

NON-COMPULSORY BRIEFING SESSION
TENDER NUMBER: TE/2025/09/0013/105306/RFP-TE25-BFX-08E-15404

**THE LEASING OF MATERIAL HANDLING EQUIPMENT FOR A PERIOD OF 36 MONTHS
 (3 years) FULL MAINTANANCE LEASE AT THE TRANSNET ENGINEERING BLOEMFONTEIN
 PLANT AND CORRIDOR**

Minutes of the non-compulsory briefing session held on: 18 September 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 Microsoft Teams attendance report.	
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			
- To make sure that all respondents understand what is expected of them with regards the Tender process and all Tender requirements.			
Action Items		Person Responsible	Deadline
None		None	None
3. TECHNICAL REQUIREMENTS			
Discussion			
The attendees were taken through the a presentation, highlighting the areas deemed important to note.			
4. TENDER PROCESS			
Discussion			
The attendees were taken through:			
Tendering procedure			
- The closing date and time which is Friday , 03 October 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 26 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			
- Delivery and collection is for all machines. There is nineteen (19) machines in total. - A 10 Ton forklift comes with a standard specification hence, no details are supplied on the specification document. A successful bidder will be expected to bring it with all standard specification.			

- A minimum of five (5) machines should meet the 2,5 meters height restriction requirements. These will be used inside the buildings, warehouses and containers. The breakdown of these machines is as follows:

3 Ton X2
 4 Ton X 2
 5 Ton X 1

- All machines will be delivered to Bloemfontein. However, two machines will be sent by Transnet to Kimberly and Postmasburg. The successful bidder will be notified of this.

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 11:11	

Signed by Chairperson



Signature
Name: Mluleki Sishi

19 September 2025

Date