

**TENDER DESCRIPTION:**

**TO REFRESH THE FRAMING OF A STANDING APPROVED LIST FOR THE SUPPLY OF RAILWAY  
CONCRETE SLEEPERS  
TENDER NUMBER: HOAC – HO - 39099**

**Minutes of the non - compulsory briefing session held via Microsoft Teams**

<b>Date: 21 November 2022</b>		<b>Time: 11h00</b>	<b>Venue: Microsoft Teams</b>
Meeting Convened by		Supply Chain Management	
Type of Meeting		Non - compulsory Briefing Session	
Chairperson		Khayakazi Magopheni	
<b>1. OPENING AND WELCOME</b>			
<b>Discussion</b>			
The Chairperson opened the briefing session and welcomed all in attendance. The participants were asked to introduce themselves starting with TFR colleagues than the external guests. Safety briefing: since the meeting was held via Microsoft teams' participants were advised that in case of emergency, they follow the necessary precautions.			
Conclusion		Meeting was officially opened.	
<b>2. PURPOSE OF THE MEETING</b>			
<b>Discussion</b>			
<ul style="list-style-type: none"><li>- To explain the scope of requirements in detail and provide a brief background on the envisaged project such that tenderers are clear of what is required from them.</li><li>- To explain all procurement processes such as the evaluation criteria, mandatory and essential returnable documentation to be completed and submitted etc.</li></ul>			
Conclusion		The Chairperson closed the agenda item by stating that minutes together with presentation of the briefing session will be forwarded to all tenderers and published to the platforms that the RFP was advertised.	
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Minutes together with presentation of the briefing session will be forwarded to all tenderers.		The Chairperson	22/11/2022
<b>3. TENDER PROCESS</b>			
<b>Discussion</b>			
The chairperson went through the presentation and explained in detail the tender process emphasizing on the closing date of the tender which is the 09 December 2022. The chairperson further brought to the attention of those in attendance that that communication regarding clarification was to be channeled through to <a href="mailto:khayakazi.magopheni@transnet.net">khayakazi.magopheni@transnet.net</a> and that the clarification deadline is on 28 November 2022.			
Tenderers were referred to Section 5 (pg. 21 & 22 of 36) of the RFP, where the chairperson emphasized the importance of submitting returnable documents which consisted of mandatory, essential returnable documents used for scoring and essential returnable documents. It was highlighted to tenderers that mandatory documents are those documents that must be submitted by the closing date and time of the bid and failure to submit such documents will lead to disqualification, among the list of the documents is the following: <ul style="list-style-type: none"><li>- Section 1: SBD1 Form</li></ul>			
The chairperson indicated that essential documents used for scoring are those documents that if a bidder does not submit, they will not be disqualified but will be scored a zero, among the list of the documents is the following: <ul style="list-style-type: none"><li>- Letter indicating what products they intent offering</li></ul>			
The chairperson indicated that essential documents do not automatically warrant disqualification if not submitted upfront and that tenderers can be afforded a reasonable grace period to submit the outstanding documentation, among the list of the documents is the following:			

- SECTION 4: Pricing and Delivery Schedule
- SECTION 5: Proposal Form and List of Returnable documents
- SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents
- SECTION 7: RFP Declaration and Breach of Law Form
- SECTION 9: B-BBEE Preference Claim Form
- SECTION 10: Protection of Personal Information

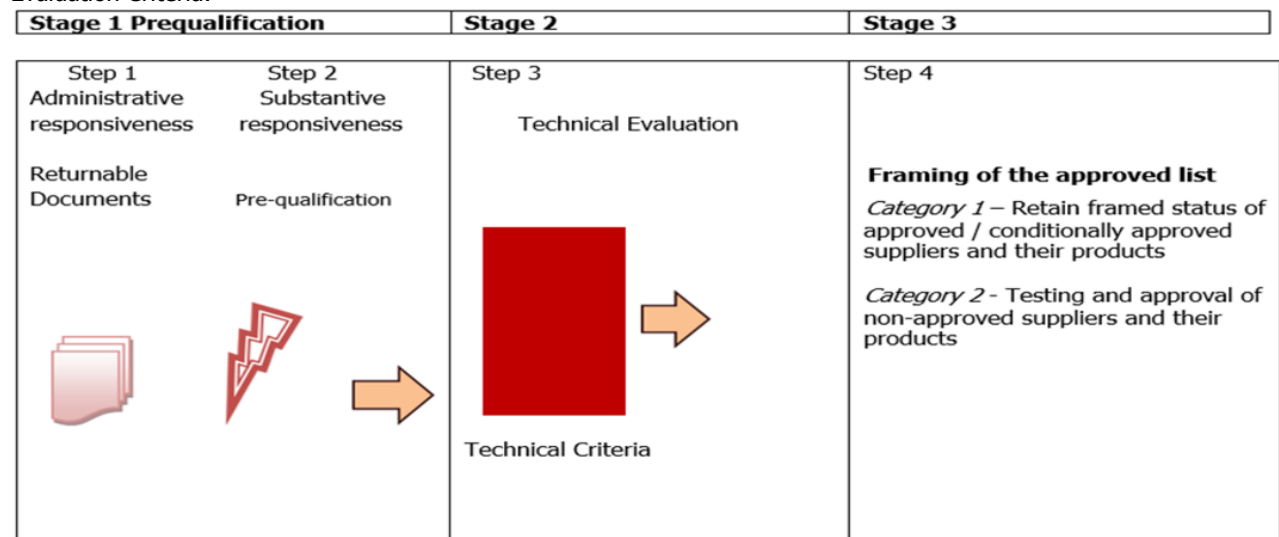
Tenderers were advised to ensure that all documents are submitted in time to avoid the risk of disqualification. Bidders were also advised to complete, sign and stamp each page of the RFP document.

Conclusion	The Chairperson closed the agenda item by informing Tenderers that after bids have closed, they are not to communicate with TFR employees at their own accord and that all clarification questions after the closing date should be channeled through the Secretariat (details obtainable on section 2, clause 8 of the RFP). All in attendance were clear of the tendering process.
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#### 4. EVALUATION CRITERIA

##### Discussion

Evaluation Criteria:



NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different stages of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

The following Evaluation Criteria will be followed:

##### PREQUALIFICATION

Bidders will be required to meet the requirements of the administrative responsiveness and substantive responsiveness tests in order to be considered further.

STEP 1 - Administrative responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.

The test for administrative responsiveness will include the following:

- Whether the Bid has been lodged on time (Section 1 paragraph 3)
- Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time (Section 5)
- Verify if the Bid document has been duly signed by the authorised respondent



*The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to [Step Two] for further pre-qualification*

freight rail  
minutes

STEP 2 - Substantive responsiveness will be tested against whether a Bid conforms to all the terms, conditions, scope and/or specifications of the bid documents without material deviation or qualification.

The test for substantive responsiveness to the RFP will include the following:

- Whether any general pre-qualification criteria set by Transnet, have been met (All sections)
- Whether the Bid materially complies with the scope and/or specification given & contains all mandatory returnable documents (All Sections)

*The test for substantive responsiveness [Step Two] must be passed for a Respondent's Proposal to progress to [Stage 1] for further pre-qualification*

#### STAGE 1:

STEP 3 - Minimum Threshold of 100% for technical evaluation

The test for the Technical and Functional threshold will include the following (section 2).

- Letter indicating what products they intent offering 100%

*The minimum threshold of 100% for [Step Three] evaluations must be met for a Respondent's proposal to progress to[Step Four]*

STEP FOUR: Framing of approved suppliers

**Category 1** - Retain framed status of approved / conditionally approved suppliers and their products.

**Category 2** - Bidders who have passed the technical evaluation (for non-approved products) shall be informed that they have been selected to enter the first phases of their approval process (design approval) and that they have to make their first submissions as outlined in the specification. These suppliers and their products shall be added onto the framed approved list as and when they are conditionally or fully approved and will then be eligible to participate in future tenders that will be issued against the approved list.

**N.B All suppliers, including currently approved suppliers, will be evaluated for Functionality on future tenders that will be issued against the approved list before award of business. Functionality assesses factors that may change based on the market circumstances, such as production capacity, while technical compliance assesses inherent features of the supplier, plant and product that do not change materially over time**

Conclusion	All in attendance were clear of the Evaluation criteria and the supporting documents.
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## 5. QUESTION AND ANSWERS

### Question 1

*I just want clarity regarding page 6 of the RFP with regards to JV and the new entrants regarding the approval you mentioned that a letter has to be written indicating the intention to supply?*

### Answer

- The RFP is mainly for the framing of approved list and not for the supply thus there will be no award of business from this tender process, JV will not be applicable at this stage and should have been removed.
- For technical evaluation a letter is required indicating the products that you intend on offering to go through the testing and approval process

### Question 2

*This particular tender also has a request for pricing, will there be any tender specifically for supply later on?*

### Answer

The pricing that is required on this RFP is mainly for information and budgeting purpose however there will be future RFPs specifically for supply that will be sourced from the approved list.



**Question 3**

We already framed and approved for PY ad P2 products, just to confirm we don't have to apply for those products, its only if we intent to apply for unapproved products for testing and approval process.

freight rail  
minutes

**Answer**

This RFP is mainly for suppliers with unapproved products to respond however for products that are already approved by TFR technology Management you don't need to respond.

**Question 4**

Its it possible to share the estimated annual requirements for Transnet structure as it is known that Transnet is divided into depot and corridors.

**Answer**

This RFP is mainly for framing and not for the supply therefore at this stage it will not be possible to share estimated annual requirements.

**Conclusion**

- The minutes together with the presentations will be circulated to all in attendance of the briefing session and publishes on the same platform the tender was advertised.
- Any further questions or clarities should be forwarded to Khayakazi Magopheni in writing and the clarification deadline is 28 November 2022.
- Specific attention should be paid to mandatory documentation that must be submitted with the bid proposal as failure to submit will lead to disqualification
- No late submission of bids shall be accepted
- The closing date for this tender is 09 December 2022.

**6. CLOSURE OF THE MEETING**

**Discussion**

The chairperson thanked all members for attending the meeting

**Conclusion**

The meeting was closed at 11:37

Kind Regards

  
Chairperson  
Khayakazi Magopheni

22 November 2022  
Date





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**BRIEFING SESSION**

**TENDER NUMBER: HOAC – HO – 39099**

**TO REFRESH THE FRAMING OF A STANDING APPROVED LIST FOR THE SUPPLY  
OF RAILWAY CONCRETE SLEEPERS**

**21 November 2022**



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- Welcome & Introduction
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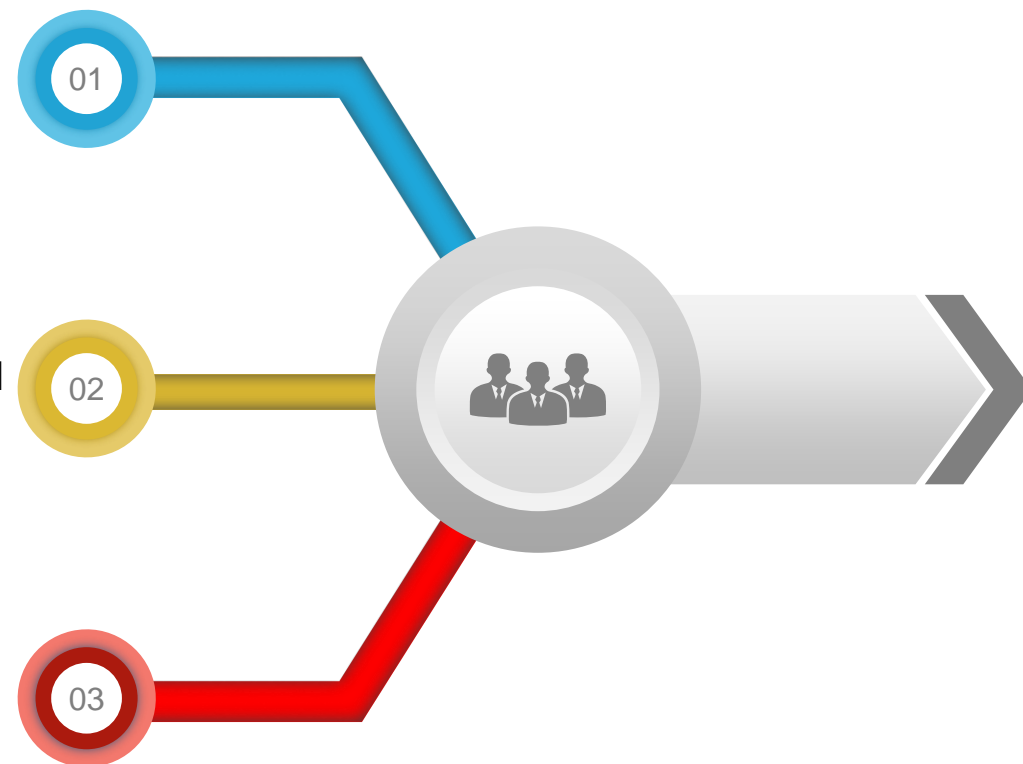
**All attendees are required to write their name, emails and company name.**

# Purpose of The Briefing Session

The purpose of this briefing session is to ensure that all Respondents understand what is expected of them with regards to the RFP process or any other areas that require clarity to the RFP.

Minutes/presentation of the briefing session will be distributed to **all Respondents**.

No questions will be taken during the presentation and will only be accepted under the 'Questions and Answers' session.



- ❖ Respondents must ensure all the required returnable documents are submitted with their proposals – Section 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS (RFP page 21 & 22 of 36). The below documents must be submitted with the bid documents:

- ✓ RFP

## **MANDATORY RETURNABLE DOCUMENTS**

- ✓ Section 1: SBD1 Form

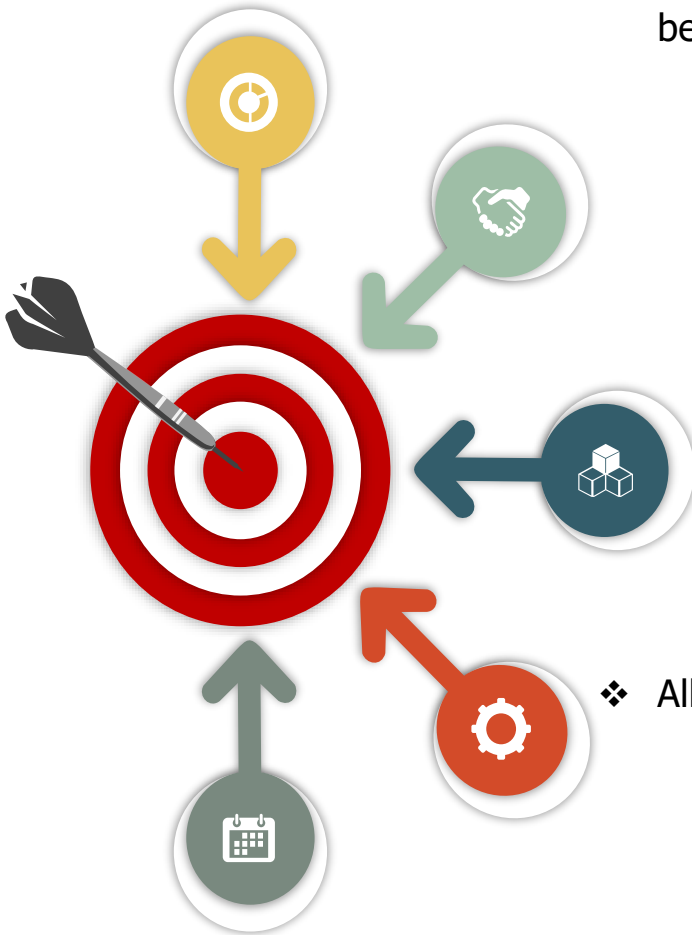
## **ESSENTIAL RETURNABLE DOCUMENTS USED FOR SCORING**

- ✓ Letter indicating what products they intent offering

## **ESSENTIAL RETURNABLE DOCUMENTS**

- ✓ SECTION 4: Pricing and Delivery Schedule
- ✓ SECTION 5: Proposal Form and List of Returnable documents
- ✓ SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents
- ✓ SECTION 7: RFP Declaration and Breach of Law Form
- ✓ SECTION 9: B-BBEE Preference Claim Form
- ✓ SECTION 10: Protection of Personal Information

- ❖ All documents received will be downloaded and recorded prior to the tender evaluation process.





# Tender Process (Cont)

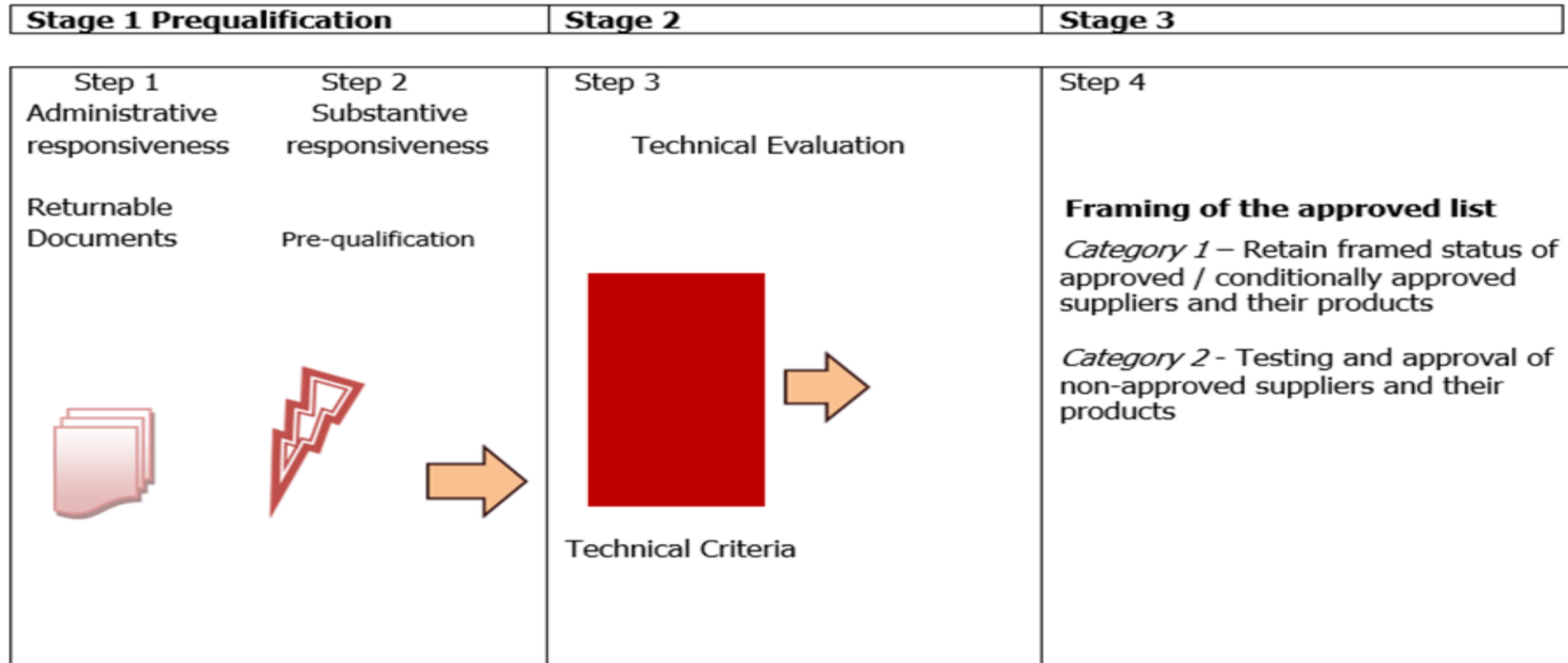


- ❖ Bidders must be registered on the National Treasury [Central Supplier Database](#) (CSD) as only registered suppliers are eligible to do business with Transnet.
- ❖ The **RFP deadline** for questions /clarifications is on or before 1400 on the 28<sup>th</sup> November 2022. clarifications can be directed to Khayakazi Magopheni via e-mail:- [Khayakazi.magopheni@transnet.net](mailto:Khayakazi.magopheni@transnet.net)
- ❖ Response to questions / bid clarifications will be sent to **all Respondents**
- ❖ Proposals / tender documents have to be upload on or before the tender closing, which is **14h00 pm (Central Africa Time), 09<sup>th</sup> December 2022** at <https://transnetetenders.azurewebsites.net>, please refer to section 2, paragraph 3 for a detailed process on how to upload submissions .
- ❖ After the closing date Respondents are **NOT** to communicate with any TFR employees except the Secretariat of the Divisional Bid Adjudication Committee, Prudence Nkabinde, [Prudence.Nkabinde@Transnet.net](mailto:Prudence.Nkabinde@Transnet.net) 011 584 0821.

<sup>5</sup> Bidder are required to correctly name their documents when uploading on the website upon the closing, All documents submitted must be cross referenced to the relevant section of the RFP



# Evaluation process



NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different stages of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

# Technical Functionality Evaluation



Scoring Legend			
Score	10	5	0
Section 1	Bidders indicate the products they intend offering	N/A	Bidder did not indicate the products they intend offering

# Questions & Answers

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**Before accepting questions, all attendees are required to write their name, email addresses and company name.**



Questions & Answers



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THANK YOU

