

SUBJECT	COMPULSORY SITE BRIEFING SESSION
RFP DESCRIPTION	FOR THE SUPPLY AND DELIVERY OF MILLER WELDING MACHINE SPARES FOR TRANSNET ENGINEERING, GERMISTON, FOR A ONCE-OFF PERIOD
MEETING NO.	T23-GMX-08B-04788 - TE/2023/09/0018/42368/RFQ
VENUE	Germiston Main Pant
DATE	15 September 2023
Time	10:00am – 12:00pm

MINUTE	DESCRIPTION OF DISCUSSION
1.	INTRODUCTIONS
1.1	All attendees were welcomed. Team members were introduced: LM introduced herself and welcomed everyone to the briefing session
1.2	REQUIREMENTS FOR COMPLETING THE RFQ LM took the bidders through the document emphasising the closing date and time. LM clarified the different stages of the evaluation methodology from step 1 to the last stage of the methodology. The purpose of the evaluation methodology, only those bidders that meet the relevant minimum thresholds, advance to the next evaluation phase. LM highlighted the essential information in the RFQ;
	RETURNABLE DOCUMENTS LM highlighted the importance of submitting all completed and signed returnable documents. LM highlighted closing date for clarifications/queries to the bid. Mandatory Documents, Other Essential and Essential Documents that are required to be submitted. Refer to the comprehensive presentation.
	LM After the closing date of the RFQ, a Respondent may only communicate with the Secretariat of the Transnet Rail Engineering Acquisition Council, at telephone number 011 820 2296, email mpumi.sokamisa@transnet.net on any matter relating to its RFQ Proposal.
1.4	PRICING AND BBBEE LM outline that the points allocated for pricing is 80 points. LM outline that the points for B-BBEE is 20 points. LM discussed the returnable documents relating to pricing.
1.5	FUNCTIONALITY/ TECHNICAL CRITERIA LM highlighted items below - The minimum threshold that bidders must achieve to progress to the next phase of technical evaluations is 75%. - LM – outlines the specifications on what is required from the appointed service provider.
3	BIDDERS WERE GIVEN AN OPPORTUNITY TO ASK QUESTIONS OR CLARIFY ISSUES AS THEY REQUIRED. No questions were asked.

MINUTE	DESCRIPTION OF DISCUSSION
4	Viewing of the miller machine at the workshop Bidders at present were taken through the workshop to view the miller machine to understand the components and spares required.
5	The compulsory site briefing session