

COMPULSORY BRIEFING SESSION

TPT/2021/12/2/RFP

THE PROVISION OF OFFICES FOR TRANSNET PORT TERMINALS AT 202 ANTON LEMBEDE STREET, DURBAN FOR TRANSNET SOC LTD

Date:	25 January 2022
Time	10h00
Location	Microsoft Teams
Chairperson	Nonhlanhla Mafoko
Attendance	
Name	Designation
Transnet Port Terminal Members	
Nonhlanhla Mafoko	SCM
Yandiswa Oldjohn	SCM
Sikhonzele Gqaleni	SCM
Siphelele Mveli	Technical
Madoda Sankgela	Technical
Muziwokuthula Ntuli	Technical
Derik Maritz	Technical
Hlengiwe Gumede	Technical
Ann Gounder	Technical
Ketan Bindapersad	Technical
Shepherd Nkosi	Technical
Samukelo Magcaba	Technical
Ann Gounder	Technical
Nivan Moodley	Technical
Nico du Plessis	Technical
Ismail Dindar	Technical
Bhekani Msebeni	Technical
Nokthala Hlongwana	Technical
Duma Mahlakazela	Technical
Shashi Sewburan	Technical
External	
The bidders	

NOTES

1. Welcome and Introduction

(NM) welcomed everyone to briefing session and allowed the TPT Team to introduced themselves and their roles. (NM) also informed everyone that this session is being recorded.

2. Agenda

<i>Agenda Point</i>	<i>Allotted Time</i>	<i>Presenter</i>
Welcome and introduction	5 minutes	Nonhlanhla Mafoko
Safety Briefing	5 minutes	Duma Mahlakazela
Session rules of engagement	5 minutes	Nonhlanhla Mafoko
Procurement process briefing	15 minutes	Nonhlanhla Mafoko
Preferential procurement & Local content	20 minutes	Yandiswa Oldjohn
Technical Scope & requirements	60 minutes	Ketan Bindapersad & The Technical Team
Questions and closing	10 minutes	Nonhlanhla Mafoko

3. Safety Briefing

(DM) did a safety briefing.

(DM) informed everyone who was present that those who are in their respective companies must be aware of their evacuation procedure. He also informed everyone that Covid 19 is still present, and we need to continue to wear our mask, sanitize and social distance and to protect those who live around us so that they don't get infected.

3. Session Rules of Engagement

(NM) informed the bidders that this briefing session is compulsory, and the bidders are required to remain for the entire duration of the briefing session, as important information pertaining to the RFQ will be presented. (NM) explained that the time allocation for this meeting is 2 hour and an opportunity for clarification questions would be provided after the briefing session. Furthermore, she noted that the session is being voice recorded, all questions will be recorded, and the answers will be consolidated and forwarded to all bidders, and they will also be uploaded on the Transnet website as well the National Treasury website. Any additional clarification questions can be submitted in writing using **(T2.2-18)** on/before 12h00 on Friday, 04 February 2022 and they should be directed to Nonhlanhla.mafoko@transnet.net. After the closing date of the RFQ, the Respondent may only communicate with The Secretariat of the Divisional Acquisition Council, at telephone number (031) 308 8343 or email Bhatisani.widzani@transnet.net on any matter relating to this RFQ. A copy of this presentation will be provided to all the attendees, and it will also be uploaded on the Transnet website and National treasury website

4. Procurement Process Briefing

4.1. Contents of the RFQ

(NM) went through the content of the RFP:

The tender documents issued by the employer comprise:

The Tender

Part T1: Tendering procedures

T1.1 Tender Notice and Invitation to Tender

T1.2 Tender data

Part T2: Returnable documents
T2.1 List of Returnable Documents
T2.2 Returnable Schedules

The Contract

Part C1: Agreements and contract data

C1.1 Forms of offer and acceptance

C1.2 Contract data (part 1 & 2)

C1.2 Adjudicator's Contract

Part C2: Pricing data

C2.1 Pricing Instructions

C2.2 Bill of Quantities

Part C3: Scope of work

C3.1 Scope of Works

Annexures

Drawings

Addendum No1 issued on 13th January 2022

Bidders must acknowledge receipt of the addendum No1 by e-mailing the acknowledgement to Nonhlanhla.mafoko@Transnet.net

The addendum is also on the Transnet website and National treasury website.

5. Closing Date and Time:

The tender closes at the The Transnet e-Tender Submission Portal: www.transnet.net on/before the closing date of Tuesday, 15 February 2022 at 10h00 am.

This tender should be uploaded on the Transnet website. It should not be submitted the Transnet Port terminal offices.

The instruction on how to upload the Tender document is on Notice and invitation page 3 of 5.

No Late bids or bids that are sent to an incorrect address will not be accepted.

6. Compulsory Site Clarification Meeting

For tenders to be able to access the site they need to register <https://dbnvisitorsreg.azurewebsites.net/> Visitors and contractors link: on the 25th January 2022 by close of business

Tenderers are **required to bring** the Returnable Schedule T2.2-01 to the Compulsory Tender Clarification Meeting to be signed by the Employer's Representative.

Due to the restrictions that have been put in place by the South African government with regards to covid-19 pandemic Transnet Port Terminals will ensure that the following restrictions are adhered to:

- Wearing of mask (every person entering TPT premises must have a mask on)
- Screening (every person entering TPT premises will be screened)
- Practicing social distancing
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7. Submission of document

- Submit all mandatory returnable document, schedules and supporting documents.
- Bidders must submit a fully completed Bill of quantities and form of offer.

- Submits a tendered price in the form of offer and acceptance which is fixed and firm for the duration of 12 weeks from closing date.
- Preferential procurement prequalification criteria – Only the following respondent may respond to this RFP – Respondents with a minimum **B-BBEE status level of 1 to 4** and subcontracting to designated Groups. A tenderer to subcontract a **minimum of 30%** to-to designated Groups.
- Tenders are to submit are required to submit their B-BBEE certificate or Sworn affidavit with their offers.
- Bidders with CIDB grading of **7GB or Higher** class are eligible to submit their bids.
- Respondent must ensure they are registered on **CSD** and must submit the CSD report with their Submission.
- Bidders must submit a **Valid Tax clearance** with a Pin.

8. Evaluation Methodology

Administrative responsiveness

- Whether the bid has been lodged on time.
- Whether all Returnable Documents and/or schedules were completed and returned by the closing date and time.
- Verify the validity of all Returnable Documents.

Substantive responsiveness

- Whether any general pre-qualification criteria set by Transnet, have been met.
- Whether the Bid contains a Financial offer.
- Whether the Bid materially complies with the scope and/or specification given

Stage One - Eligibility with regards to attendance at the compulsory clarification meeting:

T2.2-01

Bidder must submit Returnable Schedule T2.2-01 of the Compulsory Tender Clarification Meeting that is signed by the Employer's Representative.

Stage two- Pre-qualification criteria for preferential procurement in terms of the Preferential Procurement Regulations, 2017:

T2.2-02a & T2.2-02b

ELIGIBILITY – PREQUALIFICATION B-BBEE STATUS LEVEL 1 TO 4 AND SUBCONTRACTING TO DESIGNATED GROUPS. A tenderer subcontracting a minimum of 30% to

Stage Three - Local Production and Content in terms of the Preferential Procurement Regulations, 2017:

T2.2-03

Annexure B and Annexure C are **mandatory**.

Annexure D and E are the supporting schedules

Stage Four - Eligibility in terms of the Construction Industry Development Board:

A designation of **7GB or higher** class of construction work, are eligible to have their tenders evaluated.

Submit a copy of CIDB grading

Stage Five – Functionality

The minimum qualifying for score for functionality is 70 points to move to the next stage.

- T2.2-05 Compliance to Eligibility – Yes or No (Bidders must submit evidence)
- T2.2-06 Quality Management - 15%
- T2.2-07 Approach Paper -20%

- T2.2.08 Programme – 20%
- T2.2.09 Previous Experience – 15%
- T2.2.10 Management & CV's of Key Persons – 30%

Stage 6- Financial offer and B-BBEE

Preference Points system is as follows: Financial Offer (80) and B-BBEE (20)

Stage 7- Final Award

Transnet reserves the right to negotiate a market-related price with the preferred bidder.

9. NEC ECC APPLICABLE CLAUSES

B: Priced contract with Bill of Quantities

W1: Dispute resolution procedure

X2: Changes in the law

X7: Delay damages

X13: Performance Bond

X18: Limitation of liability

Z: Additional conditions of contract

Z1: Local Content and Content Obligation

Z3: Defects and Correction Bond (Retention Bond)

Z4: Additional Clause relating to performance Bonds and/or Guarantees

Z5: Additional Clause relating to Joint Venture

Z6: Additional obligation in respect to Termination

Z7: Right Reserved by the Employer to conduct vetting through SSA

Z8: Additional Clause Relating to Collusion in the Construction Industry

Z9: Protection of Personal Information Act

Refer to the SCM presentation

11. Pre-qualification - Presented by SD

The tender is strictly put as prequalification Entities with a B-BBEE status level 1 – 4 and subcontracting to designated Groups. A tenderer subcontracting a minimum of 30% to:

- an EME or QSE which is at least 51% owned by black people;
- an EME or QSE which is at least 51% owned by black people who are youth;
- an EME or QSE which is at least 51% owned by black people who are women;
- an EME or QSE which is at least 51% owned by black people with disabilities;
- an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- a cooperative which is at least 51% owned by black people;
- an EME or QSE which is at least 51% owned by black people who are military veterans

B-BBEE Pre-qualification

Bidders required to have the following to qualify for the next stage of the evaluation:

- Valid B-BBEE certificate from SANAS accredited verification agency.
 - Sworn affidavit for EMEs or QSEs.
 - Affidavits from Accountants/Auditors will not be accepted.
- ☐ Must be B-BBEE level 1-4.
- ☐ For EMEs or QSEs valid Sworn affidavit must have the following:

- Name of the deponent, designation and ID number.
- Name of the Entity, indicate revenue and financial year to be stipulated by day/month/year.
- Tick the applicable BBEE level contributor.
- ☐ Date deponent signed and date of Commissioner of Oath must be the same.
- ☐ B-BBEE sworn affidavit is valid for a period of 12 months from the date signed by the commissioner of oaths and deponent

Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest

Bidders were taken through an example of who a sworn affidavit and the common mistakes.

Local Content

- ☐ The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid are as follows:
- ☐ Description of services, works or goods Stipulated minimum threshold

• Steel Products and Components for Construction	100%
• Electrical cables	90%
• Valves and Products and Actuators	70%
• Cement	100%
• Plastic Pipes	100%
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The regulatory and **mandatory RFP Annexures**, which must be completed by all Respondents in order to declare Local Content Returnable , are as follows:

- ☐ **Annexure B** – Declaration Certificate for Local Production and Content [SBD 6.2]
- ☐ **Annexure C** – Local Content Declaration: Summary Schedule

Failure to duly complete the documentation in full, declare per item, sign and submit all these mandatory returnable documents at the closing date and time of this RFP/ RFQ will result in a respondent's disqualification.

- ☐ Annexures D and E Are Supporting Schedules to Annexure C. They are named as follows:
- ☐ Annexure D – Imported Content Declaration: Supporting Schedule to Annexure C
- ☐ Annexure E – Local Content Declaration: Supporting Schedule to Annexure C, after completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C.
- ☐ Declaration C should be submitted with the bid documentation at the closing date and time of the bid. Declarations D and E should be kept by Respondents for verification purposes for a period of at least 5 years.
- ☐ The successful Respondent is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

IMPORTANT NOTES: If certain items cannot be sourced/manufactured locally bidders should seek exemption for such items from the DTI. Such an exemption letter should be submitted with the proposal upon closing date

EXEMPTION LETTER

- Exemption is granted by DTI on a specific transaction. Exemption letter must be requested from DTI for all components that cannot be sourced/ manufactured locally
- Bid must be accompanied by the exemption letter
- Exemption is granted by DTI on a specific transaction.

IMPORTANT NOTES: If certain items cannot be sourced/manufactured locally bidders should seek exemption for such items from the DTI. Such an exemption letter should be submitted with the proposal upon closing date.

Bidders were shown an example on who to complete the annexures for local content.

Refer to the Supplier Development presentation

12. Technical - Presented by the Technical Team

(KB) welcomed the tenderers and introduced the technical team.

(KB) presented the background of the project and informed the bidder that the works will be performed at 202 Anton Lembede St. Durban on the following floors:

- A portion of the Ground Floor
- The 2nd Floor
- A portion of the 3rd Floor
- A portion of the 4th Floor
- A portion of the 5th Floor
- A portion of the 9th Floor

(ID) took the bidders through the detailed works information and the drawings.

(SS) took the bidders through the detailed structural scope of works and the drawing.

(DM) took the bidders through the detailed mechanical scope works information and (NM) informed the bidders that an Addendum will be issued with the mechanical drawings.

(BN) took the bidders through the Programme evaluation schedule.

(DM) took the bidders through the Health and Safety evaluation schedule

(SM) took the bidders through the Quality evaluation schedule

(NH) took the bidders through the Environmental management schedule

(KB) took the bidders through the Management & CV's of key persons, proposed organisation and staffing, previous experience and approach paper schedules

(MS) took the bidders through the commercial, by explaining the Bill of quantities on NEC ECC option B.

(SM) took the bidders through the detailed electrical scope works information

Refer to the Technical presentation

13. General

Arrangement for the compulsory site meeting

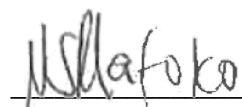
- 1) (NM) informed the bidders that they must print and bring their T2.2-01 to the site meeting.
They must also bring their own pens and register on the security link to gain access.
And ensure that the attendance certificate is signed by the employers representative.
They must also try and arrive 30 minutes before the meeting.
(ND) informed the bidders that they must note that the parking is limited on the street.

14. Questions

1. The bidder request for an excel bill of quantities?

Session adjourned at 12h26.

Complied by:



Nonhlanhla Mafoko
Sourcing Specialist