

SUBJECT	Minutes of Tender Clarification Meeting	
TENDER NO.	TNPA/2023/10/0003/44437/RFQ	
TITLE	FOR THE PROVISION OF MAINTENANCE, REPAIRS AND SERVICING OF AUTOMATIC FIRE DETECTION AND GAS SUPPRESSION SYSTEM FOR TRANSNET NATIONAL PORTS AUTHORITY (TNPA), AT THE PORT OF CAPE TOWN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.	
MEETING NO.	001	
VENUE	HUMAN RESOURCE BOARDROOM, HR & PROCUREMENT BUILDING, SOUTH ARM ROAD, PORT OF CAPE TOWN	
DATE	Thursday, 24 November 2023 at 10:00	
ADDITIONAL DISTRIBUTION	T2.2-01: Certificate of Attendance at Tender Clarification Meeting	
MINUTE	DESCRIPTION OF DISCUSSION	ACTION
1	OPENING	
1.1	Welcome & Introductions - Everybody was welcomed by Taetsi Matlhong and briefly gave introduction of the project at hand.	Taetsi
1.2	The attendance register was completed by all present at the briefing.	All
2	COMMUNICATION	
2.1	Bidders may only communicate with Taetsi Matlhong for this project until the tender closes. Elliot Motsoahole and the technical team will address all technical issues and queries through Taetsi Matlhong via email – taetsi.matlhong@transnet.net	All
3	EVALUATION	
3.1	Stage One - Eligibility with regards to attendance at the compulsory clarification meeting: T2.2-01: Eligibility Criteria Schedule: Certificate of Attendance at Tender Clarification Meeting An authorised representative of the tendering entity or a representative of a tendering entity that intends to form a Joint Venture (JV) must attend the compulsory clarification meeting in terms C2.7	Bidders

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	Stage Two – Eligibility int terms of the construction Industry Development Board: a) Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, designation of 2 SF or higher class of construction work, are eligible to have their tenders evaluated. b) Joint Venture (JV) Joint ventures are eligible to submit tenders subject to the following: 1. every member of the joint venture is registered with the CIDB; 2. the lead partner has a contractor grading designation of not lower than one level below the required class of construction works under consideration and possesses the required recognition status; and 3. the combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a Contractor grading designation determined in accordance with the sum tendered for a 2 SF or higher class of construction work or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations The tenderer shall provide a certified copy of its signed joint venture agreement. <i>Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.</i>	

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3.3	Stage Three - Functionality: 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 60.00 points. Any tenderer that fails to meet the stipulated Functionality criteria will be regarded as an unacceptable tender. Stage Four – Functionality (Technical Evaluation) • T2.2-03 Previous Experience – 40 Points • T2.2-04 Human Resource: Technician – 30 Points • T2.2-05 Safety, Health and Environment Plan - 30 Points Minimum qualifying score is 60.00 Points. Any tenderer that fails to obtain the minimum qualifying score for functionality will be regarded as unacceptable tenderer.	Bidders
3.4	The tenderer is required to submit with his tender: 1. A valid Tax Clearance Certificate issued by the South African Revenue Services. Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status. 2. A valid B-BBEE Certificate from a Verification Agency accredited by the South African Accreditation System [SANAS], or a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership or more together with the tender; 3. A valid CIDB certificate in the correct designated grading; 4. Proof of registration on the Central Supplier Database; 5. Letter of Good Standing with the Workmen's compensation fund by the tendering entity or separate Letters of Good Standing from all members of a newly constituted JV.	Bidders

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3.5	Tender Notice and Invitation to tender: - The closing date and time of the tender is Friday, 01 December 2023 at 16:00 via Transnet e-tender portal.	Bidders
3.6	Contract Data Part I – Data provided by the Employer.	Taetsi
3.7	Contract Data Part II – Data provided by the Contractor: Contractors to ensure that all the required information is completed in full.	Bidders
3.8	Cut-off date for questions: Monday, 28 November 2023 at 16:00. No questions or queries received after the cut-off date will be attended to.	Bidders
3.9	Bid Closing Date: The Completed tender document via Transnet e-tender portal on Friday, 01 December 2023 by 16:00 and no late tenders will be accepted.	Bidders
4	WORKS INFORMATION	
4.1	Elliot Motsoahole presented the technical part of the tender and thereafter he with the technical team took all bidders to the site.	All
5	QUESTIONS AND ANSWERS	
5.1	Question 1: Do you have floor Plans for every building? Answer 1: we do have floor Plans for some of the buildings. Question 2: How will the reporting of the successful bidder to the buildings be done? Answer 2: As this contract is as and when contract, the successful bidder will be notified in advance on which building to service. Question 3: item No. 7 and 14 of the activity schedules states that the parts must be replaced, if I may ask which worn, or defects parts needs to be re-placed? Answer 3: These are parts that would be found faulty during the contract, and they will be bought outside of the contracts and the successful contractor will be required to replace them. Question 4: Which mark-up reference shall we base our rates on? Answer 4: The mark-up references its solely left out to the tenderers.	All

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	Remarks: All the fire auto systems have been disconnected from the power supply. - EL&P to confirm the fire automation system status of the substations. These installations were not covered during the site visits.	
6	Site Inspection – Findings TNPA building. The fire suppression system (the pressurized storage cylinder) is to be re-filled. Files, books, and combustibles to be removed from the 12th floor. Short steps/description of procedures, flow chart to guide how to silence, reset, etc. for the building users, Fire Dept. personnel, and Security (Training) Corporate Services Building All pressurized storage cylinders are due to undergo high-pressure testing as per SANS 14520. Server room to undergo integrity test. 	

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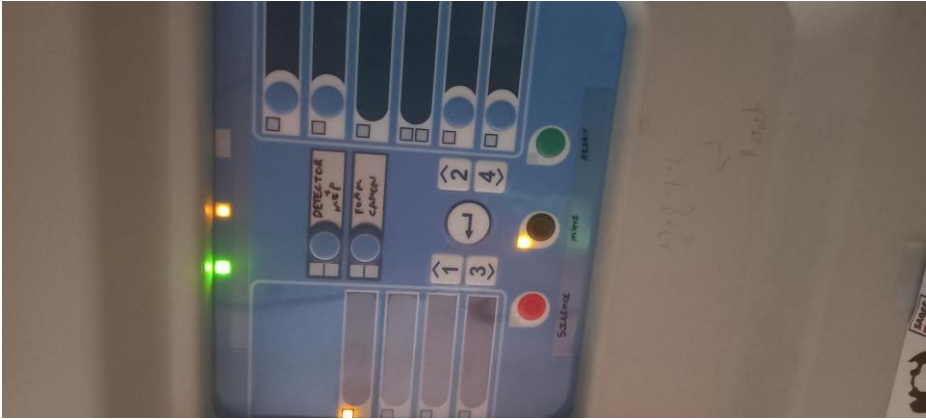
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	Risk Building All pressurized storage cylinders are due to undergo high-pressure testing as per SANS 14520. Server room to undergo integrity test. 	
	Heribi House/Bonn 1 Combustible materials, cardboard, etc. to be removed from the server room. Detector to be installed. 	

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7.	No Site Inspection on the following buildings Name of Buildings: Tanker Basin 1, 2 and Eastern Mole 2 Pic 1:  Pic 2:  Pic 3:	

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8.	ADDENDUMS	
	Addendum No. 1 No Changes have been added to the RFQ Document.	All
9.	CLOSING	
9.1	Signing of the Attendance register and the Certificate of Attendance, T2.2-01: Certificate of Attendance at Tender Clarification Meeting	All

Prepared By:**Name:** Taetsi Matlhong**Date:** 27 November 2023**Department:** Procurement**Transnet TNPA_Port of Cape Town**