

MINUTES OF THE CLARIFICATION MEETING SESSION

MEETING:	PROVISION OF A SERVICE PROVIDER TO RE-CONFIGURE THE VTS OFFICE AND KITCHEN AT THE PORT OF EAST LONDON FOR A PERIOD OF 8 WEEKS TNPA/2023/11/0004/48495/RFQ DATE: 20 NOVEMBER 2023; Time: 11h00AM VENUE: EMD BUILDING
MEETING PURPOSE:	NON-COMPULSORY CLARIFICATION

1. Welcome and Introduction:

- MS. Zukiswa Nkonyeni welcomed everyone, introduce the project team and also discuss the housekeeping rules and the meeting procedure to the attendees.

2. Background and Scope of work

- The attendees were taken through the background and the Scope of Works by one of the technical team members.

3. Bill of Quantities

- Bill of Quantities was presented by one of the technical team members.

4. Evaluation Criteria

- The Evaluation Criteria was presented to the potential tenderer as follows:
- Stage 1:** Step 1 being the administrative Evaluation.
- Stage 1: Step 2: being the eligibility to CIDB grading of 1GB or higher.
- It was emphasized that any tenderer that fails to meet the step 2 of evaluation will be regarded as an unacceptable tender.

➤ **Stage 3:** Technical Evaluation

- The following technical evaluation elements were presented to the tenderers:
- Element 1- Project Organogram, Management & CV's
- Element 2 –Previous Experience
- Element 3 –Method Statement
- Element 4 –Programme
- Element 5 –Health and Safety Requirements
- It was emphasized that the minimum threshold of the technical valuation is 66.67 points. Any tenderer that fails to meet the stipulated minimum threshold criteria will be regarded as an unacceptable tender.

➤ **Stage 4:** Preferential Point System

- Tenders were also taken through the Preference Point System, where it was emphasized that Only tenders that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points systems as described in Preferential Procurement Regulations. 80 is the Price and Total Cost of ownership, and 20 being the specific goals.
- Tenderers were presented how the specific goal will be evaluated and the evidence that is needed to be able to claim the points for specific goals. It was emphasized that should the evidence required for any

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of the Specific Goals applicable in this tender not be provided, a tenderer will score zero preference points for that particular "Specific Goal."

5. Returnable Documents

- The tenderers were taken through the returnable documents by the SCM and one of technical team members as follows:
- The Schedules that are required for pre-qualification and eligibility purposes.
- The list of schedules that will be utilised for evaluation purposes, and any other general returnable schedules.

7. TENDERING PROCEDURES

The tenderers were also presented the tendering procedures for this project as follows:

- That the RFQ document can be downloaded from three (3) websites which are Transnet website, National Treasury and CIDB website.
- The closing date and time of the tender was emphasized and how they must submit their tender documents.
- The E-mail Address to be used for any request and clarification is TNPAPOELbelow@transnet.net
- And the validity of the Tender is 12 Weeks.

8. The tenderers were given an opportunity to ask questions. In the absence of questions raised, Ms Nkonyeni thanked everyone for attending and wishing them the best. And the meeting was adjourned.

Compiled By:



Zukiswa Nkonyeni

Commodity Officer

Date: 20 November 2023