


TRANSNET NATIONAL PORTS AUTHORITY

SUBJECT	NON-COMPULSORY BRIEFING MEETING
TITLE	TNPA/2023/11/0015/49564/RFP: ESTABLISHMENT OF AN APPROVED PANEL OF SERVICE PROVIDERS TO BE APPOINTED AS OPERATOR(S) OF LAST RESORT OF TNPA PORT TERMINAL/FACILITY OPERATIONS, FOR A PERIOD OF THREE (3) YEARS FOR AS AND WHEN REQUIRED, AS A TRANSITIONAL MECHANISM UNTIL NEW TERMINAL OPERATOR(S) ARE APPOINTED THROUGH THE SECTION 56 PROCESS.
VENUE	MICROSOFT TEAMS
DATE	13 DECEMBER 2023
TIME	10:00 AM

ITEM	DESCRIPTION	
1.	Welcome and Introduction	SCM
	<ul style="list-style-type: none"> The Chairperson welcomed all present and introductions were done. 	
2.	House/ Meeting Rules	SCM
	<ul style="list-style-type: none"> The Chairperson took all present through the house rules for the virtual meeting. 	
2.1	In Attendance	All
	<ul style="list-style-type: none"> As per MS Teams generated register. 	
3.	Background	TNPA End-user
	<ul style="list-style-type: none"> The TNPA End-user took potential Bidders through the project background. (see attached presentation) 	
4.	Scope of Work	TNPA End-user
	The TNPA End-user took potential Bidders through the scope of works. (see attached presentation)	

ITEM	DESCRIPTION	
5.	Tender Evaluation Methodology	
5.1	Evaluation Steps	SCM
	<ul style="list-style-type: none"> The Chairperson took the potential Bidders through the three tender evaluation stages and four steps applicable to this bid. 	
5.2	Technical/ Functionality	TNPA End-user
	<ul style="list-style-type: none"> TNPA End-user provided a detailed overview of the criteria's of the technical evaluation and urged bidders to pay attention when compiling information required on each category in order to maximise opportunity to score higher points. Bidders are required to meet the Minimum Threshold of 70.00 points to proceed to the last stage of evaluation. 	
5.3	Pricing and Delivery Schedule	
	<ul style="list-style-type: none"> The pricing schedule is not applicable at this stage, however bidders are required to fully complete subsection 2 and note the utilisation of the pool clauses. 	
5.4	List Of Returnable Documents	SCM
	<ul style="list-style-type: none"> The Chairperson took the potential Bidders through the mandatory returnable document, returnable documents used for scoring and essential returnable documents. The Chairperson further emphasized that failure to submit the mandatory documents will lead to the disqualification of a Bidder. 	
6.	Tender Submission	SCM
	<ul style="list-style-type: none"> The Chairperson took the potential Bidders through the submission of bids and advised bidders to only submit completed bids to e-Tender Submission Portal, TNPA will not accept any bids that are hand delivered or submitted through email. 	
7.	Questions and Answers	Attendees
	See attached Annexure	

ITEM	DESCRIPTION	
8.	Tender Clarity	Attendees
	<ul style="list-style-type: none"> • Bidders were advised to ensure that all questions raised during the meeting are also emailed to TNPATenderenquiries1@transnet.net. • Questions that may arise after the briefing session must also be sent via email to TNPATenderenquiries1@transnet.net by no later than Thursday, 18 January 2024 at 16:00pm. • All questions received will be shared with all present in this briefing session 	



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Commodity Specialist
For and on behalf of Transnet National Ports Authority (An operation division of Transnet SOC Limited)