



Project Name:	TE/2025/10/0036/108821/RFP TE25-KDS-8GE-16759-RFP: FOR THE SUPPLY AND DELIVERY OF KITCHEN APPLIANCES NATIONALLY, FOR TRANSNET ENGINEERING FOR A PERIOD OF 1 YEAR ON AS AND WHEN REQUIRED BASIS	
Meeting Venue:	Microsoft teams	
Date of Briefing meeting:	29 October 2025	
Description	Action	Responsible person
Opening and welcome:	Introduction and overview	VuyiswaSedutla
Attendance register:	Attendance registers were completed via Teams	All



Tender Overview and Submission Requirements

Chairperson advised the purpose of the site non-compulsory briefing meeting is to discuss the following.

- RFP requirements
- Scope of work

1. **Tender Timeline and Validity:** The tender for supply and delivery of Kitchen Appliances Nationally to Transnet Engineering was issued on 23rd October 2025, with a closing date of 11th November 2025 at 1:00 PM. The bid validity period is 180 business days from the closing date.
 2. **Submission and Returnable Documents:** Participants must submit all required returnable documents listed in Sections 5 and 6 of the RFP, including supporting documents, signed RFP forms, and master agreements, before the closing date. Failure to submit mandatory documents, such as Section 4 (pricing and delivery schedule), will result in disqualification.
 3. **Bid Clarification Process:** Questions or bid clarifications must be sent to Vuyiswa via email by not later than 5th November 2025 before 12:00 PM. Late queries will not be permitted, and responses will be shared with all respondents.
 4. **Evaluation Methodology:** The evaluation process consists of five steps: administrative and substantive compliance (Step 1 and 2), technical functionality (Step 3, minimum threshold 85%), price and specific goals (Step 4, 80/20 points), negotiations (Step 5), and contract award. The award will be based on total value, not per line item.
 5. **Pricing: Chairperson** clarified pricing schedule inclusion of transportation costs, Transnet Engineering emphasized the importance of comprehensive pricing and adherence to specifications.
- 5.1 **Pricing Schedule Requirements:** Bidders must quote unit and total prices for all items listed in the RFP, failure to quote on all items or omit transportation costs will result in disqualification.
6. **Lead Time and Transportation Costs:** Lead times should account for different delivery destinations, and all transportation costs must be included in the quoted prices. Bidders are responsible for their delivery methodology.
 7. **Functionality Thresholds 85 points:** Bidders must provide technical documentation (data sheets, brochures, catalogues) to demonstrate compliance with specifications. Delivery lead time and the ability of the supplier to offer after sales warranties and guarantees on products on a company letterhead.



- 7.1. **Data Sheet Requirements:** Data sheets should preferably be from the OEM (manufacturer), but catalogues from distributors are acceptable. These documents are used for technical evaluation.
- 7.2. **Specification table completion:** In the specification section, respondents should tick the relevant boxes to indicate compliance with requirements, as this forms part of the evaluation criteria
8. **Specific Goals and Evidence:** Points for specific goals are awarded based on a valid B-BBEE certificate level 1 or level 2/Sworn -Affidavit/BBBEE CIPC Certificates and (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline. and 51% Black Youth Owned Entities, EME's or QSE's Black Youth Owned Entities and Entities Owned with People with disabilities.
9. **Clarification on Accessories and Item Details:** Transnet Engineering Technical team clarified that sink and accessories refer to piping and taps included with the kitchen sink and confirmed that office basins must come complete with taps and supply pipes.
10. **Questions raised and Answers**
 - Bidders raised questions about delivery logistics, brand requirements, return policies, and local content, which were addressed by Transnet Engineering colleagues.
 - **Delivery Logistics and Outsourcing:** Bidders may outsource delivery to local retailers, provided delivery notes are signed by Transnet staff. Transnet Engineering colleagues emphasized the importance of tracking delivery notes for payment processing.
 - **Brand Requirements and Warranty:** Transnet Engineering is not brand-oriented but expects reliable products with appropriate warranties. Expensive brands are not required; suppliers should provide standard, durable appliances suitable for workshop use.
 - **Return Policy and Surplus Goods:** Respondents must indicate if they have a return policy for surplus goods, especially in cases of oversupply or quality issues, as per their organizational policy.
 - **Local Content and Manufacturer Details:** Local content is not applicable for this tender, and there are no points allocated for locally produced goods. Bidders should indicate whether products are locally or foreign manufactured for information purposes only.
 - **Manufacturer and Inspection Details:** Suppliers must indicate whether products are locally or foreign manufactured, but this does not affect scoring. No pre-delivery inspection is required by Transnet Engineering.
 - **Clarification on Waste Bin Size:** Transnet Engineering, Technical team Confirm and the exact standard size 240 (liters) of the required waste bins to all bidders.
 - **Correction of Item Discrepancy in Annexure B and Pricing Schedule:** Review and clarify the discrepancy between the number of items listed in Annexure B and bidders should focus on the pricing schedule section 4 in the RFP to quote the correct list of items.
 - **Clarification on Foreign Manufacturer Payment:** Transnet team confirm and to all bidders that Transnet Engineering will not pay foreign manufacturers directly and payment will only be made to the awarded supplier, unless a joint venture is specified.



Final Reminders and Submission Advice: Chairperson advised all bidders to submit their documents ahead of the closing date to avoid last-minute issues and confirmed that minutes and presentations would be circulated to attendees and information will also be published on Transnet E-Tender portal.

Minutes Compile and Reviewed By:

Name	Date:	Signatures
Compiled By: Vuyiswa Sedutla Designation: Sourcing Specialist, Transnet Engineering SCM	31 October 2025	
Reviewed By: Lwandile Fatman Designation: Acting National Procurement Manager, Transnet Engineering SCM	31 October 2025	