



SUBJECT	Minutes of the Briefing Session		
TITLE	REQUEST FOR INFORMATION [RFI] / EXPRESSIONS OF INTEREST [EOI] - are sought to obtain information from the market to enable Botswana Railways and Transnet to prequalify interested companies willing to undertake the Funding and Development of the Proposed New Railway Corridor underpinned by the Construction of the New Rail Link between Mmamabula (Botswana) and Lephalale (South Africa), i.e., the Mmamabula-Lephalale Rail Link		
MEETING NO.	01		
VENUE	MS Teams		
DATE	21 July 2023 at 10h00		
ATTENDEES	BR & TFR Lerato Tseke Tengetile Mohlala Ntefo Tlhoale Justice Ngwenyama Tumelo Nyatlo Ankwetse Raditshego Jacqueline Mhiko Tumelo Keitumetse Bosekile Shoshong Johnson Thupane	LT TM NT JN TN AR JM TK BS JT	

MINUTE	DESCRIPTION OF DISCUSSION	ACTION
1.	OPENING	
1.1	<p>Welcome & Introductions</p> <p>LT welcomed everyone present and gave a description of the project with the Tender number references for both Railway entities, BR being BR/EOI/2023-24 (01) and TFR being HOAC_HO_42283. She also requested that only the Project team members from both BR and TFR introduce themselves.</p> <p>Respondents will be given an opportunity to ask questions at the end of the entire presentation.</p> <p>Clarification questions and responses thereto will be provided:</p> <p>Via email to Respondents who have provided the correct contact information;</p> <p>Via the various portals in SA and Botswana under the RFI/EOI advert. Please ensure that you check these adverts until the closing date for any addenda and clarifications.</p> <p>All verbal questions are to be submitted in writing after the briefing session and we will provide a written response. No verbal feedback must be construed as binding until it is put in writing.</p> <p>Any outstanding answer(s) to Respondent(s) from the briefing session will be communicated to all the Respondents within five working days after the briefing and loaded on the adverts as well.</p> <p>The session is being recorded for minute taking purposes. When asking questions, please state name and company clearly.</p> <p>General disclaimer: This briefing session must not contradict the Published RFI/EOI and its Annexures. Should there be any errors, acts of omission or misinterpretations, then the RFI/EOI and Annexures will take precedence.</p>	LT
2.	Background and Scope of requirements	TM
	<p>TM indicated that this project is a collaboration between Transnet and Botswana Railways. Transnet is the custodian of ports, rail and pipelines in SA and has 6 Operating Divisions, refer to slide 5 of the attached presentation.</p> <p>Botswana Railways is the custodian of rail logistics in Botswana. It is a commercial</p>	



MINUTE	DESCRIPTION OF DISCUSSION	ACTION
	<p>enterprise of the Government of Botswana established through an act of Parliament in 1986, CAP 70:01 as a rail transport organisation wholly owned by the Government of Botswana. Botswana Railways offers seamless, rail-based transport logistics solutions to customers needing to move a range of commodities for the mining sector and primary industries, refer to slide 6 of the attached presentation.</p> <p>As this programme involves cross-border activities, a thorough analysis of all options and implications thereof is necessary. Thus, a service provider is required to explore various options available to ensure bankability of the programme, provide funding and execute the project.</p> <p>The Mmamabula-Lephalale Rail Link Project is a strategic initiative of Botswana Railways and Transnet to develop a new rail link from Mmamabula (Botswana) to Lephalale (South Africa) to facilitate trade within the region through transportation of bulk commodities.</p> <p>The initiative to develop the Mmamabula-Lephalale Rail Link dates as far back as 2011 when BR concluded a prefeasibility study of the section of the project in Botswana. TFR also carried concept studies of developing the rail link in South Africa. Although some progress was made in developing sections of the link in South Africa, the development of the link is now being accelerated as a bilateral project that is supported by the governments of Botswana and South Africa.</p> <p>The objective of the project is to unlock Botswana's mineral resources by establishing a new railway corridor which will link the mines in Botswana to South Africa's ports. A large portion of the corridor exists in both countries but requires the development of the proposed rail link to complete it.</p> <p>Note: Refer to slide 8 to 17 of the attached presentation for the entire Background, the Maps and Links of the project.</p> <p>LT emphasised that there are 27 questions and bidders are expected provide responses to each question. Some would just be written responses and others require structured documentation or evidence that would demonstrate capability. The responses to questions must be in the order of the RFI/EOI in order for the evaluation team to be able to evaluate properly.</p>	
3.	Joint Ventures	LT
	<p>Bidders may choose during the subsequent RFP process to enter into a Joint Venture. RFP Bidders will also be required to submit a signed JV agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.</p> <p>If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Botswana Railways and Transnet through the RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Botswana Railways and Transnet.</p> <p>Please indicate below whether your entity has an existing JV, and if so, provide details, including details of the percentage split of business, or whether your entity intends to create a JV relationship for RFP purposes.</p>	



MINUTE	DESCRIPTION OF DISCUSSION	ACTION
4.	<p>Instructions for completing the RFI/EOI</p> <ol style="list-style-type: none"> The RFI/EOI and all Annexures can be downloaded directly from Botswana Railways website https://www.botswanarailways.co.bw/tender And In South Africa this RFI/EOI may be downloaded directly from National Treasury e-Tender Publication Portal at www.etenders.gov.za and the Transnet etender portal transnetetenders.azurewebsites.net free of charge. The RFP closes punctually at 10:00am South African Standard Time on 15 SEPTEMBER 2023. No late submissions will be accepted. South African Respondents must register on the National Treasury Central Supplier Database (CSD) prior to submitting their bids. In the RFP stage, Business may not be awarded to a Respondent who has failed to register on the CSD. In order for the registration to be verified, Respondents are required to provide their reference number in Section 1: SBD 1 Form. For specific queries relating to this RFI/EOI a Clarification Request Form should be submitted to Ankwetse Raditshego at 177787@botrail.bw and Mbuyiswa Sekele at Mbuyiswa.Sekele@transnet.net by no later than 25 August 2023 substantially in the form set out in Section 7. In the interest of fairness and transparency, Botswana Railways and Transnet's response to such queries will be consolidated and published on the Botswana Railways website, South African National Treasury e-Tender portal and Transnet website. No verbal communication will be permitted throughout this process, only email correspondence will be acknowledged within the specified timelines. No phone calls (by cellphone or on Microsoft Teams) regarding this RFI/EOI process may be made to any Transnet and Botswana Railways contact mentioned in this RFI/EOI document. 	LT

MINUTE	DESCRIPTION OF DISCUSSION	ACTION																		
	Instructions for completing the RFI/EOI –Returnable documents																			
	<p>This section looks at the returnable documents that need to be returned with the tender.</p> <table><tr><td>Minimum Requirements - Returnable Documents</td></tr><tr><td>SECTION 1: SBD1 FORM</td></tr><tr><td>SECTION 2 : Notice to Respondents</td></tr><tr><td>SECTION 3 : RFI/EOI Scope of Requirements</td></tr><tr><td>SECTION 4 : RFI/EOI Information</td></tr><tr><td>SECTION 5 : REQUEST FOR INFORMATION / EXPRESSIONS OF INTEREST</td></tr><tr><td>Proof of Eligibility:</td></tr><tr><td>BOTSWANA</td></tr><tr><td>a) Copies of valid Certificate of Incorporation/Business registration</td></tr><tr><td>b) List of directors (Director's form)</td></tr><tr><td>c) Certified copies of identity of directors (Omang or passport where applicable)</td></tr><tr><td>d) Certified copies of shareholders certificates</td></tr><tr><td>e) Tax Identification Number (TIN) and Tax Clearance Certificate (TCC) Number or exemption thereof issued by Botswana Unified Revenue Service (BURS). The validity of the Certificate is to be verified online.</td></tr><tr><td>f) Declaration by shareholding and directors of the respondent or consortium members including their nationality.</td></tr><tr><td></td></tr><tr><td>SOUTH AFRICA</td></tr><tr><td>g) TAX COMPLIANCE SYSTEM PIN</td></tr><tr><td>h) CENTRAL SUPPLIER DATABASE</td></tr></table>	Minimum Requirements - Returnable Documents	SECTION 1: SBD1 FORM	SECTION 2 : Notice to Respondents	SECTION 3 : RFI/EOI Scope of Requirements	SECTION 4 : RFI/EOI Information	SECTION 5 : REQUEST FOR INFORMATION / EXPRESSIONS OF INTEREST	Proof of Eligibility:	BOTSWANA	a) Copies of valid Certificate of Incorporation/Business registration	b) List of directors (Director's form)	c) Certified copies of identity of directors (Omang or passport where applicable)	d) Certified copies of shareholders certificates	e) Tax Identification Number (TIN) and Tax Clearance Certificate (TCC) Number or exemption thereof issued by Botswana Unified Revenue Service (BURS). The validity of the Certificate is to be verified online.	f) Declaration by shareholding and directors of the respondent or consortium members including their nationality.		SOUTH AFRICA	g) TAX COMPLIANCE SYSTEM PIN	h) CENTRAL SUPPLIER DATABASE	
Minimum Requirements - Returnable Documents																				
SECTION 1: SBD1 FORM																				
SECTION 2 : Notice to Respondents																				
SECTION 3 : RFI/EOI Scope of Requirements																				
SECTION 4 : RFI/EOI Information																				
SECTION 5 : REQUEST FOR INFORMATION / EXPRESSIONS OF INTEREST																				
Proof of Eligibility:																				
BOTSWANA																				
a) Copies of valid Certificate of Incorporation/Business registration																				
b) List of directors (Director's form)																				
c) Certified copies of identity of directors (Omang or passport where applicable)																				
d) Certified copies of shareholders certificates																				
e) Tax Identification Number (TIN) and Tax Clearance Certificate (TCC) Number or exemption thereof issued by Botswana Unified Revenue Service (BURS). The validity of the Certificate is to be verified online.																				
f) Declaration by shareholding and directors of the respondent or consortium members including their nationality.																				
SOUTH AFRICA																				
g) TAX COMPLIANCE SYSTEM PIN																				
h) CENTRAL SUPPLIER DATABASE																				
	Instructions for completing the RFP – Other Essential Returnable documents																			
	<table><tr><td></td></tr><tr><td>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</td></tr><tr><td>Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years</td></tr><tr><td>SECTION 6: Certificate Of Acquaintance with RFI/EOI, Terms & Conditions & Applicable Documents</td></tr><tr><td>SECTION 8: Bidder's Disclosure</td></tr><tr><td>SECTION 9: Protection of Personal Information</td></tr></table>		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	Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	SECTION 6: Certificate Of Acquaintance with RFI/EOI, Terms & Conditions & Applicable Documents	SECTION 8: Bidder's Disclosure	SECTION 9: Protection of Personal Information													
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																				
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years																				
SECTION 6: Certificate Of Acquaintance with RFI/EOI, Terms & Conditions & Applicable Documents																				
SECTION 8: Bidder's Disclosure																				
SECTION 9: Protection of Personal Information																				



MINUTE	DESCRIPTION OF DISCUSSION	ACTION
5.	Evaluation Methodology <p>LT explained approach to be taken in terms of the Evaluation Methodology as follows:</p> <p>Information is requested through this RF/EOI from interested persons, companies, close corporations, or enterprises [hereinafter referred to as the Respondent(s)] to supply the aforementioned information to Botswana Railways and Transnet. Respondents are to note that only those who have been shortlisted following the bid evaluation process detailed in this RF/EOI, will be allowed to participate in the Stage 2 RFP process. The subsequent Request for Proposal [RFP] if and when is issued by Botswana Railways and Transnet, will be limited only to those Respondents who have been shortlisted following the evaluation/prequalification process stipulated in this RF/EOI.</p> <p>This RF/EOI is not an offer to purchase and Botswana Railways and Transnet is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter.</p> <p>As this is a Request for Information / Expression of Interest only, no business will be awarded through this process at this stage.</p> <p>The following selection criteria will be used as a guide for adjudicating Respondents.</p> <p>Specific detailed items that are important for the Respondent to consider in the response preparation process include:</p> <ul style="list-style-type: none"> • Quality of presentation, reply to the RF/EOI and attention to required detail during the selection process. • Compliance with the terms and conditions of the RF/EOI documents. • Satisfaction of the project objectives. 	LT
6.	Questions and Answers <p>The session was then opened for questions. All verbal questions are to be submitted in writing after the briefing session and we will provide a written response.</p>	LT
7.	CLOSING <p>LT adjourned the briefing session and thanked all the bidders for attending and all the project team members were given the opportunity to give their parting words. The signed minutes will be sent to the attendees together with the presentation. These will also be published on the advertising platforms of the 2 entities; therefore bidders are advised to constantly visit the advertising platforms. The technical designs will also be published in the advertising platforms.</p>	All

Reviewed and Accepted By:

Project Manager (BR)
Tumelo Keitumetse

Reviewed and Accepted By:

Project Manager (TFR)
Tengetile Mohlala