

Project Name:		TE/2024/02/0051/55785/RFQ FOR THE CONSTRUCTION AND INSTALLATION OF WATER PURIFICATION PLANT & WATER HARVESTING IN KOEDOESPOORT CENTRE FOR A PERIOD OF ONE (1) MONTH
Meeting Venue:		Transnet Engineering, Kopanong Building, Kopanong Boardroom, Ground floor, Corner Lynette & Koedoespoort Road, Koedoespoort, Pretoria
Date and Time of Meeting		08 March 2024 at 10:00 AM
Agenda		
		RESPONSIBLE PERSON
Welcome and introduction		Nonhlanhla Mafoko
Safety Brief		Patrick Sekuto
Procurement process briefing		Nonhlanhla Mafoko
Technical Scope & requirements		Teboho Mthombeni / Louis Compaan
Questions and closing		Nonhlanhla Mafoko
No	Matters discussed or Issues noted	
1	<u>Introductions</u> NM welcomed all attendees and Transnet Engineering personnel introduced themselves. NM requested send their completed attendance certificate for the compulsory briefing signed e-mail back to them. Bidders are to note that this was a compulsory session, the Certificate of Attendance will be used for evaluations must be submitted with the bid document.	
2	<u>Apologies</u> No Apologies were received.	

3	<u>Session Rules of Engagement</u> • The tender is an Open tender. • The tender was advertised on the Transnet Rail Engineering website/portal, National Treasury and CIDB. • The RFQ closing date and time is the 18 March at 10:00am promptly. Please ensure that you abide with the deadline. Late submissions will be disqualified. • Bidders must try and submit their bids early to avoid having technical issues when submitting their bids. • For bid submission. (Log on to the Transnet e-Tender Submission Portal platform website (https://transnetetenders.azurewebsites.net/) Refer to page 4 on the RFQ. • Bidders are requested to remain for the entire duration of the briefing session as important information pertaining to the RFQ will be presented • An approximate time allocation of +/- 2 hour • An opportunity for Clarification questions will be provided after the briefing session. • Any additional clarification questions can be submitted in writing and directed to Nonhlanhla.mafoko@transnet.net before the by 13 March 2024 at 16:00pm. • After the closing date of the RFQ, a Respondent may only communicate with The Secretariat of the TE Divisional Acquisition Council email mary.maluleke@transnet.net on any matter relating to its RFQ Proposal.
4	<u>Procurement Briefing:</u> <u>Evaluations</u> <u>Step 1: Test for Administrative Responsiveness</u> • The test for administrative responsiveness [step one] must be passed for a Respondent's proposal to progress to step two for further pre-qualifications <u>Step 2: Test for Substantive Responsiveness</u> • T2.2-01 - Certificate of attendance certificate of Compulsory. • T2.2-02 - CIDB Grading Designation of 2CE or higher class. <u>Please note for Joint Ventures they must ensure that they have a 2CE or higher class combined.</u> Bidder, to please submit a valid CIDB grading/status with their bids. <u>Step 3: Technical Evaluation</u> <u>Minimum Threshold 60% for Functional /Technical Criteria</u> • T2.2-03 - Previous Similar Work Experience:- 60

	- T2.2-04 - CVs and Qualifications of at least 5 Project Team Members (including Team Leader) - 40 <i>Any tenderer that fails to meet the stipulated pre-qualifying criteria will be regarded as an unacceptable tender.</i> The technical team took the bidders through the specifications, comply to specification and the technical criteria. - Bidder must submit their documents as per requirements set out on the technical criteria. <u>Step 4: Price and B-BBEE</u> - Only bidders who have met the predetermined threshold will proceed to stage 4 Points will be allocated as follows: - Price (80); and - Specific Goals scorecard; (20) In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points: - B-BBEE Level of contributor – Level 1 or Level 2 – 5 points - EME or QSE 51% Black Owned -5 points - Majority Company Owned by People with disabilities. -5 points 30% Black Women Owned Entities - 5 points Transnet reserves the right to negotiate a market related price.
5	Please note; - It was agreed that the last day for sending clarification questions will be 13 March at 16:00pm. - Should bidders require an extension of closing date, they must state the reason and submit it timeously, to give TE sufficient time to get the necessary approvals. - A guide on how to submit the bid document/s will also be sent with the minutes.
6	<u>Closing date and time:</u> The tender closes at The Transnet e-Tender Submission Portal: www.transnet.net (transnetetenders.azurewebsites.net) on/before the closing date of Monday , 18 March 2024 at 10h00 am.

	<u>Late bids or bids that are sent to an incorrect address or e-mail address will not be accepted.</u>		
7	<u>Clarification Questions</u> Question1: Should the CV's and testimonial letters be certified? Response from TE: No, Only the qualifications should be certified, and the testimonial letters must be signed. <u>Technical clarification.</u> It was agreed that all the technical queries and clarification questions raised on site will be sent in writing by e-mail to Nonhlanhla.mafoko@transnet.net by/before 13 March 2024 at 16:00 so that all the bidders will have clear understanding of scope of works and BOQ prior to finalizing their bid submissions.		
	<u>Site Visit/ walk</u> The bidders were taken to the sites where the works will be performed and at the end of the meeting the Certificate of Attendance was signed.		
Session adjourned 12:04			
SIGNATURES			
Name and Surname		Date	Signature
8	Nonhlanhla Mafoko	11/03/2024	