

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.
- Thei 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:
 - $\circ\quad$ Step 1: Administrative and Substantive responsiveness test.
 - Mandatory documents are the quotation form;



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- Valid ISO 9001: 2015 certificate/ Quality Management System (QMS) documentation (Documentation should be for the bidding company and not another. In the case were a bidder is using another company's QMS, an MOU or valid agreement should be submitted).
- Submit Transnet Engineering specification and ensure it is signed/initialled/stamped.
- o Step 2: Technical Evaluation Criteria Threshold **70** points.
 - An addendum will be done to amend the criteria for Personnel Experience.
- o Step 3: Evaluation and Final Weighted Scoring.
- o Step 4: Post Tender Negotiations (if applicable).
- o Step 5: Award of business and conclusion of contract.
- Bidders were notified of the validity period for the RFQ is 180 busing days after the closing date.

Section 4: quotation form

 Bidders were notified to quote for the services on the price schedule and failure to do so will lead to the bid being disqualified.

Bidders to ensure that the following sections are completed and signed:

- Section 5: RFQ declaration, certificate of acquaintance & breach of law form
- Section 6: Specific Goals Points Claim Form
 - It was emphasised to bidders that Transnet utilises the 80/20 preference point system in which 80 points is for price and 20 points is for specific goals and the specific goals were explained further.
- Section 7: Certificate of Attendance for Non-Compulsory RFQ Briefing
- Section 8: Protection of Personal Information

Sipho

Quality

- For internal shotblast bidders will be required to do the visual inspection and profile gauge.
 Documentation will be required to confirm work done and that will be a check sheet which will include the temperature, batch for grit (which will be supplied by Transnet) and certificate of compliance.
- Calibration of gauges is important to note. The thermometer, humidity gauge, profile gauge, breathalyser etc must be calibrated and issued with a certificate.

Jabulile

Technical specification

Bidders were taken through the specification and clarified all section.

Clarification questions and answers

- Q The competency, for the management after the technician for sand blasting, will you also want their competency level or are there any specifics for that?
- A The main activities are shotblasting, therefore the competency should be shotblasting. However, should there be a quality personnel, you should also submit those documents.
- Q Is it possible if you could be more lenient on the lead time?
- A Unfortunately no, the duration will remain as is. Completion is when the tanks are shotblasted and signed off by quality. It has been estimated that shotblasting can be done within 4 hours
- Q Is it based on past experience when determining how long to complete a tank? We do not even know which coating is inside.
- A There is no coating, therefore will not be difficult to shotblast.
- Q So if you finish the 150 wagons in 1,5 years, will there be more added to the contract?



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	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.
	Q – Will there be room to reconsider the lead time, to increase it?
	A – No, the lead time will remain as it is, no amendments will be made.
Closure	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.	
Company Name	
Signature and date of tenderer	

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