

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>1.1 Welcome CK welcomed all present and present. TPL members were introduced .</p> <p>1.2 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>Carol Khumalo</p>

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