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	Briefing session Minutes: Tender No. HOACMM-HO-45230 Description: For The Supply, Deliver, Install, And Commission Substation Equipment At Blinkpan 3kv Dc Traction Substation Under The Control Of Ermelo Depot Venue: Blinkpan 3kv Dc Traction Substation Date: 12 September 2024 at 11:00	
A division of Transnet Ltd. Reg. No: 1990/000900/06		

ITEM	
1.	PRESENT: List of all attendees attached
2.	WELCOME AND OPENING REMARKS: Edwin Senne welcomed all present and the meeting was declared open and apologised for starting the meeting bit late due to directions to site.
3.	PURPOSE OF MEETING The purpose of the meeting was to clarify the project's expectations and requirements
4.	Commercial issues – Edwin Senne ➤ Attendance register were circulating, respondents were requested that their contact details must be clear especially e-mail addresses in case of any correspondences. ➤ Respondents were requested to read and understand the tender document before they can complete, and they must initial/stamp each and every page of the RFP. ➤ Respondents were requested to upload their tender document nicely according to table of contents and not to re-arrange the RFP document. ➤ The original closing date was 19 September 2024 and was extended to 01 October at 10:00 and the tender closing submission to be uploaded to Transnet portal as per item 4 under T1.1 of the RFP and no late tenders will be accepted. ➤ Respondents to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to internet as Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. ➤ Respondents were advised to read Transnet's Disclaimers under T1.1 Item 4. ➤ It was stated that Respondents must self-register on National Treasury's Central Supplier Database (CSD) at https://secure.csd.gov.za/ and are required to must submit CSD report as essential returnable document. ➤ Respondents must submit Valid SARS Tax Pin so that they can be verified if they are tax compliant.



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	➤ Respondents must also submit valid Sworn affidavit /B-BBEE certificate to be scored on price evaluation and specific goals as indicated on page 31 of 67. ➤ It was emphasised that Respondents must submit all essential returnable documents as stated on T2.1 and all documents must be valid. ➤ Any queries regarding (technical or commercial) issues must be addressed via email to matete.kutumela@transnet.net and they be send 3 days prior the closing date so that they can be addressed on time. •It was emphasised that only tenderers who satisfy the following eligibility criteria are eligible to submit their tenders as per Item C.2.1 Stage One – Respondents to ensure that Certificate of Attendance at Tender Clarification and Site Meeting is fully completed and signed by Transnet Official Stage Two – Respondents to submit valid and active 7 EP CIDB grading or higher NB: Any tenderer that fails to meet the stipulated criteria will be regarded as an unacceptable tender. Stage Three for Functionality Criteria: they will be checked if they completed/submitted - T2.2-2: Capability and ability to meet delivery schedule (Respondents should indicate how long it's the delivery lead time of material and how long they will take to complete the service). Respondents to submit Gannt chart - T2.2-3 Management of CV 's and key personnel (Respondents to submit CV's, Valid Electrical Trade Test Certificate and no Service Manager registered with ECSA as a Professional Engineer Pr. Eng. (Electrical) - T2.2-4 Proven experience to install and commission of equipment at the substations (Respondents to indicate the relevant experience and submit supporting documents e.g completion certificates, and previous PO's) Letter of awards not acceptable. NB: If the above information not provided, it will have a negative influence on your technical evaluation scoring



freight rail

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	The minimum qualifying for score for functionality is 70 points to advance to next stage of price/specific goals. Respondents were advised to submit ID copies for shareholders if company is Black Women Owned or Black Youth Owned in order to obtain full score on specific goals. It was mentioned that there will be an additional Teams meeting for B-BBEE/Specific goals clarification to be conducted by Supplier Development Team and date to be confirmed and will send meeting invite via e-mail. Technical Issues – Mmeli Nomvalo ➤ The scope of work and price list were explained and physical viewing was done at the Substation. ➤ It was discussed that there will be addendum to increase quantities on the price list due to more theft that occurred after their internal inspection. ➤ Respondents were advised that they must ensure that Transnet official signs the Certificate of attendance as proof of attendance and must be attached on the RFP on the closing date.
6.	CLOSURE Meeting adjourned at 13:00

Compiled by: Matete Kutumela

Date: 12 September 2024