

MINUTES OF THE COMPULSARY BRIEFING SESSION

MEETING	Tender Briefing Session
SUBJECT	Supply, Deliver and Installation of Air Conditioners at Transnet National Port Authority Port of East London
VENUE /PLATFORM	Virtual - MS TEAMS
DATE & TIME	03 November 2023, 11h00
CHAIRPERSON	NM Molokomme

1 OPENING & INTRODUCTION

**N
Molokomme**

- 1.1 The chairperson, Mr Noko M Molokomme, welcomed all in attendance
- 1.2 The following attendees were noted from Transnet team:

Name	Designation
Noko Molokomme	Procurement Lead
Siphokasi Mpetshwa	End-User (Engineering Manager)
Lindiwe Maduna	Intern (Engineering)

2 PRESENTATION OF RFQ

RFQ document was presented by Noko Molokomme and the following points were noted: **L Maduna**

- The RFQ is an open tender process and advertised on both National Treasury, Transnet E-Tender and CIDB iTender portals
- The RFQ closes on the 10 November 2023, 16h00pm
- The tender briefing attendance is non compulsory, and those who did not attend will not be disqualified.
- The CIDB grading of 2 ME or higher is applicable for this tender, and failure to meet this requirement will result in disqualification of the tender.
- Evaluation methodology demonstrated the stages of and Price and Preference of 80/20 system will be applicable to this tender. The price will be evaluated out of 80 points and the Specific Goals out of 20 points as indicated in the RFQ document. Should the evidence required for any of the specific
- Goals applicable in this tender not be provided, a tenderer will score zero
- Preference points for that particular specific goal.

- Mandatory returnables include the Priced offer, and proof of CIDB registration for grade 2 ME or higher.
- All returnable annexures must be fully completed and signed accordingly by relevant persons with authority to sign the tender.
- The tender validity is 12 weeks from the closing date.

2.1 Tender Submission:

The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTender management platform website (<https://transnetetenders.azurewebsites.net>);
- Tenderers are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges.

3 Scope of Works

3.1 Overview

**Ms. L
Maduna**

- Ms L Maduna, presented the scope of requirements and the applicable specifications for the types of airconditioners required at various areas of the Port of East London.
- The bidders are required to supply, deliver and install the airconditioners at the Port of East London.
- Upon completion of the work, the bidders are required to provide certificate of compliance.
- Bidders are also required to provide the warranty and guarantees as stated in the scope of requirements.
- In addition, the successful tenderer will be required to remove and disconnect existing air conditioners from various buildings in specified buildings as indicated in the RFQ scope of requirements.
- Health and Safety file will be required prior to contract award from the successful tenderer.
- The pricing list must be completed fully and no blanks must be left. Once the pricing list has been completed, the tenderers must also complete the Form of Acceptance form with the total price derived from the Price List on Part C2: Pricing Data of the contract.

Site Viewing

Arrangements for the site viewing can be done from 06 November 2023 until 09 November 2023 12h00pm (Mid-day). The bidders who are interested will be taken to the sites for assessments.

QUESTIONS	ANSWERS
Question: Are non-inventer aircons only considered for this tender? How about the inventers airconditioners given the fact that they are more energy efficient?	Answer: For purposes of evaluating like for like, only non-inventers airconditioners will be acceptable.
Question: Can the tenderers be allowed to make site inspection for purposes of accurate pricing (identifying cabling and pipes that will be required etc.)	Answer: Tenderers can contact Transnet from 06 November 2023 until 09 November to make arrangements for site inspection if interested and they will be given that opportunity do so. The arrangements can be made via the provided email address in the RFQ/P
Question: Will TNPA accept R32 refrigerant which is more environmentally friendlier than R410A?	Answer: For purposes of evaluating like for like, only specified R410A will be acceptable.
Question: Will the site official assisting with the site inspection be able to cater for individual contractor assessments?	Answer: Yes, we can cater for individual assessment on appointments. Tenderes can send an email on the email address provided to arrange for site-assessment.
Question: On the market there are no more 9000BTU ceiling cassette, can we quote on 12000BTU	Answer: Tenderers to replace two (2) 9000BTU ceiling cassettes with 9000BTU midwall split aircons . So the quantity of 9000BTU split aircons will be increased to twenty seven (27)
Question: Can we quote on Non-Inventers only, or will the Inventers Aircons be acceptable	Answer: Tenderers who tenders for inveters aircons will be acceptable as long as they meet the specifications.

5 Closure

The meeting was adjourned

Compiled by:

A handwritten signature in black ink, appearing to be "Noko M. Molokomme", written over a horizontal line.

Noko M Molokomme

Procurement Lead

Date: 03 November 2023