

**TRANSNET NATIONAL PORTS AUTHORITY**

**TENDER NO.**

**MEETING DESCRIPTION OF THE SERVICE:**

**AERIAL PHOTOGRAPHIC SURVEY, PORT OF SALDANHA.**

**HELD AT 12:30 PM ON THURSDAY, 13 MARCH 2025 AT THE EXECUTIVE LOUNGE.**

**Agenda:**

- |                                   |                  |
|-----------------------------------|------------------|
| 1. Opening and Welcome            | 4. Scope of work |
| 2. Emergency evacuation procedure | 5. Q and A       |
| 3. RFQ Briefing                   | 6. Closure       |

**1. ATTENDANCE**

Presenter: Ashton van Staden

Project Manager: Lufuno Mokwele

Contracts Officer: Nolubabalo Mbiko

As per the meeting attendance register at the compulsory site meeting.

Eight (8) Service providers attended the meeting.

## **2. OPENING AND WELCOME**

Ashton van Staden (Procurement) opened and welcomed everyone. The attendance register was distributed to everyone and was signed by all present.

## **3. EMERGENCY EVACUATION PROCEDURE**

Done by Ashton van Staden.

## **4. RFQ BRIEFING**

- The tender number for this tender is
- The meeting is compulsory, and no tender documents will be accepted from Bidders who did not attend the compulsory briefing session. The attendance register will be used to cross-reference. These documents will be marked as non-responsive.

## **5. SCOPE OF WORK**

Ashton van Staden took the attendees through the tender documents emphasizing on the following under technical evaluation:

- There is error where it says the Helicopter Pilot instead of Drone Pilot.
- Where one (1) employee is qualified to do all, it must show by certificates of qualifications.
- Provide qualifications as proof for Project Manager.
- Start and end date of experience on the CV to be stated.
- All qualifications to be provided where asked to gain more points.

The Project Manager, Lufuno Mokwele took the attendees through the scope of work.

---

- The awarded bidder will have to get approval to operate the drone in some other stakeholder areas, but that will be communicated in a kickoff meeting.
- Under pricing schedule, bidders were asked not to leave space but if there is no charge to write a zero.
- The awarded bidder will be given CSIR report which was done in 2019 for reference.
- Ground level photography will be discussed at the kickoff meeting with the awarded bidder.
- Service provider to source the GIS and quote for it.
- The company is looking for the photography that is fit for a purpose which will enable the designer to do his/her job. The Project Manager will communicate with the CAD department for measurements. An addendum will be made but will make provision for not to exclude the other bidders which will not have the equipment for the correct measurement.

## 5. **Q & A**

**There were a few questions raised during the site briefing, see below clarification:**

- When was the last time the survey was done? In 2019 and the copy for referencing is available.
  - What is the correct measure for accuracy of the images to be used? An addendum will be issued, the Project Manager will communicate with the CAD team.
-

## **6. CLOSURE**

All communications regarding this tender, before the closing date must be forwarded to [tnpatenderenquiriesld@transnet.net](mailto:tnpatenderenquiriesld@transnet.net).

It should please be NOTED that NO LATE tenders will be accepted after the closing date and time indicated on the tender document.

The closing date of the tender is

Please start the uploading of tender documentation before the closing date and time to ensure that your bids are lodged on time.

The meeting was closed at 14h37 PM

---