

SUBJECT	Briefing Session Minutes
TITLE	Provision of tyre management services, tyre maintenance services, supply of new industrial tyres and re-treading of industrial tyres for Transnet Soc Ltd (Reg. No 1990/000900/30) Operating as Transnet Port Terminals (Hereinafter Referred To As "TPT"), For The Ports Of Richards Bay, Durban, East London, Ngqura, Port Elizabeth, Cape Town And Saldanha Terminals On An "As-And-When-Required" Basis For A Period Of Five (5) Years.
MEETING NO.	01
VENUE	Microsoft Teams
DATE	12 December 2022 at 10h00 -12h00
ATTENDEES	<ul style="list-style-type: none"> • Thulane Msibi (TM) - Sourcing Specialist • Nomathamsanqa Nyawose (NN) – Strategic Sourcing Specialist • Mbali Makhathini (MM) – Technical Engineering Manager • Zuziwe Dumile (ZD) – Technical Manager • Sicelo Hlongwane (SH)– Technical Supervisor • Ntuthulo Msane (NM)– SCM Assurance Specialist • Lisha Nirmal (LM) – Internal Control • Sikhonzele Gqaleni (SG) – Supplier Development • Tlou Mapotsi (T) – Acting Engineering Manager
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
1.	Welcome – Thulane Msibi	TM
1.1	Welcome & Introductions	TM
	<ul style="list-style-type: none"> • Thulane opened the meeting by welcoming everyone, and gave a brief description of the project that was presented on the meeting. • Thulane explained that the session shall consist of three presentations, the first part will be the SCM Department, followed by the Supplier Development and lastly the Technical Department. Thereafter, questions shall be addressed 	

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	<p>at the end of each presentation. Bidders were also requested to forward their questions via emails before the stipulated communication date as indicated on the RFP document. Bidders were also informed that questions and answers shall be posted on two portals i.e., Transnet etenders and National Treasury's etenders.</p>	
2.	<p>Rules of engagement</p> <ul style="list-style-type: none"> • Thulane took the bidders through the rules of engagement and highlighted that this is a non-compulsory briefing session. • Thulane also highlighted those questions and answers are shared with all the bidders once SCM has consolidated the entire information received before COB on Wednesday, 14th December 2022. 	TM
3.	<p>SCM Presentation:</p> <ul style="list-style-type: none"> • Thulane then took the bidders through the SCM requirements which includes the closing date and time, Submission of Documents, Evaluation Methodology, Eligibility Criteria, Non-Disclosure Agreement, Master Agreement, Communications, and Award Methodology. • Reuben (Bidder) Requested that TPT considers changing the submission of documents from etenders to the documents being hand delivered since the quantity and size of the documents required is relatively huge. • Sikhonzele indicated that there's currently no window opened to allow for hand deliveries, after the introduction of the etenders portal TPT is no longer allowed to consider the physical delivery of tender documents. • Reuben (bidder) asked if companies that are not in the tyre industry can be able to apply for the tender. • Thulane answered that any bidder is allowed to tender for this project provided they meet TPT's requirements. • No further questions were received from the bidders regarding the SCM presentation 	TM

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4.	<p>Supplier Development</p> <ul style="list-style-type: none"> • Sikhonzele presented the supplier development and took the bidder through the mandatory Sub-Contracting requirements of EME's or QSE's which are at least 51% black owned, 51% Black Youth owned, 51% black women owned, 51% owned by black Person with disabilities, 51% ownership of someone who's living in Township or Rural areas. • Sikhonzele also highlighted that bidder need to submit a valid BBBEE/Sworn Affidavit for the Main and Sub-Contractor including Job creation requirements of the tender. • Wynand (Bidder) asked if the 30% Sub-Contracting is per region or it's for the total duration of the contract should they elected to bid for more than one region? • Sikhonzele answered that the 30% Sub-Contracting is calculated on the total contract value. 	SG
5.	<p>Technical Presentation</p> <ul style="list-style-type: none"> • Mbali began the presentation by taking the bidders through the Scope Works where she discussed the Supply of New Tyres, Re-Treading of Tyres, Repairs of Tyres & Rims, Condition Monitoring of Tyre Rims, Tyre Management, and onsite inflations service using bakkies. • Mbali further touched on the vehicle and labour requirements per region. • Mbali proceeded with taking the bidders through the Technical Evaluation Criteria highlighting the Eligibility Criteria, Calibration Certificates, Lead Times, References, Quality of Re-Treading, and the Objective Criteria. • Mbali concluded her presentation with the Pricing Schedule and took the bidders through the structure of the Pricing Schedule and how they are expected to quote for their Region(s) of interest. • Wynand (Bidder) requested an Excel pricing schedule so it's easy for the Bidders to quote and accurately calculate price. • Thulane responded by saying that SCM will do an internal consultation before taking the final decision, which will be communicated to bidders in 	MM

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	<p>due time.</p> <ul style="list-style-type: none"> • Wynand (Bidder) asked how is Transnet going to differentiate between good brands and bad brands considering that the tender will be awarded based on Price and BBBEE. • Thulane Transnet is not allowed to include brand names in the specification, and also indicated that Transnet has included various criteria on the document to ensure they mitigate the risk of awarding to a bidder that will provide Transnet with low quality tyres. In addition, Transnet will conduct a due diligence exercise to further mitigate this risk. • Paul (Bidder) asked how is Transnet going to mitigate the risk of awarding to the cheapest bidders considering that they might be offering poor quality products. • Sikhonzele Responded by saying that Transnet has conducted a market analysis to determine the market related rate for the kind of products required by Transnet. This market analysis will give Transnet the view of how much are the required products and services are being offered in the market. • Akshay (Bidder) asked how Transnet will make the determination to either use the 80/20 or 90/10 preference point system since they have both been included on the tender document. • Thulane responded and said that Transnet will consider the lowest acceptable bid per Region and therefore adopt the appropriate preference point system. • Reuben (Bidder) asked what star rating is required? What tread depth is required? What speed ratio is required, what load capacity is required? and indicated that there's a lot of technical aspect not included on the specification. • Mbali answered that all that information has been included on Transnet's pricing schedule. • Thulane requested Reuben to put his question in writing so that it can be properly addressed by the technical team and shared with all the prospec- 	

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	<p>tive bidders.</p> <ul style="list-style-type: none"> • No further questions were received from bidders regarding the technical requirements 	

Compiled by: Thulane Msibi

Date: 14 December 2022

Signature:  _____