Functionality 3. Stage Three - Preference Point System 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 70 points. Each evaluation criteria will be assessed in terms of six indicators – 0, 40, 70, 90 and 100 will be allocated respectively. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality. <table><tr><th>Pre-Qualifying Quality Criteria</th><th>Total Number of Points</th></tr><tr><td>T2.2-02 Key Personnel Qualifications, Experience and Registrations</td><td>30 points</td></tr><tr><td>T2.2-03 Approach Paper</td><td>30 points</td></tr><tr><td>T2.2-04 Company Previous Experience</td><td>20 points</td></tr><tr><td>T2.2-05 Programme</td><td>20 points</td></tr></table>	Pre-Qualifying Quality Criteria	Total Number of Points	T2.2-02 Key Personnel Qualifications, Experience and Registrations	30 points	T2.2-03 Approach Paper	30 points	T2.2-04 Company Previous Experience	20 points	T2.2-05 Programme	20 points		
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	Refer to Presentation and Tender document for full details		
5.	Evaluation Schedules		
	The tenderers must pay particular attention to the requirements for each of the evaluation criteria and ensure that they respond and supply the necessary information as requested.	By team	
	Each discipline discussed the Evaluation requirements for their specific discipline:		
	T2.2-02 Key Personnel Qualifications, Experience and Registrations		
	Refer to Presentation and applicable Returnable Schedules for details.		
	T2.2-03 Approach Paper		
	Refer to Presentation and applicable Returnable Schedules for details.		
	T2.2-04 Company Previous Experience		
	Refer to Presentation and applicable Returnable Schedules for details.		
	T2.2-05 Programme		
	Refer to Presentation and applicable Returnable Schedules for details.		
6.	Specific Goals		
	Breakdown of the Specific Goals was presented specifically for this project. Full details in the presentation.		
7.	QUESTIONS		
	1) Contract Data required for Performance Bond (X13) and/ or professional indemnity 2) Minimum NQF level for key personnel to be confirmed 3) Is the limit on the number of pages for the Approach Paper? 4) Will tenderers be disqualified if one of key resources does not meet the minimum requirements? 5) Is Pricing subject to Inflation? 6) Is there a requirement for a Traffic Engineer? 7) Does the Architect need to have experience with AMAFA Approvals?	Tenderers	

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	ANSWERS		
	1) Yes, this is TNPA's standard procedure. 2) Minimum NQF level per discipline is correctly stated on Page 45 of 228. An addendum will be issued. 3) There is no limit on the number of pages for the Approach Paper. A clear and concise document should be submitted with requisite level of detail. 4) No, individual members will not be disqualified but will be scored according to T2.2-02: Evaluation Schedule - Key Personnel Qualifications, Experience and Registrations. 5) Yes, inflation is to be factored in after Year 1. 6) A Traffic Engineer is not required as part of key personnel at this stage of the project. 7) This is not a prerequisite for this project.		
8.	CLOSING		
	The meeting was closed after T2.2-01 Certificate of attendance at Compulsory Tender Clarification Meeting was signed, and Tenders were taken to site walk about.	Tenderers	

Complied by:

S.O.Mojaki

Selina Mojaki

Procurement Officer

Transnet National Ports Authority

Date: 23 September 2025

Reviewed and Accepted by:

David Sebitoane

David Sebitoane

Programme Manager

Transnet National Ports Authority

Date: 23 September 2025