



Briefing Minutes – TE25-GMX-07M-13474

for the appointment of an approved service provider for the provision of radiographic testing inspections at Transnet Engineering Germiston depot on an as and when required basis for a period of six (6) months

**Venue: Microsoft Teams**

**Date: 13.03.2025**

**Time: 10:00 am**

**Description: for the appointment of an approved service provider for the provision of radiographic testing inspections at Transnet Engineering Germiston depot on an as and when required basis for a period of six (6) months.**

## ATTENDEES

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

Bridget Silubane

Funanani Mufamadi

Matukele Mashego

Sipho Buthelezi

Elvis Mantanga

Caven Mutavhatsindi

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

## Introduction

### Bridget Silubane

- Welcomed everyone present and meeting recorded.
- 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 **20 March 2025 16:00 pm**. Bidders were advised to submit their bids on time. No late submissions will be accepted by closing date and time.

Section 1: SBD1 form

- Emphasised that bid documents are to be submitted on the eTender portal.
- It was emphasised that bidders are to complete the SBD1 form and communicate with Bridget Silubane for all related queries before the closing date.
- Each company must register its own profile using its company details and use the corresponding registered profile to log an intent to bid as well as submitting any bid

### Communication

- Bidders were notified that before the closing date, all communications should be directed to **Bridget**.
- Specific complaints relating to this RFQ before or after the closing date should be formally submitted by emailing to [groupscmcomplaints@transnet.net](mailto:groupscmcomplaints@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 and Substantive responsiveness test (Mandatory).
  - Step 2: Technical Evaluation Criteria
  - Step 3: Evaluation and Final Weighted Scoring
  - Step 4: Post Tender Negotiations (if applicable).



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|                              | <ul style="list-style-type: none"> <li>○ Step 5: Award of business and conclusion of contract.</li> <li>– Bidders were notified of the validity period for the RFQ which is 180 busing days after the closing date.</li> </ul> <p><b>Emphasis on the technical pre-qualification criteria:</b></p> <ul style="list-style-type: none"> <li>– Bidders to ensure that they submit bid documents in accordance with the requirement and are not to make any assumptions.</li> <li>– The letter of good standing must only be from the department of labour.</li> <li>– Health and Safety Plan or Emergency plan must only be for Radiographic Testing (RT) and not generic.</li> <li>– Compliance to Transnet Engineering Technical Specification each page must be signed.</li> <li>– For bidders who will be working with another company on this tender, a valid signed agreement or memorandum of understanding (MOU) with the third party must be submitted.</li> </ul> <p><b>Emphasis on the technical evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>– For bidders to score full marks on capacity, all personnel and qualifications must be submitted.</li> <li>– The reference letters must be in accordance with the criteria specified.</li> <li>– A letter with the company letterhead should be submitted and will be acceptable for the capability to render services, turnaround time and call-out response time.</li> </ul> <p><b>Section 4: quotation form</b></p> <ul style="list-style-type: none"> <li>– Bidders were notified to quote for the item on the price schedule and include all costs on the specification as well as additional ones. The unit of measure is rands per meter.</li> </ul> <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 non-compulsory Site/RFQ Briefing</li> <li>– Section 9: Protection of Personal Information</li> </ul> <p><b>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 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>Funanani Mufamadi</b>     | <b>Technical specification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Discussion points</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Questions and Answers</b> | <p><b>Q</b> – For the length of work and six hours for reporting alternate vacation, does the notification mean coming to site doing the work, do the reporting, the developing for the six-hour time frame? So is it a six hour time frame to do the actual work? The marking out the reporting and developing is that what you want us to confirm that we will be able to do? All of that in six hours.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |


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|  | <p><b>A</b> – The notification time, it means from when your services are required on site. Normally we deal with a 8 hour shift, so six hours was substantially put there due to, traveling times. The six hours was put to mitigate that traveling hours.</p> <p><b>Q</b> – Is there any restriction to a minimum? What if you have a small repair and you need to X-ray which is less than a meter? Is there any scene for minimum meter that can be invoiced?</p> <p><b>A</b> – There's no minimum. But it also comes from a finance perspective. If it's under a meter that can be calculated to get to the amount that you have exited. So, our starting point is 1m, so if it was 55500 millimetres that you have done, there would be calculations to be done to say how much that will that equate to.</p> |
|  | Without any further questions, the meeting was adjourned at 11:30am.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**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

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Signature and date of tenderer

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