



<b>Meeting</b>	<b><u>Site briefing meeting: for the supply and installation of 3kv dc traction substation outdoor earthing at Waterval boven, Karino and Komatipoort, under the control of Nelspruit depot engineer.</u></b>	
A division of Transnet Ltd. Reg. No: 1990/000900/06	<b>Venue: Nelspruit Depot, Manafeni boardroom</b> <b>Date: 22 September 2023</b> <b>Time : 10:00 am</b>	

ITEM	
<b>1.</b>	<b>WELCOME AND OPENING REMARKS:</b>  Elvis Mabona welcomed all present and the meeting was declared open.
<b>2.</b>	<b>SAFETY BRIEF AND EVACUATION PROCEDURE</b>  Presented by Thabang Selelo
<b>3.</b>	<b>PURPOSE OF MEETING</b>  ➤ The purpose of the meeting was to clarify the project's expectations and requirements
<b>4.</b>	<b>DISCUSSIONS</b>  SCM Presented by Elvis Mabona <ul style="list-style-type: none"> <li>➤ It was indicated that the closing date for submission of the RFQ is 29 September 2023 at 10:00 AM.</li> <li>➤ Bidders were informed that all required returnable documents must be valid</li> <li>➤ Bidders were advised to ensure that the Certificate of Attendance is signed by a Transnet representative before leaving the site briefing</li> <li>➤ Bidders were advised to score themselves before submission to check if they meet all requirements. (Scoring Matrix)</li> <li>➤ Bidders were advised to fully complete the form of offer and price list and avoid arithmetic errors.</li> <li>➤ The bidders were taken through the Specific Goals and advised to submit a valid B-BBEE Certificate / Sworn-Affidavit</li> <li>➤ Bidders were informed that the minutes of the meeting will be published on National treasury website and the Transnet Portal</li> <li>➤ Bidders were advised to submit at least a day before closing date.</li> </ul> <b>EVALUATION CRITERIA</b> <ul style="list-style-type: none"> <li>➤ The Contractors were taken through the eligibility and functionality stages of the Tender document</li> <li>➤ The Contractors were informed to take into account the scoring matrix which explains how functionality will be evaluated and which returnable documents are required</li> </ul>

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	<p><b>Venson Makumbane summarised the scope of work as stated below</b></p> <ul style="list-style-type: none"> <li>➤ TFR end user elaborated that the project is about the supply and installation of 3 kV Dc traction outdoor earthing in three traction substations in various sites, namely: Waterval Boven, Karino and Komatipoort</li> <li>➤ The contractors were made aware that the technical evaluation criteria mainly focus on three requirements which are delivery period, previous experience, and resources and equipment.</li> <li>➤ TFR emphasised the criticality of the project as it is the main protection of the substation, therefore the contractors were advised to summon the competent, experienced, and qualified personnel when executing the project.</li> <li>➤ TFR also advised the contractors to consult Transnet substation drawing (CEE-TBD-0007_AMD_11) and traction outdoor specification (BBB 3059), for better understanding of substation area (in terms dimension/measurement) and the installation process and procedures as well as the material to be used.</li> </ul> <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>➤ Bidders were advised to ensure that they have written the correct e-mail on the attendance register.</li> <li>➤ Bidders were advised to ensure that everything stated on the tender document must be clear.</li> <li>➤ Bidders were informed to provide only stipulated documents as shown on the tender document.</li> <li>➤ All bidders were advised that it's compulsory to go see the site that they will be working on.</li> </ul>
<b>5.</b>	<p><b>CLOSURE</b> Meeting adjourned at 10:40</p>