

**MINUTES: THE FOR INSPECTIONS CLEANING AND SEALING OF GUTTERS, DRAINS,
CHANNELS, DOWN
PIPES, RIDGES AND ROOF SHEETS IN TE BLOEMFONTEIN PLANT, FOR A PERIOD OF
3 MONTHS
PPA-162725 - TE/2026/07/3221/9644/RFQ**

PLEASE SEE ATTENDANCE REGISTER ATTACHED
FACILITATOR: Naomi Jordaan

APOLOGIES:

none		
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ATTENDANCE FROM TRANSNET :

Rosy Chakane	Eng Technician • Facilit & Infra	
Michael Atoro	Technical Training Coordinator • Facilit & Infra	

ABSENT:

none		
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MINUTES:

	ITEM	DATE	RESP.
1.	WELCOME AND APOLOGIES		
	Naomi Jordaan welcomed everyone that was present.	30 SEPTEMBER 2026 @ 10H00	SCM
2.	COMPULSARY SITE BRIEFING		
2.1	The following information was shared with potential suppliers: a) Closing dates and time of the tender. b) Returnable essential documents and mandatory returnable documents c) RFQ Template explained d) Scope of requirements e) Submission requirements on the new system	30 SEPTEMBER 2026 @ 10H00	SCM SCM

3.	Scope of Work MA went through the specification, and the following were agreed on. Matters arising Bidders that did not attend the compulsory briefing session will be disqualified. Only one attendee can represent one company. The company that is represented and signed for on the attendance register will be considered. It is mandatory to submit all the employees' certificates for working on heights. All attendees were taken to the plant for clarifications.	30 SEPTEMBER 2026 @ 10H00	SCM
	<i>The meeting was adjourned at 12h45.</i>		
Compiled by: Naomi Jordaan		 30 SEPTEMBER 2026	