SUBJECT	Minutes of the Non-Compulsory Briefing session Meeting
TITLE	**Enquiry Number: TP/2023/03/0002/25867/RFP** **Purchase of the Carlton Centre Complex located in the Johannesburg Central Business District (CBD) South Africa, a Transnet Immovable Property Asset**
MEETING NO.	**01**
VENUE	**Virtual via MS Teams**
DATE	**03 May 2023 at 12H00 GMT**
ATTENDEES	**Names** As per the attached Attendance Register.
APOLOGIES	None
ADDITIONAL DISTRIBUTION	Briefing session Meeting Presentation

MINUTE	DESCRIPTION OF DISCUSSION
1.	**Welcome and Introduction** **Mogogodi** introduced herself and opened the session by welcoming everyone present and asked all Transnet Property attendees to introduce themselves. She also mentioned that bidders will see the background of Transnet Carlton Centre building in the presentation and this can be used as a way of checking whether they are in the correct meeting.
2.	**SCM Administrative Requirement Clarification** **Mogogodi** gave a high-level overview that we seek to ensure transparency and fairness in the process and bidders will have to familiarize themselves and comply with the requirements of the request for proposal.
3.	**Scope of Works** **Mogogodi** explained the mandate that it is to dispose the Transnet Property Carlton Centre Complex and highlighted that the building address, which is situated on ERF 1120, ERF 1126 and ERF 1239, Marshalltown, at 150 Commissioner Street, Johannesburg. Refer to RFP document for the detailed scope of works.

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4.	**Tendering Process & Tender Evaluation Procedure** **Mogogodi** gave an overview of tender document focusing on the tendering procedure, evaluation procedure and returnable documents. She informed Tenderers of the following (but not limited to) aspects in relation with the tendering procedure: The bid closing date is at **12:00 GMT on Monday 05 June 2023** **Communications** ✓ All communications during the tendering stage must be in writing and sent to the following email address: CarltonCentreDisposal@transnet.net ✓ The tender documents must be submitted electronically on the e-Tender Submission Portal. ✓ No late tenders will be accepted, tenderer/s should ensure that their submissions are submitted on time and NO LATE tenders will be accepted. ✓ Parts of each tender offer communicated on paper shall be submitted as an original. ✓ The bid validity period is **180 business days** from closing date. **Mogogodi** further explained in detail step by step on the tender evaluation procedure and advised tenderers to thoroughly read and complete the returnable schedules as requested in the tender document.
5.	**Mandatory Returnable documents** **Mogogodi** explained the importance of having the 2 Mandatory documents (i.e. SBD 1 Form and Pricing Schedule) being completed in full and signed. Also, to adhere to the same formatting when submitting the Pricing Schedule. **Returnable Items for Scoring** **Mogogodi** explained how critical it is to submit that the returnable documents used for scoring such as 100% Technical clause by clause acceptance of the Specification, proof of funding to acquire property, valuation report from SACPVP registered valuers and proof of property portfolio.
6.	**Technical Evaluation Criteria** **Peter (acknowledge other colleagues from Facilities and Asset Management)** gave an overview of the technical evaluation criteria and what is expected of Tenderers, he then requested

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	the Technical Specialists to explain each criterion. **Peter** explained in detail the technical evaluation criteria as listed below within their respective fields. They all expatiated on what is expected from the Tenderers. Evaluation criteria and points allocation pre criteria are as tabled below: A) Phase 1: 100% Technical Compliance to Specification B) Phase 2: Technical Capability Evaluation Criteria: Minimum Score Threshold of **60%**

Technical Evaluation Criteria	**Weight**
Property Valuation Report	**25**
Proven track record of property investment	**50**
Proof of Redevelopment	**25**
TOTAL POINTS	**100**

7.	**Conclusion** In concluding the meeting **Tsepang** recapped and highlighted key areas of the tender document and tendering procedures. She also recognised the colleagues from other departments. She then allowed questions / clarities from the bidders and requested the colleague to assist where possible with the answers. **Note:** Tenderers were informed to check all tender documents from E-tender portal on the National Treasury due to limitations of space on the Transnet website.
8.	**Questions and answers** 1. Is the sale for the full complex or will it be sold in parts/portions. Sale is for the entire complex (Hotel, Skyring, Retail and Offices 2. Is Transnet going to lease any of the office space and how long No lease will be required 3. Are you able to confirm where are you relocating to? Transnet will move to Transnet owned properties (which are in close proximity) as it is cost effective 4. Commercial Property Consultant – Seller pays the commission for investors that are introduced Transnet is not hoping to pay commission as we are looking for direct buyers 5. Confirm that Transnet has no intention of renting space after property has been sold Transnet will move to their own properties 6. How long will it take for Transnet to relocate after the property has been sold Once ownership has been transferred, Transnet will vacate the premises. Should there be a need to lease for a certain period, Transnet will negotiate with the owner

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	7. When vacating, do you plan to strip shell and core or will leave premises as is. Also is there a possibility of viewing the Hotel Walkabout are scheduled for 3 days (Thursday, Friday and Monday at 12H00) to view the premises. Bidders needs to book a slot and wear PPE (safety boots, mask etc). Only movables will be removed from the property. 8. Demarcation of the parking, where will it start and end. Provide lease duration of the retails. Also, on the engineering side, was the hotel used before Parking – interlink to the whole complex. Leasing register is available and will be distributed to the bidders. 9. What happens if the tender process is not successful particularly for the office sector? Will Transnet vacate? Transnet is committed in selling the building and indications are showing high interest. However, we will follow the procurement process, cancel and re-issue the tender with a different strategy should we receive a non-responsive in this procurement event. 10. All bidders must bring their own PPE (recommending hard hat, mask, reflectors and safety shoes) 11. How long has the hotel not been utilized and why was it not used. It's been more than 20 years, and property was not Transnet focus for a while. So, no specific reason. It does look sound; one will be able to walk safely. 12. Can one be able to access the drawings? Yes, drawings will be distributed via email to all Bidders who attended the briefing session the publish on both National Treasury and Transnet E-Tender Portal. **Tsepang**, emphasized the need to send the email to CarltonCentreDisposal@transnet.net for the site walkabout. **Khwezi**, suggested that Bidders bring at least no more than 3 personnel's per business to avoid overcrowding.
9.	**The meeting was adjourned.**

COMPILED BY:

01 June 2023

Signature **Date**

Pumla Ngamlana
Senior Buyer
Transnet Property

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