



Briefing Minutes – TE24-GMX-07M-12328 [TE/2025/02/0023/89328/RFP]

For the provision of rental services of mini-bulk tankers and supply; filling of product(s) at transnet manufacturing facilities in Germiston wagons and Koedoespoort depots for a period two (2) years and six (6) months.

**Venue: Transnet Engineering, 701 Building, No 3 Keswick Road, Germiston, 1400**

**Date: 27.02.2025**

**Time: 09:00 am**

**Description: for the provision of rental services of mini-bulk tankers and supply; filling of product(s) at transnet manufacturing facilities in Germiston wagons and Koedoespoort depots for a period two (2) years and six (6) months.**

## ATTENDEES

**The following Transnet Engineering team members were present in the Briefing meeting:**

Bridget Silubane

Kagiso Mabe

Thembha Bhaloyi

Donald Thebe

8 companies attended the compulsory briefing session (as per the attendance register, for internal use only).

## Introduction

**Bridget Silubane**

**Discussion points**

- Welcomed everyone present.
- Introduction of Transnet Engineering team.
- The purpose of the meeting was to ensure that the service providers have a clear understanding of the tender process and the requirements with regards to the scope of work, bill of quantities, evaluation criteria etc.

**Bridget:** took the suppliers through the RFP document and emphasised the following:

- The closing date and time is **14 March 2025 15:00 pm**. Bidders were advised to submit their bids on time. No late submissions will be accepted by closing date and time.
- Emphasised that bid documents are to be submitted on the eTender portal.

### Section 1: SBD1 form

- It was emphasised that bidders are to complete the SBD1 form and communicate with Bridget Silubane for all related queries before the closing date.

### Communication

- Bidders were notified that before the closing date, all communications should be directed to **Bridget**.
- After the closing date, any queries regarding the RFP's should be directed to: Telephone 011 820 2899  
Email: [Zamatshezi.Chubeka@transnet.net](mailto:Zamatshezi.Chubeka@transnet.net).
- Bidders are to familiarise themselves with all Transnet disclaimers.

### Section 3: Evaluation methodology, criteria, and returnable documents

- Suppliers were taken through the evaluation criteria which comprises of the following:
  - Step 1: Administrative responsiveness test.
  - Step 2: Substantive responsiveness test (Mandatory).
  - Step 3: Technical Evaluation Criteria phase 1 and phase 2.
  - Step 4: Evaluation and Final Weighted Scoring.
  - Step 5: Post Tender Negotiations (if applicable).
  - Step 6: Objective Criteria (if applicable).
  - Step 7: Award of business and conclusion of contract.
- Bidders were notified of the validity period for the RFP which is 180 busing days after the closing date.



	<p><b>Section 4: quotation form</b></p> <ul style="list-style-type: none"> <li>– Bidders were notified to quote for all the item on the price schedule and failure to do so will lead to the bid being disqualified.</li> </ul> <p><b>Bidders to ensure that the following sections are completed and signed:</b></p> <ul style="list-style-type: none"> <li>– Section 5: Proposal Form and List of Returnable Documents</li> <li>– Section 6: Certificate of Acquaintance with RFP Documents (All Returnable documents submitted)</li> <li>– Section 7: RFP Declaration and Breach of Law Form</li> <li>– Section 9: Specific Goals Points Claim Form</li> <li>– Section 10: Certificate of Attendance for Compulsory RFP Briefing</li> <li>– Section 11: Protection of Personal Information</li> </ul>
<b>Donald Thebe</b>	<p><b>Technical specification</b></p> <p>Bidders were taken through the specification and clarified all section.</p>
<b>Clarification questions and answers</b>	<p>Q – Should the driver licences be certified and should the employees be employed within the company?</p> <p>A – The drivers' licence should be certified and there can be an MOU on driving permits if the drivers are not from the same company.</p> <p>Q – Should the project plan be for both Germiston and Koedoespoort depots?</p> <p>A – Yes, the project plan needs to outline the installation process for both depots.</p> <p>Supporting documents must talk to each other and purchase orders will not be accepted.</p> <p>Q – For methodology, does the requirements have separate weighing?</p> <p>A – No, there are no separate weights as the overall weight is just 35.</p> <p>Q – Under the pricing schedule, how should it be priced on the tank capacities?</p> <p>A – Bidders should price according to the specification. The price should be the rental per unit.</p> <p>Q – Just to understand on the rental arrangements, is Transnet going to rent to own or will the service provider take back the tanks after the contract is done?</p> <p>A – For this transaction, bidders will be required to take back their tanks at the end of the contract.</p> <p>Q – If we indicate that we comply on the specification, should we provide the documents stipulated there?</p> <p>A – Bidders are to indicate whether they comply or not, documents required are those under the technical evaluation criteria.</p>
<b>Closure</b>	<p>Without any further questions, the meeting was adjourned at 11:00am and the attendance certificate were signed by the procurement official.</p>

**Receipt of the non-compulsory briefing meeting minutes I acknowledge receipt of the minutes and confirm that they are correct as per the briefing meeting.**

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Company Name

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Signature and date of tenderer

**NB: minutes to be signed and affixed in the RFQ document.**