

**MINUTES OF A COMPULSORY BRIEFING SESSION MEETING FOR NO:
TNPA/2026/03/0514/2962/RFP**

VENUE: DREDGING SERVICES: GROUND FLOOR BOARDROOM

DATE: 27 August 2026, at 11:00 am [11 O'clock] for a period of ± 2 (two) hours.

IN ATTENDANCE:

Transnet National Ports Authority (TNPA) Employees in attendance:

1. Nokuthula Mzobe (NM): Commodity Officer - SCM
2. Sindy Senoge (SS): Seconded – SCM
3. Bingo Balekwa (BB): Senior Engineering Manager
4. Serushin Moodley (SM): Engineer
5. Thumela Mkhize (TM): Safety Manager
6. Malla Mehmooda (MM): Compliance Manager
7. Thoriso More (TM): Commodity Specialist SCM
8. Mlungisi Shoji (MS): Contracts Specialist SCM
9. Nokwazi Khoza (NK): Intern SCM
10. Nandipha Mchunu (NM): Intern SCM
11. Yoliswa Kweyama (YK): Intern SCM

Apologies:

N/A

Tenderers in attendance:

As per the Attendance Registers for hydraulic maintenance and repairs.

ITEM	DESCRIPTION	
1.	Welcome and Introduction	(NM)
	NM welcomed all present attendees to the compulsory briefing session and presented the agenda items to be covered. The attendees were informed that the meeting will be recorded. NM requested the TNPA team to introduce themselves.	
2.	Meeting Rules	(NM)
	NM presented the meeting rules to the attendees.	
3.	Background and Scope of Services	(NM) (BB)
	NM and BB presented the background and scope of services as per the published Request for Proposal (RFP) Pack.	
4.	Tender Evaluation Methodology	(NM) (SM)
	NM and SM presented the tender evaluation methodology, and NM took the bidders through the Technical Prequalification and Technical evaluation criteria	
5.	Evaluation Steps	(NM) (SM)
	NM presented the evaluation steps as per the published RFP pack. NM Presented the Specific goals and the requirements thereof.	
6.	Pricing and Delivery Schedule	(SM) (NM)
	SM and NM presented the Pricing Schedule and Pricing notes. Bidders were informed that they must complete the electronic pricing on the Transnet e-Supplier portal, which is mandatory, bidders were also requested to submit a manual pricing as an additional document.	
7.	Returnable Documents	(NM)
	NM presented the returnable documents and indicating the mandatory, returnable documents used for scoring and essential returnable documents. NM further emphasized that bidders are required to insert their full company name and email address on the attendance register, which will be used to verify attendance. Failure to provide proof of attendance will result in disqualification of the bidder.	
8.	Tender Submission	(NM)
	NM presented tender submission information and emphasized the submission of bids 48 hours before the closing date. Bidders were also told they have up until 12:00 pm on 07 September 2026 to submit any additional clarification questions.	
9.	Questions and Answers	(NM) and All

	NM facilitated the questions and answers and all questions asked in the meeting were answered. Refer to the questions and answers, post the briefing and the Briefing Session Presentation.	
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ITEM	DESCRIPTION	
11	Closing	(NM)
	NM thanked everyone for attending the briefing session and closed the meeting. She further advised the tenderers that the meeting minutes and additional Q & A will be posted on the eTenders portal.	

Prepared by: Nokuthula Mzobe

Date: 01 September 2026 Commodity Specialist