

TRANSNET ENGINEERING

Briefing minutes

Subject	**REQUEST FOR DESIGNING, MANUFACTURING, SUPPLYING, DELIVERING, INSTALLATION, TESTING, CALIBRATION AND COMMISSIONING OF 5 OFF HEAVY DUTY CNC CONTROLLED MILLING MACHINES FOR THE DURBAN MAIN CENTRE, FOR A PERIOD OF FIVE (5) MONTHS.**
Tender No.	**TE/2025/03/0010/90534/RFP**
Date	29 April 2025
Time	10h00 AM
Venue	311 Solomon Mahlangu Drive, Rossburgh, Durban

Agenda Points	**Presenter**	**Role**
Procurement	Lesley Mntungwa	Chairperson



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CONTRACT DETAILS

Tender Number: **TE/2025/03/0010/90534/RFP**

Issue Date: **17 April 2025**

Closing Date: **13 May 2025**

Proposed New Closing Date **20 May 2025**

RFP Closing Venue: **E-TENDER SUBMISSION PORTAL**

Closing Time: **11: 00 AM**

Minutes:

	Item	Date
1.	**Opening/Welcome**	
1.1	Chairperson opened and welcomed all attendees	29.04.2025
1.2	All attendees signed attendance registers	29.04.2025
2.	**Discussions**	
2.1	Chairperson advised the purpose of the site briefing meeting is to discuss the following. ❖ **RFP Requirements** ❖ **Scope Of Work/Specification**	29.04.2025
3	**Discussion of the RFQ document**	



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	Item	Date
3.1	Chairperson went through the RFP document, and it was noted that this is a compulsory briefing session, and bidders need to ensure that the attendance register is signed by all attendees and site certification is signed by Transnet Engineering Procurement person before leaving the venue.	29.04.2025
3.1.1	During the site meeting Chairperson stated that the RFP is closing via E-Tender Portal Submissions are to be made via the Transnet e-Tender portal and no late submissions will be allowed. The Transnet e-Tender Submission Portal can be accessed as follows: ➢ Log on to the Transnet eTenders management platform website (https://www.transnet.net) ➢ Click on "TENDERS". ➢ Scroll towards the bottom right-hand side of the page. ➢ On the blue window click on "register on our new eTender Portal". ➢ Click on "ADVERTISED TENDERS" to view advertised tenders. ➢ Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information). ➢ Click on "SIGN IN/REGISTER" - to sign in if already registered. ➢ Toggle (click to switch) the "Log an Intent" button to submit a bid. All bidders need to ensure certified copies of BBBE certificates, tax certificates, and Essential documents requested needs to be submitted. Bidders to complete RFP document and return it with other returnable required as per RFP. Specific Goals applied on this tender refer to RFP documents. Bidders are advised that if they required any information with regards to the RFP, they could communicate via email to Vuyokazi.ntshinga@transnet.net	29.04.2025



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	Item	Date
4.1.1	***EVALUATION CRITERIA*** *Transnet will utilise the following methodology and criteria in selecting a preferred Service Provider:*	29.04.2025
4.1.2	***Stage 1 and Stage 2:*** *Administrative &Responsiveness* ***Step 1 and 2*** *will be consolidated and evaluation will take place concurrently as per bid submission to test administrative and substantive responsiveness*	29.04.2025
4.1.3	***Stage 3: Technical Evaluation*** ***content will be evaluated inline with the technical evaluation criteria***	29.04.2025
4.1.4	Functionality shall be scored independently by not less than 3 (three) evaluators and averaged in accordance with the following schedules: ***Step 4 only those who pass technical stage will then be evaluated on price and B-BBEE*** ***Step 5 Commercial evaluation will be conducted to the highest scoring bidder per region.***	29.04.2025
4.1.5	***Step 1 & Step 2: Administrative Responsiveness & Substantive*** • *SECTION 4: Pricing and Delivery Schedule* • *ANNEXURE C: Pricing Schedule* • *SECTION 10: Certificate of attendance of compulsory Site Meeting* • *ANNEXURE H: CONTRACTOR QUESTIONNAIRE (Compliance to SHE Specification) - Read, complete by ticking yes or no and sign off the last page and return with the tender document. Bidders must fully complete the Compliance to SHE Specification* ***Returnable used for Scoring:*** • *Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP* • *Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)* • *Reference letters/Completion certificates* • *BSc Eng. Or BEng. Or BTech/ Advanced. Diploma,*	29.04.2025



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	Item	Date
4.1.6	• *Professional Registration (ECSA Registration) Required Pr. Eng. Or Pr. Tech. Eng. Pr.* • *BSc Eng. Or BEng. Or BTech/ Advanced. Diploma, Professional Registration (ECSA Registration) Required Pr. Eng. Or Pr. Tech. Eng. Pr. Technologist Number of years of experience (CV's)* • *Certificate (NQF level 5) in Occupational Health & Safety/Environmental.* • *Number of years of experience (CV's) with SEMTRAC.* • *Project plan* • *Approach and Methodology* ***Essential Returnable Documents:*** • *SECTION 1: SBD1 Form* • *SECTION 2: Notice to bidders* • *SECTION 3: Evaluation methodology, criteria, and returnable documents* • *SECTION 5: Certificate of Acquaintance with RFQ Documents* • *SECTION 6: RFQ Declaration and Breach of Law Form* • *SECTION 7: Specific Goals Points Claim Form* • *SECTION 8: SBD9 - Certificate of Independent Bid Determination* • *SECTION 9: Certificate of attendance of compulsory meeting* • *SECTION 11: Protection of Personal Information* • *ANNEXURE I B-BBEE IMPROVEMENT PLAN*	29.04.2025
4.1.7	• *Valid Tax certificate or Tax pin* *CSD Documents*	29.04.2025
4.1.8	***Step 3: Technical Evaluation Schedule*** 1. ***COMPANY PREVIOUS EXPERIENCE:*** - ***60 Points*** ***(Minimum threshold: 80%)*** *Track record in design, manufacture, supply, delivery, installation, testing and commissioning of* ***heavy-duty CNC controlled milling machines****, completed for a client operating in a railway rolling stock equipment environment.* ***The following references will be accepted.***	29.04.2025
4.1.9	*1.* ***Non-submission of either of the following will be awarded zero points*** • *Reference letters or completion certificate.* *2.* ***Submission of either of the following will score 10 points*** • *One (1) reference letter with date of completion, project cost, and only reference letters for projects completed for the design, manufacture, supply, delivery, installation, testing and commissioning of a heavy-duty CNC controlled milling machine, completed for a client operating in a railway rolling stock equipment environment, will be accepted* *or* • *One (1) completion certificate, only completion certificates for projects completed for*	29.04.2025



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	Item	Date
	the design, manufacture, supply, delivery, installation, testing and commissioning of heavy-duty CNC controlled milling machine, completed for a client operating in a railway rolling stock equipment environment, will be accepted. ***3.Submission of either of the following will score 30 points*** • *Two (2) reference letters with date of completion, project cost, and only reference letters for projects completed for the design, manufacture, supply, delivery, installation, testing and commissioning of heavy-duty CNC controlled milling machines, completed for a client operating in a railway rolling stock equipment environment, will be accepted* *or* • *Two (2) completion certificates, only completion certificates for projects completed for the design, manufacture, supply, delivery, installation, testing and commissioning of heavy-duty CNC controlled milling machines, completed for a client operating in a railway rolling stock equipment environment, will be accepted* ***4. Submission of either of the following will score 60 points*** • *Three (3) reference letters with date of completion, project cost, and only reference letters for projects completed for the design, manufacture, supply, delivery, installation, testing and commissioning of heavy-duty CNC controlled milling machines, completed for a client operating in a railway rolling stock equipment environment, will be accepted.* *or* • *Three (3) completion certificates, only completion certificates for projects completed for the design, manufacture, supply, delivery, installation, testing and commissioning of heavy-duty CNC controlled milling machines, completed for a client operating in a railway rolling stock equipment environment, will be accepted.* • ***NOTE**: Only records for completed projects will be accepted, the projects shall have been done within the last 20 years. Reference letters/Completion certificates.* ***Electrical Engineer/ Technologist, (ECSA Registration) and work experience - 15 Points*** *Electrical Engineer/ Technologist (ECSA Registration)* *0 years of work experience or no submission = **0*** *1 to 3 years of work experience = **3 points*** *Above 3 years of work experience = **5 points*** *Mechanical Engineer/ Technologist (ECSA Registration)*	



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	Item	Date
	Mechanical Engineer/ *Technologist, (ECSA Registration) and work experience* *0 years of work experience or no submission =* ***0*** *1 to 3 years of work experience =* ***3 points*** *Above 3 years of work experience =* ***5 points*** *Safety Officer / Health and Safety Practitioner* *0 years of work experience or no submission = 0* *1 to 3 years of work experience =* ***3 points*** *Above 3 years of work experience =* ***5 points*** ***PROJECT SCHEDULE/PLAN AND FINAL LEAD TIME – 10 Points*** ***Project plan with a schedule of activities with timelines:*** *The project plan is a document containing all the necessary details of the project, such as goals, tasks, scope, deadlines, timelines and deliverables. The project plan shows a clear roadmap of the project from start to finish.* *(note: project plan must be submitted either in excel, PDF or MS Project format).* 1. *Non-submission of project schedule with final lead time will lead to awarding of* ***zero*** 2. *Submission of project schedule with final lead time of more than 115 days will score* ***3 points.*** 3. *Submission of project schedule with final lead time of 106 – 115 days will score* ***5 points****.* 4. *Submission of project schedule with final lead time of 96 – 105 days will score* ***7 points.*** 5. *Submission of project schedule with final lead time of 1 – 95 days will score* ***10 points.*** ***DESCRIPTION OF*** ***the 3-axis heavy duty CNC controlled milling machines, 5 axis heavy duty CNC controlled milling machines and accessories, as proposed by the bidder – 5 Points*** Provide evidence of the description and details of the 3-axis heavy duty CNC controlled milling machines, 5 axis heavy duty CNC controlled milling machines and accessories to be supplied. Only the specified 3 axis heavy duty CNC controlled milling machines, 5 axis heavy duty CNC controlled milling machines will be accepted. ***The following evidence can be submitted:*** 3 axis heavy duty CNC controlled milling machines, 5 axis heavy duty CNC controlled milling machines brochures, documentation, list of components detailing the specification of all the accessories as required in the tender document will be awarded 5 points. ***APPROACH AND METHODOLOGY – 5 Points***	



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	Item	Date
	Methodology topics 1. Design, manufacture, supply, delivery, installation, testing and commissioning of 3 off 5 Axis heavy duty CNC controlled milling machines and 2 off 5 Axis heavy duty CNC controlled milling machines. 2. After sales service. Response time to attend to breakdown(s) once Transnet Engineering reports a breakdown event. 3. Response time to deliver spares once Transnet Engineering orders spares. 4. Response time to attend to a scheduled maintenance request once Transnet Engineering request for the heavy-duty CNC controlled milling machines to be serviced and maintained. 5. Correspondence (letter/email) with OEM to confirm lead time. • No information provided, or submission of no substance/ irrelevant information provided. No methodology topics covered = 0 • The technical approach is tailored to address the specific project objectives and methodology. The approach does adequately deal with the critical characteristics of the project. The project plan and risk are to be managed, is tailored to the key aspects of the programme. 1 - 3 methodology topics covered = 5 Points **APPROACH AND METHODOLOGY – 10 Points** • The approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The project plan and approach to managing risk, is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects. 4 methodology topics covered = **7 Points** • Over above meeting the good rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has excellent knowledge of working state of the art approaches. The programme is well throughout and makes allowance for all key issues. 5 or more than 5 methodology topics covered = **10 Points** ***Stage 4:*** *Weighted Scoring/ 100* *PRICE 80 points* *Specific Goals 20 points* **Specific Goals** **Specific Goals** — **Number of points allocated. (80/20)**	



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Item		Date
B-BBEE Level of contributor – Level 1 or Level 2	**5**	
EME or QSE 51% Black Owned	**5**	
30% Black Women Owned Entities	**5**	
51% Black Youth Owned Entities	**5**	
Non-Compliant and/or B-BBEE Level 3-8 contributors	**0**	

Specific Goal Evidence Specific Goals	Acceptable Evidence
B-BBEE	**B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines**
EME or QSE 51% Black Owned	**B-BBBEE Certificate/ Affidavit (in case of JV,a consolidate scorecard will be accept) as per DTIC guidelines.**
30% Black Women Owned Entities	**B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines.**
+50% Black Youth Owned Entities	**Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn-Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline**

Mr Nxumalo took the bidders through the technical requirements of the bid

Scope of work:

Specification:



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	Item	Date
	Bidders were taken through the Specification, and the clarity was requested on the travel of the machines under section 6, 7 and section 8 which has been addressed on the accompanying addendum documentation *Tender closing date:* *Bidders requested for an extension, and it was agreed that the tender will be extended to close on the 20/05/2025* *meeting was adjourned at 12:00*	

Acceptance of minutes as correct by:

Transnet Engineering

Chairperson/Procurement

Name: Lesley Mtungwa

Signature: .....

Date..... 2025/5/6

Bidders

Name:

Signature: .....

Date.....