

COMPULSORY TENDER SITE BRIEFING SESSION

**TENDER NUMBER: TE/2025/03/0015/90413/RFP-Cut & Fettle of Various Castings
TE/2025/03/0014/90411/RFP-Machining of Various Castings**

**RFP FOR THE SUPPLY AND DELIVERY CUT AND FETTLE AND MACHINING OF VARIOUS
CASTINGS TO TRANSNET ENGINEERING FOUNDRY BUSINESS IN KOEDOESPOORT ON AN
'AS AND WHEN' REQUIRED BASIS FOR A PERIOD OF FIVE (5) YEARS**

Date: 12 March 2025		Time: 11H00	Venue: Foundry Koedoespoort
Meeting Convened by		Transnet Engineering, Supply Chain Management	
Type of Meeting		Tender site briefing session	
Chairperson		Tebogo Mathibedi	
Present		TE team <ul style="list-style-type: none">❖ Mukovhe Mashawana– Product Development❖ Nontlantla Nkambule-Quality Assurer-Product Development❖ Juan Terblanche- Acting Logistics Manager-Foundry❖ Tebogo Mathibedi-SCM Bid attendance as per attendance register	
1. Agenda			
<p>The Chairperson opened the meeting and welcomed all those present Those in attendance were also taken through the rules of the engagement regarding the tender site briefing meeting.</p> <ul style="list-style-type: none"><input type="checkbox"/> Welcome & introduction.<input type="checkbox"/> Purpose of the Briefing Session<input type="checkbox"/> Tender Process<input type="checkbox"/> Transnet Specific Goals<input type="checkbox"/> Returnable & Mandatory documents<input type="checkbox"/> Questions & Answers <p>Closure</p>			
2. PURPOSE OF THE MEETING			
<ul style="list-style-type: none">- To explain the scope of requirements in detail and provide a brief background on the project in such a way that Respondents are clear of what is expected from them.- The chairperson stated that the purpose of the Request for Proposal (RFP) was to explain the various stages as stipulated in the RFP under the evaluation methodology- Stage 1 Test for responsiveness was explain in detailed taking into consideration the mandatory documents that need to be submitted with the RFP- The chairperson continues and explain the evaluation criteria stipulated in the RFP and what documents should be delivered to qualify to move to the next step of evaluation- The machining RFP in terms of the sample testing was explained in detail.- specific goals as per the preferential procurement policy, that has been implemented by Transnet, since from the 1st of June 2023 was explained in detail to the suppliers- He further stated that the aim was to obtain market related prices from the open market that are fair and reasonable to both parties considering the quality of the product and other factors that are realistic within the parameters of the scope of requirements.			

3. TENDER PROCESS

The chairperson went through the presentation and explained in detail the tender process emphasizing the deadline for bid questions and clarifications of the tender.

The chairperson explained that all clarifications must be submitted on the RFP Clarification Request Form Section 8 of the RFP (page 40 on the machining tender and page 42 on the cut and fettle tender) and that in the interest of been fair and transparent all the answers will be published on the various platforms where the tender was published for all the suppliers who attended the briefing session to access. No query will be addressed that is not send on the above-mention form.

The chairperson further stated that the closing date for bid questions/ clarification will be on the **Friday 28 March 2025 at 12pm** and that no queries will be attended to after the deadline date and time

The chairperson advised respondents to channel all communication through to Yolande.Booyesen@transnet.net before the closing date and that after the closing date they may only communicate with the Secretariat of the Transnet Engineering Divisional Acquisition Council Nokuthula.Kekana@transnet.net

Respondents were referred to Section 5 of the RFP, where the chairperson stressed the importance of submitting returnable documents which consist of mandatory documents, documents used for scoring and essential returnable documents. It was highlighted to all that mandatory documents are those that must be submitted by the closing date and time of the bid.

Among the list of the mandatory returnable documents is the following:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 4: Pricing and Delivery Schedule	
Proof of signature of attendance of compulsory briefing session on the Transnet attendance register	

For the Cut and Fettle tender

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	SUBMITTED [Yes or No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP	
Bidders are required to submit a signed Transnet Engineering Technical Specifications (Annexure A1 -Annexure A4)	

For the machining tender

<u>RETURABLE DOCUMENTS USED FOR SCORING</u>	SUBMITTED [Yes or No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP	
Reference letter from contactable client	
Bidders are required to submit a signed Transnet Engineering Technical drawings (Annexure A1-Annexure 10)	
One submission of a signed reference letter of similar work done on company letter head from the bidder(s) contactable client. Valid iso certificate 9001:2015 bidder (if bidder outsource this service, then the iso certificate of manufacturer(s) must be provided/submitted)	

For both RFP tenders

ESSENTIAL RETURABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
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 for 2 previous years	
Price Adjustment formula	
SECTION 1: SBD1 Form	
SECTION 2: Notice to Bidders	
SECTION 3: Background, overview, and scope of requirements	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 8: RFP Clarification and Request Form	
SECTION 9: Specific Goals Points Claim Form	
SECTION 10: Protection of Personal Information	

The chairperson mentioned that essential documents do not automatically warrant disqualification and that if not submitted upfront Respondents will be afforded a reasonable grace period to submit the outstanding documents. However other essential returnable documents used for scoring i.e. Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP should be submitted by the closing date and that failure to do so will result in Bidders been Scored 0 points

4. EVALUATION CRITERIA

- Respondents are required to meet the requirements of the administrative responsiveness (stage 1) to be considered further on to the next steps of evaluation.
- For administrative responsiveness checks would be done on whether all mandatory returnable documents and/or schedules [where applicable] were completed and returned by the closing date and time, verify the validity of all returnable documents etc.
- Further to this evaluation will be conducted to see whether the bid contains a priced offer as prescribed in the pricing and delivery schedule and whether the bid materially complies with the scope and/or specification given
- Once stage 1 is completed the bidder(s) who passed these stages will then proceed to stage 3 to be technical evaluated.
- Bidders present were explained the importance of signing of the drawings, specifications and all the pages of the RFP of the relevant tenders.
- The technical team took the suppliers through evaluation criteria in terms of what is expected from the suppliers to pass this stage
- Respondents were informed that to be eligible to participate in the RFP they will be required to adhere to the following PPPFA requirement; Specific goals 80/20

Specific Goals	Number of points allocated (80/20)
B-BBEE Level of contributor – Level 1 or Level 2	5
People with Disability	5
30% Black Women Owned Entities	5
51% Black Youth Owned Entities	5
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

- Minimum B-BBEE status Level 1 to 2 (5 points)
- If you're BBBEE certificate is on level one or level 2, you score five points, and then if supplier certificate is Level 3 and above then zero point will be obtained for that specific element,
- The other 3 elements were also explained as such.
- The last point under specific goals is if bidder is between Level 3 and level 8 which for this tender will be non-compliant, then bidder will score 0 points.
- Respondents will be evaluated further on step 4 ,5, 6 which comprises price (80 points) and Post Tender Negotiations (PTN) if applicable.

5. PRICING OFFER

The chairperson stated that Respondents must complete Section 4: Pricing and Delivery Schedule, a mandatory document that must be submitted on the closing date and not in their own format referencing it to Section 4

6. REGULATORY REQUIREMENTS	
<p>National Industrial Participation Programme (NIPP)</p> <p>Not applicable unless the supplier is going to import goods more than 5million (USD)</p> <p>Job creation</p> <p>Not applicable for this tender</p>	
7. QUESTION AND ANSWERS	
<p>The chairperson stated that the closing date for bid questions/ clarification will be on the Friday 28 March 2025 at 12pm and that no queries will be attended to after the deadline date and time</p> <p>The chairperson advised respondents to channel all communication through to Yolande.Booyesen@transnet.net before the closing date and that after the closing date they may only communicate with the Secretariat of the Transnet Engineering Divisional Acquisition Council Nokuthula.Kekana@transnet.net</p> <p>Only queries submitted on RFP clarification form section 8 will be attended to and the answers will be published on the various platforms</p>	
<p>Conclusion of site briefing session</p>	<ul style="list-style-type: none"> - The minutes will be published on the national treasury website and the Transnet e-tender portal. - Reference letter from the client must indicate that the bidder has done similar work before must be on the client's company letterhead even if the reference letter is from Transnet. - Specific attention should be paid to the submission of mandatory documents that must be submitted with the bid proposal before the closing date as failure to submit will warrant disqualification. - The closing date for this tender is Wednesday 02 April at 4pm and it must be uploaded on the Transnet e-tender website https://transnetetenders.azurewebsites.net - No late submission of bids shall be accepted. - The bidders were taken through the technical evaluation criteria, and they were explained that by signing the specifications and drawings bidders acknowledge that they will be able to before the machining and fettling work accordingly. - Sample testing will be conducted with the first and second ranked bidder based on preference points (80/20) evaluation for the machining tender only. - If the first and second ranked bidder does not pass the sample testing after the second attempt, then the third and fourth ranked bidder will be approach for the sample testing. - Transnet reserves the right to request the samples from the third and fourth ranked bidder for testing purpose. However, this will be done in a sequential manner and limited to third and fourth bidder.

	<ul style="list-style-type: none"> - If the third and fourth ranked bidder does not pass the sample testing, Transnet reserves the right to cancel the tender. - Please note that the testing of the sample will be measured against the signed off TE specification and drawings applicable - Testing of the samples will be done prior to recommendation of award. - Quality was explained that we need a valid ISO certificate or quality manual from the bidder if they are outsourcing the service then we need the service provider's ISO or quality management system. - Lead time in the RFP document must be consistent throughout. - The technical team took the suppliers to the workshop and the suppliers were shown the components. - The technical team show the suppliers the raw castings and how the finished casting for machining and fettling must look like - Bidders were taken through what is critical on the components and were shown the gauges and how they must gauge. - Transnet will supply the gauges for testing purposes of the machining tender but once the tender is awarded the successful bidder will be compelled to buy their own gauges - Failure to attend the compulsory tender site briefing session will result in bidder being disqualified - No exceptions for a site visit will be made after Wednesday 12 March 2025 - Only bidders who have attended the compulsory briefing session has the right to ask for drawings of the machining tender at the Koedoespoort drawing office.
8. CLOSURE OF THE MEETING	
The meeting was adjourned at 3 pm after the workshop session was conducted	

Regards
Chairperson



Tebogo Mathibedi
Signature

Date:12/03/2025