

MINUTES OF THE NON-COMPULSORY BRIEFING SESSION

REQUEST FOR QUOTATION (RFQ)

PROVISION OF A SERVICE PROVIDER TO CONDUCT HEAVY METALS CONTAMINANT TRACING AT THE PORT OF EAST LONDON FOR A PERIOD OF TWELVE (12) MONTHS

1. MEETING DETAILS

Item	Details
Tender Description	Provision of a Service Provider to Conduct Heavy Metals Contaminant Tracing at the Port of East London for a Period of Twelve (12) Months
Briefing Type	Non-Compulsory Briefing Session
Date	07 July 2026
Time	09:00
Venue	Microsoft Teams
Chairperson	Ms Xolelwa Gwele (TNPA SCM)
End User Department	TNPA Environment & Infrastructure

Purpose of Meeting

The purpose of the briefing session was to provide bidders with an overview of the RFQ requirements, scope of work, evaluation criteria, submission requirements, and to provide an opportunity for bidders to seek clarification on the tender requirements. Attendance at the briefing session was not compulsory and non-attendance would not result in disqualification.

2. ATTENDANCE REGISTER SUMMARY

TNPA Representatives

Name	Designation / Department
Ms Xolelwa Gwele	Supply Chain Management (Chairperson)
Mr Lumko Ncapai	Environment Department / Technical Representative
Ms Amahle Majola	SHEQ Department
Mr Kaelan Veerasamy	Infrastructure Department

Apologies

Name

Ms Zukiswa Nkonyeni

Bidder Representatives

Representatives from various environmental consulting and scientific service providers attended the briefing session. Attendance register was made available through the meeting chat and bidders were requested to complete and submit their attendance details.

3. SAFETY BRIEFING

The meeting commenced with a safety briefing by Mr. Lumko Ncapai. Attendees were reminded to:

- Familiarise themselves with emergency and evacuation procedures applicable to their locations.
- Prioritise personal safety during emergencies.
- Promote healthy living and employee wellness.
- Recognise the link between employee well-being, productivity, organisational sustainability and safety performance.

4. PROCUREMENT BRIEFING

4.1 RFQ Information

The following procurement information was confirmed:

Requirement	Details
RFQ Issue Date	30 June 2026
Briefing Date	07 July 2026
Closing Date	21 July 2026
Closing Time	16:00
Validity Period	180 Days
Contract Duration	12 Months

4.2 Submission Requirements

Bidders were advised that:

- All submissions must be submitted electronically through the Transnet Supplier Portal.
- Bidders must indicate their intention to respond on the portal.
- Mandatory returnable documents, pricing schedules and supporting information must be uploaded before the closing date and time.
- Transnet will not accept late submissions.
- The electronic system automatically closes at 16:00 on the closing date.
- Submissions received after closure will not be considered.

4.3 Clarification Process

Bidders were informed that:

- Questions and requests for clarification must be submitted to the designated RFQ email address stated in the tender documents.
- Clarification requests must be submitted before the stipulated deadline.
- Any material clarification required by bidders will be communicated through formal tender processes.

5. EVALUATION PROCESS

The SCM representative explained the evaluation methodology.

Stage 1: Administrative Responsiveness

Evaluation will include verification of:

- Timeous submission.
- Completed returnable documentation.
- Signed forms.
- Submission of mandatory administrative requirements.

Stage 2: Substantive Responsiveness

The following mandatory requirements must be submitted:

Professional Registration

The Project Lead must possess valid registration with either:

- South African Council for Natural Scientific Professions (SACNASP), or
- Environmental Assessment Practitioners Association of South Africa (EAPASA).

Failure to submit valid proof of registration will result in disqualification.

Pricing Schedule

Bidders must:

- Complete the prescribed Transnet pricing schedule.
- Submit the pricing schedule electronically.
- Submit the pricing schedule as part of the returnable documentation.

Failure to submit the pricing schedule will result in disqualification.

Stage 3: Functionality Evaluation

Bidders must achieve a minimum score of **67 points** to qualify for further evaluation.

Stage 4: Preferential Procurement Evaluation (80/20)

The preferential procurement system will be applied as follows:

Criteria	Points
Price	80
Specific Goals/B-BBEE	20

Appropriate evidence supporting specific goals and B-BBEE claims must be submitted as required in the tender documentation.

6. TECHNICAL PRESENTATION

6.1 Background

The Port of East London conducts annual sediment assessments to obtain permits for dredging and disposal of sediment at sea.

Historical monitoring results have identified elevated concentrations of certain heavy metals within sediment samples collected in the port area.

The purpose of this assignment is to:

- Determine sources of contamination.
- Identify contamination pathways.
- Support mitigation measures.
- Improve environmental compliance.
- Support future sediment management decisions.
- Reduce contamination risks and associated disposal costs.

6.2 Scope of Work

Project Planning and Inception

The successful bidder will be expected to:

- Conduct inception and kick-off meetings.
- Engage relevant TNPA stakeholders.
- Review historical monitoring data and reports.
- Develop project implementation plans.
- Establish project milestones and deliverables.

Review of Historical Information

TNPA confirmed that historical monitoring reports are available and may be made available to the successful service provider to support the investigation. These records extend over several years of sediment quality monitoring.

6.3 Sampling and Monitoring

The study is expected to include targeted field investigations and may include:

- Sediment sampling.
- Sediment coring.
- Grab sampling.
- Surface water sampling.
- Subsurface water sampling.
- Stormwater outfall investigations.
- Industrial discharge investigations.
- Biota sampling where necessary.

6.4 Analysis and Source Tracing

The successful bidder may be required to undertake:

- Heavy metal analysis.

- Contaminant source identification.
- Identification of point and non-point sources.
- Isotopic fingerprinting where appropriate.
- Environmental data interpretation.
- Assessment of contamination pathways.

6.5 Modelling Requirements

The study includes:

- High-level contaminant dispersion modelling.
- Sediment transport analysis.
- Assessment of contaminant movement from identified pollution sources.
- Evaluation of contamination extents and potential spread within the estuarine system.

6.6 Project Deliverables

The technical team confirmed that the following deliverables are expected:

1. Inception Report
2. Sampling and Analysis Plan
3. Accredited Laboratory Results
4. Source Tracing Analysis Report
5. GIS Contamination Maps
6. GIS Shape Files
7. Contaminant Dispersion and Sediment Transport Model Outputs
8. Final Project Report
9. Recommendations for Management and Remediation Measures

7. FUNCTIONALITY EVALUATION REQUIREMENTS

The technical evaluation requirements were highlighted as follows:

7.1 Project Organogram

Bidders must submit a project organogram identifying:

- Project Lead

- Environmental/Marine Scientist
- Chemist/Environmental Chemist
- GIS Specialist/Data Analyst
- Supporting Resources

7.2 Personnel Experience

Minimum recommended experience includes:

Position	Minimum Experience
Project Lead	5 Years
Environmental/Marine Scientist	3 Years
Environmental Chemist	2 Years
GIS Specialist / Data Analyst	3 Years

Detailed CVs must clearly demonstrate relevant project experience.

7.3 Qualifications

Relevant qualifications and proof of professional registration must be submitted as part of the bid response.

7.4 Company Experience

Bidders were encouraged to provide:

- Lists of completed projects of a similar nature.
- Contactable reference letters.
- Signed references from previous clients.

Reference letters must be verifiable and contain client contact details.

7.5 Methodology Statement

The methodology statement carries significant weighting and should address:

- Project Planning
- Sampling Strategy
- Monitoring Approach
- Laboratory Analysis
- Source Tracing Methodology
- GIS Mapping
- Data Interpretation
- Reporting
- Quality Assurance

8. QUESTIONS AND ANSWERS

Question 1

Appointment Criteria

Question: Will appointment be based purely on the lowest-priced bidder, or will quality also be considered?

Response: TNPA confirmed that functionality forms part of the overall evaluation process. Bidders must first satisfy functionality requirements. Price evaluation is conducted thereafter, and TNPA reserves the right to engage in negotiations where pricing is not considered market-related.

Question 2

Modelling Scope

Question: What level of contaminant transport modelling is expected?

Response: A high-level model is required. The emphasis is on understanding contaminant movement and dispersion from identified contamination sources and hotspots rather than undertaking an extensive estuarine modelling exercise.

Question 3

Biota Investigations

Question: Should biota sampling and analysis form part of the project?

Response: TNPA confirmed that bidders may include biota investigations where such assessments are justified and contribute to understanding contamination sources, pathways, or environmental impacts.

Question 4

Pricing of Additional Activities

Question: How should pricing be managed for activities not specifically described in the pricing schedule?

Response: The prescribed Transnet pricing schedule must be completed in full. Bidders may attach supporting pricing breakdowns where necessary, provided that totals are clearly reflected within the official pricing schedule.

9. CLARIFICATIONS ISSUED TO BIDDERS

The following clarifications were provided during the briefing:

1. Attendance at the briefing session is non-compulsory and will not affect bidder eligibility.
2. Historical monitoring data may be made available to the successful service provider.
3. The study is not intended to be purely desktop-based and will likely require targeted field investigations.
4. Modelling requirements are intended to be high-level and focused on identified contamination sources and pathways.
5. Bidders are encouraged to provide robust methodologies demonstrating their understanding of the assignment.
6. The official Transnet pricing schedule remains mandatory and must be completed in its entirety.

10. KEY DATES

Activity	Date
RFQ Issued	30 June 2026
Non-Compulsory Briefing Session	07 July 2026
Deadline for Clarification Questions	As stipulated in RFQ
RFQ Closing Date	21 July 2026
RFQ Closing Time	16:00

11. CLOSURE

The Chairperson thanked all participants for their attendance and active participation.

Bidders were reminded to:

- Submit all clarification requests through the designated RFQ communication channel.
- Ensure that bids are submitted on or before the closing date and time.
- Verify that all mandatory returnable documents are attached and properly completed prior to submission.

The meeting was officially closed thereafter.

Compiled By:



Zukiswa Nkonyeni
Commodity Officer
Date: 08 July 2026