




<b>Transnet Freight Rail</b> A division of Transnet Ltd. Reg. No: 1990/000900/06	<b>BRIEFING SESSION</b>  <b>RFP DESCRIPTION:</b> HOAC-HO-37543 REQUEST FOR PROPOSAL FOR UPINGTON-KAKAMAS CONCESSION BRANCH LINE, EXCLUDING UPINGTON STATION, TRAIN OPERATIONS AND FUND, DESIGN, BUILD OPERATE, MAINTAIN AND TRANSFER A TERMINAL AT KAKAMAS STATION, UP TO TWENTY-FIVE (25) YEARS.  <b>DATE: 03 &amp; 4 August 2022 briefing dates &amp; site visit</b>  <b>TIME: 10H00</b>	 minutes
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1.	<b>ATTENDEES LIST:</b>  <b>Transnet Employees</b> <ol style="list-style-type: none"> <li>Julias Moeti (JM)</li> <li>Albert Links (AL)</li> <li>Riaan Erasmus (RE)</li> </ol> <b>Prospective Bidders/Participants:</b> <ul style="list-style-type: none"> <li>See attendance register.</li> </ul>
2.	<b>APOLOGIES</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
3.	<b>WELCOME AND OPENING REMARKS</b> <ul style="list-style-type: none"> <li>The chairperson (JM) from Supply Chain Services, welcomed everyone to the meeting, explained the purpose of the meeting and the rules of engagement.</li> </ul>
4.	<b>DECLARATION</b> <ul style="list-style-type: none"> <li>The meeting was recorded for record keeping purposes.</li> <li>AL declared to the participants in this session that so many of them are known by name due to involvement in the railway logistics space, including some ex-colleagues.</li> <li>JM introduced and RE led the slide presentation as per the agenda/content to explain this tender and processes. AL added in as per presentation.</li> <li>It was declared up front that participants must allow for the team to conclude the presentation and ask questions at the end.</li> <li>Participants were consulted and all present concurred that we could do the presentation and site visit on 03 August 2022 and they all indicated that they are not representing any party, entity and/or individual that may require to participate or be present on 04 August 2022 as scheduled.</li> <li>Declared that the minutes and presentation would be provided.</li> </ul>

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5.	<b>TENDER SUBMISSION</b>  Tender Closing Date & Time: <ul style="list-style-type: none"> <li>25 October 2022, 10H00.</li> <li>On-line / electronic submission.</li> <li>No Late tenders will be considered.</li> <li>RFP deadline for questions / RFP Clarifications: <b>12:00pm 14 October 2022</b></li> </ul> Tender Submission <ul style="list-style-type: none"> <li>The Transnet e-Tender Submission Portal can be accessed as follows:</li> <li>Log on to the Transnet eTenders management platform website (<a href="https://www.transnet.net">https://www.transnet.net</a>);</li> <li>Click on “TENDERS”;</li> <li>Scroll towards the bottom right hand side of the page;</li> <li>On the blue window click on “register on our new eTender Portal”;</li> <li>Click on “ADVERTISED TENDERS” to view advertised tenders;</li> <li>Click on “SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);</li> <li>Click on “SIGN IN/REGISTER” - to sign in if already registered;</li> <li>Toggle (click to switch) the “Log an Intent” button to submit a bid.</li> </ul>

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6.	<b>TENDER CLARIFICATION</b>
	<ul style="list-style-type: none"> <li>▪ Communication Prior to the Tender Closing Date &amp; Time: <ul style="list-style-type: none"> <li>- For all clarification questions prior to the tender closing date and time, direct the communication to the RFP Administrator at <a href="mailto:Julias.Moeti@transnet.net">Julias.Moeti@transnet.net</a></li> <li>- RFP deadline for questions / RFP Clarifications: <b>12:00pm 14 October 2022</b></li> </ul> </li> <li>❑ <b>After the Tender Closing Date &amp; Time</b></li> </ul> <p>For all clarification questions <b>after</b> the tender closing date and time, direct the communication to:</p> <p>EMAIL <a href="mailto:Prudence.Nkabinde@transnet.net">Prudence.Nkabinde@transnet.net</a></p> <p>Cc <a href="mailto:Julias.Moeti@transnet.net">Julias.Moeti@transnet.net</a></p> <ul style="list-style-type: none"> <li>▪ All communication needs to be in writing.</li> <li>▪ Responses to questions / tender clarifications will be communicated to all Tenderers.</li> <li>▪ Tenderers to ensure that communication details (e-mail address) is correct and legible in order to ensure that communication is received.</li> <li>▪ Clarification Request Form caters for all commercial and technical related queries.</li> </ul>
7.	<b>RFP OVERVIEW - RFP Evaluation Methodology</b>
	<p><b>Administrative and Substantive Responsiveness</b></p> <ul style="list-style-type: none"> <li>▪ According to instructions, evaluation methodology and criteria (as in the pack).</li> </ul> <p><b>Due Diligence</b></p> <p>Transnet will conduct a due diligence on bidders to verify and validate bid submissions on the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Selection of the preferred bidder.</b></li> <li>▪ <b>Post tender negotiations</b></li> <li>▪ <b>Award of business and conclusion of contracts and related information sharing.</b></li> </ul>
8.	<b>QUESTIONS AND ANSWERS</b>

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	<p>An interactive question and answer session was concluded with agreement that prospective bidders will send their questions via email to <a href="mailto:Julias.Moeti@transnet.net">Julias.Moeti@transnet.net</a> in order for TFR team to share it with the appropriate subject matter experts so that bidders can receive answers in writing.</p> <p>AL advised bidders about annexure I which form part of submission but not listed in the RFP annexure list.</p>
9.	<b>General Matters</b>
	<ul style="list-style-type: none"> <li>▪ Tenderers to take note of the closing date and time.</li> <li>▪ No late tenders will be accepted.</li> <li>▪ RFP deadline for questions / RFP Clarifications: <b>12:00pm 14 October 2022.</b></li> </ul>
10.	<ul style="list-style-type: none"> <li>• Meeting adjourned at 12h30.</li> <li>• Physical site visit to Kakamas followed with all participants.</li> </ul>

Compiled by: Julias Moeti

Signature: 

Date: 2022/08/16

Supported By: Riaan Erasmus

Signature: 

Date: 2022.08.16