

SUBJECT	Minutes of the Compulsory Briefing Session
TENDER NO.	TE24-BFX-05F-10572- TE/2024/08/0028/75697/RFP
TITLE	FOR THE SUPPLY AND DELIVERY OF WELDING WIRE TO TRANSNET ENGINEERING FOR THE NATIONAL WAGONS MANUFACTURING BUSINESS FOR A PERIOD OF THREE (3) YEARS ON AN "AS AND WHEN" REQUIRED BASIS
MEETING NO.	001
VENUE	Transnet Engineering, Bloemfontein, Wagons Boardroom (Nkandla)
DATE& TIME	03 September 2024 @ 11:00 am
ATTENDEES	Nomathemba Zwane – TE SCM Debra Jones-TE SCM Jaco Opperman – TE Engineering 50 potential bidders
APOLOGIES	Aaron Mvimbe
ADDITIONAL DISTRIBUTION	Attendance registers

MINUTE	DESCRIPTION OF DISCUSSION
1.	OPENING
	Nomathemba Zwane opened the meeting and welcomed all present. An introduction was done from TE stating the purpose of the meeting to ensure all the clarification and uncertainties are answered during the tender briefing. The tenderers were requested to ensure that they sign the attendance register is signed before they leave the venue, failure to do so will result in disqualification.
2.	Tender Administration: Done by Nomathemba Zwane
2.1	<p>Tender presentation</p> <p>The purpose of the briefing session is to make sure that all Respondents understand what is expected of them with regards to the Tender process and all Tender requirements related to commercial and Transnet Specific Goals.</p> <p>Tenderers are advised of Transnet e-tendering system method.</p> <p>Tender availability - Tender documents are available on both National Treasury www.etenders.gov.za and Transnet e-tender portal http://transnetetenders.azurewebsites.net (Using Google Chrome).</p> <p>Communication</p> <p>For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to Nomathemba.zwane@transnet.net before 12:00 pm on Friday 20 September 2024 substantially in the form set out in Section 8 hereto.</p> <p>After the closing date of the RFP, a Respondent may only communicate with Zamatshezi Chubeka, the Transnet Engineering Divisional Bid Adjudication Committee (TEDBAC) acting secretariat, at telephone number (012) 391 1435, email zamatshezi.chubeka@transnet.net on any matter relating to its RFP.</p> <p>Tenderers were also advised that they are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted</p>

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2.3	<p>Tender Evaluation methodology set for tender.</p> <p>Tenderers were made aware of the tender document for the evaluation criteria that will be followed in evaluating the tender.</p> <p>STAGE 1: TEST FOR RESPONSIVENESS</p> <p>Step 1 Administrative responsiveness</p> <p>Step 2 Substantive responsiveness</p> <p>STAGE 2</p> <p>Step 3 MINIMUM THRESHOLDS</p> <p>Functionality/ technical 70 points Minimum Threshold</p> <p>Technical / Functional criteria & weightings must be stipulated in the tender document</p> <p>STAGE 3</p> <p>Step 4 Weighted scoring / 100^{***}</p> <p>Price (90)</p> <p>Specific Goals scorecard (10)</p> <p>WEIGHTED SCORE</p> <p>Step 5 Sample testing will be conducted with the first and second ranked bidder as per the price and the specific goals</p> <p>Step 6 Post tender negotiation with preferred bidder [2nd and 3rd ranked bidders (if required) in a sequential and not simultaneous manner] if pricing is not market-related</p> <p>Step 7 Selection of the preferred bidder.</p> <p>(Objective criterion to justify award to someone other than the highest ranked bidder must have been stated in the bid documents and can be used at this stage, if applicable)</p> <p>Step 8 Award of business and conclusion of contract</p> <p>Specific Goals set for the RFP document</p> <table border="1"> <thead> <tr> <th>Specific Goals</th><th>Number of points allocated (90/10)</th></tr> </thead> <tbody> <tr> <td>B-BBEE Level of contributor – Level 1 or Level 2</td><td>5</td></tr> <tr> <td>Local Content 100% (Welding wire)</td><td>5</td></tr> <tr> <td>Non-Compliant and/or B-BBEE Level 3-8 contributors</td><td>0</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th><th>POINTS</th></tr> </thead> <tbody> <tr> <td>PRICE</td><td>90</td></tr> <tr> <td>SPECIFIC GOALS</td><td>10</td></tr> <tr> <td>• B-BBEE Level of contributor – Level 1 or Level 2</td><td>5</td></tr> <tr> <td>• Local Content 100% (Welding wire)</td><td>5</td></tr> <tr> <td>• Non-Compliant and/or B-BBEE Level 3-8 contributors</td><td>0</td></tr> <tr> <td>Total points for Price and Specific Goals must not exceed</td><td>100</td></tr> </tbody> </table>	Specific Goals	Number of points allocated (90/10)	B-BBEE Level of contributor – Level 1 or Level 2	5	Local Content 100% (Welding wire)	5	Non-Compliant and/or B-BBEE Level 3-8 contributors	0		POINTS	PRICE	90	SPECIFIC GOALS	10	• B-BBEE Level of contributor – Level 1 or Level 2	5	• Local Content 100% (Welding wire)	5	• Non-Compliant and/or B-BBEE Level 3-8 contributors	0	Total points for Price and Specific Goals must not exceed	100
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	<p>LIST OF RETURNABLE DOCUMENTS</p> <ul style="list-style-type: none"> ❖ Mandatory Returnable Documents - Failure to provide all Mandatory Returnable Documents at the closing date and time of this bid will result in a Respondent's disqualification. (refer to page 32 for the list of mandatory documents). ❖ Section 4: Pricing and Delivery Schedule ❖ Proof of signature on the Transnet site attendance register <p>RETURNABLE DOCUMENTS USED FOR SCORING (refer to page 33 for the list of returnable documents).</p> <ul style="list-style-type: none"> ❖ 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 A) and the Safety data sheet. ❖ Previous relevant experience ❖ Bidder must provide Transnet with a Valid EN ISO 14343-A G 23 12 L Certificate, or Valid AWS/SFA 5.9 Certificate. If the bidder is outsourcing this service, or the bidder is a supplier and not a manufacturer, or the bidder is a distributor/ an agent, then the EN ISO 14343-A G 23 12 L certificate or Valid AWS/SFA 5.9 Certificate system of the manufacturer(s) must be provided/submitted ❖ Annexure B – Declaration Certificate for Local Production and Content ❖ Annexure C - Local Content Declaration SUMMARY SCHEDULE
3	<p>TECHNICAL SPECIFICATION: Done by Jaco Opperman</p> <p>The scope of work was read and explained in detail as per annexure A issued with the tender document.</p>
4	<p>Question</p> <p>The bidders asked that the batch certificate is only required during delivery not submitted with the tender document.</p> <p>Response</p> <p>Yes, it is only required during delivery.</p> <p>Question</p> <p>The bidder asked that for the item required the batch certificate number is 3.2 not 3.1 as indicated on point 8 of the specification.</p> <p>Response</p> <p>The batch certificate number was benched marked with Koedoespoort one; however, the batch certificate number will change from 3.1 to 3.2.</p> <p>The due date for clarifications is Friday the 20th of September 2024</p>
6	ADJOURNED
	The meeting adjourned around 11:30.

Prepared and signed by: Nomathemba Zwane 

Date: 05 September 2024