

TRANSNET CORPORATE CENTRE (TCC)

RFP NUMBER: TCC/2023/12/0001/51434/RFP

FOR THE SUBSCRIPTION FOR PROFESSIONAL MEMBERSHIP WITH AN INDEPENDENT RESEARCH ORGANISATION FOR A PERIOD OF THREE (3) YEARS.

MINUTES OF NON-COMPULSORY BRIEFING SESSION HELD ON 20 FEBRUARY 2024, AT 10:00 VIA MICROSOFT TEAMS (VIRTUAL).

ITEM	DESCRIPTION	
1.0	Welcome & Introductions	Deon Tobias
	- Deon introduced himself as the procurement lead for this RFP welcomed all present. - The meeting began with Deon Tobias, the procurement lead, introducing the RFP session for number TCC/2023/12/0001/51434/RFP and outlining the guidelines for conducting the session. He emphasized the importance of accurate registration and provided detailed information on the different sections of the RFP, including required documents and the scope of requirements.	
1.1	In Attendance	All
	As per attached Attendance List.	
2.0	Meeting Rules	Deon Tobias
	- Please be on mute and switch off your cameras during the presentations - We will respect each other at all times. - Don't talk while another person is talking; - All questions to be raised after each presentation. - Kindly raise your hand, instead of just speaking out of turn; - Transnet will endeavour to answer all questions in the session, however all answers to be responded to in writing and issued with briefing session minutes. - Questions to be followed up by email to Deon.Tobias@transnet.net by Wednesday February 21, 2024, before 15:00. - Late comers will be allowed; however, nothing will be repeated for their benefit.	
3.0	OVERVIEW OF RFI DOCUMENT	Deon Tobias
	- Deon Tobias further gave a brief overview of the RFP requirements with emphasis on the following important dates (Refer to Presentation attached hereto) Closing Date : 11 March 2024, at 12:00 (CAT) Closing Address : https://transnetetenders.azurewebsites.net File Restrictions : A Bidder can upload 30mb per upload and multiple uploads are permitted.	

4.0	Returnable Documents	Deon Tobias
	- SECTION 1: SBD1 FORM - SECTION 2: Notice to Respondents - SECTION 3: RFP Scope of Requirements - SECTION 4: Pricing and Delivery Schedule - SECTION 5: Proposal Form and List of Returnable Documents - Annexure E: Tax Compliance Status - Annexure F: Valid proof of Respondent's compliance to B-BBEE requirements (Valid B-BBEE certificate or Sworn Affidavit) - Annexure G: Company Profile. - Annexure H: Reference Letters. - Annexure I: Company Footprint. - Annexure J: Reports. - Annexure K: Systems and Tools. - Annexure L: Research medium Methodology. - Annexure M: Resources - SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents - SECTION 7: RFP Declaration and Breach of Law Form - SECTION 8: RFP Clarification Request Form - SECTION 9: Specific Goals Points Claim Form - Valid proof of Respondent's compliance to B-BBEE requirements (Valid B-BBEE certificate or Sworn Affidavit). - SECTION 10: Protection of Personal Information	
5.0	TECHNICAL PRESENTATION	Lulama Gumede
	Lulama Gumede gave a brief overview of the technical/ scope requirements as contained in the RFP document.	
6.0	Closing Remarks	Deon Tobias
	Deon Tobias thanked everyone present and adjourned the meeting at 10:32.	
7.0	Attachments	Deon Tobias
	i. Attendance Register ii. Procurement Presentation. iii. Questions/ Clarifications and Answers.	



22/02/2024

Deon Tobias
Commodity Manager
Transnet Corporate Centre