



Project Name:		REQUEST FOR PROPOSAL "RFP" FOR THE CLASS 20E, 21E AND 22E LOCOMOTIVE SUPPLY OF VARIOUS SPARE PARTS FOR TRANSNET ENGINEERING LOCOMOTIVE BUSINESS FOR A PERIOD OF THREE (3) YEARS "AS AND WHEN REQUIRED" BASIS	
Meeting Venue:		MS Teams	
Date and Time of Meeting:		18 March 2026 at 10:00am	
Description	Action	Responsible person	
Opening and welcome:	Introduction and overview	Lindy van Zyl	
Name of Attendees			
1. As per attendance register			
No	Matters discussed		
1	<p>1. Welcome & Introduction</p> <p>Ms. Lindy van Zyl opened the session, welcomed all attendees, and confirmed the session would be recorded for audit purposes. Meeting etiquette was outlined, including muting microphones and using the chat or hand raise feature for questions.</p> <p>2. Attendance Confirmation</p> <p>Attendance was verified using the following three methods:</p> <ol style="list-style-type: none"> 1. Microsoft Teams attendance register 2. Names & company details posted in the chat 3. Submission of Section 10 – Certificate of Attendance <p>Lindy informed suppliers that the certificate must be signed and returned before they were permitted to leave the session.</p> <p>3. Purpose of the Meeting</p> <p>The purpose was to present the tender requirements, guide suppliers through the RFP document, explain the submission process, discuss technical requirements, and outline how evaluation and award will occur.</p> <p>4. RFP Overview & Key Dates</p> <ul style="list-style-type: none"> • Issue Date: 11 March 2026 		



- Closing Date: 8 May 2026 at 10:00 AM
- Bid Validity: 180 business days
- Submission: Only via the Transnet eTender Portal
- Clarification Deadline: 1 May 2026 at 12:00 PM

Suppliers were reminded that late submissions will not be accepted, and all communication must be directed to Lindy van Zyl only.

5. Mandatory Returnable Documents

The following documents must be submitted to avoid disqualification:

- Section 4 – Pricing & Delivery Schedule
- Annexure E – Pricing Schedule (PDF format)
- Section 10 – Certificate of Attendance

6. Returnable Documents used for Scoring

- Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP
- Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)
- B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
- Written confirmation of the initiatives to be created for Creation of new jobs and labour intensification (Bidder will be required to provide written confirmation of the initiatives to be created)
- Sub-contracting agreements and Declaration / Joint Venture Agreement and CIPC – B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate as per DTIC guideline
- Signed OEM/OPM/Agent letter
- Technical Data Sheets
- Signed letters of reference/completion certificate/delivery note on referee letterhead with contactable contact details from different clients indicating previous experience supplying parts
- Datasheet/s showing parts that are currently being used on locomotives and details of the locomotive
- ISO 9001:2015 certificate or documented Quality Management System
- Proof of storage facility and Storage capacity documentation



- Delivery note/s with client's contact details for similar parts delivered

7. Essential Returnable Documents & Schedules

- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement (if applicable)
- Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements for 2 previous years
- Section 1: SBD1 Form
- Section 2: Notice to Bidders
- Section 3: Background, overview, and scope of requirements
- Section 5: Proposal Form and List of Returnable documents
- Section 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents
- Section 7: RFP Declaration and Breach of Law Form
- Section 8: RFP Clarification and Request Form
- Section 9: Specific Goals Points Claim Form
- Section 11: Protection of Personal Information
- Valid Tax Pin
- CSD Summary Report
- Price adjustment formula (Escalation Formula)

Bidders to note that Section 10: Certificate of attendance is listed under mandatory and essential returnable documents. Section 10: Certificate of attendance is a mandatory returnable document and suppliers to take note of the rectification of the error in the RFP document.

8. Technical Requirements

Suppliers were informed that to pass the 80% technical threshold, they must submit:

- Signed OEM/OPM/Agent letter
- Technical datasheets
- Signed letters of reference/completion certificate/delivery note on referee letterhead with contactable contact details from different clients indicating previous experience supplying parts

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Minutes for the Compulsory tender briefing session Meeting



- Datasheet/s showing parts that are currently being used on locomotives and details of the locomotive
- ISO 9001:2015 certificate or documented Quality Management System
- Proof of storage facility and Storage capacity documentation
- Delivery note/s with client's contact details for similar parts delivered

Additionally, Annexure F (NDA) must be signed for release of specifications and drawings.

Technical Evaluation Criteria- minimum threshold of 80%

MEASURE	CRITERIA	QUESTIONS	Portfolio of Evidence	SCORING METHOD	WEIGHTING
Original equipment manufacturer (OEM) or Original Parts Manufacturer (OPM) or agent	Ability to supply OEM/OPM Parts	Can your company supply the original equipment manufacturer (OEM) or Original Parts Manufacturer or agent of OPM/OEM of parts?	<ul style="list-style-type: none"> • Signed Letter from OEM/OPM • Signed Contract from Fleet OEM • Technical Datasheet 	<ul style="list-style-type: none"> • Signed OEM/OPM/agent letter and Technical Datasheets submitted = 3 points • Signed OEM/OPM/agent letter only submitted = 2 points • Submitted only Technical Datasheets = 1 point • No OEM/OPM/Agent signed and no technical datasheets submitted = 0 points 	15%
Previous experience	*Previous experience related to supplying parts for locomotives or industrial applications. *Indicate which of the current parts on the locomotive were supplied by the company or for which of the parts on the locomotive do they have proven knowledge	Has your company supplied similar parts for use on locomotives or in the industrial market (SOE/Manufacturing Plant/Factories)?	Bidder to provide a signed letter of reference/completion certificate/delivery note on referee letterhead with contactable contact details from different clients indicating previous experience supplying parts	<ul style="list-style-type: none"> • Three or more Reference/Completion Certificates = 3 points • Two Reference/Completion Certificates = 2 points • One Reference/Completion Certificate = 1 point • No similar work = 0 points 	40%
		Has your company supplied parts that are currently being used on locomotive fleets?	Bidder to provide datasheet showing parts that are currently being used on locomotives and details of the locomotive.	Datasheet stating part approved for railway application with delivery certificates = 3 points No parts currently in use = 0 points	15%
Procurement and Logistics Capability	Will have proven capability to procure and store material, parts and components to manufacture the subsystems and components where necessary.	Will have proven capability to procure and store material, parts and components to manufacture the subsystems and components where necessary.	* Proof of storage facility (proof of address) * Storage Capacity documentation	Submitted proof of storage Facility and storage capacity documentation = 3 points None submitted = 0 points	5%
Quality Management System	Have ISO rating: The Contractor and its Sub-Contractors has ISO rating 9001: 2015 as a basis for their Quality Management System or the latest version if applicable. Alternatively supplier and its subcontractors have a Quality Management Policy in place. Submit a proof of quality management system.	Have ISO rating: The Contractor has ISO rating 9001: 2015 as a basis for their Quality Management System or the latest version if applicable.	* Quality management system or/and ISO certification 9001:2015.	<ul style="list-style-type: none"> • Submitted valid ISO 9001:2015 certificate = 3 points • Submitted Internal QMS Plan only = 2 points • No QMS or ISO 9001/2015 certificate submitted = 0 points 	10%



Successful Deliveries	evidence of similar parts delivered.	Typical design lead times/turnkey project timelines	Provide the relevant References: *Delivery Note with client's contact details	<ul style="list-style-type: none"> • >3 references provided = 3 points • 2 references provided = 2 points • 1 reference provided = 1 point • No references provided = 0 Points 	15%
<p>9. Pricing Requirements</p>					
<p>Pricing must:</p>					
<ul style="list-style-type: none"> • Be submitted in ZAR • Be based on estimated quantities provided • Include exchange rate (if applicable) as of RFP issue date • Indicate whether prices are fixed for: <ul style="list-style-type: none"> o full 3 years; or o 12 months + escalation formula • Annexure E – Pricing Schedule to be submitted in PDF format 					
<p>10. First Article Inspection (FAI)</p>					
<p>All awarded suppliers must undergo FAI:</p>					
<ul style="list-style-type: none"> • Supplier must provide samples at own cost • Two attempts allowed 					
<p>11. Evaluation Methodology</p>					
<p>The evaluation will proceed as follows:</p>					
<ol style="list-style-type: none"> 1. Administrative & Substantive Responsiveness 2. Technical Evaluation (80% minimum) 3. Commercial Evaluation <ul style="list-style-type: none"> o Price = 90 points o Specific Goals = 10 points 4. Price Negotiations 5. Award & Contract Finalization 					



	<p>Bidders to note: Transnet Engineering may, where appropriate, award this contract to more than one Supplier. This approach is intended to enhance value, reduce operational risk, and maintain continuity of supply. Split awards may be made per material category, and Transnet may appoint up to three (3) Suppliers per material category, provided that the price difference between the potential bidders does not exceed 12%. If the required price range cannot be met, Transnet Engineering will award only to the highest-ranked Bidder in that material category. Transnet may adjust the allocation of material categories between appointed bidders during the award stage to ensure optimal performance and continuity of supply. Transnet reserves the right not to split the award as envisaged if such a split would lead to conflict with the principles of cost-effectiveness. Transnet may appoint the first-, second-, and third-ranked bidders per item material category only where their pricing falls within a 12% variance of the highest-ranked bidder. Should this price range not be met, Transnet will appoint only the highest-ranked bidder for that material category.</p> <p>12. The final minutes and any addenda will be published on:</p> <ul style="list-style-type: none"> • Transnet eTender Portal • National Treasury eTender Portal
3	<p>13. Meeting Closure</p> <p>Lindy van Zyl thanked all attendees for their participation and reiterated that certificates must be submitted before departure. The meeting was officially adjourned once all attendance documents were processed.</p>
<p><u>Minutes complied by:</u></p> <p><i>LvanZyl</i> _____ Lindy van Zyl Facilitator Date: <u>20.03.2026</u></p>	