



Tender Briefing Minutes

Date: 10 April 2025

Time: 14H00 – 15H30

Chairperson: Alex Baloyi

Tender: HOAC-VAR-56962- FOR THE SUPPLY AND DELIVERY OF ELECTRICAL MAINTENANCE TOOLS AND EQUIPMENT FOR RAIL NETWORK DEPOTS FOR A PERIOD OF THREE (3) YEARS, ON AN AS-AND WHEN REQUIRED BASIS.

A. Agenda

- Opening and Welcome
- Purpose and project overview
- Evaluation process
- Key Dates
- Q&A Session
- Closing Remark

B. Welcome & Introductions

Welcome Message:

Transnet warmly welcomes all suppliers in attendance, as well as our valued colleagues. We appreciate your presence and commitment to strengthening our partnerships and advancing the future of rail infrastructure. Your collaboration is vital to our shared success, and we look forward to engaging with you throughout this initiative.

Names and roles of key team members:

Alex Baloyi-SCS
Zine-Specific Goals
Lindo-Specific Goals
Rotondwa-Technical
Ngwato-Technical

C. Background of the Project

The purpose of this procurement is to acquire a contract(s) for the supply and delivery of Electrical Maintenance tools and equipment for TRIM rail network depots for a period of three (3) years, on an as-and-when required basis.

Scope



- Category 1: Lifting Tools and Equipment
- Category 2: Mechanical Power Tools
- Category 3: OHTE Equipment and Testers
- Category 4: Hydraulic Tools and Equipment
- Category 5: Mechanical Tools and Equipment
- Category 6: Power Packs

NB: Award Per Category

HOAC-VAR-56962 - BILL OF QUANTITIES



Year 1: Once-off procurement of full quantities AND Years 2 & 3: As-and-when required

Category 6 – Power Packs				
ITEM	DESCRIPTION	YEAR 1 QTY	YEAR 2 Indicative QTY	YEAR 3 Indicative QTY
1	Petrol Brush cutter	4	4	4
2	Petrol chainsaw - 2.5kW	5	5	5
3	Petrol Concrete Mixer	2	1	1
4	8kVA Generator - Three Phase	30	30	22
5	7.5kVA Generator	15	5	5
6	Mobile Trailer Generator 100kVA	2	10	10
7	Trailer Mounted Lights (Portable)	5	5	4
8	18 inch wrench (Bobojan)	70	70	25
9	Two way radios (walkie talkies)	50	50	8
10	Signal lamp (red, green, yellow)	50	50	50
17	Portable Insulation Tester - 10kV	20	16	10
18	Portable Insulation Tester - 5kV	10	5	2
19	Portable LCR Meter	30	20	10
20	Magnetic field strength tester	3	3	3
23	Handline Wire/Rope block- Nonconductive	100	60	30
24	Wire twister for 107mmsq	100	50	24

Strictly private and confidential

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HOAC-VAR-56962 : STEP TWO (2): TECHNICAL EVALUATION CRITERIA
 Minimum Threshold of Seventy Five (75) points/ percent (%) for Technical Criteria



Technical Evaluation Criteria for Electrical/OHTE Maintenance Equipment	Points Weightings
1. Technical data sheets.	70%
2. Reference Letters	10%
3. Warranty Letter	10%
4. Delivery Lead Time	10%
Total Weighting:	100%
Minimum qualifying score required:	75%

N:B Submission of Technical Declaration Letter and Technical Data Sheet

1. Technical Declaration Letter **AND**
2. Technical Data Sheet

Strictly private and confidential

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D. Procurement Process

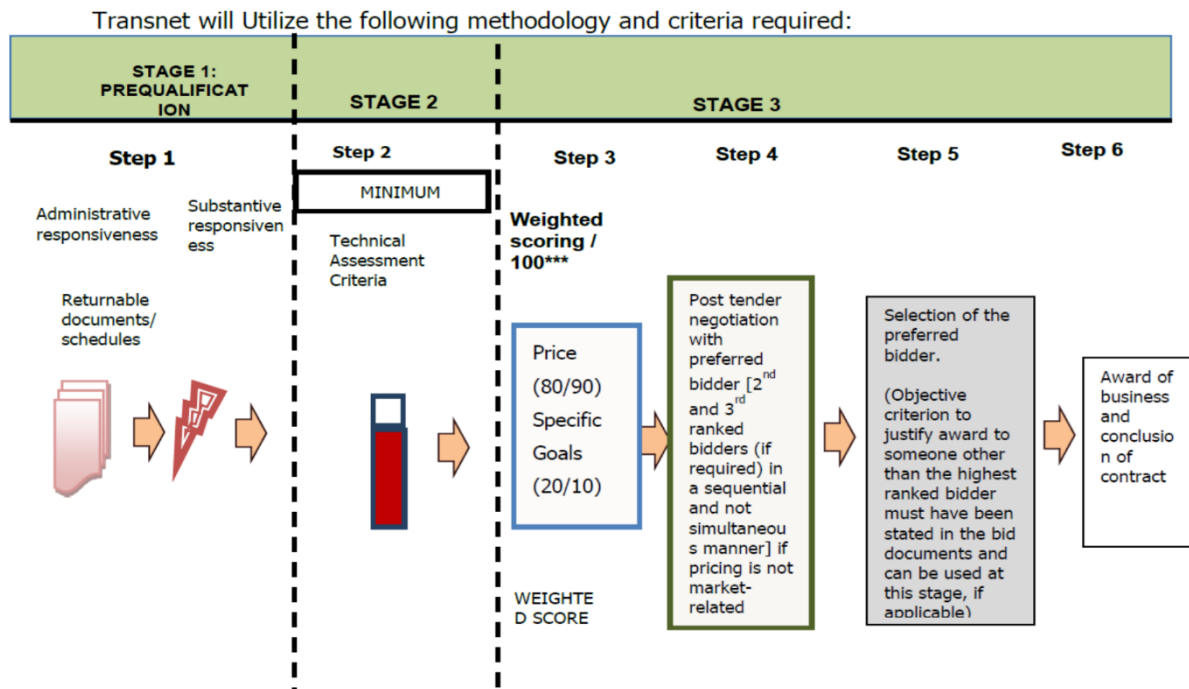
Submission method:

- Bidders to refer to Paragraph 3 of the RFP, page 5 of 58

Communication protocol:

- **For specific clarification** relating to this RFP, an RFP Clarification Request Form should be submitted to **[Alex Baloyi]** before **16:00 on Friday, 11 April 2026**.
- **Specific complaints** relating to this RFP before or after the closing date should be formally submitted by emailing to **groupscmcomplaints@transnet.net**. Once the complaint has been submitted, the Transnet SCM Complaints office will acknowledge your complaint and send you a complaint form for completion.
- **After the closing date** of the RFP, a Respondent may only communicate with [Prudence Nkabinde], email **Prudence.Nkabinde@transnet.net**, on any matter relating to its RFP Proposal.

E. Evaluation Criteria





Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify the validity of all returnable documents 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify if the Bid document has been duly signed by the authorised respondent 	<i>All sections</i>
Check for substantive responsiveness	RFP Reference
<ul style="list-style-type: none"> Whether any general and legislation qualification criteria set by Transnet, have been met 	<i>All sections including: Section 2 paragraphs, 2.2, 6, 11.2, General Bid Conditions clause 20</i>
<ul style="list-style-type: none"> Whether the Bid contains a priced offer with all line items fully priced per category, as prescribed in the pricing and delivery schedule, and pricing disclaimer. Bidders who fail to fully complete the pricing schedule for a category will be disqualified from that category 	<i>Section 4</i>
<ul style="list-style-type: none"> Whether the Bid materially complies with the scope and/or specification given. 	<i>All Sections</i>
<ul style="list-style-type: none"> Entity's financial stability 	

Step Two: Technical

Step Three: Evaluation and Final Weighted Scoring (100)

- a) Price Criteria [Weighted score 80/90 points]
- b) Specific Goals [Weighted score 20/10 point]

Specific Goal Evaluation -Presentation

Step Four : Price Negotiations

Step Five: Objective Criteria

Step Six: Award of business and Conclusion of contract

F. Key Dates

Milestone	Date
RFP Release	25 March 2026
Briefing Meeting	10 April 2026
Deadline for Questions	17 April 2026
Submission Deadline	24 April 2026
Bid validity period	11 January 2026



G. Questions & Answers

Item #	Question	Response
1	<p>1.1. Please advise how we are expected to provide proof of warranty. Should this be issued by the manufacturer or by the bidder?</p> <p>1.2. Should we compile a single list of all items we are responding to and indicate the warranty for each, or would you prefer a separate letter for each item?</p>	<p>1.1. The warranty should be provided by the bidder, not the manufacturer, since Transnet will be entering into a contract with the bidder rather than the manufacturer.</p> <p>1.2. Transnet will not prescribe how bidders should draft their warranty response. What will be assessed is whether the bidder has indicated the warranty in line with the RFP requirements.</p>
2	<p>Reference Letter.</p> <p>2.1 Will the evaluation focus on verifying the project value stated in the reference letter, or on confirming whether the reference relates to a project similar to the current one?</p> <p>2.2 If a bidder has not previously supplied the specific spares listed in the RFP but has supplied other spares, will that still be considered as similar experience?</p>	<p>2.1. Proof of successful completion of project with similar scope of delivery. This in the form of reference letter from the client confirming that the project was completed with the timeframe and budget, Bidders are required to reference the RFP to ensure their responses are aligned with its requirements.</p> <p>2.2. Similar scope refers specifically to electrical tools. Furthermore, the RFP's requirements are grouped according to categories. When confirming similar scope, bidders must reference the relevant category requirements.</p>
3	<p>3.1. Can we use the LOA or Purchase order As reference for previous work done.</p> <p>3.2. It is often challenging to obtain a completion letter from Transnet. Would submission of a delivery note be acceptable instead?</p>	<p>3.1. We cannot accept a Letter of Award or Purchase Order as proof of previous work completed, as these documents do not confirm that the work was carried out and finalized in accordance with requirements as stated in the RFP.</p> <p>3.2. A signed delivery note confirming that the goods or services were rendered.</p>
4	<p>The schedule of requirement has the name of another company, kindly confirm if it's an error or are we supposed to partner with the company indicated there.</p>	<p>This is an error on Transnet's part; bidders may strike out the name. A revised SoR will also be shared.</p>
5	<p>5.1. For equipment like Chain block, are we supposed to do the safe working load (SWL), because it's indicated that the equipment must be ready for use.</p>	<p>5.1 For lifting equipment safe working load (SWL) needs to be done prior to delivery and it should be accompanied by certificate or report for such test.</p> <p>5.2 Only when the equipment fails and we require repairs (under warranty) will the test (SWL) be required.</p>



Item #	Question	Response
	5.2 The SWL gets done every three months by other companies, do you also require the same.	
6	<p>Reference Letter</p> <p>6.1 Will the verification be done with our client , we need to know if we should include our client's contact details.</p> <p>6.2. Are you going to require sample of the tools to be delivered.</p>	<p>6.1 The requirement for reference letter is that the client's contact detail need s to be included. Please refer to the RFP for the requirement of the reference letter.</p> <p>6.2. No, we will not be sampling the equipment, but they will be check against the data sheet submitted during evaluation stage. If the submitted equipment is not compliant it will be rejected.</p>
7	<p>Reference letter</p> <p>Do you still require reference letter even if I can submit Transnet PO.</p>	As this is a different project reference letter will be required in order to do alike for like comparison.
8	Sametime the delivery note does not get signed only stamped with no contact details, but what we then do we include the invoice and PO to support the delivery note.	If the delivery note has been signed and the contact details for the person who sign appear on the delivery note. That approach is accepted and it will support the requirement of the delivery note.
9	With regard to local content, some products are not manufactured locally. How should such instances be addressed?	The presentation (B BBEE) includes a section dedicated to important products (tools).
10	Local content declaration, must we declare per category or separately.	The declaration must be completed per sector rather than grouped together, as the percentage differs for each sector.
11	<p>11.1. What proof do you require to prove that we have resources to execute the job.</p> <p>11.2. If the funds are not reflected in the business account, will that result in a lower score? In such a case, can an auditor's confirmation be provided to demonstrate our ability to complete the project?</p> <p>11.3. If the funding is provided through a joint venture, how should this be addressed?</p>	<p>11.1. Two years audited financial statements.</p> <p>11.2. In the case of a newly established entity, it will be acceptable to submit evidence demonstrating access to funding.</p> <p>11.3. You are required to provide evidence of how funding will be secured, as this will form the basis of the evaluation.</p>
12	Why is this tender on the old portal and not the new portal	The decision to issue the tender on the old portal was made internally. Bidders are advised that, when submitting their bids, they must use the same portal through which the tender was advertised.
13	How are going to get the certificate of attendance signed	Teams register will be used to confirm bidders' attendance of the briefing meeting.



Item #	Question	Response
14	14.1. Is the tender going to be evaluated on 90/10 principle. 14.2. On the pricing schedule, if I am appointed for all categories, will the Purchase Order be issued as a single order covering everything at once?	14.1. Yes. 80/20 and 90/10 14.2. The only confirmed quantities are for Year 1, while those for Years 2 and 3 are indicative only.

BIDDERS ARE ADVISED THAT TRANSNET HAS PARTNERED WITH THE NATIONAL EMPOWERMENT FUND TO ASSIST SUPPLIERS WHO HOLD A PURCHASE ORDER FROM TRANSNET.

- H. Tender briefing presentations (Main presentation and B BBEE presentation)
- I. Schedule 1 – Schedule Of Requirements

Acceptance of minutes by chair

Chairperson: Alex Baloyi