

NON-COMPULSORY BRIEFING SESSION
TENDER NUMBER: TE/2024/02/0024/58224/RFP

FOR THE PROVISION OF TRANSPORTATION SERVICES OF RAIL ROLLING STOCK WHEELS, FOR TRANSNET ENGINEERING AT KOEDOESPOORT DEPOTS TO TRANSNET ENGINEERING NATIONALLY*, FOR A PERIOD OF THREE (3) YEARS, ON AN "AS AND WHEN REQUIRED" BASIS.

Minutes of the non-compulsory briefing session held on: 24 April 2024
Microsoft Teams

Date: 24April 2024	Time: 10H00	Venue: Microsoft Teams (Virtually)
Meeting Convened by	Transnet Engineering, Supply Chain Management	
Type of Meeting	Non-Compulsory Briefing Session	
Chairperson	Rosalia Mojela	
Present	All individuals as per Teams attendance register.	
1. OPENING AND WELCOME		
Discussion		
The Chairperson opened the meeting and welcomed all in attendance. The agenda was outlined		
Conclusion	Meeting was officially opened	
Action Items	Person Responsible	Deadline
None	None	None
2. PURPOSE OF THE MEETING		
Discussion		
<ul style="list-style-type: none">- To make sure that all respondents understand what is expected of them with regards to the Tender process and all Tender requirements related to commercial and Technical criteria.		
Conclusion	The Chairperson indicated that there are colleagues who will be presenting certain agenda items.	
Action Items	Person Responsible	Deadline
None	None	None
3. TECHNICAL REQUIREMENTS		
Discussion		
<p>The attendees were taken through:</p> <ul style="list-style-type: none">- Commercial requirements- The scope of requirements- Technical requirement- Tendering procedures		
4. TENDER PROCESS		
Discussion		
<p>The attendees were taken through</p> <p>Tendering procedure</p> <ul style="list-style-type: none">- The closing date and time which is Wednesday, 08 May 2024 at 10:00 am.- Questions/ bid clarifications prior to the closing of the RFP must be channeled through Rosalia Mojela via email- Tenders were taken through the online tender submission steps to follow. Due date for clarification is 30 April 2024.		

- Respondents must ensure that all the required returnable documents are submitted with their proposals – Section 4: Pricing & delivery schedule and documents listed on Returnable Documents in Section 5 of the RFP

The chairperson advised on the following:

- Respondents to submit / upload complete documents and refer to Section 5 of the RFP for guideline on all required documents list
- The mandatory requirements for the tender.
- Evaluation methodology and criteria was explained in detail.
- Bidders are required to populate Annexure B on the column highlighted in yellow and a formula has been pre-populated to calculate the total contract cost. Failure to complete Annexure B it will render the bid non-responsive. The rate must be inclusive of all operational costs involved in running the contract.
- A revised RFP and RFP Addendum Notification has been loaded on both National Treasury and Transnet portals, bidders are required to utilize the Revised RFP.
- The chairperson reminded attendees to familiarize themselves with Transnet Terms and Conditions of tendering and all other supporting documents attached with the RFP.
- Bidders are advised to upload their responses on time.
- Bidders must avoid uploading their documents direct from their company servers as sometimes TE is unable to open such documents.

The chairperson also informed the supplier to formally send the questions / clarifications via email after the briefing session.

The chairperson informed respondents to channel all communication through to Rosalia.Mojela@transnet.net before the closing date.

Technical Presentation

- Transnet Engineering technical team took the potential bidders through the technical summary highlighting critical points:
- Bidders to ensure they submit their technical supporting evidence which are aligned with the requirements as stipulated in the technical criteria.
- Truck tracking certificate should match the truck documents or details.
- The truck requirements are 4 Superlinks, 2 Tri-axles and 1, 12 tonner and also stipulated in Annexure B.
- Out of contract rate will be determined by using the rate per kilometer based on the distance closest to the pricing mentioned in Annexure B.
- A complete SHE file before commencement

Question & Answers

Q: Tracking system, whether TE require certificate or tracking report?

A: *Tracking certificate should be submitted.*

Q: Are you looking at appointing one vendor or multiple vendors?

A: *Only one service provider will be appointed to render the service.*

Q: How many letters should be submitted?

A: *One letter stating the number of years covering the total of experiences aligned with the evaluation criteria requirement will be accepted. Multiple letters can be submitted showing cumulative years' experience that amounts to the total of years required.*

Q: Since 1 Superlink truck have 3 certificates, are we required to submit all 3 per truck?

A: *The required certificate should be for the horse.*

Q: Which RFP document should be submitted when responding, are we required to submit the addendum notification?

A: *The RFP to be used is the one named Revised RFP on both portals (National Treasury and Transnet) and the addendum notification should be signed and returned with the proposal*

Q: Does the rate per KM inclusive of operational costs?

A: *Yes, all costs should be inclusive of operational costs.*

Q: Will TE allow replacement of trucks during contractual term?

A: *Yes, however there will be a process followed and this will form part of SLA.*

Q: How soon will the contract start, will inspection of the trucks be done during the evaluation process or after award?

A: *In 4 months to allow completion of procurement process/event. Truck Inspection can only be after award and once safety file is approved.*

Q: Are we required to subcontract and what percentage?

A: *Subcontracting is not applicable on this tender.*

Q: Are bidders allowed to claim for delayed claim , example: Where truck is not offloaded after more than 24 hour or so?

A: *Bidders are allowed to claim standing time only after 8hours without being loaded/offloaded irrespective of shift patterns.*

CONCLUSION

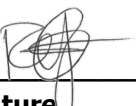
In the absence of questions, the chairperson declared the meeting adjourned

Person Responsible

Deadline

Action Items		
	None	None
5. CLOSURE OF THE MEETING		
Discussion		
The chairperson thanked all in attendance and all meetings were closed.		
Conclusion	All meetings were adjourned at 11:10.	

Signed by Chairperson




Signature

29/04/2024

Date

Supported by:



Signature

29.04.2024

Date