



	Site Briefing Minutes: For the Supply, delivery and installation of various construction material to buildings under control Depot, Empangeni RFQ:TFR/2026/08/0006/114638/RFP	
A division of Transnet Ltd. Reg. No: 1990/000900/06	Date: 30 September 2026 Venue: Transnet - K Block building at 05 Dina Lane at Empangeni Time: 10:00	

ITEM	
1.	PRESENT: The list of all representatives of Transnet and Contractors who attended the meeting is attached to the minutes.
2.	APOLOGIES: Matete Kutumela - SCS WELCOME AND OPENING REMARKS: Thulani Zondi welcomed everyone and declared the meeting open.
3.	PURPOSE OF MEETING The purpose of the meeting was to clarify the expectations and work description.
	DISCUSSION POINTS
	Commercial Aspects - Read by Thulani Zondi ➤ Bidders were requested to read the whole tender document before they can complete and they are requested to initial or stamp every page to ensure that they understood the RFQ document. ➤ When bidders upload their tender document on the system, they must compile table of contents and upload accordingly (separate tender document, eligible returnable document and essential returnable documents) and are requested not to re-arrange the RFQ document. Part T1.1 - Tender Notice and Invitation to Tender ➤ The Closing date was 07 October 2026. ➤ NB: The revised closing date will be 19 October 2026 at 10:00 as per attached Addendum. ➤ Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet as Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to upload the tender and no late submission will be accepted. ➤ Bidders were informed that any technical or commercial issues after the closing date may be addressed to matete.madisha@transnet.net and they must be sent three days before closing date to give time to respond. ➤ Bidders were made aware of Confidentiality (item 3) clause and Transnet 's Disclaimers (item 4).



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	➤ Bidders were required to submit CSD report and SARS Tax Pin as essential retuble schedule. PART – T1.2 Tender Data ➤ Stages that tender will be evaluated as follows; (Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders) ➤ Stage One - Eligibility with regards to attendance at the compulsory clarification meeting: - bidders to ensure that Certificate of Attendance at Tender Clarification and Site Meeting is fully completed and signed by Transnet Official before leaving the site to confirm their attendance. ➤ Stage Two - Eligibility in terms of the Construction Industry Development Board: - A tenderer must submit valid CIDB CRS number in order to confirm the correct and required designated grading 2 GB or higher grade <i>NB: Any tenderer that fails to meet the above stipulated eligibility criteria will be regarded as an unacceptable tender.</i> ➤ Bidders who meet the above eligible criteria be evaluated to next stage of Stage Three - Functionality/technical evaluations T2.2.2 Capability and ability to meet delivery schedule (bidders are required to submit an electronic copy of the Gantt chart indicating how long it will take to complete the service) T2.2.3 Management of CV 's and key personnel knowledge (bidders are required to submit CV 's and Building/Construction certificate) T2.2.4 Previous Experience in construction and buildings (bidders to indicate the relevant experience and submit supporting documents e.g completion certificates and or previous PO's) <i>NB: If the above information not provided, it will have a negative influence on your technical evaluation scoring</i> The minimum qualifying for score for functionality is 70 points to advance to next stage of price/specific goals



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	- The next stage will check lowest Price as per specific goals (bidders are encouraged to submit B-BBEE certificate or Sworn Affidavit, and if is Sworn Affidavit it must be signed on same date by the Commissioner Of Oath and Deponent and also bidder must tick whether director or member because if not it will be invalid and bidder will score zero on the scorecard of price evaluation. - Pricing will be calculated using the lowest price quoted as the baseline, thus the lowest price quoted will achieve full scores. <table border="1"> <thead> <tr> <th>Specific Goals</th><th>Acceptable Evidence</th></tr> </thead> <tbody> <tr> <td>B-BBEE</td><td>B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline</td></tr> <tr> <td>+50% Black Youth Owned Entities</td><td>Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline</td></tr> </tbody> </table> PART T2.1 Tender Returnable - Bidders are required to submit all essential returnable documents e.g CSD Report, Valid SARS Tax pin, Company documents) on the closing date especially eligible requirement as stated under T1.2 TECHNICAL ASPECTS –Thulani Zondi ➤ The meeting was scope of service and price list were explained and on the price list it was indicated that the quantities for item 2,3 & 1 will be increased and to add 'install' on item 4,5,6,7,9,14 &15 an addendum will be sent out. ➤ Certificate of attendance for bidders was signed by Transnet employees and meeting was adjourned.	Specific Goals	Acceptable Evidence	B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline	+50% Black Youth Owned Entities	Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
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5.	CLOSURE Meeting adjourned						

Compiled by: Matete Kutumela

Signature: MKutumela