

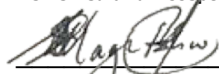
Subject:	Minutes of the Briefing Session		
Contract:	FOR THE SUPPLY AND DELIVERY OF 25KV AC TRACTION SUBSTATION EQUIPMENT UNDER EASTERN REGION ON AN “AS AND WHEN” BASIS FOR A PERIOD OF 36 (THIRTY-SIX) MONTHS		
Held at:	Microsoft Teams 10:00 AM		
Contract No.:	HOAC-HO-52920		
Meeting No.	01		
Date:	27 November 2025		
Present:	Mbuyiswa Sekele	(MS)	TENDERERS: Teams
	Pascal Magutshwa	(PM)	
	Thabiso Mabuza	(TM)	
	Millicent Ndlela	(MN)	
	Theolen Chetty	(TC)	
Additional distribution:	None		

ITEM NO.	DISCUSSIONS	ACTION BY
1.	OPENING	MS
	Welcome, Introductions and Purpose. MS welcomed everyone present.	
1.1	Purpose of the Briefing Session	MS
	The purpose of the meeting was done by MS and he emphasised the following: •To make sure that all bidders understand what is expected of them with regards to the Tender process and the Tender requirements related to all aspects of this opportunity and any other areas that require clarity. •The minutes of the briefing session will be distributed to all bidders who downloaded the document and attended the briefing session. •No questions will be taken during the presentation and will only be accepted under the 'Questions and Answers' session.	
2.	Background	PM
	TRIM Rail Network Construction concluded that a contract is required for 25kv AC traction substation switchgear and electrical protection control panels to avoid repetitive procurement events with lead times. This contract will ensure that RNC Eastern region's delivery service improves. This contract will ensure that bulk material(s) are readily available, resulting in a shorter turnaround time for material.	
3.	Scope of work	PM
	1.1 Supply and Delivery Of 25kv Ac Traction Substation Equipment Under Eastern Region (TRIM RNC- EEW Durban 130 EEL Road Bayhead) – Refer to Annexure A1-A12 for Specification The suppliers to meet the following requirements: 1.2 Indicate lead times on tender document. 1.3 All materials and equipment supplied shall comply with the current addition of the relevant BS / IEC / SANS or Transnet Freight Rail's publications where applicable. 1.4 TRIM RNC will take possession of materials after delivery to RNC Durban 1.5 Supplier is to provide detailed electrical wiring (DWG/ AutoCAD/ MicroStation) format drawings for all protection panel circuitry. 1.6 Supplier(s) to ensure that all protection control panel schematic drawings are aligned with other switchgears such as vacuum circuit breakers, voltage transformers, current transformers, and other interlocking devices. 1.7 Supplier is responsible for transportation of material to RNC stores located at Durban – Bayhead and in various sites for some materials. AREAS WHERE DELIVERY WILL BE EXPECTED. • Vryheid, Kwazulu Nata • Dundee, Kwazulu Natal	

	•Moolman, Mpumalanga •Iswepe, Kwazulu Natal	
4	Tender Process	
	MS gave a presentation on the Tender Process as follows: Tender closes punctually at 10:00am on 09 December 2025. Questions / bid clarifications should be submitted before 12h00 on 04 December 2025. Bid clarifications prior to the closing of the RFP must be channelled through Millicent Ndlela via e- mail: Millicent.Ndlela@transnet.net After the closing date of the RFP, a Respondent may only communicate with the Secretariat, Prudence Nkabinde, at email Prudence.Nkabinde@transnet.net on any matter relating to its RFP Proposal.	MS
	DESCRIPTION OF DISCUSSION	
	It is also important to note the following: Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system. a) The Transnet e-Tender Submission Portal can be accessed as follows: Log on to the Transnet eTenders management platform website (https://transnetetenders.azurewebsites.net); ▪ 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; ▪ Submit bid documents by uploading them into the system against each tender selected. ▪ Tenderers are required 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 their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Tenderer can upload 30mb per upload and multiple uploads are permitted. b) The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the c) Tender Offers / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request. c) Submissions must not contain documents relating to any Tender other than that shown on the submission.	MS
5.	Evaluation Methodology	
	MS explained the different stages of the Evaluation Methodology as per the table below:	MS
	<pre> graph LR subgraph STAGE_1 [STAGE 1: TEST FOR RESPONSIVENESS] S1[Step 1: Administrative & Substantive responsiveness Returnable documents/ schedules/ Pre-qualification] end subgraph STAGE_2 [STAGE 2] S2[Step 2: MINIMUM THRESHOLDS Functionality/ technical 70 points Minimum Threshold] end subgraph STAGE_3 [STAGE 3] S3[Step 3: Weighted scoring/ 100** Price (80/90) Specific goals (20/10) WEIGHTED SCORE] S4[Step 4: Price negotiation if applicable, eg Market Related Price negotiation or Best And Final Offer] S5[Step 5: Award of business and conclusion of contract] end S1 --> S2 S2 --> S3 S3 --> S4 S4 --> S5 </pre>	

	Technical Evaluation	PM																				
	<table><tr><th>Criteria</th><th>Requirements</th><th>Points Weightings</th><th>Scoring guideline</th></tr><tr><td>1. Previous/Current relevant experience in years to supply electrical switchgear, protection control panels and/or other electrical components.</td><td>The bidder shall submit award letters, and/or POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) with respect to specific aspects of the supply and delivery of electric switch gears, protection panels and/or electrical components in the last 10 years.</td><td>60%</td><td>60% for a bidder that submits four (4) or more award letters, POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) in the last 10 years. 45% for a bidder that submits three (3) award letters, POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) in the last 10 years. 30% for a bidder that submits two (2) award letters, POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) in the last 10 years. 15% for a bidder that submits one (1) award letters, POs, confirming that the bidder has previously been awarded with a similar scope of work (electrical substation projects) in the last 10 years. 0% for Non submission.</td></tr><tr><td>2. Delivery lead times</td><td>Tenderers are required to indicate delivery lead-time from date of award of an official purchase order to delivery to site. Bidder to provide with a letter in their company letterhead committing their delivery lead time</td><td>40%</td><td>4 (40%) = ≤ 12 weeks of delivery lead-time from receipt of Purchase Order. (60 workdays) 3 (30%) = 12-14 weeks of delivery lead-time from receipt of Purchase Order. (70 workdays). 2 (20%) = 14-16 weeks of delivery lead-time from receipt of Purchase Order. (80 workdays). 1 (10%) = 16-18 weeks of delivery lead-time from receipt of Purchase Order. (90 workdays). 0 (0%) = 18-20 weeks of delivery lead-time from receipt of Purchase Order/ more weeks of delivery/ No delivery lead-time submitted. (100 workdays)</td></tr><tr><td colspan="2">Total Weighting:</td><td>100</td><td></td></tr><tr><td colspan="2">Minimum qualifying score required:</td><td>70</td><td></td></tr></table>	Criteria	Requirements	Points Weightings	Scoring guideline	1. Previous/Current relevant experience in years to supply electrical switchgear, protection control panels and/or other electrical components.	The bidder shall submit award letters, and/or POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) with respect to specific aspects of the supply and delivery of electric switch gears, protection panels and/or electrical components in the last 10 years.	60%	60% for a bidder that submits four (4) or more award letters, POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) in the last 10 years. 45% for a bidder that submits three (3) award letters, POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) in the last 10 years. 30% for a bidder that submits two (2) award letters, POs, confirming that the bidder has previously been awarded a similar scope of work (electrical substation projects) in the last 10 years. 15% for a bidder that submits one (1) award letters, POs, confirming that the bidder has previously been awarded with a similar scope of work (electrical substation projects) in the last 10 years. 0% for Non submission.	2. Delivery lead times	Tenderers are required to indicate delivery lead-time from date of award of an official purchase order to delivery to site. Bidder to provide with a letter in their company letterhead committing their delivery lead time	40%	4 (40%) = ≤ 12 weeks of delivery lead-time from receipt of Purchase Order. (60 workdays) 3 (30%) = 12-14 weeks of delivery lead-time from receipt of Purchase Order. (70 workdays). 2 (20%) = 14-16 weeks of delivery lead-time from receipt of Purchase Order. (80 workdays). 1 (10%) = 16-18 weeks of delivery lead-time from receipt of Purchase Order. (90 workdays). 0 (0%) = 18-20 weeks of delivery lead-time from receipt of Purchase Order/ more weeks of delivery/ No delivery lead-time submitted. (100 workdays)	Total Weighting:		100		Minimum qualifying score required:		70		
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7.	Questions and Answers The session was then opened for questions. Several questions were asked and responded to. 1. What is the size of the voltage power rating Answer: Refer to Spec BBG5882 The below ratings is what required: Rate output (Power): 100VA/30VA (Core1/Core2) Insulation Level Rated Voltage Ur – 44kV Maximum phase voltage Um- 52kV Lightning Impulse – 250kV Power frequency withstand voltage – 95kV General Requirements: Rate primary Voltage – 25kV Secondary Rated Voltage – 110V / 110V (Core1/Core2) Ratio: 25kV:110V Rate Frequency: 50Hz Accuracy Class: 3P/0.2 (Core1/Core2) Rate output (Power): 100VA/30VA (Core1/Core2) Compliance to Standard: SANS 61869 2.Suppliers requested for the site visit Answer: The site visit has been arranged for Wednesday, 03 December 2025, from 11:00 AM to 12:00 PM Location: Depot Address: Old Naval Base, Commodore Close, Meerensee, Richards Bay 3900	TC																				
8.	CLOSING	PM																				
	MS thanked all the bidders for attending. The signed minutes will be sent to the tenderers together with the presentation. The bidders were also reminded that the tender closes at 10am on 09 December 2025 and no late bids will be accepted.	MS																				

Reviewed and Accepted By:



Project Manager
Pascal Magutshwa