

COMPULSORY BRIEFING MEETING MINUTES

RENOVATION OF ABLUTION FACILITIES (ONLY) AT CINGANI HIGH SCHOOL, MOTHERWELL, GOEBERHA FOR A ONCE-OFF PERIOD **REFERENCE: TNPA/2023/10/0014/44187/RFP**

Date & Venue:

- 15 January 2024 Online via Microsoft teams.

Time:

- 10h00

Chairperson:

- Omashree Balie (OB) – Contracts Manager

TNPA Team:

- Nduduzo Dandala (ND) – Project Manager
- Simlindele Manqina (SM) – CSI Manager
- Daisy Molamosi (DM) – YPT

Bidders in Attendance:

- Register Attached

Welcome:

- OB welcomed everyone present.
- OB did the safety briefing.
- OB explained the purpose and format of the meeting.
- The TNPA team was introduced.

Meeting:

- OB presented and highlighted the following:
 - Issuing date: 14 December 2023.
 - Closing date: 29 January 2024. Proposals to be submitted online as indicated in the RFP documented preferably atleast 24 hours before closing time to avoid any online difficulties.
 - Company name, representative name, contact number and email address to be included in the chat of meeting to verify register.

- Formal site meeting/walkabout will be held onsite on 22 January 2024 @ 10h00. PPE to be worn on-site. TNPA will not be held responsible for any injuries onsite.
- Communication cut-off date is on the 05 December 2023 at 12H00
- Questions/Queries can be submitted in writing on the T2.2 – 22 form via email to Omashree.Balie@transnet.net by 16 January 2024 @ 12h00
- Section T2.2-01 (proof of attendance of compulsory briefing and site meeting) will be signed on Monday on-site using the online register to confirm attendance at both meetings.
- Amended RFP (titled 18 December 2023) will be emailed with minutes and to be used for submission.
- Excel BOQ to be emailed to all bidders present.
- ND presented on the Background and Scope of Works to the bidders highlighting the content of the project.
- All questions posed by bidders were responded to by the TNPA team.

Meeting closed at 11h08

Signed by: Omashree Balie



Signature