

## TRANSNET PIPELINES

<b>SUBJECT</b>	<b>BID BRIEFING SESSION Meeting</b>
<b>TITLE</b>	<b>TPL/2024/01/0004/54731/RFP SUPPLY AND REPLACEMENT OF CRUDE BOOSTER STATIONS, AIRCOOLED MEDIUM VOLTAGE VARIABLE SPEED DRIVES AT THE FIVE CRUDE PIPELINE BOOSTER STATIONS</b>
<b>VENUE</b>	<b>UMGENI DEPOT</b>
<b>DATE</b>	<b>19 March 2024</b>
<b>ATTENDEES</b>	<p><b><u>TPL Representatives:</u></b></p> <p>Mbalenhle maBhengu Petersen (MBP)</p> <p>Vincent George (VG)</p> <p>Shanil Rugbeer (SR)</p> <p><b><u>Tenderers:</u></b></p> <p>As per Teams attendance register</p>
<b>APOLOGIES</b>	None

<b>MINUTE</b>	<b>DESCRIPTION OF DISCUSSION</b>
<b>1.</b>	<b>OPENING</b>
	<p>Ms Bhengu (MBP) welcomed all to the meeting and confirmed attendance for the Supply and Replacement of Crude Booster Stations, Aircooled Medium Voltage Variable Speed Drives at the five Crude Pipeline Booster Stations.</p> <p>Safety brief was conducted by Umgeni Depot TPL employee.</p>
<b>2.</b>	<b>INTRODUCTION OF TPL TEAM MEMBERS</b>
	Transnet Pipelines Team Members were introduced to the Attendees.
<b>3.</b>	<b>COMMERCIAL TENDER PROCESS: TENDERING PROCEDURE AND CLARIFICATION OF RETURNABLES</b>
	<p>MBP went through the Tender document.</p> <p>Pg 2 – Documents contained in the RFP document</p> <p>MB confirmed that attendance of the briefing was compulsory.</p> <p>MB further confirmed technical pre-qualification required and as indicated on the front page of the RFP document. She highlighted that it would be one of the first things that will be checked. If</p>

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	<p>documents not submitted then the service providers would fall off at the first hurdle. MBP indicated that all the blank lines on the data sheet were to be completed by the service providers.</p> <p>She then highlighted the other requirements of Tax clearance pin, CSD registration, Letter of good standing from Compensation insurer and BBBEE document. MBP further added that Tax compliance was imperative and would be verified at evaluation and adjudication stages as well as on the day of sending the Letter of Award. Should the tax affairs not be in order on the date of sending Letter of Award, it will be withheld and the service provider given 5 working days to rectify this. Should it not be rectified within those times, then Transnet Pipelines will have to move on to the next service provider.</p> <p>MBP advised electronic submission of documentation. Documents were not to be emailed to her but rather uploaded on the system. Instructions on how to upload documents were contained in the RFP document. The service providers were further requested to try upload their documents at least by the day before so as to avoid any technical glitches with the system at the last minute. Any issues with the system in the final hours would not be entertained.</p> <p>Communication – MBP was the only point of contact. Any and all queries were to be sent to her and she would forward to project manager. All queries were to be received by 28 March 2024 which is five working days before the closing date of the bid. This was to ensure that there is sufficient time for Transnet Pipelines to gather the relevant responses and provide to the service providers before the closing date. MBP further stated that there would be no direct email responses to the service providers, however all queries and responses would be uploaded on both the Transnet and National Treasury eTender portals for all to see. This was to ensure transparency and that all service providers had the same information.</p> <p>Evaluation methodology – MBP indicated the steps to be followed.</p> <p>Closing date – MBP stressed the closing date of 8<sup>th</sup> April 2024 at 15:00. MBP indicated that late submissions would not be accepted by the system. Also request was made for service providers to upload their documents early so as to avoid system traffic since the system was used by all of Transnet.</p>
<b>4.</b>	<b>SCOPE OF WORK</b>
	<p>SR and VG discussed the important points of the Scope of Work document; the technical evaluation criteria; pricing schedule and requested the tenderers to ensure that they adhere to and comply with the specific requirements of the Scope of Work.</p>
<b>5.</b>	<b>PRICING INSTRUCTION AND PRICING SCHEDULE</b>
	<p>VG and SR explained that NEC Pricing instructions: Option A are used together with Activity Schedule. The payments would be per each completed activity.</p>
<b>6.</b>	<b>TECHNICAL EVALUATION CRITERIA</b>
	<p>SR and VG explained that this is the most critical part of the tender submission and spoke through the requirements. Please ensure all documents are included when uploading.</p> <p>Organisational chart – ensure the Project manager and Project engineer and clearly indicated. Also ensure to include highest qualification and proof (certificates). Other personnel who would be involved in the project to also be indicated.</p>

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	Previous experience – need a schedule of the experience. To comply with POPIA, check with clients about disclosing information. Must be contactable references. Ensure experience is relevant to project being tendered for.
<b>7.</b>	<b>QUESTIONS</b>
	Q: Was there any CIDB grading? A: No, it is exempt from CIDB requirements  Q: Motor specifications, Wilge motor specifications not given. A: With the information provided, this could be calculated. Information of the biggest motors provided.
<b>8.</b>	<b>CLOSING</b>
	The discussion on the Replacement of VSDs was declared closed and a walkabout was conducted to show the bidders around.

Compiled by:

Checked by: Vincent George



Mbalenhle maBhengu Petersen

