MINUTES OF THE COMPULSORY BRIEFING SESSION – FOR THE PROVISION OF SERVICES TO UPGRADE THE EXISTING TRANSNET NATIONAL PORTS AUTHORITY (TNPA) NATIONAL FIRE SERVICE INFRASTRUCTURE AND EQUIPMENT PROJECT (PHASE 2A) IN THE PORT OF CAPE TOWN FOR A PERIOD OF 1 (ONE) YEAR.	
Venue	**Port of Cape Town, Maritime Training Centre (Red house opposite SAPS Police station), 1 Coode Crescent**
Date & Time	27 November 2024, 11H00 AM
Attendees	Refer to the attendance register - **Annexure A**

1	**WELCOME AND INTRODUCTIONS**	GM
2	**SAFETY BRIEFNG AND EVACUATION PROCEDURE**	LB
3	**RULES OF ENGAGEMENT**	GM
4	**PURPOSE OF THE MEETING** To brief prospective tenderers of the employers' objectives and deliverables, information sharing to aid and ensure that every tenderer is aligned with the employer's goals, objectives, and expectations.	GM
5	**AGENDA OF THE COMPLUSORY BRIEIFNG SESSION**	CFST

No.	Agenda Item	Presenters
1	Welcome / Opening of meeting	Gontsejalo Mohutsiwa
2	Safety Briefing &Evacuation Procedure	Leandra Beveridge
3	Introductions	Gontsejalo Mohutsiwa
4	Background and Scope of work	Leandra Beveridge
5	Evaluation methodology	Pre-Qual/Technical/SD/SHEQ
6	T2.1 Tender Data	Gontsejalo Mohutsiwa
7	Part T2: Returnable Documents	Gontsejalo Mohutsiwa
8	Tender Closing	Gontsejalo Mohutsiwa
9	General	Gontsejalo Mohutsiwa
10	Q&A	

6	**RFP TIMELINES** **ISSUE DATE – 15 NOVEMBER 2024** **COMPULSORY BRIEFING – 27 NOVEMBER 2024** **CLARIFICATION QUESTIONS IN WRITING DEADLINE – 10 DECEMBER 2024** **CLOSING DATE - 13 DECEMBER 2024 @ 16H00**	GM
7	**BACKGROUND AND SCOPE OF WORK** The main objective of the alterations and additions to the current building is to ensure that the Fire Services Department has adequate infrastructure to facilitate an efficient first response role to all risk areas of the port**.** The primary objective of Phase 2A of the project is to upgrade the existing MCD Training building of the Fire Services in the Port of Cape Town, this will allow the Fire and Emergency Services to effectively contain and efficiently prevent the escalation of any emergency event until the arrival of the respective Local Authority Emergency Services. Phase 2B which will be done separately will provide the fire engine for the port. The benefits of upgrading the MCD training building to a Fire Station are to: • Provide infrastructure required for effective and efficient first response. • Opportunistically improve strategic location of Fire Services infrastructure. • Improved operational facilities. • Provide additional facilities (training facilities, lecture rooms, garages, Control room) In addition to the above, the Employer's objectives are to achieve Completion of the Works by meeting the Completion Date whilst still maintaining the highest environmental, quality and safety standards and whilst minimizing disruptions to ongoing port and terminal operations. All construction works should comply to the South African National Building regulations and applicable SANS specification. The Works are to be carried out in the Port of Cape town. ***Tenderers are required to read Part 3 Scope of works for detailed information***.	LB

8	**EVALUATION METHODOLOGY** **1. Stage One - *Eligibility Criteria schedule: Pre-qualification.*** **1.1) Compulsory Clarification Meeting Attendance.** 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 C 2.7. **1.2) Construction Industry Development Board (CIDB) – 7GB or Higher.** Only those tenderers who are registered with the CIDB Grading of 7GB or Higher or are capable of being so prior to the evaluation of submissions are eligible to have their tenders evaluated. - ***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 7GB 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. **1.3) Valid Professional registration for the following Key personnel.** A. **Professional Construction Project Manager** – **Pr.CPM** registered with the South African Council for the Project and Construction Management Professions (SACPCM) or **PMP registered with the project Management Institute.** B. **Professional Construction Manager – Pr.CM** registered with the South African Council for the Project and Construction Management Professions (SACPCM). C. **Professional Structural Engineer, Civil Engineer & Electrical Engineer (Pr. Eng or Pr. Tech Eng)** registered with the Engineering Council of South Africa (ECSA). D. **Construction Health and Safety Officer** - South African Council for the Project and Construction Management Professions (SACPCM)	CFT

	Note: This tender requires that the tenderer include professionally registered consultants with his tender. Consultants cannot register with the CIDB and therefore should not be part of a JV as this will result in disqualification of the tender. Contractors should either have the resources in-house or sub-contract them. **If professionally registered consultants are going to be sub-contracted, in order for them to be evaluated, they must be listed in form "T2.2 - 16 - Schedule of Proposed sub-contractors".**	
	1.4) Submission of a signed and completed form of offer and acceptance **1.5) Submission of a completed Bill of Quantities (BOQ).** **2. Stage Two - 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 points***. Refer to the detailed Technical evaluation scoring guideline – **Page 29 – 69 of the Compulsory briefing session presentation.** The evaluation criteria for measuring functionality and the points for each criteria and, if any, each sub-criterion are as stated in C.3.11 below. **3. Stage Three – Evaluation of Final weighted Score**: Only tenders that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the **80/20 or 90/10 preference points systems as described in Preferential Procurement Regulations - 2022.** **80 Points for price** will be allocated where the financial value of the lowest acceptable tender received has a value equal to or below R50 million, inclusive of all applicable taxes, **Or 90 Points for price** will be allocated where the financial value of the lowest acceptable tender received has a value above R50 million, inclusive of all applicable taxes. *In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points.*	LB

Specific Goals	**Number of points (80/20 system)**	**Number of points (90/10 system)**
B-BBEE Status Level of Contributor 1 or 2.	**06**	**03**
30% Black Women Owned Entities.	**04**	**02**
The promotion of supplier development through subcontracting of a minimum of 30% of the value of the contract to/with EMEs and/or QSEs 51% owned by black people, youth, women or disabled people.	**10**	**05**
Non-compliant and/or B-BBEE Level 3-8 contributors.	**00**	**00**
Total points for Specific Goals	**20**	**10**

The following table represents the evidence to be submitted for claiming preference points for applicable specific goals to this tender:

Specific Goals	**Acceptable Evidence**
B-BBEE Status Level of Contributor 1 or 2.	A **valid B-BBEE Certificate** issued in terms of the Construction Sector Codes (CSC000) from a Verification Agency accredited by the South African Accreditation System [**SANAS**] / Sworn-Affidavit B-BBEE Certificate as per DTIC guidelines; (In the case of a JV, a consolidated scorecard will be accepted)
30% Black Women Owned Entities	A **valid B-BBEE Certificate** issued in terms of the Construction Sector Codes (CSC000) from a Verification Agency accredited by the South African Accreditation System [**SANAS**] / Sworn-Affidavit B-BBEE Certificate as per DTIC guidelines; Certified copy of ID Documents of the Owners which are 30% black women.
The promotion of supplier development through sub-contracting or JV for a minimum of 30% of the value of a contract to South African Companies which are: I. 30% Black Women, 51% black Youth and 51% people with disabilities II. Entities with a specified minimum B-BBEE level (1 and 2) III. EMEs and/or QSEs who are 51% black-owned	Sub-contracting agreements and Declaration / Joint Venture Agreement. Certified copy of ID Documents of the Owners and B-BBEE Certificate / Affidavit (in case of JV, a consolidate scorecard will be accept) of the sub-contracted entities.

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 Goals

The maximum points for Price & Specific Goals for this bid are allocated as follows:

DESCRIPTION	POINTS
Price	**80/90**
1 - B-BBEE Status Level of Contribution **1 or 2** 2 - **30% Black Women** Owned Entities 3 - The promotion of supplier development through **sub-contracting or JV for a minimum of 30%** of the value of a contract to South African Companies which are: • 30% Black Women, 51% black Youth and 51% people with disabilities • Entities with a specified minimum B-BBEE level (1 and 2) • EMEs and/or QSEs who are 51% black-owned	**20/10**
Total points for Price and Specific Goals must not exceed	**100**

Note: Transnet reserves the right to carry out an independent audit of the tenderers' scorecard components at any stage from the date of close of the tenders until completion of the contract.

4. Stage Four – Objective Criteria:

Objective criterion to justify award to someone other than the highest ranked bidder must have been stated in the bid documents and can be used at this stage.

Transnet will award the tender to the highest scoring bidder/s unless objective criteria exist that justify the award to another bidder. Transnet may apply the objective criteria in this bid process as follows

- Bidder(s) is not in good standing with Transnet National Ports Authority due to a poor track record of past performance with Transnet SOC Ltd and or Transnet National Ports Authority;
- There is clear, uncontrived and/or overwhelming evidence and/or facts that the bidder has or continues to be in breach of any of the provisions contained in the ***Integrity Pact (T2.2-23);***

- The Probity check undertaken by Transnet National Ports Authority establishes the existence of any unmitigated risks which would have a negative impact on the project;
- Unless the appointment of the bidder would result in a negative impact on Transnet's Return on Investment;
- It is necessary to rotate Suppliers to promote opportunities for other suppliers, in circumstances where the bidder has been awarded business previously and the award of the tender will result in inequitable allocation of business;
- The tenderer or its members, directors, partners:
- Is under restrictions as contemplated in the **Integrity Pact (T2.2-23)**
- Is a subject of a process of restriction by Transnet or other state institution that Transnet may be aware of and there is a clear, uncontrived and/or overwhelming evidence and/or facts in relation to the alleged wrongdoing on the basis of which the restriction process has been initiated;
- In relation to the proposed contract, a due diligence exercise to validate the bidder's proposal that demonstrate that it possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- Has no legal capacity to enter into the contract;
- Is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, being wound up, has its affairs administered pursuant to a court order, has ceased or suspended their business activities, or is subject to legal proceedings in respect of any of the foregoing;
- Does not comply with the legal requirements, if any, stated in the tender data; and
- Not able to perform the contract free of conflicts of interest.

5. Stage Five – Risk Assessment:

In accordance with CIDB Standard Conditions of Tender, clause C.3.13, a risk assessment will be done on the award of this tender to ascertain whether there will be a potential unacceptable risk to the employer which can't be mitigated satisfactorily prior to award. Risks identified will purely come with the information supplied with tenders during tender evaluation, i.e. need to be clarified for mitigation thereof.

	The risks, root causes and mitigations will be identified as part of this process. This done in keeping with the prescripts of CIDB Standard for Uniformity, **Annexure C,** Standard Conditions of Tender, C.3.13. **5. Stage Six – Post Tender Negotiations. If applicable.** Post tender negotiation with preferred bidder [2nd and 3rd ranked bidders (if required) in a sequential and not simultaneous manner] if pricing is not market related. **6. Stage Seven – Award of Business.**	
9	**TENDER DATA** **C.2.13.5 -** The *Employer*'s details and identification details that are to be shown on each tender offer are as follows: Identification details: The tender documents must be uploaded with: ▪ Name of Tenderer: ▪ Contact person and details: ▪ The Tender Number: **TNPA/2024/06/0007/67960/RFP** ▪ The Tender Description: Provision Of Services To Upgrade The Existing Transnet National Ports Authority (TNPA) National Fire Service Infrastructure And Equipment Project (Phase 2a) In The Port Of Cape Town For A Period Of 1 (One) Year. Documents must be marked for the attention of: *Employer*'s Agent: As stated on Clause C1.4 C.2.15 The closing time for submission of tender offers is: Time: 16:00 PM on 13 December 2024 **Location: The Transnet e-Tender Submission Portal:** https://transnetetenders.azurewebsites.net **NO LATE TENDERS WILL BE ACCEPTED** **C.2.16 -** The tender offer validity period is 12 weeks after the closing date. Tenderers are to note that they may be requested to extend the validity period of their tender, on the same terms and conditions, if Transnet's internal evaluation and governance approval processes has not been finalised within the validity period.	GM

	C.2.23 - The tenderer is required to submit with their tender: **1. A valid Tax Clearance Certificate issued by the South African Revenue Services. <u>Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status</u>.** **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 line with the code of good practice, together with the tender; **3.** A valid CIDB certificate in the correct designated grading; **7GB or Higher** **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.	

10	**TENDER RETURNABLES** **1. Stage One: pre-qualification and eligibility purposes:** T2.2-01 Stage 1.1: Eligibility Criteria Schedule - **Certificate of attendance at Compulsory Tender Clarification Meeting.** T2.2-02 Stage 1.2: Eligibility Criteria Schedule – **Valid CIDB Registration**. T2.2-03 Stage 1.3: Eligibility Criteria Schedule – **Valid Professional Registration for key Personnel.** Stage 1.4 Eligibility Criteria Schedule – C1.1: **Fully completed Form of offer & Acceptance** Stage 1.5 Eligibility Criteria Schedule – C2.2: **Fully Priced Bill of Quantities** **2. Stage Two as per CIDB: these schedules will be utilised for evaluation purposes*:*** T2.2-04 Evaluation Schedule: Previous experience T2.2-05 Evaluation Schedule: Project Organogram Management & CVs of Key Personnel.	CFT

	T2.2-06 Evaluation Schedule: Quality Management. T2.2-07 Evaluation Schedule: Health and Safety Management T2.2-08 Evaluation Schedule: Environmental Management T2.2-09 Evaluation Schedule: Programme T2.2-10 Evaluation Schedule: Method Statement. **Returnable Schedules:** **General:** **T2.2-11** Authority to submit a tender **T2.2-12** Record of addenda to tender documents **T2.2-13** Letter of Good Standing **T2.2-14** Risk Elements **T2.2-15** Availability of equipment and other resources **T2.2-16** Schedule of proposed Subcontractors **T2.2-17** Site Establishment requirements **Agreement and Commitment by Tenderer:** **T2.2-18** **CIDB SFU ANNEX G** Compulsory Enterprise Questionnaire **T2.2-18** **SBD 4** Bidder's Disclosure **T2.2-18** **SBD 6.1** Preference Points claim Form **T2.2-19** Non-Disclosure Agreement **T2.2-20** RFP Declaration Form **T2.2-21** RFP – Breach of Law **T2.2-22** Certificate of Acquaintance with Tender Document **T2.2-23** Service Provider Integrity Pact **T2.2-24** Supplier Code of Conduct **T2.2-25** Agreement in terms of Protection of Personal Information Act **T2.2-26** Domestic Prominent Influential Persons (DPIP) Or Foreign Prominent Public Officials (FPPO)	

	Bonds/Guarantees/Financial/Insurance: **T2.2-27** Insurance provided by the Contractor **T2.2-28** Form of Intent to provide a Performance Guarantee **T2.2-29** Forecast Rate of Invoicing **T2.2-30** Three (3) years audited financial statements **T2.2-31** Job Creation Schedule ***2.2 C1.1 Form of Offer & Acceptance*** ***2.3 C1.2 Contract Data*** ***2.4 C1.3 Forms of Securities*** ***2.5 C2.1 Pricing Instructions (Bill of Quantities)*** ***2.6 C2.2 Bill of Quantities***	
11	**ARCHITECTURAL DRAWINGS & DESIGN** The team took the bidders through the artistical impression of the Fire building and explained the Architectural drawing to the present prospective tenderers.	LD
12	**CLOSING** The meeting adjourned at 13H20, The Project manager then took the Prospective tenderers to the site for a site inspection.	

Prepared By: Gontsejalo Mohutsiwa

Date:02/12/2024

Recommended By: Leandra Beveridge

Date:03/12/2024

Recommended By: Ndwekazi Kalazana

Date: 03/12/2024

N. Kalazana

ANNEXURE A - COMPUSLORY BRIEFING SESSION

ATTENDANCE REGISTER

TRANSNET NATIONAL PORTS AUTHORITY
TENDER TITLE: PROVISION OF SERVICES TO UPGRADE THE EXISTING TRANSNET NATIONAL PORTS AUTHORITY (TNPA) NATIONAL FIRE SERVICE INFRASTRUCTURE AND EQUIPMENT PROJECT (PHASE 2A) IN THE PORT OF CAPE TOWN FOR A PERIOD OF 1 (ONE) YEAR
TENDER NO: TNPA/2024/06/0007/67960/RFP

ATTENDANCE REGISTER MEETING

TRANSNET

DATE	TIME	TITLE	VENUE
27/11/2024	11:00	PROVISION OF SERVICES TO UPGRADE THE EXISTING TRANSNET NATIONAL PORTS AUTHORITY (TNPA) NATIONAL FIRE SERVICE INFRASTRUCTURE AND EQUIPMENT PROJECT (PHASE 2A) IN THE PORT OF CAPE TOWN FOR A PERIOD OF 1 (ONE) YEAR	TNPA MARITIME TRAINING CENTRE (RED; HOUSE OPPOSITE SAPS POLICE STATION),; 1 COODE CRESCENT, GROUND FLOOR,PORT OF CAPE TOWN

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TRANSNET NATIONAL PORTS AUTHORITY
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TRANSNET NATIONAL PORTS AUTHORITY
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