

Briefing Minutes for PROVISION OF SCAFFOLDING SERVICES FOR TRANSNET SOC LTD (REGISTRATION NO.1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINALS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.



Name of Meeting:	Description: PROVISION OF SCAFFOLDING SERVICES FOR TRANSNET SOC LTD (REGISTRATION NO.1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINALS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.	Meeting Reference Number:	TPT/2026/05/0483/5825/RFP
Date:	21 August 2026	Venue:	Microsoft Teams Meeting
Time	11: 00 am	Minutes prepared by:	Ayanda Zokwana

No.	Item	Discussion	Action by
1.	Welcome and Introductions	All attendees were welcomed. TPT representatives introduced themselves, and also the service provider attended the meeting introduced themselves accordingly.	Ayanda Zokwana
2.	Purpose for the briefing (non-compulsory) session	The purpose of the briefing meeting was to ensure that Transnet unpack scope of work, technical evaluation and returnable documents. All the requirements that service providers expected to meet on the terms of references/specifications and to ensure all stakeholders are aligned. It was also emphasized that the service provider should submit the document on time preferably the day before the closing date to avoid system glitches. The Evaluation criteria were explained from step 1-step 6, Specific goals and Pricing schedule. -The service providers were advised about importance of submitting the documents from Eligibility documents to returnable documents. -The service providers were also advised of how to download the documents directly from the National Treasury eTender Publication Portal at www.etenders.gov.za and the Transnet website at https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link) FREE OF CHARGE. -It was also emphasized that the briefing is non-compulsory, therefore other service providers that did not attend the briefing are allowed to submit their bids.	Ayanda Zokwana
3.	Scope of Work	1. Scope of work was clearly elaborated; all the areas were explained and all areas that requires attention such as technical evaluation and Form of offer were fully explained.	Kwandiwe Khalipha

No.	Item	Discussion	Action by
		Question 1: Will you provide a lay down area for us? Answer: Yes. However, it is your duty to ensure that the equipment is secured in your area or that other people or contractors do not have access to your equipment. Question 2: Is it compulsory to do site establishment? Answer: No, if you're able to service TPT without site establishment then there is no need but do not expect TPT to provide change rooms and mess rooms to your employees during the contract period. Question 3: On the pricing, do we have to have the same rate for each year. Answer: No, you are allowed to have a different rate for each year based on your own business cost. Question 4: How often do you have breakdowns? An estimate of once a quarter. Question 5: On estimate, how many tons of scaffolding is required? During the total shutdown an estimate of 20-ton scaffolding is used. Total shutdown happens once a year. An estimate of 7-ton scaffolding is used during Shipping shutdown which happens at least once a year. Question 6: Is it a Safety Officer required on site? Yes. Question 7: Are we required to have a Safety Officer or SHE Rep? It is a Safety Officer. Question 8: Is a Safety Officer required for each site? Yes, for each terminal.	

No.	Item	Discussion	Action by
		Question 10: Does each site need its own SHE file? Yes, each port requires its own SHE file. Question 11: Is an SHE file required for each activity? and how does induction work and how long does it take? No, a SHE file is submitted once per year. There is induction at our SHEQ every weekday, everyone who works on site needs to be inducted. Question 12: Will you be able to accommodate a large team for induction? The successful bidder can send their team in smaller numbers until everyone is inducted. Question 13: Will the forklift stay on site for the duration of the scaffolding be paid for? No, the forklift will only be paid for during loading and offloading. Question 14: It is challenging to get a forklift for one day, will TPT provide a forklift for breakdowns? No, the reason for including it in the contract and pricing is because TPT sometimes also does not have one on hand for a contractor. Question 15: The transportation cost does not accommodate different loads and forklift availability, is it possible to amend the pricing for this? TPT will be paying a fixed rate for the transport cost for the duration of the contract. Question 16: Is the cost for scaffolding design that is outside of SANS included in the pricing? The bidder must account for this in the rate that they provide since all designs will be the successful bidder's responsibility.	

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		Question 17: On the Technical Evaluation, can you submit certificates belonging to the same person for competency? Yes, you may. Question 18: Why don't you request a team to be based here full-time on site instead of the call out? The requirement is not there because there isn't a demand for such a team because their services are not required as much. Question 19: What is the reason for the call out line on the pricing schedule? It is the charge against TPT for calling you to site, whether you erect a scaffolding or not.	
10.	Closure	Thanked the attendees and the meeting was adjourned.	Ayanda Zokwana
		Chairman Ayanda Zokwana  Date: 21 August 2026	Ayanda Zokwana
	<i>It should be noted that these minutes were compiled in strict accordance with the actual sequence of discussions.</i>		