

TRANSNET ACADEMY

TENDER NUMBER: TCC/2023/06/0001/32877/RFP

DESCRIPTION OF THE WORKS: THE PROVISION OF TRANSPORT EDUCATION TRAINING AUTHORITY (TETA) AND QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO) ACCREDITED LIFTING EQUIPMENT TRAINING PROGRAMME



**Transnet Academy,
a division of**

**TRANSNET SOC LIMITED
(Reg. No. 1990/000900/30)**

Prepared by:

Mpho Mohapi

Date

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Briefing Session Minutes

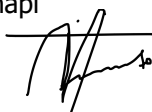
TRANSNET ACADEMY**TENDER NUMBER: TCC/2023/06/0001/32877/RFP****DESCRIPTION OF THE WORKS: THE PROVISION OF TRANSPORT EDUCATION TRAINING AUTHORITY (TETA) AND QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO) ACCREDITED LIFTING EQUIPMENT TRAINING PROGRAMME****TRANSNET NATIONAL PORTS AUTHORITY****TENDER TCC/2023/06/0001/32877/RFP****MINUTES OF A COMPULSORY BRIEFING CONDUCTED ON MICROSOFT TEAMS AT 10H00 ON 28 March 2023**

ITEM	DESCRIPTION	
1.0	Opening and welcoming	Mpho Mohapi
	<ul style="list-style-type: none">Mpho welcomed all present.All Transnet/TA representatives were allowed to introduce themselves	
2.0	Attendance register	All
	<ul style="list-style-type: none">Refer to Attached Attendance List downloaded from Microsoft Teams	
3.0	House rules	Mpho Mohapi
	<ul style="list-style-type: none">Late comers will be allowed, but nothing will be repeated to accommodate them;Questions will be allowed after every section of the presentation.The meeting is recorded for the purpose of taking minutes.All questions raised must be followed with an email and the closing date for clarification of queries is on 02 March 2023 12:00pm. No clarifications will be accepted after this date.Questions to be followed-up by email to Mpho.mohapi@transnet.net	
4.0	Overview of the tender documents	Mpho Mohapi
	<ul style="list-style-type: none">Mpho gave a brief overview of the RFP requirements with emphasis on the following important dates (Refer to SCM Presentation attached hereto)<ul style="list-style-type: none">Closing Date: 16h00 on 12 April 2024Tender Validity Period: 180 Business Days from Closing DateProcedure for evaluating responsive tenders:<ul style="list-style-type: none">Financial 80 and Preference 20<u>No late tenders will be accepted by the system.</u>	
4.1	Commercial Questions	
	<p>An addendum on the RFP regarding technical evaluation criteria scoring is issued with these minutes.</p> <p>Question: The number or capacity of Assessors required under technical evaluation criteria is a lot and cannot be provided now?</p> <p>Answer: Transnet Academy is not saying bidders must recruit Assessors now, however bidders can start finding and negotiating rates with Assessors now for</p>	

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	tender purpose. The training will be delivered nationally, hence the stated number of personnel required. The bidder must have the capacity to provide the training nationally or across Transnet Academy faculties.	
5.0	Background on Project and Executive Summary Information	Nobuhle Mkhize
	<ul style="list-style-type: none"> Nobuhle Mkhize gave a brief overview of the Background on Project and Executive Summary Information 	Nobuhle Mkhize
	Dates for Site Inspection	
	Nobuhle Mkhize gave a brief overview Scope of work and technical evaluation Criteria:	Nobuhle Mkhize
9.0	Closing	Mpho Mohapi
	Closing remarks: <ul style="list-style-type: none"> Bidders were asked to submit questions via (email) for official, documented responses. A vote of thanks was given to the bidders for attending and responding to the request. 	
10.0	Site visit	All
11.0	Attachments	
	(i) SCM Presentation (Overview of Tender document); (ii) Guide for bidders register on Etender Portal	

Mpho Mohapi



Date 04/03/2024