

SUBJECT	Minutes of Transnet Port Terminals Briefing Session
TITLE	FOR THE PROVISION OF FINANCE RESOURCES FOR TRANSNET PORT TERMINALS, (HEREINAFTER REFERRED TO AS "TPT") OPERATING DIVISION OF TRANSNET SOC LTD (Reg. 1990/000900/30) AT DURBAN CONTAINER TERMINALS PIER 1, ON AN AS AND WHEN REQUIRED BASIS., FOR PERIOD OF 36 (THIRTY-SIX) MONTHS
RFQ NO.	TPT/2026/06/0606/6763/RFP
MEETING NO.	01
VENUE	Okolweni Boardroom, Maydon Wharf
DATE	07 July 2026 at 13H00 PM
ATTENDEES	<u>Tenderers:</u> As per attendance register <u>Transnet Port Terminals Representatives:</u> • Zine Mdaki (ZM) – Contract Specialist • Makayla Pillay (MP) – Contract Specialist • Daisy Mpanza (DM) – Finance Manager • Dudu Mazibisa (DM)- Regional Finance Manager
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING – Makayla Pillay		
	Signing of attendance register		
1.1	Welcome & Introductions	MP	
	• MP opened the meeting and welcomed all present • MP introduced Transnet Port Terminals team members	MP	

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	- The purpose of the briefing session was to discuss the contents of the "request for proposal" (RFP) document; provide guidance in terms of the tender process; discuss the technical evaluation criteria, the scope of work and pricing schedule. - For the interest of time, Bidders are requested to note down all questions and ask them at the end of the briefing session.		
2.	COMMERCIAL		
2.1	RFP closing date and location: The closing date for the RFP is 17 July 2026 at 13:00PM and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page Section 1	MP	
2.2	Communication: For specific queries relating to this RFP, please e-mail them to [makayla.pillay@transnet.net] before 12H00PM on 15 July 2026. Details in the RFP document. Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response: makayla.pillay@transnet.net Deadline for All Clarifications 12H00PM, 15 July 2026.	MP	
2.3	The Adjudication is based on the following criteria: Stage 1 <u>Step 1- Test for Administrative & Substantive responsiveness:</u> - Whether the Bid has been lodged on time - Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time - Verify the validity of all returnable documents - Verify if the Bid document has been duly signed by the authorised respondent - Whether any general and legislation qualification criteria set by Transnet, have been met - Whether the Bid contains a priced offer	MP	

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	- Whether the Bid materially complies with the scope and/or specification given - Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met - Whether Bidder has attended the Compulsory RFP/Site Briefing. Stage 2 <u>Step 2 - Minimum Threshold of 80 points for technical evaluation criteria</u> Accreditation- Service provider to provide proof of registration that they are registered with the department of labor as a placement agency Qualifications and experience of Revenue Manager (x1) – Provide qualifications and experience of Revenue Manager (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and experience of Management Accountant (x1) - Provide qualifications and experience of Management Accountant (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and experience of Financial Accountant (x1)- Provide qualifications and experience of Financial Accountant (x1). Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Assistant Management Accountant (x1)- Provide qualifications and experience of Assistant Management Accountant (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Fixed Asset Accountant (x1)- Provide qualifications and experience of Fixed Asset Accountant (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Fixed Asset Administrator (x1) - Provide qualifications and experience of Fixed Asset Administrator (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Revenue Protection Controller (x1)- Provide qualifications and experience of Revenue Protection Controller (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Chief Administrator Revenue Protection (x1)- Provide qualifications and experience of Chief Administrator Revenue Protection (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work) – Referenced as Revenue Protection Administrator (x1)		

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	Qualifications and Experience of Revenue Invoicing Controller(x1)- Provide qualifications and experience of Revenue Invoicing Controller(x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Revenue Invoicing Administrator (x2)- Provide qualifications and experience of Revenue Invoicing Administrator (x2) Detailed CV detailing Qualifications and Experience as per Scope of Work Qualifications and Experience of General Ledger Controller (x1)- Provide qualifications and experience of General Ledger Controller (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Accounts Payable Controller (x1)- Provide qualifications and experience of Accounts Payable Controller (x1). Detailed CV detailing Qualifications and Experience as per Scope of Work. Qualifications and Experience of Accounts Payable Administrator (x2). Provide qualifications and experience of Accounts Payable Administrator (x2) Detailed CV detailing Qualifications and Experience as per Scope of Work Qualifications and Experience of Requisitioner (x1)- Provide qualifications and experience of Requisitioner (x1). Detailed CV detailing Qualifications and Experience as per Scope of Work. Reference Check - Reference checks: Bidders are to provide references of three (3) clients to whom similar services have been rendered in the past three(3) calendar years. The letterhead must include: (a) company name, name of contact person, address and phone number (b) brief description of services rendered (c) indicate/state overall customer performance level (d) The reference letters must not be dated older than 2023 Stage 3 <u>Step 3 - Final weighted scoring: Price and Specific Goals</u> ✓ Price 80 ✓ Specific Goals (20) (B-BBEE Level 1-2 = 10 points and EME's & QSE's with at least 51% BO (10 Points) <u>Step 4 - Post Tender Negotiation</u> Respondents are to note that Transnet may not award a contract if the price offered is not market related. In this regard, Transnet reserves the right to engage in post-tender negotiation with the view of achieving a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate		

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	with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2nd and 3rd ranked bidder (of required in a sequential manner) <u>Step 5 - Final Award</u> Award of business and conclusion of contract		
2.4	Bidders are urged to take note of the Returnable Schedules in the RFP document RFP MANDATORY RETURNABLE SCHEDULES: - Electronic Pricing schedule completed - SECTION 7: Certificate of attendance of compulsory RFP Briefing RETURNABLE DOCUMENTS USED FOR SCORING - Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit) Proof of registration with Department of Labor as a Placement Agency. Reference Checks/Letters - Qualifications and experience of Revenue Manager (x1). Detailed CV detailing Qualifications and Experience as per Scope of Work - Qualifications and experience of Management Accountant (x1). Detailed CV detailing Qualifications and Experience as per Scope of Work - Qualifications and experience of Financial Accountant (x1). Detailed CV detailing Qualifications and Experience as per Scope of Work - Qualifications and experience of Assistant Management Accountant (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. - Qualifications and Experience of Fixed Asset Accountant (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work. - Qualifications and Experience of Fixed Asset Administrator (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work. - Qualifications and Experience of Revenue Protection Controller (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work. - Qualifications and Experience of Chief Administrator Revenue Protection (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work. (Referenced as Revenue Protection Administrator)	Tenderers	

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	• Qualifications and Experience of Revenue Invoicing Controller(x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work. • Qualifications and Experience of Revenue Invoicing Administrator (x2)- Detailed CV detailing Qualifications and Experience as per Scope of Work • Qualifications and Experience of General Ledger Controller (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work. • Qualifications and Experience of Accounts Payable Controller (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work. • Qualifications and Experience of Accounts Payable Administrator (x2). Detailed CV detailing Qualifications and Experience as per Scope of Work • Qualifications and Experience of Requisitioner (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES SECTION 1: SBD1 Form SECTION 5: RFP Declaration Certificate of Acquaintance & Breach of Law Form with RFP SECTION 6: Specific Goals Points Claim Form SECTION 8: Protection of Personal Information ANNEXURE C: Confirmation Of Commitment to Provide Finance Resources Within the Timeframes Required MP emphasized the importance of Annexure C of the essential returnable documents which needs to be submitted as a confirmation of commitment from the bidders to deliver the resources within the required timeframes.		
2.5	BBBEE pre-qualification: Tenderers were taken through the B-BBEE Pre-Qualification requirements applicable to the tender. It was highlighted that Specific Goals points will be awarded to entities with a B-BBEE Status Level 1 or Level 2, as well as Exempted Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs) with at least 51% Black Ownership. Bidders were advised that, to qualify for evaluation, they must submit the appropriate B-BBEE documentation, namely:		

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	• A valid B-BBEE Certificate issued by a SANAS-accredited verification agency; or • A valid Sworn Affidavit for EMEs or QSEs It was emphasised that affidavits issued by Accountants or Auditors will not be accepted. The mandatory information required on a valid EME or QSE Sworn Affidavit was explained as follows: • Name of the deponent, designation and ID number. • Name of the Entity, indicate revenue and financial year to be stipulated by day/month/year. • Percentage of black ownership with designated groups. • B-BBEE Level. Bidders were further advised that the date on which the deponent signs the affidavit and the date on which it is commissioned by the Commissioner of Oaths must be the same. It was also highlighted that a B-BBEE Sworn Affidavit is valid for a period of twelve (12) months from the date it is signed by both the deponent and the Commissioner of Oaths		
2.6	Common Mistakes: The common errors identified in relation to B-BBEE Sworn Affidavits were highlighted to bidders to assist them in submitting compliant documentation. These include: • Omitting full name and surname and identity number of the deponent (undersigned-person declaring under oaths). • Dates of the deponent and commissioner of oaths are not the same • Date for either commissioner of oaths or deponent is omitted. • Not completing company financial year information i.e. year • Not ticking the applicable box on the B-BBEE level contributor • No stamp of the commissioner of oaths on the B-BBEE sworn affidavit. • If commissioner of oaths stamp does not have date, it must be written manually and should be the same as for the deponent.		

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	B-BBEE sworn affidavit must be completed in the presence of the commissioner of oaths.		
2.7	RFP validity: The RFP validity period is 180 working business days after the date of closing.		

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3.	SCOPE OF WORK	DM	
	Tenderers were referred to the Scope of Work document and advised ensuring full compliance with all the specified requirements. The End User highlighted the following key aspects of the scope: The tender is for the Provision of 16 Finance Resources for Transnet SOC Ltd operating as Transnet Port Terminals (TPT) at Durban Container Terminal Pier 1, on an as and when required basis for a period of thirty-six (36) months. Background and Overview The Finance Department at Durban Container Terminal Pier 1 aims to: - Enhance financial reporting and stakeholder engagement. - Ensure accurate revenue management, asset accounting, and general ledger functions. - Deliver quality monthly financial reports and support audit requirements. - Support operational efficiency in a fast-paced environment. General Requirements - Resources will be based at the Bhukulwandle Building, Pier 1. - Standard working hours are 08:00 to 16:30, Monday to Friday, with the possibility of extended hours, including weekends and public holidays, where operationally required. - No travel reimbursement will be provided; resources must have their own transport. - Monthly timesheets must be completed. - All resources will be subject to security screening and must comply with TPT policies and procedures. - Proof of identity, proof of address, and valid work permits (where applicable) must be provided. - Interviews will be conducted prior to the final selection of resources		

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	Deliverables The successful bidder will be required to provide the requested resources within 15 business days of receiving a request from TPT. DM further guided bidders through the Job Specification Summary contained in the Scope of Work and explained the requirements for each of the following resource roles: • Revenue Manager (1) – Annexure A • Management Accountant (1) – Annexure B • Financial Accountant (1) – Annexure C • Assistant Management Accountant (1) – Annexure D • Revenue Protection Controller (1) – Annexure E • Chief Administrator – Revenue Protection (1) – Annexure F – (Referenced as Revenue Protection Administrator in Scope of Work) • Revenue Invoicing Administrator (2) – Annexure G • Fixed Asset Accountant (1) – Annexure H • Fixed Asset Administrator (1) – Annexure I • General Ledger Controller (1) – Annexure J • Accounts Payable Controller (1) – Annexure K • Accounts Payable Administrator (2) – Annexure L • Requisitioner (1) – Annexure M • Revenue Invoicing Controller (1) – Annexure N		
4.	Technical Evaluation	DM	
	Technical Evaluation: Bidders were advised that in order to pass the technical they need to score 80 points and the below technical evaluation criteria, and scoring was discussed: • Accreditation– scores 15 points • Reference Check- scores 15 points • Qualifications and Experiences for Revenue Manager (x1). Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and experience of Management Accountant (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and experience of Financial Accountant (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and experience of Assistant Management Accountant (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and Experience of Fixed Asset Accountant (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work.		

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	• Qualifications and Experience of Fixed Asset Administrator (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and Experience of Revenue Protection Controller (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and Experience of Chief Administrator Revenue Protection (x1) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points (Referenced as Revenue Protection Administrator) • Qualifications and Experience of Revenue Invoicing Controller(x1) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and Experience of Revenue Invoicing Administrator (x2) Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and Experience of General Ledger Controller (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and Experience of Accounts Payable Controller (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work. - scores 5 points • Qualifications and Experience of Accounts Payable Administrator (x2). Detailed CV detailing Qualifications and Experience as per Scope of Work - scores 5 points • Qualifications and Experience of Requisitioner (x1)- Detailed CV detailing Qualifications and Experience as per Scope of Work- scores 5 points.		
5.	Pricing schedule:	DM	
	The below pricing requirements were presented to all bidders.: • Bidders were informed that prices must be fixed and firm, inclusive of VAT, and cover the full scope of work and all requirements. • Failure to provide fixed and firm pricing or submitting incomplete pricing would result in the bid being deemed non-responsive and disqualified. • It was explained that invoicing and payment will be processed monthly for all goods delivered. MP demonstrated the electronic pricing schedule and advised bidders that they are only required to enter the hourly rate for each resource, as the system will automatically calculate the total price. Bidders were also instructed to indicate whether they are VAT-registered vendors by selecting the applicable option.		

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5.	QUESTIONS AND ANSWERS		
	<u>Questions</u> Q1: A bidder asked whether reference letters could be older than three (3) years, as longer periods may demonstrate greater experience. Response: It was clarified that the reference letters relate to the bidding company and not the individual resources Q2: Bidder enquired whether resources would be required to travel to other sites (e.g. Richards Bay) for fixed asset verification. Response: No, it was confirmed that the resources will be Durban-based Q3: A bidder asked whether all roles would be awarded to one service provider or split among multiple service providers. Response: It was confirmed that one (1) service provider will be appointed to provide all the required roles/resource. Q4: A bidder asked whether the contract would be for 36 months on an as and when required basis. Response: It was confirmed that the contract will be for 36 months on an as and when required basis. Q5: A bidder enquired whether two Certificates of Attendance are required. Response: It was clarified that only one (1) Certificate of Attendance is required and must be submitted with the bid, as it is a compulsory returnable. Q6: A bidder asked whether a degree would be accepted where the minimum qualification specifies a diploma Response: Both qualifications will be considered. Q7: A bidder asked which pricing schedule would take precedence if there was a discrepancy between the manual pricing schedule and the electronic pricing schedule Response: It was confirmed that the electronic pricing schedule will take precedence.		
6.	CLOSING		
6.1	The meeting closed at 14H00.		

Compiled by:



Makayla Pillay – Contract Specialist

Date: 08/07/2026