



<b>Project Name:</b>		TE/2023/02/0022/23128/RFP FOR THE RESURVEYING, DESIGN, REPLACEMENT AND INSTALLATION, TEST AND COMMISSIONING OF GANTRY RAILS IN BAY 54 AT KOEDOESPOORT MOP BUSINESS AS ONCE SUPPLY
<b>Meeting Venue:</b>		Transnet Engineering, Kopanong Ground floor Boardroom, Corner Lynette & Koedoespoort Road, Koedoespoort, Pretoria
<b>Date and Time of Meeting</b>		13 April 2023 at 10:00 AM
<b>Agenda</b>		
		<b>RESPONSIBLE PERSON</b>
Welcome and introduction		Nonhlanhla Mafoko
Session rules of engagement		Nonhlanhla Mafoko
Procurement process briefing		Nonhlanhla Mafoko
Technical Scope & requirements		Elias Maleka / Frederich Herselman
Questions and closing		Nonhlanhla Mafoko
<b>No</b>	<b>Matters discussed or Issues noted</b>	
1	<u><b>Introductions</b></u> NM welcomed all attendees and requested the Transnet Engineering personnel to introduce themselves. NM requested send the attendees to complete the attendance register. Bidders must note that this is a compulsory briefing session. sign. Bidders are to ensure that the Certificate of attendance is signed and must be submitted with their RFP document as it will be used in evaluations.	
2	<u><b>Apologies</b></u> No Apologies were received.	

3	<p><b><u>Session Rules of Engagement</u></b></p> <ul style="list-style-type: none"> <li>• The tender is an Open tender.</li> <li>• The tender was advertised on the Transnet Rail Engineering website/portal, National Treasury and CIDB.</li> <li>• The RFQ closing date and time is the <b>09 May 2023 at 10:00am</b> promptly. Please ensure that you abide with the deadline. Late submissions will be disqualified.</li> <li>• For bid submission. (Log on to the Transnet e-Tender Submission Portal platform website (<a href="https://transnetetenders.azurewebsites.net/">https://transnetetenders.azurewebsites.net/</a>) Refer to Section 1.</li> <li>• Bidders are requested to remain for the entire duration of the briefing session as important information pertaining to the RFP will be presented</li> <li>• Its is allocated an approximate +/- 2 hours</li> <li>• An opportunity for Clarification questions will be provided after the briefing session.</li> <li>• Any additional clarification questions can be submitted in writing and directed to <a href="mailto:Nonhlanhla.mafoko@transnet.net">Nonhlanhla.mafoko@transnet.net</a></li> <li>• After the closing date of the RFP, a Respondent may only communicate with The Secretariat of the TE Divisional Acquisition Council email <a href="mailto:Mary.Maluleke@transnet.net">Mary.Maluleke@transnet.net</a> on any matter relating to its RFP Proposal</li> </ul> <p><b>Please note the last day for submission of clarification questions or queries will be 28 April 2023.</b></p>
4	<p><b><u>Procurement Briefing:</u></b></p> <p><b><u>Evaluations</u></b></p> <p><b><u>Step 1: Test for Administrative Responsiveness</u></b></p> <ul style="list-style-type: none"> <li>• The test for administrative responsiveness [step one] must be passed for a Respondent's proposal to progress to step two for further pre-qualifications</li> </ul> <p><b><u>Step 2: Test for Substantive Responsiveness</u></b></p> <ul style="list-style-type: none"> <li>• Certificate of attendance certificate</li> <li>• CIDB: 4ME or 4CE or higher class.</li> </ul> <p><b><u>Please note for Joint Ventures they must ensure that they have 4ME or 4CE or higher class combined.</u></b></p> <p><b><u>Step 3: Technical Evaluation</u></b></p> <p><b><u>Minimum Threshold 80% for Functional /Technical Criteria</u></b></p> <ul style="list-style-type: none"> <li>• Compliance to specification - 30</li> <li>• Project Organogram, Management &amp; CV's -30</li> </ul>

	<ul style="list-style-type: none"> <li>• Programme - 30</li> <li>• Previous Experience/projects of similar nature – 10</li> </ul> <p><b><i>Any tenderer that fails to meet the stipulated pre-qualifying criteria will be regarded as an unacceptable tender.</i></b></p> <p>The technical team took the bidders through the specifications, the comply to specification documents and the technical criteria.</p> <ul style="list-style-type: none"> <li>• Bidder must ensure the that they submit the required documents for the technical evaluations.</li> <li>• Bidder must ensure that the CV that they submit they must be accompanied by the qualifications.</li> <li>• Bidder must submit their documents as per the requirements set out on the technical criteria.</li> </ul> <p><b><u>Step 4: Price and B-BBEE</u></b></p> <ul style="list-style-type: none"> <li>○ Only bidders who have met the predetermined threshold will proceed to stage 4</li> </ul> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> <li>○ Price (80); and</li> <li>○ B-BBEE (20)</li> </ul> <p>Transnet reserves the right to negotiate a market related price.</p>
5	<p><b>Please note;</b></p> <ul style="list-style-type: none"> <li>• Bidders must be registered on CSD</li> <li>• Bidders must have attached Tax Clearance Certificate.</li> <li>• There was a typing error on page 13. The closing time for submission of tender offers is; The year is supposed to be 2023 not 2022.</li> </ul>
6	<p><b><u>Closing date and time:</u></b></p> <p>The tender closes at The Transnet e-Tender Submission Portal: <a href="http://www.transnet.net">www.transnet.net</a> (<a href="http://transnetetenders.azurewebsites.net">transnetetenders.azurewebsites.net</a>) on/before the closing date of Tuesday , <b>09 May 2023 at 10h00 am.</b></p> <p><b><u>Late bids or bids that are sent to an incorrect address will not be accepted.</u></b></p>
7	<p><b><u>Clarification Questions</u></b></p> <p><b>Question 1:</b> Should the Civil or Mechanical Engineer be full time on site</p>

	<p>Response from TE: The Engineer does not need to be full time on site, however they need to be present for the meetings that will be held on site. And be available when they are queries or clarification needed by TE.</p> <p><b>Question 2:</b> What qualifications are required for Safety officer or Quality personnel</p> <p>Response from TE: The safety or quality personnel must have Safety and Quality related qualifications eg SAMTRAC.</p> <p><b>Question 3:</b> This RFP is been advertised for the 3<sup>rd</sup> time, what happened with previous submissions.</p> <p>Responses from TE: It could be that the bidders failed the different steps because of the incomplete/ lack of the correct documents</p>		
	<p><b>Site Visit/ walk</b></p> <p>The bidders were taken to Bay 54 Koedoespoort for a site visit and the Certificate of Attendance at Tender Clarification Meeting was signed.</p>		
<b>Session adjourned 11:18</b>			
<b>SIGNATURES</b>			
<b>Name and Surname</b>		<b>Date</b>	<b>Signature</b>
8	Nonhlanhla Mafoko	17/04/2023	