

SUBJECT	Minutes of Compulsory Tender Clarification Meeting
TITLE	TNPA/2024/02/0031/55661/RFP Inspection, Maintenance, Servicing, and Repairs of Automatic Fire Sprinkler Systems, Portable Fire Equipment, Fire Detection Systems, Gas Suppression Systems, and Fire Alarm Equipment in the Port of Durban for a Period of Thirty-Six (36) Months
MEETING NO.	001
VENUE	Queens Warehouse (Queen Elizabeth Boardroom)
DATE	09 July 2024 @ 10:00
ATTENDEES	Helen Sigcau (Procurement) Stacey Smith (Engineer - Electrical) Indrin Naidoo (Senior Fire Officer) Philani Mbhele (Safety) Lungelo Dladla (Environment) Thembelihle Loni (via Microsoft Teams) HQ – Governance and Compliance
APOLOGIES	Salathiso Xoxo – Specialist SD
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING		
1.1	Welcome & Introductions	Helen	
1.2	Evacuation & Safety Topic presented by	P Dube	
2.	PROJECT OVERVIEW/BACKGROUND	Indrin Naidoo	
2.1	TNPA is seeking inspections, repairs, maintenance, and servicing from competent contractors who have experience in all fire equipment including, but not limited to; Automatic sprinkler systems, fire hydrants, hose reels, portable fire extinguishers, fire detection systems, fire alarm systems, gas suppression systems and Public Address (PA) Systems (TOA). The purpose of the contract is to ensure that all fire equipment within the Port of Durban complies with the relevant standards		
3.	COMMERCIAL		
3.1	Communications: All project-related queries are to be forwarded to Helen Sigcau via the following email address: TNPAtenderenquiriesdbn@transnet.net , depending on the nature of the query, if it's a technical query Helen will forward the query to the Project Manager (Stacey Smith) and the project manager will respond accordingly. No queries will be received after the closing date. The last day for queries is 15 July 2024@ 12H00	All	
3.2	Tender Returnable Schedule: The returnable schedules discussed, and emphasis placed on the thorough completion of the documentation requested and the tenderers were also informed that they need to submit the following documents: - in the event of tenderers forming a Joint Venture, all members are required to be registered with CIDB in order to be evaluated and are required to provide an Incorporated BBBEE Certificate. - tenderers were informed to submit B-BBEE certificates or Sworn Affidavits in order to be allocated points and failure to do so will be scored 0 when it comes to price and preference.	Contractor	

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	- tenderers to submit Tax documents with their submissions so as to allow Transnet to verify tax compliance. - Latest three years' audited financial statements should also be submitted with the bid. - In the event that an addendum is sent to the tenderers, tenderers need to acknowledge receipt of the addendum and make note on the schedule of the addenda. tenderers were informed of the new electronic tender submission system and must therefore familiarize themselves and were also encouraged to submit their offers on time to avoid last-minute challenges.		
4	ELIGIBILITY CRITERIA:		
4.1	Compulsory Briefing Session: - Representative of the tendering entity must have attended the compulsory briefing session in order for their bids to be eligible to be evaluated. Eligibility in terms of the Construction Industry Development Board - Only those tenderers registered with CIDB and have a grading of 5SF or higher are eligible to be evaluated. Technical Pre-qualification criteria: tenderers need to comply with the following certificates in order for their tenders to be evaluated; - Valid Automatic Sprinkler Inspection Bureau (ASIB) Certificate - Valid SANS 1475 Certification for suppliers' premises and service vehicles - Valid South African Maritime Safety Authority (SAMSA) /DOTFAS (Department of Transportation Fire Fighting - Appliances Servicing Station Standards) Certification - Valid South African National Accreditation System (SANAS) Certificates for hydrostatic pressure testing. NB: Failure to comply with the above stipulated pre-qualification criteria will lead to tenderers being disqualified and not evaluated further.		
5	B-BBEE SPECIFIC GOALS		
5.1	Selected Specific Goals for this transaction are as follows: B-BBEE Status Level of Contributor 1 or 2 (10) The acceptable evidence is B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline. 30% Black Women Owned Entities (5) The acceptable evidence is B-BBEE Certificate / Sworn - Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines and, Certified copy of ID Documents of the owners who are 30% black women owned.	Contractor	

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	+50% Black Youth Owned Entities (5) The acceptable evidence is B-BBEE Certificate / Sworn - Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines and, Certified copy of ID Documents of the owners who are +50% Black Youth owned. Non-compliant and/or B-BBEE Level 3-8 contributors (0)		
6	CONTRACT MANDATORY RETURNABLE DOCUMENTS		
6.1	Form of Offer and acceptance Tenderers were advised to complete the above schedule and provide details in full. Contract Data Part I – Data provided by the Employer: Explained to all present. The contract will be for three years; therefore, it will be impacted by inflation. However, the price adjustment only applies in years two and three. Tenderers were also encouraged to pay attention to the specific conditions in the contract data. PART C2: PRICING DATA Tenderers were advised to take note of the items in the pricing data and ensure that they quote on all items as TNPA has to compare all tenders on the same level field. NB: failure to quote on all items will lead to the tenderer being disqualified and not be evaluated further.	All	
6.2	Contract Data Part II – Data provided by the Contractor: Contractors to ensure that all the required information is completed in full.	Contractor	
7	Friday, 26 July 2024 by 16:00 via the Transnet e-Tender Submission Portal.	Note	
7.1	Tender Validity: the validity period of bids is 12 weeks from the closing date.		
8	TECHNICAL EVALUATION CRITERIA Scoring: Pre-qualification criteria was explained, and tenderers were advised that they will be scored on the following: - CV's and Qualifications of Key Personnel The requirements were explained in detail in terms of what is expected from the tenderers. - One Supervisor and two technicians are required <u>per category</u> - Tenderer may have at least one Supervisor and two technicians if they meet the minimum requirements for <u>ALL three</u> categories.		

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	- Previous Experience - A list of past/ current comparable projects relating to the scope of works using the template in the tender pack. - Traceable references to substantiate experience, on the company letter-head with which work was completed - Health and Safety - The above was presented by the safety specialist and tenderers were informed that roles and responsibilities must be clearly defined when compiling the file and must be aligned to the project's objectives. - Environmental Management - Environmental risks to be identified and how those risks will be mitigated and also identify environmental problems that the tenderer anticipates. - The environmental specialist further emphasised that the tenderers must not submit generic a EMP. If the tenderer fails to submit any of the above on the closing date, they be scored 0 for that particular element and the technical threshold is 60 points. Tenderers were urged to separate and put indexes when submitting the documents so that it becomes easy for the evaluators when it is time for evaluations.		
9.	SERVICE INFORMATION AND PRICING DATA		
	A project outline, scope, and pricing data were presented by Stacey Smith (Project Manager/Electrical Engineer) The Project Manager explained in detail the nature of the project scope and its deliverables. Should bidders have further clarification on the scope and pricing, they need to forward an email and highlight the nature of their query, the Project Manager will then look at the query and respond to all bidders accordingly. In the event of emergency repairs, tenderers were advised that the response time for call outs is from 2 to 24 hours.		
10.	QUESTIONS AND ANSWERS		
11.	CLOSING		
	The meeting closed at 12:30 and certificates of attendance were signed off, and thereafter tenderers proceeded to the site for site inspection.		