

MINUTES OF THE COMPULSORY BRIEFING SESSION

MEETING	Tender Briefing Session
SUBJECT	PROVISION FOR REPAIRS & MAINTENANCE AT SHIPS CREW ABLUTION (PITCH ROOF) AT THE PORT OF EAST LONDON
RFP NO.	TNPA/2026/06/1128/6293/RFQ
VENUE /PLATFORM	EMD – Boardroom, Westbank, East London
DATE & TIME	22 June 2026, 10h00
CHAIRPERSON	Noko Molokomme

1 OPENING & INTRODUCTIONS

- 1.1 The chairperson, Mr Noko Molokomme, welcomed all in attendance
- 1.2 The meeting attendees who joined the meeting virtual via Microsoft Teams were allowed to introduce themselves and the companies they represented and the following attendees from Transnet team also introduced themselves:

Name	Role
Noko Molokomme	Procurement Representative
Thabiso Ntsala	End-User
Douglas Emery	Diving Supervisor

3 PRESENTATION OF SCOPE BACKGROUND

Mr Thabiso Ntsala presented the background of the scope of requirements including the Pricing Schedule for the Project.

PRESENTATION OF RFP:

Mr Noko Molokomme detailed the RFQ submission process, including deadlines, online submission instructions, and the multi-stage evaluation methodology, covering administrative, technical, and pricing & preference criteria with specific goals points allocation demonstrated.

- **Submission Instructions and Deadlines:** The RFQ was issued on 12 June 2026 and closes on 29 June 2026 at 16:00. Submissions must be made electronically via the specified website, and large files can be split for upload. Late submissions will not be accepted.
- **Evaluation Methodology Overview:** The evaluation consists of several stages: administrative and substantive responsiveness (checking document completion and validity), technical evaluation (experience, methodology, health and safety), and finally, 80/20 price and specific goals. A minimum technical threshold of 66.67 points (can be rounded off to 67 points) is required to proceed further to the next stage.

- **Technical Evaluation Criteria:** Technical evaluation covers company and key staff(with reference to qualifications and CVs), Previous Experience of similar projects also requires submission of Reference letters detailing scope of works , contract duration, and the contact details of the client. Method Statement (List of deliverables, Approach to execute the works, allocation of resources for project deliverables). Scoring is based on completeness and relevance of submissions

4 Clarifications and Responses to Bidder Questions:

The Bidders requested extension of closing date:

- It was clarified that the closing date of this tender is 29 June 2026 at 16h00.
- It was clarified that all the items that indicated Branding should be considered with an additional “Or Similar” in order to allow competitive responses from the Market.
- The RFQ requires the CIDB grading of 1 GB, no other CIDB class will be acceptable.
- It was clarified that a Previous Experience letter from a Private company that Sub-Contracting work was done is acceptable.
- It was clarified that the trade-test qualification for the Plumber is a requirement as Transnet seeks to ensure that qualified people are appointed to execute the works.

5 General Discussions:

- **Site Visit:** Bidders visited the actual site where the Works are required, and the meeting was adjourned.

Compiled by:

A handwritten signature in black ink, appearing to read "Noko Molokomme".

Noko Molokomme

Procurement Department

Date: 22 June 2026