




Transnet Freight Rail A division of Transnet Ltd. Reg. No: 1990/000900/06	NON- COMPULSORY BRIEFING SESSION CONDUCTED ON TEAMS RFP DESCRIPTION: HOAC-HO-45518 FOR THE PROVISION OF ADVISORY SERVICES ON THE ESTABLISHMENT OF TRANSNET FREIGHT RAIL OPERATIONS COMPANY UNDERTAKEN BY TRANSNET FREIGHT RAIL FOR A PERIOD OF SIX (6) MONTHS DATE: 15 MAY 2024 TIME: 10:00AM	 minutes
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1.	ATTENDEES LIST: TRANSNET EMPLOYEES <ol style="list-style-type: none"> Kgaugelo Makgate (Chairperson) Sibo Camagu (Technical) Charl Feris (Technical) Lindokuhle Qangule (Supplier Development) Bella Maja (Supplier Development)
2.	APOLOGIES <ol style="list-style-type: none"> Deena Naido (Technical) Abram Motshegare (Corporate Safety) Elekanyane Phundulu (Risk Management) Ndivhuwo Netshilipala (Environmental)
3.	WELCOME AND OPENING REMARKS <ul style="list-style-type: none"> The chairperson from Supply Chain Management, welcomed everyone to the meeting, explained the purpose of the meeting and the rules of engagement.
4.	DECLARATION <ul style="list-style-type: none"> The Bid Specification Committee (BSC) members signed the declarations. No conflict of interest was declared by all attendees.
5.	TENDER SUBMISSION Tender Closing Date & Time: <ul style="list-style-type: none"> 12:00pm on Friday, 31 May 2024 No late tenders will be considered Tender Submission: <ul style="list-style-type: none"> Log on to the Transnet e-Tenders management platform website/ Portal ((transnetetenders.azurewebsites.net) Please use Google Chrome to access Transnet link/site); Click on "ADVERTISED TENDERS" to view advertised tenders; Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information); Click on "SIGN IN/REGISTER" - to sign in if already registered; Toggle (click to switch) the "Log an Intent" button to submit a bid; Submit bid documents by uploading them into the system against each tender selected. No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net

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6.	TENDER CLARIFICATION Communication prior to the tender closing date and time For all clarification questions prior to the tender closing date and time, direct the communication to the RFQ Administrator at Kgaugelo.Makgate@transnet.net RFP deadline for questions / RFP Clarifications: 12:00pm on 20 May 2024 Communication after the tender closing date and time For all clarification questions after the tender closing date and time, direct the communication to: E-mail Prudence.Nkabinde@transnet.net <ul style="list-style-type: none"> All communication needs to be in writing. Responses to questions / tender clarifications will be communicated to all Bidders. Bidders to ensure that communication details (e-mail address) is correct and legible in order to ensure that communication is received. Clarification Request Form caters for all commercial and technical related queries.
7.	RFP OVERVIEW - RFP Evaluation Methodology STEP ONE: Test for Administrative Responsiveness Administrative responsiveness check <ul style="list-style-type: none"> Whether the Bid has been lodged on time Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time Verify the validity of all returnable documents Verify if the Bid document has been duly signed by the authorised respondent STEP TWO: Test for Substantive Responsiveness to RFP Check for substantive responsiveness <ul style="list-style-type: none"> Whether any general and legislation qualification criteria set by Transnet, have been met Whether the Bid contains a priced offer Whether the Bid materially complies with the scope and/or specification given STEP THREE: Minimum Threshold 70% for Technical Criteria <ul style="list-style-type: none"> Company profile <ul style="list-style-type: none"> The profile must be accompanied by reference letters signed and authenticated by clients in their letterhead. A minimum of 3 Reference letters should be provided. Detailed experience of the lead advisor CVs of all resources to be assigned to this project Detailed description of the methodology and implementation plans that cover the RFP scope

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	<ul style="list-style-type: none"> Organisational Design framework <p>Note: Refer to Request for Proposal (RFP) for a detailed technical criteria</p> <p>STEP FOUR: Evaluation and Final Weighted Scoring</p> <ul style="list-style-type: none"> Price Criteria [Weighted score 80 points] Specific Goals [Weighted score 20 point] <p>STEP FIVE: Post Tender Negotiations (if applicable)</p> <p>STEP SIX: Award of business and conclusion of contract</p>
8.	SCOPE OF WORK
	Refer to the RFP document
9.	QUESTIONS AND ANSWERS
	Refer to Questions and Answers presentation
10.	General Matters
	<ul style="list-style-type: none"> Bidders to take note of the closing date and time No late tenders will be accepted Extension closing date to be confirmed Clarification deadline is 20 May 2024
11.	Meeting adjourned at 11:30am

Compiled By:
Kgaugelo Makgate

Supply Chain Management

Date: 24 May 2024

Supported By:
Sibo Camangu

Technical

Date: 24 May 2024

Supported By:
Charl Feris

Technical

Date: 24 May 2024

Supported By:
Bella Maja

Supplier Development

Date: 24 May 2024