



minutes

TENDER DESCRIPTION: REQUEST FOR INFORMATION (RFI) TO REQUEST FOR INFORMATION (RFI) FOR THE PROVISION OF A PORTABLE RAILWAY WHEEL MACHINING LATHE NATIONALLY FOR TRANSNET FREIGHT RAIL (TFR)

THEREAFTER

TRANSNET MAY DECIDE TO EMBARK ON A SEPARATE "REQUEST FOR PROPOSAL" [RFP] PROCESS FOR WHICH RESPONDENTS OF THIS RFI WILL BE ELIGIBLE TO PARTICIPATE

TENDER NUMBER: HOAC HO 51152

| Date: 20 June 2023 | Time: 10h00 | Venue: Microsoft Teams |
|---|---|------------------------|
| Meeting Convened by | Supply chain Management | |
| Type of Meeting | Microsoft Teams- Non-Compulsory Briefing Session | |
| Chairperson | Neo Matloa | |
| Present | a) Neo Matloa- Supply Chain Management b) Kingsley Sivhabu c) Kgothatso Tjatji d) Ntakadzeni Makhwathana e) Responded Bidders | |
| 1. OPENING AND WELCOME | | |
| Discussion | | |
| The Chairperson (Neo Matloa), opened the meeting and requested permission record the Safety briefing: The bidders were encouraged to adhere safety precautions wherever they are | | |
| Conclusion | The meeting was officially opened. | |
| | | |
| 2. PURPOSE OF THE MEETING | | |
| Discussion | | |
| The purpose of the meeting is to brief the bidders on the request for information (RFI) to request for information (RFI) for the provision of a portable railway wheel machining lathe nationally for transnet freight rail (TFR) | | |
| | | |
| 3. DISCUSSION | | |



The Chairperson of the meeting (Neo Matloa) took the bidders through RFI presentation with reference to the tender document, highlighting the most critical information:

- ✓ RFP Closing date
- ✓ Communication After the closing date

TECHNICAL CAPACITY DOCUMENTS

- ✓ Technical Capacity
 - a) Technical Compliance
 - b) Presentation

ESUBMISSION OF THE MINIMUM REQUIREMENTS (RETURNABLE DOCUMENTS) DOCUMENTS

Section 1: SBD1 Form

- ✓ 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
- ✓ SECTION 4 : Proposal Form and List of Returnable documents
- ✓ SECTION 5 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents
- ✓ SECTION 6 : RFP Declaration and Breach of Law Form
- ✓ SECTION 8 : Protection of Personal InformationSECTION
- ✓ Section 37 Mandatory Agreement
- ✓ CSD Registration Report

The closing date is the 04 July 2025 and the closing date and time will not be extended.

Technical Team (Kingsley Sivhabu) took the bidders through the RFI requirements, and they as follow: Respondents expressing an interest to participate in this RFI stage must provide the following as set out below:

- i) Technical Compliance (Part 1)
- ii) Presentation (Part 2)

1. TECHNICAL CAPACITY

3.1 Technical Compliance

Part 1

| Technical Requirement | Means of Compliance (Evidence provided – Yes/No) |
|--|---|
| a) Detailed proof of successful completion of similar / exact works in the world (Case Studies). | |
| b) Average scale (of projects) of portable wheel machining lathe technology deployments and/or management, with details. | |
| c) Business Continuity Management | |



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| covering detailed: | freight rail |
| i) Business Continuity Plan - Risk Assessment for the project | minutes |
| ii) Business Impact Analysis | |
| iii) Business Continuity Plan | |
| d) Risk Management | |

Part 2

PRESENTATION

The bidders who have responded to the RFI and have submitted all the required information for **Part 1** will be required to do a presentation via Microsoft Teams, the date and the time will be communicated with the bidders. The following list but not limited will form part of the presentation.

| No. | Description | Yes / No |
|-----|---------------------------------------|----------|
| 1. | Wheel machining Capabilities | |
| 2. | Compatibility with wheel sizes | |
| 3. | Portability and Tracksides usability | |
| 4. | Automated and Manual Control Features | |
| 5. | Measurement system | |
| 6. | Maintenance | |
| 7. | Training and Documentation | |

Note: All respondents who comply with requirements of a), b), c), d) as stipulated above and the presentation will be invited for stage 2 of this RFI

FINANCIAL REQUIREMENTS FOR FUTURE AWARD OF BUSINESS


In the event of a RFP following this RFI process, it will be a condition precedent prior to the award of business in terms of that RFP that the successful Respondent demonstrates its ability to fund Transnet's requirements.

| | |
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| Conclusion | The Chairperson closed the agenda item by informing Tenderers that after bids have closed, they are not to communicate with TFR employees at their own accord and that all clarification questions after the closing date should be channeled through |
|------------|---|



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|---|--|-------------------------------------|---|---|---|--|
| | the Secretariat (details obtainable on section 1, clause 8.2 of the RFP). All in attendance were clear of the tendering process. | | | | | |
| minutes | | | | | | |
| 4. ADMINISTRATIVE RESPONSIVENESS | | | | | | |
| Discussion | | | | | | |
| TEST FOR ADMINISTRATIVE RESPONSIVENESS | | | | | | |
| The test for administrative responsiveness will include the following: | | | | | | |
| <table><tr><td>Administrative responsiveness check</td></tr><tr><td><ul style="list-style-type: none">Whether the Bid has been lodged on time</td></tr><tr><td><ul style="list-style-type: none">Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</td></tr><tr><td><ul style="list-style-type: none">Verify the validity of all returnable documents</td></tr><tr><td><ul style="list-style-type: none">Verify if the Bid document has been duly signed by the authorised respondent</td></tr></table> | | Administrative responsiveness check | <ul style="list-style-type: none">Whether the Bid has been lodged on time | <ul style="list-style-type: none">Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time | <ul style="list-style-type: none">Verify the validity of all returnable documents | <ul style="list-style-type: none">Verify if the Bid document has been duly signed by the authorised respondent |
| Administrative responsiveness check | | | | | | |
| <ul style="list-style-type: none">Whether the Bid has been lodged on time | | | | | | |
| <ul style="list-style-type: none">Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time | | | | | | |
| <ul style="list-style-type: none">Verify the validity of all returnable documents | | | | | | |
| <ul style="list-style-type: none">Verify if the Bid document has been duly signed by the authorised respondent | | | | | | |
| Conclusion | The RFI requirements were presented detailed by the member of the technical team All in attendance were clear of the requirements . | | | | | |
| 5. QUESTION AND ANSWERS | | | | | | |
| The bidders are encouraged to bring all possible to Solutions as per the RFI | | | | | | |
| Conclusion | <ul style="list-style-type: none">The minutes together with the presentations will be circulated to all in attendance of the briefing session.Any further questions or clarities should be forwarded to Neo Matloa in writing by the 27TH June 2025No late submission of bids shall be acceptedThe closing date for this tender is the 04th July 2025 @ 12:00pm | | | | | |
| 6. CLOSURE OF THE MEETING | | | | | | |
| Discussion | | | | | | |
| The chairperson thanked all members for attending the meeting | | | | | | |
| Conclusion | The meeting was closed at 10:45 | | | | | |

Kind Regards



Chairperson
Neo Matloa

20 June 2025
Date