

NON-COMPULSORY BRIEFING SESSION
TENDER NUMBER: TE/2025/07/0047/102318/RFP - TE25-KLP-8GE-15182

**SUPPLY AND DELIVERY OF SPRAY PAINTS FOR LOCOMOTIVES, WAGONS AND COACHES
 BUSINESS IN DURBAN FOR A PERIOD OF 5 YEARS ON AN "AS AND WHEN REQUIRED"
 BASIS**

Minutes of the non-compulsory briefing session held on: 28 August 2025
Microsoft Teams

Date: 17 February 2025	Time: 09:30AM	Venue: Microsoft Teams (Virtually)
Meeting Convened by	Transnet Engineering, Supply Chain Management	
Type of Meeting	Non-Compulsory Briefing Session	
Chairperson	Mluleki Sishi	
Present	All individuals as per Teams attendance register.	
1. OPENING AND WELCOME		
Discussion		
The Chairperson opened the meeting and welcomed all in attendance.		
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 the Tender process and all Tender requirements related to commercial, specific goals and item list on the Annexure B.		
Action Items	Person Responsible	Deadline
None	None	None
3. TECHNICAL REQUIREMENTS		
Discussion		
The attendees were taken through the RFP document, highlighting the areas deemed important to note.		
4. TENDER PROCESS		
Discussion		
The attendees were taken through:		
Tendering procedure		
<ul style="list-style-type: none">- The closing date and time which is Friday , 15 September 2025 at 12:00 pm.- Questions/ clarifications prior to the closing of the RFP must be channeled through Mluleki Sishi via email- Due date for clarification is 05 September 2025, late clarification requests will not be permitted.- Respondents must ensure that all the required returnable documents are submitted with their proposals.		
Issues for Clarification		
<ul style="list-style-type: none">- Some of the items have specific brand names that are acceptable by Transnet. However, the rand names are specific to each item and are not generic for all items listed. For example; item 1 on Annexure B has recommended brand names but item 2 does not. In this example, the brands are only applicable to item 1 but not on item 2.		

- Some of the Annexures are not specified as requirements for qualification. However, bidders are encouraged to complete and submit all of them to ensure completion of the proposal.
- Proof of Specific Goals are detailed on page 38 of the RFP document. Bidders to take note and submit accordingly so that they do not risk losing points.
- Should a bidder be a Joint Venture (JV), they are encouraged to use the JV name consistently throughout the documentation. Also, a JV is required to submit a JV agreement as proof of JV.
- Bidders are requested to submit Escalation Formulas with their bids. For the purpose of tendering, bidders are required to use estimate prices for year 2, 3, 4 and 5.
- Should bidders be submitting a Quality Management System (QMS) for technical evaluation, the QMS need not be customized to this tender. A generic QMS as applicable to the bidder's business will be accepted.

The chairperson advised on the following:

- Bidders are still welcome to submit queries for clarification after the meeting.
- Bidders are encouraged to submit their bids on time.

CONCLUSION		In the absence of questions, the chairperson declared the meeting adjourned
Action Items	Person Responsible	Deadline
	None	None
5. CLOSURE OF THE MEETING		
Discussion		
The chairperson thanked all in attendance and meeting was closed.		
Conclusion	Meeting was adjourned at 11:55	

Signed by Chairperson



Signature
Name: Mluleki Sishi

28 August 2025

Date