

	Site Briefing Minutes: For The Design, Manufacture, Test, Deliver, Install, And Commission Control Building And Primary Protection Panels At 3 Traction Substations Under Richards Bay Depot RFQ: ERACMM-RCB-49866 Date: 17 June 2025 Venue: Meeting point at Boom Gate at Malahle House then proceeded to Cwaka Substation Time: 10:00	
A division of Transnet Ltd. Reg. No: 1990/000900/06		

ITEM	
1.	PRESENT: The list of all representatives of Transnet and Contractors who attended the meeting is attached to the minutes.
2	APOLOGY: Matete Kutumela - Supply Chain Management
3.	WELCOME AND OPENING REMARKS: Mr. Shaun Kisten welcomed everyone and declared the meeting open.
4.	PURPOSE OF MEETING The purpose of the meeting was to clarify the expectations and work description.
DISCUSSION POINTS	
	Commercial Aspects <ul style="list-style-type: none"> ➤ Bidders were requested to read the whole tender document before they can complete and they are requested to initial or stamp every page to ensure that they understood what they are completing. ➤ When bidders upload their tender document on the system, they must compile table of content and upload accordingly (separate tender document, eligible returnable document and essential returnable documents) and are requested not to re-arrange the RFQ document. Part T1.1 - Tender Notice and Invitation to Tender <ul style="list-style-type: none"> ➤ It was emphasised that the Closing date is 24 June 2025 at 10:00, please refer to page 3 of 5 under Item 2 (tender submission) under T1.1 for instruction to upload the tender document. ➤ Bidders 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 as Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to upload the tender and no late submission will be accepted. ➤ Bidders were informed that any technical or commercial issues after the closing date may be addressed to matete.madisha@transnet.net and they must be sent three days before closing date to give time to respond. ➤ Bidders were made aware of Transnet 's Disclaimers from page 5-6 under Item 5. ➤ Bidders were required to submit CSD report and SARS Tax Pin.

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	<p>PART – T1.2 Tender Data</p> <p>➤ Stages that tender will be evaluated as per page 9 of 122</p> <p>(Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders)</p> <p>➤ T2.2.1 Stage One - Eligibility with regards to attendance at the compulsory clarification meeting:</p> <ul style="list-style-type: none"> - bidders to ensure that Certificate of Attendance at Tender Clarification and Site Meeting is fully completed and signed by Transnet Official before leaving the site to confirm their attendance. <p>➤ Eligibility in terms of the Construction Industry Development Board:</p> <ul style="list-style-type: none"> - A tenderer must submit valid CIDB CRS number in order to confirm the correct and required designated grading 6 EP or higher grade <p><i>NB: Any tenderer that fails to meet the above stipulated eligibility criteria will be regarded as an unacceptable tender.</i></p> <p>➤ Bidders who meet the above eligible criteria be evaluated to next stage of Functionality/technical evaluations as follows;</p> <ul style="list-style-type: none"> - T2.2.2 Capability and ability to meet delivery schedule (bidders to submit an electronic copy of the Gantt chart or any other compatible software and indicate how long it will take to complete the service) - T2.2.4 Management of CV 's and key personnel qualifications (bidders to submit CV and Trade Test Electrical for officer who will be doing the service) - T2.2.5 Previous Experience in installing & commissioning of protection panels (bidders to indicate the relevant experience and submit supporting documents e.g completion certificates, previous PO's) <p><i>NB: If the above information not provided, it will have a negative influence on your technical evaluation scoring</i></p> <p>The minimum qualifying for score for functionality is 70 points to advance to next stage of price/specific goals</p>

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	<ul style="list-style-type: none"> The next stage will check lowest Price as per specific goals (bidders are encouraged to submit B-BBEE certificate or Sworn Affidavit, and if is Sworn Affidavit it must be signed on same date by the Commissioner Of Oath and Deponent and also bidder must tick whether director or member because if not it will be invalid and bidder will score zero on the scorecard of price evaluation. Pricing will be calculated using the lowest price quoted as the baseline, thus the lowest price quoted will achieve full scores. <p>PART T2.1 Tender Returnable</p> <ul style="list-style-type: none"> Bidders are required to submit all essential returnable documents e.g CSD Report, Valid SARS Tax pin, Company documents) on the closing date especially eligible requirement as stated under T1.2 <p>TECHNICAL ASPECTS – Shaun Kisten</p> <ul style="list-style-type: none"> ➤ The scope of service and price list were explained at Cwaka Substation as one of the substation where service will be done. ➤ Certificate of attendance for bidders was signed by Transnet employee and meeting was adjourned.
5.	CLOSURE Meeting adjourned

Compiled by: Matete Kutumela

Date: 18.06.2025

Signature: *MKutumela*