

SUBJECT	Minutes of Transnet Port Terminals Briefing Session
TITLE	PROVISION TO SUPPLY, OPERATE AND MAINTAINANCE OF 18- AND 32-TON FORKLIFTS FOR TRANSNET PORT TERMINALS AT THE DURBAN BBC TERMINALS FOR A PERIOD OF THIRTY- SIX (36) MONTHS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 (THIRTY-SIX) MONTHS
RFQ NO.	TPT/2026/03/0154/2572/RFP
MEETING NO.	01
VENUE	Okolweni Boardroom, Maydon Wharf
DATE	07 April 2026 at 12H00 noon
ATTENDEES	<p><u>Tenderers:</u> As per attendance register</p> <p><u>Transnet Port Terminals Representatives:</u></p> <ul style="list-style-type: none"> • Zine Mdaki (ZM) – Contract Specialist • Langa Nxumalo (LN) – Planning & Execution Manager – Maydon Wharf • Sithembiso Nxasana (SN) – Senior Engineering Manager– Durban Terminals • Zandise Dweba (ZD) – Planning & Execution Manager – Dbn MPT • Michael Dladla (MD) – Operations Manager
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING – Zine Mdaki		
	Signing of attendance register and handing out presentation		
1.1	Welcome & Introductions	ZM	
	<ul style="list-style-type: none"> • ZM opened the meeting and welcomed all present • ZM introduced Transnet Port Terminals team members • LN took us through the Safety Briefing 	ZM and LN	

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	<ul style="list-style-type: none"> 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	<p>RFP closing date and location: The closing date for the RFP is 17 April 2026 at 14:00 pm and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page 2 of the tender documents.</p>	ZM	
2.2	<p>Communication: Specific queries relating to this RFP before the closing date of the RFP should be submitted to [zine.mdaki@transnet.net] before 12:00 noon on 15 April 2026. Details in the RFP document</p> <p>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: zine.mdaki@transnet.net</p> <p>Deadline for All Clarifications 12H00, 15 April 2026.</p>	ZM	
2.3	<p>The Adjudication is based on the following criteria:</p> <p>Stage 1</p> <p><u>Step 1- Test for Administrative responsiveness and Substantive responsiveness:</u></p> <ul style="list-style-type: none"> Bid has been lodged on time. All returnable documents are completed and returned by closing date & time, Verify validity of all returnable documents, Verify if the Bid document has been duly signed by the authorized respondent. Whether any general and legislation qualification criteria set by Transnet, have been met Whether Bid contains a priced offer Whether the Bid complies with the scope and/or specification given 	ZM	

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	<ul style="list-style-type: none"> • Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> - For Old Machines not exceeding a maximum of 1000 hours Bidders must submit Service Interval Records that reflects forklift model, serial number and hours meter reading and Valid Load Test Certificates that has been certified accordingly by Lifting Machinery Inspector (LMI) for the (10) forklifts equipment to be supplied. Submit Evidence of Equipment Technical Data Sheet for 18- and 32-ton forklifts and Confirmation that equipment conforms to specification as per Scope of Work, as well as Technical Data Sheet for 18- and 32-ton horns. - For New Machines the Bidders must submit a letter of intent from the bank OR purchase document from the Supplier, the letter must include the bidders. details and equipment information/specifications as per scope of work. - Service provider to submit a valid proof of being registered with the National Bargaining Council of Road Freight Industry (NBCRFLI). (Registration will be verified by NBCRFLI before award of contract as confirmation that the service provider is in good standing in terms of any transgressions they might have committed in their previous contracts. -Whether Bidder has attended the Compulsory RFP/Site Briefing <p>Stage 2</p> <p><u>Step 2 - Minimum Threshold of 80 points for technical evaluation criteria</u></p> <p>Company Experience - Service Provider must provide signed reference letters from their clients, that illustrate that the service provider has been in business of providing forklifts in the past (5) years, contract value should be a cumulative of R20 million. Each trade reference letter must be on the client’s letterhead which must clearly state the following:</p> <ol style="list-style-type: none"> a) Contact details, addresses, phone numbers and contact person. b) Contract value c) Duration of contract d) Scope of work of contract. (50 Points) 		

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	<p>Competence - Company to submit 10 X F4 valid Forklift Operator Certificates with PrDP (Professional Driving Permit) for the Forklift Drivers. (50 Points)</p> <p>Stage 3</p> <p><u>Step 3 - Final weighted scoring: Price and Specific Goals</u></p> <ul style="list-style-type: none"> ✓ Price 90 ✓ Specific Goals <ul style="list-style-type: none"> ➤ B-BBEE Level 1 or 2 = 2 points ➤ EME or QSE 51% Black Owned (51% BO) = 3 points ➤ Job Creation (5 Points) <p><u>Step 4 - Post Tender Negotiation</u></p> <p>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 PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:</p> <ul style="list-style-type: none"> ➤ first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail, ➤ negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner. <p><u>Step 5 - Final Award</u></p> <p>Award of business and conclusion of contract</p>		
2.4	<p>Bidders are edged take note of the Returnable Schedules in the RFP document</p> <p>RFP MANDATORY RETURNABLE SCHEDULES:</p> <p>Technical Pre-Qualification:</p> <p>a) For Old Machines not exceeding a maximum of 1000 hours Bidders must submit Service Interval Records that reflects forklift model, serial number and hours meter reading and Valid Load Test Certificates that has been certified accordingly by Lifting Machinery Inspector (LMI) for the (10) forklifts equipment to be supplied. Submit Evidence of Equipment Technical Data Sheet for 18- and 32-ton forklifts and Confirmation that equipment conforms to specification as per Scope of Work, as well as Technical Data Sheet for 18- and 32-ton horns.</p>	ZM	

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	<p>OR</p> <p>(b) For New Machines the Bidders must submit a letter of intent from the bank OR purchase document from the Supplier, the letter must include the bidder's details and equipment information/specifications as per scope of work.</p> <p>(c) Service provider to submit a valid proof of being registered with the National Bargaining Council of Road Freight Industry (NBCRFLI). (Registration will be verified by NBCRFLI before award of contract as confirmation that the service provider is in good standing in terms of any transgressions they might have committed in their previous contracts.</p> <p>-Electronic Pricing schedule completed</p> <p>-SECTION 8 : Certificate of attendance of compulsory RFP Briefing</p> <p>RETURNABLE DOCUMENTS USED FOR SCORING</p> <ul style="list-style-type: none"> • Valid proof of Respondent's compliance to Specific Goals requirements stipulated in Section 10 of this RFP (Valid B-BBEE certificate or Sworn-Affidavit as per DTIC guidelines) • SECTION 9: JOB-CREATION SCHEDULE • Company Experience • Competence <p>ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES</p> <p>SECTION 5: Certificate of Acquaintance with RFP Documents</p> <p>SECTION 6: RFP Declaration and Breach of Law Form</p> <p>SECTION 10: Protection of Personal Information</p> <p>SECTION 1: SBD1 Form</p> <p>Valid traceable qualifications (Trade Test Certificate) and comprehensive CV's for Qualified Artisans (Mechanics or Millwrights) that will be responsible to attend to breakdowns and maintenance of forklifts.</p> <p>Minimum Liability cover of R50 million must be provided upon award that will cover cargo, personnel and equipment /building damages</p>		
2.5	<p>Specific Goals points will be awarded for Entities with a B-BBEE status level 1 or 2 and EME 2 points, QSE 51% Black Owned (51% BO) (3 Points) and Job Creation (5 Points)</p> <p>Bidders required to have the following to qualify for this evaluation:</p> <ul style="list-style-type: none"> • Valid B-BBEE certificate from SANAS accredited verification agency. • Sworn affidavit for EMEs or QSEs. <p>For EMEs or QSEs valid Sworn affidavit must have the following:</p> <ul style="list-style-type: none"> • Name of the deponent, designation and ID number. 	ZM	

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	<ul style="list-style-type: none"> • 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 Status Level. • Date deponent signed and date of Commissioner of Oath must be the same. • B-BBEE sworn affidavit is valid for a period of 12 months from the date signed by the commissioner of oaths and deponent 		
2.6	<p>Common Mistakes on BBBEE Affidavits</p> <ul style="list-style-type: none"> • 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. day/month/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. • B-BBEE sworn affidavit must be completed in the presence of the commissioner of oaths. <p>It is the responsibility of the deponent not commissioner of oaths to ensure that B-BBEE sworn affidavit is completed in full.</p>	ZM	

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3.	SCOPE OF WORK	LN	
	<p>Tenderers were referred to the Scope of Work document to ensure that they adhere to and comply with the specific requirements of the Scope of Work. The below points were emphasized by the end user:</p> <p>Objective: To get a Service Provider to lease, maintain or repair and operate forklifts to handle containers, break bulk cargo, minerals and any relevant cargo handled through the terminals.</p>		

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	<p>Scope of work - Transnet Port Terminals (" TPT") intends to request service for forklifts and operators from one</p> <p>(1) Service Provider for lease, maintain or repair and operate 18- & 32-tons forklifts at Durban MPT, Durban RoRo and Maydon Wharf Terminals as and when required for Transnet Port Terminals, operating divisions of TRANSNET SOC LTD.</p> <p>Services will be:</p> <ul style="list-style-type: none"> • Operating of forklift, • Lease and maintain or repair of forklifts, • Stacking and clearing of cargo, • Offloading of cargo to different modes of transport, • Loading of cargo to different modes of transport and may also include various • adhoc services. <p>Requirement:</p> <table border="1" data-bbox="337 800 1240 1732"> <thead> <tr> <th data-bbox="337 800 695 888">Items</th> <th data-bbox="695 800 915 888">Quan-tity</th> <th data-bbox="915 800 1240 888">Exception</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 888 695 1014">Forklifts- 32 Tons</td> <td data-bbox="695 888 915 1014">03</td> <td data-bbox="915 888 1240 1014">No exceptions will be ac-cepted</td> </tr> <tr> <td data-bbox="337 1014 695 1140">Forklifts- 18 Tons</td> <td data-bbox="695 1014 915 1140">07</td> <td data-bbox="915 1014 1240 1140">No exceptions will be ac-cepted</td> </tr> <tr> <td data-bbox="337 1140 695 1266">Horn Attachment- 18 Tons</td> <td data-bbox="695 1140 915 1266">03</td> <td data-bbox="915 1140 1240 1266">No exceptions will be ac-cepted</td> </tr> <tr> <td data-bbox="337 1266 695 1392">Horn Attachment- 32 Tons</td> <td data-bbox="695 1266 915 1392">03</td> <td data-bbox="915 1266 1240 1392">No exceptions will be ac-cepted</td> </tr> <tr> <td data-bbox="337 1392 695 1518">Forklift Operators</td> <td data-bbox="695 1392 915 1518">10</td> <td data-bbox="915 1392 1240 1518">No exceptions will be ac-cepted</td> </tr> <tr> <td data-bbox="337 1518 695 1732">Load Test Certifi-cates for maxi-mum 1000 hours (For forklifts and attachments)</td> <td data-bbox="695 1518 915 1732">10</td> <td data-bbox="915 1518 1240 1732">No exceptions will be ac-cepted</td> </tr> </tbody> </table>	Items	Quan-tity	Exception	Forklifts- 32 Tons	03	No exceptions will be ac-cepted	Forklifts- 18 Tons	07	No exceptions will be ac-cepted	Horn Attachment- 18 Tons	03	No exceptions will be ac-cepted	Horn Attachment- 32 Tons	03	No exceptions will be ac-cepted	Forklift Operators	10	No exceptions will be ac-cepted	Load Test Certifi-cates for maxi-mum 1000 hours (For forklifts and attachments)	10	No exceptions will be ac-cepted		
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	<p>Terminal Working Hours:</p> <table border="1" data-bbox="337 283 1127 787"> <thead> <tr> <th data-bbox="337 283 615 361">Patterns</th> <th data-bbox="615 283 1127 361">Working hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 361 615 470">Weekdays</td> <td data-bbox="615 361 1127 470">06:00 – 18:00 18:00 – 06:00</td> </tr> <tr> <td data-bbox="337 470 615 577">Saturday</td> <td data-bbox="615 470 1127 577">06:00 – 18:00 18:00 – 06:00</td> </tr> <tr> <td data-bbox="337 577 615 684">Sunday</td> <td data-bbox="615 577 1127 684">PPH 06:00 – 18:00 PPH 18:00 – 06:00</td> </tr> <tr> <td data-bbox="337 684 615 787">Public Holidays</td> <td data-bbox="615 684 1127 787">PPH 06:00 – 18:00 PPH 18:00 – 06:00</td> </tr> </tbody> </table> <p>The Service Provider will be required to:</p> <ul data-bbox="386 905 1146 1822" style="list-style-type: none"> • Provide TPT with an updated copy of its Business Continuity Plan Perform the driving functions. • Ensure that each operator, upon commencement has a Transnet Port Terminal permit endorsed by TPT security and further ensure that you provide transport for your employees. • Attend all operational meetings and collect work programme from the operational staff. • Conduct safety/green area talks per shift, and all operators to conduct daily inspection on equipment at the start of shift and at the end of shift. • Provide TPT with the list of all resources (with allocated names) planned for the next day's business. • Provide TPT with the signed off sheets of all staff rostered at the beginning of each shift. • Ensure that the correct number of planned staff and working as per the operational plans. • Immediate reporting of all incidents as and when occurs. • Incident investigation of all incidents / accidents within 72-hour period and corrective measures / action put in place to avoid recurrence. • Service Provider to take full responsibility & liability for all cargo damages and equipment damages due to negligence and failure to adhere to SOP's. A minimum of 	Patterns	Working hours	Weekdays	06:00 – 18:00 18:00 – 06:00	Saturday	06:00 – 18:00 18:00 – 06:00	Sunday	PPH 06:00 – 18:00 PPH 18:00 – 06:00	Public Holidays	PPH 06:00 – 18:00 PPH 18:00 – 06:00		
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	<p>R50 million-rand Liability cover must be provided upon submission.</p> <ul style="list-style-type: none"> • Must be a CSD registered company with a proof of registration number. • Service Provider to unsure Business Continuity plan in place. 		
4.	Technical Evaluation	SN	
	<p>Technical Evaluation: Bidders were advised that in order to pass technical they need to score 80 points and the below technical evaluation pre-qualification and Technical evaluation criteria, and scoring was discussed:</p> <p>Pre- Qualification:</p> <p>a) For Old Machines not exceeding a maximum of 1000 hours Bidders must submit Service Interval Records that reflects forklift model, serial number and hours meter reading and Valid Load Test Certificates that has been certified accordingly by Lifting Machinery Inspector (LMI) for the (10) forklifts equipment to be supplied. Submit Evidence of Equipment Technical Data Sheet for 18- and 32-ton forklifts and Confirmation that equipment conforms to specification as per Scope of Work, as well as Technical Data Sheet for 18- and 32-ton horns.</p> <p>OR</p> <p>(b) For New Machines the Bidders must submit a letter of intent from the bank OR purchase document from the Supplier, the letter must include the bidders details and equipment information/specifications as per scope of work.</p> <p>(c) Service provider to submit a valid proof of being registered with the National Bargaining Council of Road Freight Industry (NBCRFLI). (Registration will be verified by NBCRFLI before award of contract as confirmation that the service provider is in good standing in terms of any transgressions they might have committed in their previous contracts.</p> <p>Technical Evaluation Criteria:</p> <p>Company Experience</p> <p>Service Provider must provide signed reference letters from their clients, that illustrate that the service provider has been in business of providing forklifts in the past (5) years, contract value should be a cumulative of R20 million. Each trade reference letter must be on the client's letterhead which must clearly state the following:</p> <ol style="list-style-type: none"> a) Contact details, addresses, phone numbers and contact person. b) Contract value c) Duration of contract d) Scope of work of contract (50 Points) 		

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	<p>Competence Company to submit 10 X F4 valid Forklift Operator Certificates with PrDP (Professional Driving Permit) for the Forklift Drivers (50 Points)</p>		
5.	<p>Pricing schedule:</p>		
	<p>Pricing Instructions were highlighted for the bidders, important things to note below:</p> <ul style="list-style-type: none"> • Penalties and other applicable punitive measures will be included by TPT as part of overall contract in respect of poor or non-performance. • All rates paid to forklift operators must be line with the National Bargaining Council for Road freight and Logistics Industry (NBCRFLI) as per the • minimum wage rate as gazetted by government. This is mandatory, non-compliance will result in disqualification. • Pricing should be fixed for the duration of the bid and must include all costs and consider NBCRFLI rates increase. • TPT reserves the right at its sole discretion to disqualify any bidder who has submitted incomplete Pricing Schedule i.e., bidder that has not completed the pricing schedule in full will be disqualified. 		
5.	<p>QUESTIONS AND ANSWERS</p>		
	<p><u>Questions</u></p> <p>Question: SP asked where they will find the electronic Pricing schedule as they did not see it.</p> <p>Response: It will be available when they upload/submit their documents.</p> <p>Question : SP asked if Liability cover of R50m has to be submitted with bid documents.</p> <p>Response: It will be required upon award, will form part of the safety file to be submitted by the SP.</p> <p>Question: Why do we require the National Bargaining Council for Road freight and Logistics Industry (NBCRFLI) as the equipment will not be used on national Roads.</p> <p>Response: This compliance is required for the operators/employees, SP has to comply and pay operators the gazetted rates.</p> <p>Question: Why do we require onl 10 operators when we operate 24/7.</p>		

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	<p>Response: The 10 operators is a minimum requirement SP will have to have more than 10 to rotate their own employees.</p> <p>Question: Mandatory documents on the RFP contradict what is in the portal how they should upload documents.</p> <p>Response: Please follow the portal to avoid confusion</p> <p>Question: SP asked if for new machines the letter of intent /bank letter cab it be a confirmation from an OEM that they will provide them with the machines.</p> <p>Response: Yes</p> <p>Question: SP asked when do they submit the Business Continuity plan.</p> <p>Response: It can be submitted upon award as it also forms part of the safety file requirements.</p>		
6.	CLOSING		
6.1	The meeting closed at 13H15.		

Compiled by:



Zine Mdaki – Contracts Specialist

Date: 09/04/2026