

**COMPULSORY BRIEFING SESSION
FOR THE PROVISION OF TRANSPORTATION SERVICES OF RAIL ROLLING STOCK
WHEELS, FROM TRANSNET ENGINEERING, KOEDOESPOORT DEPOTS TO VARIOUS*
TRANSNET ENGINEERING DEPOTS, FOR A PERIOD OF THREE (3) YEARS, ON AN "AS AND
WHEN REQUIRED" BASIS**

**Minutes of the non-compulsory briefing session held on the 29 September 2023 at 11H00
via MS Teams Transnet Engineering.**

Date: 29 September 2023		Time: 11H00	Venue: Microsoft Teams
Meeting Convened by		Transnet Engineering (TE), Supply Management	
Type of Meeting		Non-Compulsory Briefing Session	
Chairperson		Banele Moshabane	
Present		All individuals 1. Monono Mogoye 2. Ruan Van der Merwe	
3. OPENING AND WELCOME			
Discussion			
The Chairperson opened the meeting and welcomed all in attendance. The agenda was outlined			
Conclusion		Meeting was officially opened	
Action Items		Person Responsible	Deadline
None		None	None
4. PURPOSE OF THE MEETING			
Discussion			
- To explain the scope of requirements in detail and provide a brief background on the project in such a way that Respondents on what is required for their bids to be considered. - To explain all procurement processes such as the technical evaluation criteria, the importance of submitting mandatory documentation and other tender returnable. - To guide prospective suppliers on critical points to consider when preparing their bid proposals. - The suppliers were advised of the system and were made aware that the system can accept 30MB when they are loading their document, so they were encouraged to scan them in batches. - Price schedule Annexure B to be completed and all figures must be transferred to the RFP section 4 of the price offer. - Bidders were advised not to ensure they download all their pages of the RFP at the time of submitting. - Bidders were requested to price accordingly to avoid under quoting or over quoting			
Conclusion			
Action Items		Person Responsible	Deadline
None		None	None
5. TECHNICAL REQUIREMENTS			
Discussion			
The attendees were taken through: - General overview of the of the project and summary of the specification - Tendering document required as per RFP - Section 4- (RFP)Price Schedule - Annexure B- Price schedule /costing was explained. -			
Discussion			

-		
6. TENDER PROCESS		
Discussion		
In the absence of questions, the chairperson declared the meeting adjourned and wished prospective bidders' luck		
Action Items	Person Responsible	Deadline
None	None	None
7. CLOSURE OF THE MEETING		
Discussion		
The chairperson thanked all in attendance and closed the meeting		
Conclusion	The meeting was adjourned at 12:05.	

Signed by Chairperson

Banele Moshabane

Name



Signature

Bidders Name

Signature