

COMPULSORY BRIEFING SESSION
TENDER NUMBER: TE/2025/09/0018/105683/RFP-TE25-KDS-8HR-16030
REPAIRING AND REPLACING ROOF SHEETS, GUTTERS, DOWNPIPES AND SIDE CLADDING, AND INSTALLATION OF OFFICE CEILING WITHIN NELSPRUIT LOCOMOTIVE WORKSHOPS, WAREHOUSES AND OFFICES

Minutes of the compulsory briefing session held on 24 October 2025

Date: 24 October 2025		Time: 11:00AM	Venue: Transnet Engineering, Nelspruit Depot
Meeting Convened by		Transnet Engineering, Supply Chain Management	
Type of Meeting		Compulsory Briefing Session	
Chairperson		Mluleki Sishi	
Present		All individuals as per attendance register.	
1. OPENING AND WELCOME			
Discussion			
The Chairperson opened the meeting and welcomed all in attendance.			
Conclusion		Meeting was officially opened	
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.			
3. TECHNICAL REQUIREMENTS			
Discussion			
The attendees were taken through 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, 07 November 2025 at 12:00 pm. - Questions/ clarifications prior to the closing of the RFP must be channeled through Mluleki Sishi via email - Respondents must ensure that all the required returnable documents are submitted with their proposals.			
Scope of Work			
- Attendees were taken through the scope of work, highlighting areas deemed of importance.			
Site Walk			
- Attendees were taken for a site walk to see the area where the work will be performed.			
Issues for Clarification			
- Roff sheet thickness is a standard one for IBR, which is about 0,58mm - Area size to be shared with meeting minutes			

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 further questions, the chairperson declared the meeting adjourned.	
Action Items	Person Responsible	Deadline
Measurements for the workshop area	Mluleki Sishi	27 October 2025
5. CLOSURE OF THE MEETING		
Discussion		
The chairperson thanked all in attendance and meeting was closed.		

Signed by Chairperson



Signature
Name: Mluleki Sishi

27 October 2025

Date