

<b>SUBJECT</b>	Minutes of the Clarification Meeting Appointment of a Service Provider for the design and construction monitoring of Berth deepening at Berths 5-11 and 15 at Maydon Wharf in the Port of Durban		
<b>TITLE</b>	ENQUIRY NUMBER: TNPA/2023/01/0014/20728/RFP		
<b>MEETING NO.</b>	01		
<b>VENUE</b>	Queens Warehouse, 237 Mahatma Gandhi Road, Durban, 4001		
<b>DATE</b>	31 March 2023		
<b>ATTENDEES</b>	<b>Transnet Team Presenting</b> Vuyelwa Mabaso (VM) Mphoyakaomphile Ngwenya (MN) Gugulethu Buthelezi (GB) Asanda Dube (AD) Masupha Letsie (ML) Abram Motshegare (AM) Ntombozuko Xama (NX) Nompumelelo Macubeni (NM) Malefetsane Setaka (MS) Dumisani Mkhize (DM) Kgolagano Moshotlwha(KM)	<b>More Transnet Team and Tenderers</b> As per the attached attendance register	
<b>APOLOGIES</b>	Non		
<b>ADDITIONAL DISTRIBUTION</b>	N/A		

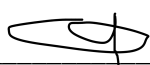
MINUTE	DESCRIPTION OF DISCUSSION
1.	<b>Opening</b> <b>MN</b> opened the meeting by welcoming everyone present and requested that all present fill in the attendance register clearly and sign T2.2-01 as it forms part of the pre-qualification evaluation. <b>MN</b> went through the Agenda (as per the attached presentation).
2.	<b>Safety Induction</b> <b>NX</b> gave a safety briefing and informed the attendees of safety regulations on the premises and the escape routes in a case of emergency all attendees were requested to sign the attendance register as it will be used as callout list to ensure that everyone is safe and secured in a case of evacuation. There were no emergency drills planned on the day.
3.	<b>Project Background, Overview of the Scope &amp; Site Description</b> <b>VM</b> gave an overview of the background on the Project and package (as per the attached presentation).
4.	<b>Works Information</b> <b>VM</b> explained the Scope and advised all present the reports required will be sent to all present, a one drive will be created so the attendees can access the information (as per the attached presentation).
5.	<b>Tender Document and Tendering procedures</b>

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	<p><b>MN</b> gave an overview of the tender documents and tendering procedures.</p> <p>MN highlighted the tender closing date, time and venue, tenderers to note the time, <b>no late tenders will be accepted</b>. The presentation covered contents of the whole tender document and explained the tendering procedure and other commercial side of the tender document. She informed the attendees of the following (but not limited to) critical aspects in relation with the tendering procedure:</p> <ul style="list-style-type: none"> <li>✓ The bid closing date is on <b>10:00am</b> and submitted on through the etenders website and advised tenderers to familiarise themselves with the portal.</li> <li>✓ closing date is <b>25 April 2023 at 17h00</b></li> <li>✓ The tender documents must be submitted in the portal labelled thoroughly as indicated in the tender document. Telephonic, facsimile or emailed offers will NOT be accepted.</li> <li>✓ <b>No late tenders will be accepted, tenderer/s should ensure that their submissions are delivered on time and NO LATE tenders will be accepted.</b></li> <li>✓ All communications during the tendering stage must be in writing and sent to the following addresses: <a href="mailto:Mphoyakaomphile.Ngwenya@Transnet.net">Mphoyakaomphile.Ngwenya@Transnet.net</a>.</li> </ul> <p>Cut-off time for questions and clarifications is 5 working days before the closing date.</p>										
7.	<p><b>Pre-Qualification Criteria:</b></p> <p>The presentation covered the pre-qualification criteria. Tenders must meet all the pre-qualifying criteria for them to be evaluated further in the tendering process, and are summarized as follows:</p> <p><b>1. Compulsory Clarification Meeting</b></p> <p><b>MB</b> requests that Tenderer/s ensure the attendance register and returnable T2.2-01 is signed.</p>										
8.	<p><b>Tender Document &amp; Tendering Procedures</b></p> <p><b>MN</b> further explained the tender evaluation procedure as follows:</p> <ul style="list-style-type: none"> <li>✓ Step 1 Administrative Responsiveness</li> <li>✓ Step 2 Substantive Responsiveness</li> <li>✓ Step 3 Minimum Threshold for quality/functionality</li> <li>✓ Step 4 Price and Preference</li> </ul>										
9.	<p><b>Pre-Qualification For Quality (Functionality)</b></p> <p><b>MN</b> acknowledged all tenderers who responded to the invitation to tender and came for the <b>Clarification meeting</b>.</p> <p>Points for each discipline which are in the Tender document the tender document. The following table is a summary of the evaluation schedules and points</p> <table border="1"> <thead> <tr> <th>Quality Criteria</th><th>Maximum number of points</th></tr> </thead> <tbody> <tr> <td>T2.2-5 Programme</td><td><b>10</b></td></tr> <tr> <td>T2.2-6 Management and CV's of Key persons</td><td><b>25</b></td></tr> <tr> <td>T2.2-9 Health and Safety Plan</td><td><b>10</b></td></tr> <tr> <td>T2.2-10 Previous Experience</td><td><b>30</b></td></tr> </tbody> </table>	Quality Criteria	Maximum number of points	T2.2-5 Programme	<b>10</b>	T2.2-6 Management and CV's of Key persons	<b>25</b>	T2.2-9 Health and Safety Plan	<b>10</b>	T2.2-10 Previous Experience	<b>30</b>
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MINUTE	DESCRIPTION OF DISCUSSION	
	T2.2-11 Approach Paper	20
	T2.2-12: Proposed Organisation & Staffing	5
	<p>The minimum number of evaluation points for quality is <b>60</b>. Tenderers who fail to meet the minimum qualification score for functionality/quality shall be eliminated from further evaluation.</p> <p>In closing the meeting <b>MN</b> summarised critical tender requirements and reiterated all those pre-qualification criteria as summarised in paragraph 7 above. Tenderers were then reminded to make sure that their Certificate of Attendance is signed by Transnet's representative and that they should address all their queries to:</p> <p><a href="mailto:Mphoyakaomphile.Ngwenya@Transnet.net">Mphoyakaomphile.Ngwenya@Transnet.net</a></p> <p><b>MN</b> emphasized all the information in the RFP supersede any information stated in the presentation</p>	
10.	<p><b>Returnable schedules</b></p> <p><b>MN</b> highlighted the returnable schedules required to be submitted with the document. Tenderers to ensure all returnable are signed and completed.</p>	
11.	<p><b>Contract Data and Pricing</b></p> <p><b>MN</b> highlighted to the tenderers that the form of contract to be employed is the NEC3 ECC with Option 'B' (Bill of Quantities) and 'W' as Main Options and the following as Secondary Options:</p> <ul style="list-style-type: none"> <li>✓ X1: Price Adjustment for inflation</li> <li>✓ X2: Changes in the law</li> <li>✓ X7: Delay damages</li> <li>✓ X9: Transfer of rights</li> <li>✓ X10: Employer's Agent</li> <li>✓ X13: Performance Bond</li> <li>✓ X18: Limitation of liability</li> </ul> <p>Z: Additional conditions of contract</p>	
14.	<p><b>Conclusion</b></p> <p><b>The following will be sent to all attendees on the register:</b></p> <ul style="list-style-type: none"> <li>-Minutes of the clarification meeting.</li> <li>-Attendance Register.</li> <li>- Presentation.</li> </ul>	
15.	<p><b>Meeting closed</b></p>	

Compiled By: Mphoyakaomphile Ngwenya

Reviewed By: Vuyelwa Mabaso



**TNPA REPRESENTATIVES**

