



TENDER NUMBER: TNPA/2024/10/0016/80617/RFQ

DESCRIPTION: Provision for maintenance, service and ad hoc repairs of Uninterruptable Power Supplies (UPS) for a period of 36 months for Transnet National Ports Authority- Port of Richards Bay

|                    |                                                                                                                                                                                     |                   |             |                |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|----------------|
| <b>SUBJECT</b>     | Minutes of Tender Briefing Meeting                                                                                                                                                  |                   |             |                |
| <b>TENDER NO.</b>  | TNPA/2024/10/0016/80617/RFQ                                                                                                                                                         |                   |             |                |
| <b>TITLE</b>       | Provision for maintenance, service and ad hoc repairs of Uninterruptable Power Supplies (UPS) for a period of 36 months for Transnet National Ports Authority- Port of Richards Bay |                   |             |                |
| <b>MEETING NO.</b> | 01                                                                                                                                                                                  |                   |             |                |
| <b>VENUE</b>       | Transnet National Ports Authority, Employee Care Centre, Ventura Road, Port of Richards Bay                                                                                         |                   |             |                |
| <b>DATE</b>        | 18 March 2025 at 10:00 am                                                                                                                                                           |                   |             |                |
| <b>ATTENDEES</b>   | <b>Name</b><br>As per the attached Attendance Register                                                                                                                              | <b>Department</b> | <b>Name</b> | <b>Company</b> |
| <b>APOLOGIES</b>   | None                                                                                                                                                                                |                   |             |                |

| MINUTE    | DESCRIPTION OF DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ACTION             | DUE BY |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------|
| <b>1.</b> | <b>Opening: Welcome and Introduction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |        |
|           | Welcoming and thanks to all in attendance and an Introduction of the project team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yongama Mayekiso   |        |
| <b>2.</b> | <b>Safety Induction</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |        |
|           | A safety talk was given before the formal start of the clarification meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Celimpilo Zulu     |        |
| <b>3</b>  | <b>Project Overview/Background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |        |
|           | An overview of the Provision for maintenance, service and ad hoc repairs of Uninterruptable Power Supplies (UPS) for a period of 36 months for Transnet National Ports Authority- Port of Richards Bay.<br><br>Refer to Presentation for full details.                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yongama Mayekiso   |        |
| <b>4.</b> | <b>Site / Project Scope</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |        |
|           | The Site and Project Scope were discussed in detail reference is to be made to Part C3 of the tender document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yongama Mayekiso   |        |
| <b>5.</b> | <b>Tender Document, Tendering Procedures and Specific Goals</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Kylie Aidan Naidoo |        |
| 5.1       | <b>Communication:</b> <ul style="list-style-type: none"> <li>All <b>communication</b> whether general, commercial or technical to go via the Procurement, Kylie Aidan Naidoo (contact details in tender document).</li> <li>All queries will be communicated via a <b>clarification register</b> and will be issued only to the attendees who attended this clarification meeting.</li> <li>Complete the <b>attendance register</b> with clear and correct contact details, as these contact details will be used to issue all clarifications and addendums if any.</li> <li>Last day for questions – <b>Five working days before the closing date (20 March 2025, 12:00 pm).</b></li> </ul> |                    |        |
| 5.2       | <ul style="list-style-type: none"> <li>All stages of the eligibility criteria were discussed and emphasized, refer to C2.1 under tender data of the RFQ.</li> <li>Specific goals and evidence to claim the points were discussed:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |        |



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| MINUTE                                             | DESCRIPTION OF DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ACTION                 | DUE BY                             |                                      |    |                                 |    |                                                    |   |  |  |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|--------------------------------------|----|---------------------------------|----|----------------------------------------------------|---|--|--|
|                                                    | <p>The following preference point systems are applicable to all bids:<br/>the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)</p> <p>The following specific goals will apply for this transaction.</p> <table><tr><th>Selected Specific Goal</th><th>Number of points allocated (80/20)</th></tr><tr><td>B-BBEE Level of contributor (1 or 2)</td><td>10</td></tr><tr><td>+50% Black Youth Owned Entities</td><td>10</td></tr><tr><td>Non-Compliant and/or B-BBEE Level 3-8 contributors</td><td>0</td></tr></table> <ul style="list-style-type: none"><li>Tenderer to ensure that the Commissioner of Oath signature date and Deponent signature date must be on the same date, by failing to do so, the certificate will be regarded as fraudulent, and they will score 0 points.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                            | Selected Specific Goal | Number of points allocated (80/20) | B-BBEE Level of contributor (1 or 2) | 10 | +50% Black Youth Owned Entities | 10 | Non-Compliant and/or B-BBEE Level 3-8 contributors | 0 |  |  |
| Selected Specific Goal                             | Number of points allocated (80/20)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |                                    |                                      |    |                                 |    |                                                    |   |  |  |
| B-BBEE Level of contributor (1 or 2)               | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |                                    |                                      |    |                                 |    |                                                    |   |  |  |
| +50% Black Youth Owned Entities                    | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |                                    |                                      |    |                                 |    |                                                    |   |  |  |
| Non-Compliant and/or B-BBEE Level 3-8 contributors | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |                                    |                                      |    |                                 |    |                                                    |   |  |  |
| 6.                                                 | Functionality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yongama Mayekiso       |                                    |                                      |    |                                 |    |                                                    |   |  |  |
|                                                    | <p>The four Functionality Criteria's namely:</p> <ul style="list-style-type: none"><li>Organogram and Experience of Key Personnel</li><li>Method Statement</li><li>Programme</li><li>Previous Experience</li></ul> <p>were discussed in detail, it was also emphasized that bidders should at least aim to meet the minimum scoring threshold in order to pass the technical evaluation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |                                    |                                      |    |                                 |    |                                                    |   |  |  |
| 7.                                                 | Questions and Answers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All                    |                                    |                                      |    |                                 |    |                                                    |   |  |  |
|                                                    | <p>1. Do we have a site layout of where the UPSs are located?</p> <p>Answer: Yes, the site layout is provided on the site information tender document. A list with a specific location is also provided.</p> <p>2. If, during maintenance and repairs, the contractor identifies a faulty UPS that is unrepairable or uneconomical to repair, and a replacement is required, will the replacement be covered under this contract?</p> <p>Answer: No, the replacement will not be covered under this contract. In such a case, the contractor must inform the project manager through a detailed report, stating that the UPS is unrepairable and recommending replacement as a potential solution. TNPA will then proceed to procure a new UPS from the open market for replacement.</p> <p>3. How will communication and reporting be managed between the contractor and TNPA for this project?</p> <p>Answer: The contractor will perform quarterly service and maintenance activities. Within one week following each quarterly service and maintenance, the contractor is required to submit a comprehensive report along with a summary report via email or a shared folder. Within one week after the report is submitted, the con-</p> |                        |                                    |                                      |    |                                 |    |                                                    |   |  |  |



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| MINUTE | DESCRIPTION OF DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ACTION | DUE BY |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
|        | <p>tractor and TNPA will hold an in-person progress meeting at the Pioneer Center to review the report and discuss the way forward.</p> <p><b>Comments:</b></p> <p>Regarding the organograms and key resources schedule, the experience for the assistant, their experience on the CV doesn't necessarily need to be limited to working on UPS maintenance or servicing. As long as the work experience reflects working on electrical project.</p> <p><b>Note to Contractors:</b></p> <p>Please be advised that some of the UPS units on the list will be upgraded to newer versions. Contractors are requested to make sufficient provisions, as the current list may change in terms of specifications. However, the brand, sizes, and locations of the UPS units will remain the same.</p> <p>Specifically:</p> <ul style="list-style-type: none"> <li>The 4 UPS units in the Bayvue Generator Room will be upgraded in size to 4 x 40 kVA or a 160 kVA modular unit.</li> <li>The UPS in the Pioneer Center will be upgraded from a 20 kVA unit to a 40 kVA unit.</li> <li>The UPS units at the substations and rail yard points will be upgraded to the latest technology but will retain their current sizes.</li> </ul> <p>Contractors should plan accordingly to accommodate these changes.</p> |        |        |
| 8.     | <b>Closing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |        |
|        | The meeting was closed, and the Certificate of Attendance were signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |        |

Compiled by:

Kylie Aidan Naidoo

Procurement Intern

Date: 20/03/2025