

**Venue: Microsoft Teams**

**Date: 11.11.2024**

**Time: 10:00 am**

**Description: For The Appointment of An Approved Service Provider For The Provision Of Radiographic Testing Inspections At Transnet Engineering.**

### ATTENDEES

**The following Transnet Engineering team members were present in the Site Briefing meeting:**

Bridget Silubane

Funanani Mufamadi

Matukele Mashego

Sipho Buthelezi

Elvis Mantanga

6 companies attended the non-compulsory briefing session (as per the attendance register, for internal use only).

### Introduction

#### Bridget Silubane

- Welcomed everyone present.
- Introduction of Transnet Engineering team.
- The purpose of the meeting was to ensure that the service providers have a clear understanding of the tender process and the requirements with regards to the scope of work, bill of quantities, evaluation criteria etc.

#### Discussion points

**Bridget:** took the suppliers through the RFQ document and emphasised the following:

- The closing date and time is **18 November 2024 16:00 pm**. Bidders were advised to submit their bids on time. No late submissions will be accepted by closing date and time.
- Emphasised that bid documents are to be submitted on the eTender portal.

#### Section 1: SBD1 form

- It was emphasised that bidders are to complete the SBD1 form and communicate with Bridget Silubane for all related queries before the closing date.

#### Communication

- Bidders were notified that before the closing date, all communications should be directed to **Bridget**.
- After the closing date, any queries regarding the RFQ's should be directed to: Telephone 011 820 2899 Email: [Zamatshezi.Chubeka@transnet.net](mailto:Zamatshezi.Chubeka@transnet.net).
- Bidders are to familiarise themselves with all Transnet disclaimers.

#### Section 3: Evaluation methodology, criteria, and returnable documents

- Suppliers were taken through the evaluation criteria which comprises of the following:
  - Step 1: Administrative responsiveness test.
  - Step 2: Substantive responsiveness test (Mandatory).
  - Step 3: Technical Evaluation Criteria phase 1 and phase 2.
  - Step 4: Evaluation and Final Weighted Scoring.
  - Step 5: Post Tender Negotiations (if applicable).
  - Step 6: Award of business and conclusion of contract.

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|                                                     | <p>– Bidders were notified of the validity period for the RFQ which is 180 busing days after the closing date.</p> <p><b>Section 4: quotation form</b></p> <p>– Bidders were notified to quote for the item on the price schedule and include all costs on the specification as well as additional ones.</p> <p><b>Bidders to ensure that the following sections are completed and signed:</b></p> <ul style="list-style-type: none"> <li>– Section 5: Certificate of Acquaintance with RFQ Documents (All Returnable documents submitted)</li> <li>– Section 6: RFQ Declaration and Breach of Law Form</li> <li>– Section 7: Specific Goals Points Claim Form</li> <li>– Section 8: Certificate of Attendance for Compulsory Site/RFQ Briefing</li> <li>– Section 9: Protection of Personal Information</li> </ul> <p><b>Section 10: Certificate of Attendance for Non-Compulsory Site/ RFQ Briefing</b></p> <p>Bidders were notified that section 10 will be signed by the procurement official and they must pose their email addresses on the chat in order to send the document to those who attended the briefing.</p> <p>Without any further questions, <b>Bridget</b> handed over to the technical team to take the suppliers through the specification.</p> |
| <b>Matukele Mashego</b><br><b>Discussion points</b> | <p><b>Technical specification</b></p> <p>Bidders were taken through the specification and clarify all section and notified where to be signed and must be submitted at the date and time of the tender.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Questions and Answers</b>                        | <p><b>Q</b> – It was mentioned on the scope that ISO 9712/ is ASNT-TC-1A. Just a clarification on that, because on your returnable documents, you only say PCN &amp;/or ISO 9712. Are we saying we can use ASNT and ISO 9712 qualifications.</p> <p><b>A</b> – The scope of work is generic, and the project that will be running is according to PD 5500. Therefore, the ASNT-TC-1A will not be applicable.</p> <p><b>Q</b> – Is this contract specific to a single project or multiple projects?</p> <p><b>A</b> – The requirement as the criteria you are required to submit is 09712 or PCN. That's what is required, but the standard is generic as to what are the construction codes required. So those are the coefficient that you're not limited to, but for this tender we want 9712 and PCA that's what is required for bidders to submit.</p>                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                     | <p>Without any further questions, the meeting was adjourned at 11:00am.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**Receipt of the non-compulsory briefing meeting minutes I acknowledge receipt of the minutes and confirm that they are correct as per the briefing meeting.**

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 Company Name

.....  
 Signature and date of tenderer

**NB: minutes to be signed and affixed in the RFQ document.**