

Meeting name	Transnet Request For Proposal TCC/2023/06/0001/32490/RFP NON-COMPULSORY VIRTUAL BRIEFING (on-line) SESSION for the provision of Insurance Broking Services to Transnet for a period of three (3) years.
Date and Venue	Tuesday, 12 December 2023, via Microsoft Teams

Attendees Present:

Transnet:

- Tarryn Foster
- Bella Maja
- Busi Chabalala
- Lerato Ramoyada
- Erika Van Eck
- David Mudzielwana
- Raisha Sewbalas
- Adrian Subramanien
- Shawn Phillips

Bidders: Potential service providers were connected via MS Teams

The purpose of the session was to conduct a Non - Compulsory Briefing Session with potential Bidders to communicate and highlight the key principles and requirements of the Request for Proposal TCC/2023/06/0001/32490/RFP and its Supporting documents

Tarryn Foster, Bella Maja, Erika Van Eck and Adrian Subramanien convened the Non - Compulsory Briefing Session.

1. Welcome and Introductions

Tarryn welcomed all Transnet representatives and all Bidders. The Transnet team introduced themselves.

Tarryn advised the Bidders of a General Disclaimer in that this briefing session must not contradict the RFP and its supporting documents published, and should there be any errors, acts of omissions or misinterpretations, then the RFP and its supporting documents takes precedence of it. All verbal questions must be put on the RFP Clarification form (Section 8), and Transnet will provide a written response. No verbal feedback must be construed as binding until in writing.

Tarryn also advised all that the briefing session is being recorded only for minutes taking purposes.

The last clarification query would have been before 12:00 PM on Wednesday 17 January 2024, However, No further clarifications will be entertained thereafter. Bidders to submit their clarification queries on the substantially in the form set out in Section 8 of the RFP and also on the system.

2. Presentation Agenda items:

Bidders were taken through the Non- Compulsory Briefing Presentation which included the key principles and requirements in terms of following agenda items.

1. Key points to highlight and general information
2. B-BBEE
3. Scope of requirement
4. Evaluation Process
5. SLA
6. Questions and inquiries

Refer to the published Non- Compulsory Briefing Session presentation for detailed information that was discussed in detail by the Transnet team.

3. Questions and Answer session:

Bidders were advised that all questions asked at the briefing session to be put in writing on the RFP Clarification form (Section 8) and submitted on the system and sent to Tarryn Foster and Busi Chabalala. No verbal answer that were given by Transnet representatives will be binding until received in writing from the Bidder, and responded in writing by Transnet designated representatives.

4. Closing Address:

Tarryn stressed the importance of submitting the correct documents and all required documentation is received by closing date of the RFP, that being **12H00 on 31 January 2024**. No late submission will be accepted.

Respondents were warned that a proposal will be liable to disqualification should any attempt be made by a respondent either directly or indirectly to canvass any Transnet officer or Employee of Transnet in respect of this RFP between the closing date and the date of the award of business will be automatically disqualified.

Transnet will publish the non-compulsory briefing session presentation, minutes, consolidated questions and answers on the National Treasury portal and also on the Transnet portal.

The Non - Compulsory Briefing Session was closed by Tarryn Foster.