



Briefing Minutes – TE25-GMX-07M-14399

For the appointment of a service provider to conduct internal shotblast for rail tanks at Transnet Engineering, Germiston depot on an as and when basis for a period of three (3) years.

Venue: Transnet Engineering, PEMM Boardroom, No 3 Keswick Road, Germiston, 1400

Date: 29.05.2025

Time: 11:00 am

Description: For the appointment of a service provider to conduct internal shotblast for rail tanks at Transnet Engineering, Germiston depot on an as and when basis for a period of three (3) years.

## ATTENDEES

The following Transnet Engineering team members were present in the Briefing meeting:

Bridget Silubane

Sipho Buthelezi

Fhatu Khalushi

Jabulile Thantsi

10 companies attended the compulsory briefing session (as per the attendance register, for internal use only).

## Introduction

### Bridget Silubane

- Welcomed everyone present.
- Introduction of Transnet Engineering team.
- The purpose of the meeting was to ensure that the service providers have a clear understanding of the tender process and the requirements with regards to the scope of work, bill of quantities, evaluation criteria etc.

### Discussion points Fhatu (Risk)

#### Risk and Safety

- Bidders are to note that a safety file will be required for the company awarded business.
- Their employees are required to be trained for confined spaces, working at height and the PPE.
- As this is a three-year contract, the company needs to ensure that the PPE is issued annually.
- The safety file should include medicals, prior to starting the contract and on an annual basis for the duration of the contract. Medicals should be done at an Occupational Health practitioner and not a General Practitioner (GP).

### Bridget (SCM)

#### RFQ document

The bidders were taken through the RFQ document and emphasised the following:

- The closing date and time is **05 May 2025 16:00 pm**. Bidders were advised to submit their bids on time. No late submissions will be accepted by closing date and time.
- Emphasised that bid documents are to be submitted on the eTender portal.

#### Section 1: SBD1 form

- It was emphasised that bidders are to complete the SBD1 form and communicate with Bridget Silubane for all related queries before the closing date.

#### Communication

- Bidders were notified that before the closing date, all communications should be directed to **Bridget**.
- Bidders are to familiarise themselves with all Transnet disclaimers.

#### Section 3: Evaluation methodology, criteria, and returnable documents

- Suppliers were taken through the evaluation criteria which comprises of the following:
  - Step 1: Administrative and Substantive responsiveness test.
    - Mandatory documents are the quotation form;

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	<p>A – Once the quantity is completed, there will not be any funds left, the contract will be complete even though there is still a year left on the contract.</p> <p>Q – Will there be room to reconsider the lead time, to increase it?</p> <p>A – No, the lead time will remain as it is, no amendments will be made.</p>
<b>Closure</b>	Without any further questions, the meeting was adjourned at 12:30am and the attendance certificate were signed by the procurement official.

**Receipt of the non-compulsory briefing meeting minutes I acknowledge receipt of the minutes and confirm that they are correct as per the briefing meeting.**

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Company Name

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Signature and date of tenderer

**NB: minutes to be signed and affixed in the RFQ document.**