

**MINUTES OF THE COMPULSORY INFORMATION/CLARIFICATION  
BRIEFING/SITE VISIT**

<b>MEETING NO:1/2021</b>	Minutes of RFQ: ERACYS-PRC-38151 For the construction of surface and sub-surface drainage systems along the Rayton to Witbank Railway Line: Bronkhorstspruit Rail km 60/7 -61/15		
<b>PURPOSE OF MEETING</b>	Clarification of the RFQ.	DATE, TIME&  VENUE	2022-07-21  Transnet Station, Lanham street, Bronkhorstspruit, 1020
<b>CONVENOR</b>	Yvonne Scannell		012 315 2059
<b>PRESENT ATTENDEES OF TFR AND RESPONDENTS/BIDDERS</b>	TFR Witbank – Siviwe Nkwenkwezi TFR SCS - Yvonne Scannell List of all representatives of TFR and Bidders who attended the briefing attached.		
<b>APOLOGIES</b>	None		
<b>c</b>	<p>Started: 11H00am Ended 1h30 pm</p> <p><u>1. Introduction and opening of the meeting by Siviwe Nkwenkwezi</u></p> <p>1.1 Welcoming and opening remarks.</p> <p>1.2 Commercial matters of the RFQ addressed</p> <p>1.3 Technical matters of the RFQ addressed.</p> <p>1.4 Other matters arising.</p> <p><b>1.1 Welcome and opening remarks:</b></p> <p>1.1.1 Siviwe Nkwenkwezi welcomed everyone and declared the meeting open @11H00am</p> <p>1.1.2 Attendance register circulated, and attendees informed to complete their details in full.</p> <p><b><u>1.2. Matters under commercial: (Yvonne)</u></b></p> <p><u>Addressed the commercial matters of the RFQ document.</u></p> <p>1.2.1 The RFQ commercial matters as addressed.</p>		

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Project description was made clear and a background of the project was given.

The closing date and time indicated was made clear. Tender documents must be submitted on or before 29 July 2022 at 10h 00 am. All RFQ documents must be loaded on the Transnet e-portal. No submissions will be accepted via e-mail or hand delivered. Suppliers was made aware that documents should be uploaded in time and documents should not be more than 30mb per attachment.

The tender data (T1.2) was discussed

1.2.2 Stage 1 - Bidders informed that this was a compulsory briefing, and no bidder can submit a bid if they did not attend compulsory briefing.

Representatives must be present no attendance certificate will be signed for representatives not present.

Certificate of attendance for compulsory briefing was signed at the end of the compulsory briefing.

1.2.3 Stage 2 – Prequalification criteria (B-BBEE and subcontracting was discussed and explained in detail)

List of subcontractors in Bronkhorstspuit will be submitted

1.2.4 Stage 3 – Local content requirements were discussed. It was made clear that all documents must be signed and completed in full

1.2.5 Stage 4 – CIDB grading requirement of CE or higher were explained.

1.2.6 – Bidders was made aware that all documents in RFQ are important and should be completed and signed although it was not discussed in full. It was further mentioned to the bidders that they must go through the whole RFQ document read and understand it before submission.

- Bidders informed to comply with all mandatory/non mandatory requirements as stated in the RFQ, for them to be evaluated further.
- Bidders were informed to be responsive to bid for this RFQ they must have a minimum level 1 B-BBEE status.
- Prequalification - subcontracting prequalification criterion/criteria: respondents with a minimum of 30% to suppliers with EME or QSE which is at least 51% owned by black people.

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	<p>Pricing schedule to be completed in full and the arithmetical errors to be corrected before the submission of the RFQ. Indicated to the bidders that they must complete the pricing schedule which is a mandatory requirement.</p> <p><b><u>1.3. Matters under technical: (Siviwe Nkwenkwezi)</u></b></p> <p>The site was visited, and the pricing scheduled was discussed at site to compare of what needs to be done.</p> <p><b><u>1.4.Other matters arising</u></b></p> <p>1.4.1 Whether duration of contract is for a period of 2 months or 2 weeks It was made clear that this project is for a period of 2 months</p>
<b>End time</b>	Meeting adjourned at 1h30 pm
<b>Compiled by</b>	Y Scannell

