

**Venue: Koedoespoort**

**Fhata Lushaka Boardroom**

**Koedoesport Transnet Engineering Pretoria.**

**Date: 12 February 2024**

**Time: 11:00 am**

**Description: FOR THE SUPPLY, INSTALLATION AND UPGRADE OF TEAMS BOARDROOM SOLUTION  
 TRANSNET ENGINEERING TO KOEDOESPOORT FOR A PERIOD OF ONE (1) MONTH**

## ATTENDEES

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

Siphokazi Mgubasi  
 Vuyokazi Ntshinga  
 Daniel Hlahla  
 Amos Mathibela  
 Patrick Sekuto

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

## Introduction

**Siphokazi  
 Mgubasi**

- Welcomed everyone present.
- Attendance register was circulated to all present.
- 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, evaluation criteria etc.
- Did safety briefing to be followed in case of emergency, and presented the emergency exits

**Patrick Sekuto**

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

- The closing date and time is **21 February 2024 at 11:00 am**. Bidders were advised to submit their bids on time. No late submissions will be accepted by closing date and time.

Section 1: SBD1 form

- It was emphasised to bidders to complete the SBD1 form and communicate with Vuyokazi Ntshinga for all related queries before the closing date.

**Discussion points**

### Section 2: Notice to bidders

- Bidders to ensure that they follow the directions to download the link as well as adhere to instructions for submitting their bid document.
- Bridget emphasised the RFP instructions.
- After the closing date, any queries regarding the RFQ should be directed to:  
**Mary.Maluleke@Transnet.net.**
- Bidders are to familiarise themselves with Transnet disclaimers.

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

- Suppliers were taken through the evaluation criteria and the following returnable documents used for scoring were emphasised
  - Completion certificate
  - List of all key staff that will be servicing the Transnet account, with the qualifications.



	<ul style="list-style-type: none"> <li>- Detailed implementation plan of two (2) Microsoft teams Boardroom Installation projects</li> <li>- Bidders were notified of the validity period for the RFQ which is 180 business days after the closing date.</li> </ul> <p><b>Section 8: Certificate of Attendance of Compulsory Site/ RFQ Briefing</b></p> <p>Bidders were notified that section 1 is to be signed by the procurement official and must be submitted at the date and time of the tender.</p> <ul style="list-style-type: none"> <li>- The Annexures attached on the eTender portal are provided to bidders as additional information to familiarise themselves with. It is at the bidder's discretion to submit or not to submit.</li> </ul> <p>Without any further questions, <b>Siphokazi</b> handed over to the technical team to take the suppliers through the specification.</p>
<b>Discussion points</b>	<p><b>Technical specification</b></p> <p>The team went through the specification and asked the bidders to have a look around in the boardroom and take as many pictures as possible to assist them to respond to the tender.</p> <p>The following boardrooms were viewed by the prospective bidders:</p> <ul style="list-style-type: none"> <li>Fhatha lushaka boardroom</li> <li>Koedospoort Boardroom</li> <li>CE's Boardroom</li> <li>TE EXCO Boardroom</li> </ul> <p>The technical team shared that the CE's boardroom might move to Kilner Park, and the bidders were showed the boardroom in Kilner Park that the CE might move to.</p>



<p><b>Questions and Answers</b></p>	<p><b>Q</b> – will Transnet keep the mics that are in the boardrooms</p> <p><b>A</b> – Transnet advised that, should the bidder feel that they need to replace the mics, they should do so. Transnet is looking for a team's working boardroom.</p> <p><b>Q</b> - Bidders questioned completion certificate and stated that they do not get completion certificate rather they get reference letters, PO, or award letter</p> <p><b>A</b> – Technical team promised to discuss the matter and revert to the suppliers, should they amend the technical evaluation and addendum addressing the change will be shared with the bidders.</p> <p><b>Q</b> – The items that are not working listed on the specification, is Transnet expecting bidders to replace them?</p> <p><b>A</b> – The bidders need to provide Transnet with a solution for all the boardrooms.</p>
<p><b>Conclusion</b></p>	<p>Should the technical team decide to amend the technical evaluation, an addendum will be issued in all the platforms where tender was advertised.</p> <p>Minutes will also be shared with the bidders.</p> <p>Bidders to ensure that they submit the Certificate of attendance of the compulsory briefing session.</p> <p>Meeting adjourned.</p>

**Compiled By: Vuyokazi Ntshinga**

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