

TRANSNET NATIONAL PORTS AUTHORITY

SUBJECT	NON-COMPULSORY BRIEFING MEETING
TITLE	RFP NUMBER: TNPA/2025/05/0012/95450/RFQ PROVISION OF HIGH-RISE WINDOW CLEANING SERVICES FOR THE PORT OF NGQURA BUILDINGS AT TRANSNET NATIONAL PORTS AUTHORITY (TNPA) ON A QUARTERLY BASIS OVER A PERIOD OF THIRTY-SIX (36) MONTHS
VENUE	E-MENDI BUILDING
DATE	27 MAY 2025
TIME	2:30 PM TO 03:30 PM

ITEM	DESCRIPTION	
1.	Opening and Welcome	Rachel Williams (SCM)
	SM welcomed all present to the non-compulsory briefing session.	
2.	In Attendance	All
	Five companies attended the briefing session which was followed by a site briefing.	
3.	Introductions	RW (SCM)
	RW introduced herself and the Facilities Manager. She explained both their roles in the execution of the tender.	
4.	Project Background and Scope of Works	RW (SCM)
	SCM took all in attendance through the background of the project.	
5.	Tendering Process & Tender Evaluation Procedure	RW (SCM)
	RW gave a detailed overview of the stages of evaluation that each Tenderer will undergo during the tender evaluations.	

ITEM	DESCRIPTION	RESPONSIBLE PERSON
6.	Technical Evaluation/Functionality	RW (SCM)
	RW gave a detailed overview of the technical criteria referencing the tender document.	
7.	List Of Returnable Documents	RW (SCM)
	SCM took the potential Tenderers through the list of mandatory returnable documents, returnable documents used for scoring and essential returnable documents. She further emphasized that failure to submit any mandatory documents will deem a Tenderers bid as non-responsive.	
8.	Pricing Schedule	RW (SCM)
	RW presented pricing schedule as Section 4 of the tender document.	
9.	Recap/Conclusion	RW (SCM)
	SCM highlighted all the requirements that should be fulfilled for a successful bid and urged Tenderers to be aware of the closing date and not to wait up until the last minute to upload their bid.	
10.	Questions and Answers	All
	<p>Q: When last has the anchors for the rope access on the roof of the e-Mendi Building been tested/checked.</p> <p>A: The Facilities Manager could not give a definitive answer but said that he would liaise with the Engineers in the Infrastructure Department to check the anchors to make sure that it is safe before the start of the contract.</p>	

Rachel Williams
Commodity Officer
For and on behalf of Transnet National Ports Authority
(An operation division of Transnet SOC Limited)