

SUBJECT	BRIEFING SESSION MINUTES – HOAC HO 40794
RFP DESCRIPTION	RFP FOR THE NATIONAL SUPPLY AND DELIVERY OF BRIDGE AND CHECK CURVE COMPOSITE SLEEPERS TO TRANSNET FREIGHT RAIL ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (03) YEARS
MEETING NO.	HOAC HO 40794
VENUE	MS Teams
DATE	27 July 2023
TIME	11:00

MINUTE	DESCRIPTION OF DISCUSSION
1.	INTRODUCTIONS
1.1	<p>All attendees were welcomed.</p> <p>Team members were introduced:</p> <p>Serole Boloko (SB): Supply Chain Management (Chairperson)</p> <p>Itumeleng Msibi (IM): Supplier Development (Governance)</p> <p>Likho Jwili (LJ) - Supplier Development (Governance)</p> <p>Lindokuhle Muyeza (LM) - Supplier Development (Governance)</p> <p>Pretorius Luan (PL): End – User</p> <p>Thulani Sitimela (TS): End – User</p> <p>Makhosini Zwane (MZ) End – User</p> <p>Mohamed Jogiati (MJ) End – User</p>
	SB introduced herself and welcomed everyone to the briefing session
1.2	REQUIREMENTS FOR COMPLETING THE RFP
	<p>SB highlighted the essential information in the RFP;</p> <p>Tender submissions was discussed in detail with an emphasis on timely submissions.</p>
	<p>Mandatory returnable documents – Bidders were informed that failure to submit mandatory returnable documents will lead to disqualification and that for essential document used for scoring if the bidder do not submit those document the bidder will be scored a zero. For essential documents Transnet will request those documents with a grace period of 7 days. If the bid passed the administrative and substantive evaluation stages it will proceed to the next stage of evaluations, Technical, Price and Specific Goals, Post Tender Negotiations, Objective Criteria if applicable, then the final stage of award.</p>
	<p>Any communication regarding the RFP before the closing date must be sent to Serole.Boloko@transnet.net. After the closing date of the RFP, a respondent may only communicate with the secretariat of the Divisional Bid Adjudication Committee. Queries after the closing date must be sent to Prudence.Nkabinde@transnet.net. Responses to queries and questions regarding the RFP which was sent via section 8 of the RFP will be published on the e-portal.</p> <p>It was also emphasised that the briefing session is non-compulsory.</p>
	<p>Returnable Documents</p> <p>SB highlighted the importance of submitting all completed and signed returnable documents.</p> <p>Mandatory Documents, Other Essential and Essential Documents that is required to be submitted.</p> <p>Stages of the evaluation was discussed with bidders.</p> <p>Step 1: Administrative Evaluation</p> <p>Step 2: Substantive Evaluation</p> <p>Step 3: Technical (Phase 1 and Phase 2)</p> <p>Step 4: Price and Specific Goals</p> <p>Step 5: Post Tender Negotiation</p>

MINUTE	DESCRIPTION OF DISCUSSION
	Step 6: Objective Criteria (If Applicable) Step 7: Award
1.3	TECHNICAL /SCOPE OF WORK
	PL gave an overview of Transnet and discussed the Scope of Requirements and the Technical Evaluation criteria with the bidders in detail.
1.4	PRICING
	SB outline that the points allocated for pricing is 90/10 points. SB discussed the returnable documents relating to pricing.
1.5	SPECIAL REQUEST
	N/A
2	BIDDERS WERE GIVEN AN OPPORTUNITY TO ASK QUESTIONS AND CLARITY. ISSUES AS THEY REQUIRED. SB INDICATED THAT THE QUESTIONS THAT REQUIRES FURTHER CLARITY AND CANNOT BE RESPONDED TO AT THE BRIEFING SESSION WILL BE CLARIFIED IN THE MINUTES THAT WILL BE PUBLISHED ON THE E-TENDER PORTAL. IT WAS ALSO EMPHASISED THAT BIDDERS THAT REQUIRES FURTHER CLARIFICATIONS SENT THEIR QUERIES /CLARITY VIA SECTION 8 OF THE RFP.
	QUESTIONS;
	CONCLUSION
	SB advised that the Briefing Session Minutes, the presentations and all the required addendums will be loaded on the e-tender publication website. SB closed the meeting

Serole Boloko

Signature :  _____

Date: 11.08.2023

Pretorious Luan

Signature :  _____

Date: 2023/08/11