

**Privileged and Confidential**  
**Minutes of Transnet Pipelines Tender Briefing for**  
**THE SUPPLY AND DELIVERY OF LAPTOPS AND DESKTOPS FOR THE PERIOD OF 2 YEARS**  
**Tender No: TPL/2022/05/0136/3210/RFP**

**Meeting No: 01**  
**Date: 07 November 2022      Time: 10h00**  
**Venue: MS Teams**

**Tenderers:**

As per attendance register

**Transnet Pipelines Representatives**

Carol Khumalo	TPL Procurement	CK
Ntombi Mashaba	TPL Procurement	NM
Veni Kannigan	TPL Procurement	VK
Malekoa Moseri	TPL Procurement	MM

Discussion Point	Responsible person
<p><b>1.1 Welcome</b>            CK welcomed all present and present. TPL members were introduced .</p> <p><b>1.2</b> The purpose of the meeting was to discuss the content of the tender document, provide guidance in terms of the tender process, discuss the Scope of Services and give tenderers the opportunity to ask questions.</p>	<p><b>Carol Khumalo</b></p>

2 The agenda mentioned below was discussed:	Responsible person
<p>2.1 Commercial - Tender Process: Tendering Procedure and clarification of Returnable</p> <p>2.2 Technical Specification &amp; Evaluation</p> <p>2.3 Pricing instruction and Pricing Schedule</p> <p>2.4 General / Questions &amp; Answers</p>	
<p><b>2.1 Tendering Procedures</b></p> <p>The content and structure of the RFP document were explained to the tenderers. The following key elements were highlighted and discussed:</p> <p><b>2.1.1 Eligibility Criteria</b></p> <ul style="list-style-type: none"><li>a) Submit all compulsory returnable.</li><li>b) A tenderer having a stipulated minimum B-BBEE status level of contributor of 1-4</li><li>c) Submits a tendered price in the form of offer and acceptance.</li><li>d) Submit all Compulsory Technical pre-qualification returnable as follows<ul style="list-style-type: none"><li>- Compliance to the Specifications of the Enterprise business range devices T2.2-1</li><li>- OEM certification from enterprise business partner T2.2-2</li></ul></li></ul>	<p><b>Carol Khumalo</b></p>
<p><b>2.1.2 Returnable Schedules</b></p> <p>Tenderers were referred to tender document for List of Returnable schedules (Page 24 of RFP document). There are Compulsory and Essential Returnables.</p> <ul style="list-style-type: none"><li>• Compulsory Returnables – If these are not submitted the tenderer will automatically be disqualified. The Technical Returnables are Compulsory and the tenderers must ensure that all supporting documentation is attached.</li><li>• Essential Returnables – If information is omitted we may request it from the tender as these returnables are for information and will not change the competitive position of a tenderer.</li></ul> <p><b>Please Note that all information submitted is verified and falsifying information will lead to black listing on all Transnet Tenders.</b></p> <p>Tenderers are to ensure all returnable documents are <u>signed</u> and returned with their tender and that all required information requested in the returnables is submitted.</p>	<p><b>Carol Khumalo</b></p>

### 2.1.3 New Electronic Submission Procedures

The bidders are also to note that Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

Time your submissions so that if there are any issues, there is time to escalate & resolve. Nobody has access to the bids until after the bid has closed. Should you experience challenges with the system, urgently contact:

[Ntombikayise.mashaba2@transnet.net](mailto:Ntombikayise.mashaba2@transnet.net). There is no physical tender box.

### 2.1.4 Communication

For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to [\[Ntombikayise.mashaba2@transnet.net\]](mailto:Ntombikayise.mashaba2@transnet.net) before 12:00 pm on 16 November 2022. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website .

After the closing date of the RFP, a Respondent may only communicate with (Carol Khumalo), at telephone number (031 361 1539), email [carol.khumalo@transnet.net](mailto:carol.khumalo@transnet.net) on any matter relating to its RFP Proposal

Respondents are to note that changes to its submission will not be considered after the closing date.

### 2.1.5 Closing Date & Time

The closing date for the bid is **21 November 2022 at 10h00**. It was stressed that tenderers are to ensure that they submit their bids on time as late bids will not be accepted.

### 2.2 Technical Specification

VN presented the scope of work and highlighted that the objective was to enter into a contract for the provision of the supply and delivery of laptops and desktops on an "as and when" instructed basis to Transnet Pipelines (TPL) to serve emerging needs and requirements.

VN also went through Annexure B - Device Specifications and indicated that bidders should complete this questionnaire by answering each question, by filling in the worksheets as indicated. For each of the categories of Desktops and Laptops specifications listed in the worksheets, Bidders should fill in the brand, model, bidder name. Models and components proposed by the Bidders must meet the specifications however in the event that the specifications/models are no longer available in the market, the bidder can propose equipment that exceed the specifications listed in the worksheets as indicated in Column B.

All worksheets must be completed and in the event that the bidder omits a worksheet, it will be regarded as completed and assessed accordingly.

Ntombi Mashaba

Carol Khumalo

Veni Kannigan

### 2.3 Evaluation

The tender evaluation procedure and steps were discussed and explained to the tenderers as follow (these are also clearly stated in the tender document):

Stage 1 – Test for administrative responsiveness - check that the bid was lodged on time, and that all returnable documents and schedules have been completed and returned by the closing time and date and verify the validity of all returnables.

Stage 2 – Test of substantive responsiveness - check that all pre-qualification criteria set by Transnet has been met, confirm that the bid contains a signed offer and that the bid is materially compliant with the scope and specifications.

Stage 3 – Functionality/Technical Evaluation - Minimum Threshold of 70 points for Technical Criteria.

Stage 4 – Evaluation and final weighted scoring – Price 80 / BBBEE 20 will be evaluated.

Stage 5 – Post tender negotiations with either one or more.

CK explained Prequalification Criteria evaluation and Technical evaluation in detailed and judgement prompts for each technical criteria.

#### Pricing instruction and Pricing Schedule

- Tenderers are to ensure they adherence to the Pricing Schedule as issued on the tender document.
- Deviation from the pricing schedule disqualifies the bid.

Question was raised if Transnet can give ROE that would be used by all bidders. Carol indicated that response to the question will be issued and communicated to everyone before the tender close.

A request was made that TPL issue the Annexure B & C on Excel format. Carol indicated that TPL would respond if we could issue the Annexures in Excel.

### 2.4 General/ Questions and Answers

If there are any serious concerns with regard to any aspects of this tender please send them in writing to TPL so that it can be addressed.

#### Closing

The meeting closed at 11h30.

Carol Khumalo

Veni Kannigan

**Complied By:**



Ntombi Mashaba  
Procurement Mashaba  
Date: 16/11/22

**Approved By:**



Carol Khumalo  
Procurement Mashaba

Date: 16/11/22