



Description of Meeting : General Building Maintenance Briefing Session Meeting
Venue: Date: Time : Teams: 14 November 2023: 11H:00 AM

Transnet Property Western Cape		
Seipati Sebakamotse	SS	Senior Buyer
Jacqueline Heynes	JH	Facilities Manager
Inathi Busakwe	IB	Regional Facilities Manager

Item	Description	Action
1.	<u>INTRODUCTION AND WELCOME</u>	Note
1.1	Seipati greeted and introduced herself and the Project managers. Explained what the meeting was about.	
1.2	Attendance Register: There was no Attendance register circulated however present team members were noted via Microsoft Teams attendance register.	
2.	Apologies N/A	
3.	Background For the provision of preventative, corrective and emergency maintenance and minor new works for general building maintenance, general civil maintenance and electrical lighting and power on an as and when required basis for a period of 24 months in Western Cape (Bellville and surrounding areas within a 300km radius) AND For the provision of preventative, corrective and emergency maintenance and minor new works for general building maintenance, general civil maintenance and electrical lighting and power on an as and when required basis for a period of 24 months in Western Cape Saldanha to Loop 12 (Loeriesfontein and surrounding areas)	
4.	Presentation Discussion Procurement required documents: SS outlined and explained the purpose of the meeting, Closing date, Validity period and how to download the documents ON National Treasury and Transnet E-tender Portal was explained. SS went through the list of returnable documents and mentioned to the service providers that they should be registered on CSD. SS explained the Transnet's evaluation methodology.	

5.	Scope of Work JH gave an overview of the Scope of work and explained the description of services in detail.	
6.	Technical Evaluation Forms part of Part T2, JH and IB gave an overview how service providers will be evaluated.	
7.	Pricing Schedule Briefing of the pricing schedule was presented and service providers were advised and informed that pricing schedule is a mandatory document and should be submitted. Should it not be submitted service providers will be disqualified. Service providers are to fill in the entire pricing schedule and work on the provided pricing schedule, service providers are not to change or create their own pricing schedule(service providers that does not quote on all item's will be disqualified).	
8.	Inathi clarified the below: <ul style="list-style-type: none"> • The stop sign's size is 900mmx900mm. • Any other road signs Transnet will request the service provider to provide a minimum of three (3) quotes and will apply the quotes in their mark up as per the contract. 	
9.	Recap and Close of Meeting In closure service providers were advised to submit their bidding documents on time, it was emphasized that service providers are to send any queries to Seipati.sebakamotse@transnet.net – 021 940 3833 . Meeting Adjourned Meeting adjourned at 12:20	

For Transnet Properties:

Seipati Sebakamotse

Senior buyer



14-11-2023

Name

Designation

Signature

Date