



NON- COMPULSORY TENDER BRIEFING SESSION

TNPA/2026/03/0388/2404/RFQ

**APPOINTMENT OF A SERVICE PROVIDER FOR
AUTOMATION OF THE TNPA ANNUAL FINANCIAL
STATEMENTS (AFS) PREPARATION PROCESS INCLUDING
SUBSCRIPTION LICENCES FOR A PERIOD OF THREE (3)
YEARS**

**Date and Time : 12 March 2026, 10:00am
Venue : MS Teams**



AGENDA

Agenda Item	Presenter
1. Welcome and Introduction	Pfarelo Netshiongolwe
2. Meeting Rules	Pfarelo Netshiongolwe
4. Background	Ndabezinhle Duma
5. Scope of Services	Ndabezinhle Duma
6. Tender Evaluation Methodology	Ndabezinhle Duma
6.1 Evaluation Steps	Pfarelo Netshiongolwe
6.2 Pricing and Delivery Schedule	Ndabezinhle Duma
6.3 Returnable Documents	Pfarelo Netshiongolwe
7. Tender Submission	Pfarelo Netshiongolwe
8. Questions & Answers	All



1. WELCOME AND INTRODUCTION

Meeting Purpose and Objective

- 1.1 The purpose of this meeting is to clarify the Request for Quotations: **TNPA/2026/03/0388/2404/RFQ** advertised on the on the Transnet and National Treasury e-Tender Portals.
- 1.2 The objective of this meeting is to ensure that Transnet National Ports Authority's objectives related to the service requirement is well understood.
- 1.3 To report any fraud, tip-offs anonymous: **0800 003 056** or **transnet@tip-offs.com**



2. MEETING RULES

- 2.1 Attendees to remain muted during the presentations.
- 2.2 All questions to be raised after the presentation.
- 2.3 Attendees must make raise a hand to be acknowledged if they have a question to raise.
- 2.4 TNPA will endeavor to answer all questions during the session, however all answers to be responded to in writing and issued with briefing session minutes.
- 2.5 Questions to be followed-up by email to **TNPA tenderenquiries1@transnet.net** by no later than close of business, Wednesday, 18 March 2026 at 16:00pm. Use the Tender reference number as subject.
- 2.6 No information will be repeated during the session for the benefit of those who join the session late.



BACKGROUND AND SCOPE OF SERVICES





3. BACKGROUND

- 3.1 As TNPA relies on a manual process for the preparation of the annual financial statements, this consequently presents TNPA with significant challenges with inefficiency, high risk of human error, data inconsistency, time constraints, and difficulty with ensuring continuous regulatory compliance. The process is also highly dependent on human intervention, presenting a continuity risk. Internal and external audits have identified errors in the AFS and recommended automation to mitigate compliance and operational risks.
- 3.2 TNPA is embarking on a project to automate the annual financial statement preparation process to address these issues by implementing a robust, integrated software solution that will streamline data aggregation, minimize manual intervention, enhance data accuracy and integrity, ensure adherence to regulatory requirements, and free up finance professionals to perform more strategic analysis.



4. SCOPE OF SERVICES

4.1 TNPA seeks to appoint a service provider who will implement a system to automate the AFS preparation process, the system must include but not limited to:

- Project management;
- Design;
- Configuration;
- Deployment;
- Integration;
- Testing; and
- Go-live support.

4.2 The service provider is required to provide annual licenses for 15 users over a period of 3 years

4.3 Provide post-implementation support of the system for three months.



4. SCOPE OF SERVICES CONTINUED

4.4 The system must have the following functionalities:

- Allow the configuration of the standardized template (with checklist) of the annual financial statement that is compliant with the IFRS accounting standard.
- Able to read the trial balance information from SAP FI.
- Allow the update of trial balance with manual late journal entities.
- Allow bulk extract and upload of data related to the Annual Financial Statement preparation by importing trial balances from SAP (including SAP Datasphere or Alteryx) in order to create the respective financial statements and reports.
- Reading information from other sources, like .pdf, .xls etc.
- Enable workflow for the approval of the Annual Financial Statement preparation.
- Enable locking of the approved annual financial statements by designated individual(s) to ensure that no changes can be made further.
- Permit distributed teams to work on the same engagement files simultaneously, tracking progress with audit trails and discussing tasks within the platform.
- Identification of the integration requirements (incl. APIs) as per AFS process.
- Integrate with current TNPA SAP system to retrieve the required data. Etc

Refer to **Annexure A** for the detailed Scope of Services.

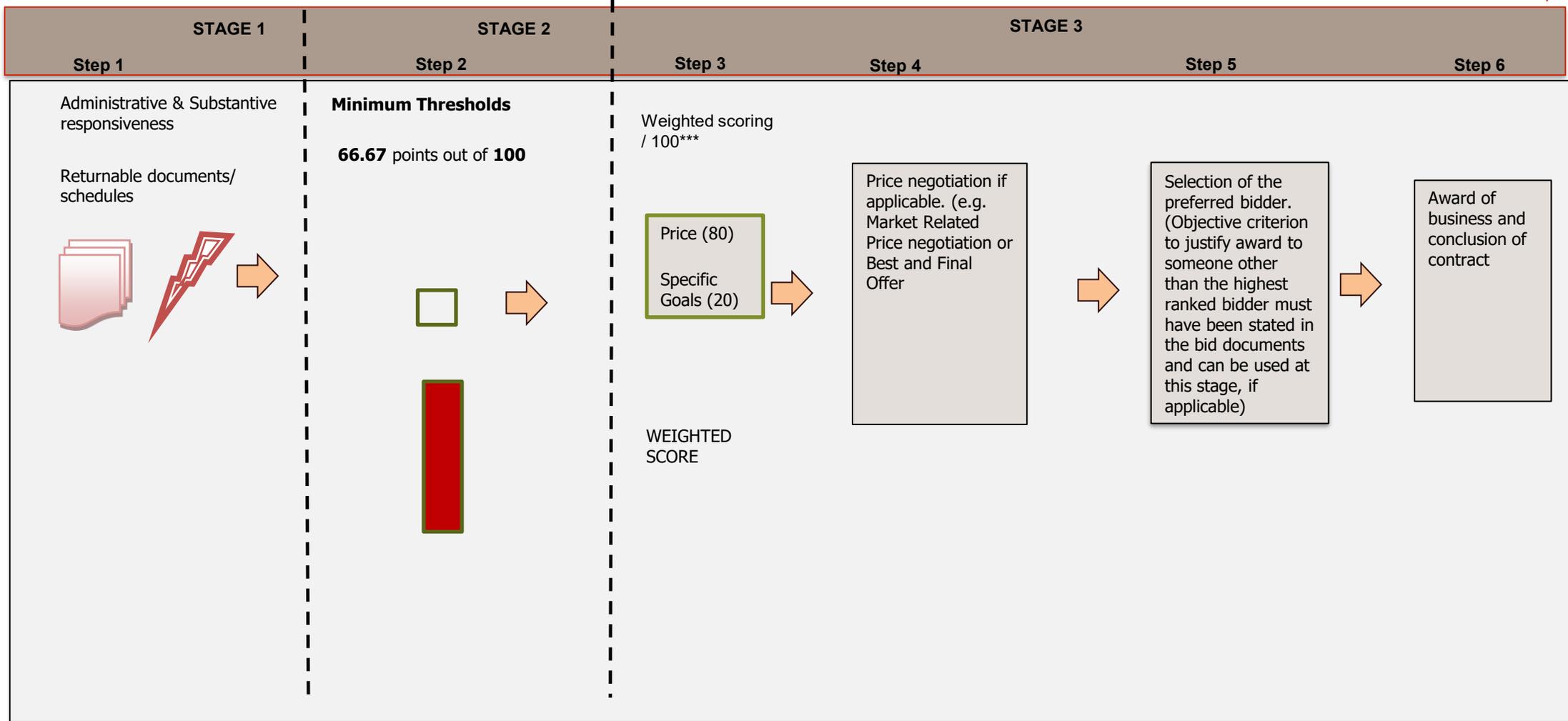
TENDER EVALUATION METHODOLOGY

TRANSNET





5. TRANSNET'S EVALUATION METHODOLOGY





5.1. EVALUATION STEPS

5.1.1. Step One: Test for Administrative and Substantive Responsiveness

The test for administrative and substantive responsiveness will include the following:

Administrative responsiveness check	RFP Reference
Whether the Bid has been lodged on time	Section 1
Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	Section 5
Verify the validity of all returnable documents	Section 5
Verify if the Bid document has been duly signed by the authorised respondent	All sections
Whether any general and legislation qualification criteria set by Transnet, have been met	All sections
Whether the Bid contains a priced offer	Section 4 - Quotation Form
Whether the Bid materially complies with the scope and/or specification given	All sections

The test for administrative and substantive responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further evaluation.



5.1. EVALUATION STEPS CONTINUED

5.1.2. Step Two: Technical Evaluation

The technical evaluation will be conducted out of 100 points. Respondent's will be required to achieve a minimum threshold of **66.67** points for Technical Evaluation in order to proceed to the next stage of evaluation (Price and Specific Goals).

Refer to **Annexure B** for the Technical Evaluation Criteria.



5.1. EVALUATION STEPS CONTINUED

5.1.3. Step Three: Evaluation and Final Weighted Scoring

Price and specific goals evaluation will be conducted out of 100 points.

a) Price Criteria (Weighted score 80 points):

Evaluation Criteria	RFP Reference
Commercial Offer	Section 4

Transnet will utilise the following formula in its evaluation of Price:

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

Pmin = Price of lowest acceptable Bid



5.1. EVALUATION STEPS CONTINUED

5.1.3 Step Three: Pricing Evaluation (80 Points)

Refer to **Annexure C** for the Pricing and Delivery Schedule. Respondents are required to fully complete the pricing and delivery schedule.



5.1. EVALUATION STEPS CONTINUED

5.1.4. Step Three: Specific Goals

Specific Goals (Weighted score 20 points)

Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below:

Specific Goal	Point Allocation out of 20
B-BBEE Status Level of Contributor Level 1	15.00
B-BBEE Status Level of Contributor Level 2	10.00
30% Black women Owned entities	5.00
Non-compliant and/or B-BBEE Level 3-8 contributors	0.00



5.1. EVALUATION STEPS CONTINUED

5.1.4. Step Three: Evaluation and Final Weighted Scoring

Evidence Required for Claiming Specific Goals

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below:

Specific Goal	Acceptable Evidence
B-BBEE Status Level of Contributor	<ul style="list-style-type: none"> Valid B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate. In case of JV, a consolidated scorecard will be accepted) as per DTIC guideline.
30% Black Women Owned Entities	<ul style="list-style-type: none"> Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline



5.1. Key Pointers Determining the Validity of a Sworn Affidavit

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorized to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

5.1. Key Pointers Determining the Validity of a Sworn Affidavit Continued

- Valid B-BBEE certificate from SANAS accredited verification agency, CIPC B-BBEE certificate or BBEE sworn affidavit complying with the following requirements.
- In case of Joint Ventures, a Venture Agreement SANAS approved B-BBEE certificate must be submitted. The individual company sworn Affidavits/certificates will not be considered for JV's.
- Letters from the verification agency stating that the bidder is on the process of being verified will not be acceptable.
- The B-BBEE certificate/affidavit must be submitted on the date and time of closing of tender.

Valid B-BBEE Sworn Affidavit

**Example:
VALID
SWORN
AFFIDAVIT**

Name of deponent & ID Number

SWORN A [] EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname: SUNDHRAN NAIDOO
 Identity number: 7406165131089

Enterprise details

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name: D S W PLANT AND CIVILS CC
 Trading Name: SK PLANT AND CONSTRUCTION
 Registration Number: 2006/037956/23
 Enterprise Address: 32 PARAGON PLACE
INDUSTRIAL PARK
PHOENIX
2004

**Indicate BO & BWO
Tick or underlined Mngt Acc or AFS**

3. I hereby declare under oath that:

- The enterprise is 100 % black owned;
- The enterprise is 0 % black woman owned;
- Based on the management accounts and other information available on the 2016 financial year, the income did not exceed R10,000,000.00 (ten million rands);
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	<input checked="" type="checkbox"/>
More than 51% black owned	Level Two (120% B-BBEE procurement recognition)	<input type="checkbox"/>
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	<input type="checkbox"/>

Financial Year (dd/mm/yyyy)

B-BBEE Status Level based on Black Ownership

Commissioner of Oath signature and date

[Signature]
 Commissioner of Oaths
 Signature & stamp

Deponent Signature: [Signature]
 Date: 16 August 2016

Deponent signature and date

[Stamp]
 SOUTH AFRICAN POLICE SERVICE
 COMMUNITY SERVICE CENTRE

Commissioner of Oath Certification Stamp



Valid B-BBEE Certificate

COMPANY NAME

**Example:
VALID CIPC B-BBEE**

dtic logo

Bar code with tracking number

Certificate number

% of BO, BWO & TWO

Date of issue & expiry date



the dti
Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA



CIPC logo
Companies and Intellectual
Property Commission
a member of the dti group

**B-BBEE CERTIFICATE
FOR
EXEMPTED MICRO ENTERPRISES**

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.



Tracking Number: 9367024328



Enterprise Number: K2017287873

B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION

B-BBEE INFORMATION

Certificate Number	9367024328
Total Number of Shareholders	ONE (1) SHAREHOLDER(S)
Number of Black Shareholders	ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders	ZERO (0) WHITE SHAREHOLDER(S)
Black Ownership Percentage	100% BLACK OWNERSHIP
Black Female Percentage	100% BLACK FEMALE OWNERSHIP
White Ownership Percentage	0% WHITE OWNERSHIP
B-BBEE Status	B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION
Date of Issue	01-June-2022
Expiry Date	31-May-2023

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: 0%
- Black people who are youth as defined in the National Youth Commission Act of 1996: 100%
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: 0%
- Black people living in rural and under developed areas: 0%
- Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011: 0%

ENTERPRISE INFORMATION

Registration number	2017 / 267673 / 07
Enterprise Name	JOEL MARK (PTY) LTD
Registration Date	19-June-2017
Enterprise Type	Private Company
Enterprise Status	In Business

Physical Address
the dti Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies
P O Box 429
Pretoria
0001

Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472(CIPC)
Contact Centre (International): +27 12 394 9500



Bar code with enterprise number

CIPC Watermark

B-BBEE Status & Proc Recog Level

Reg. Number & Enterprise Name



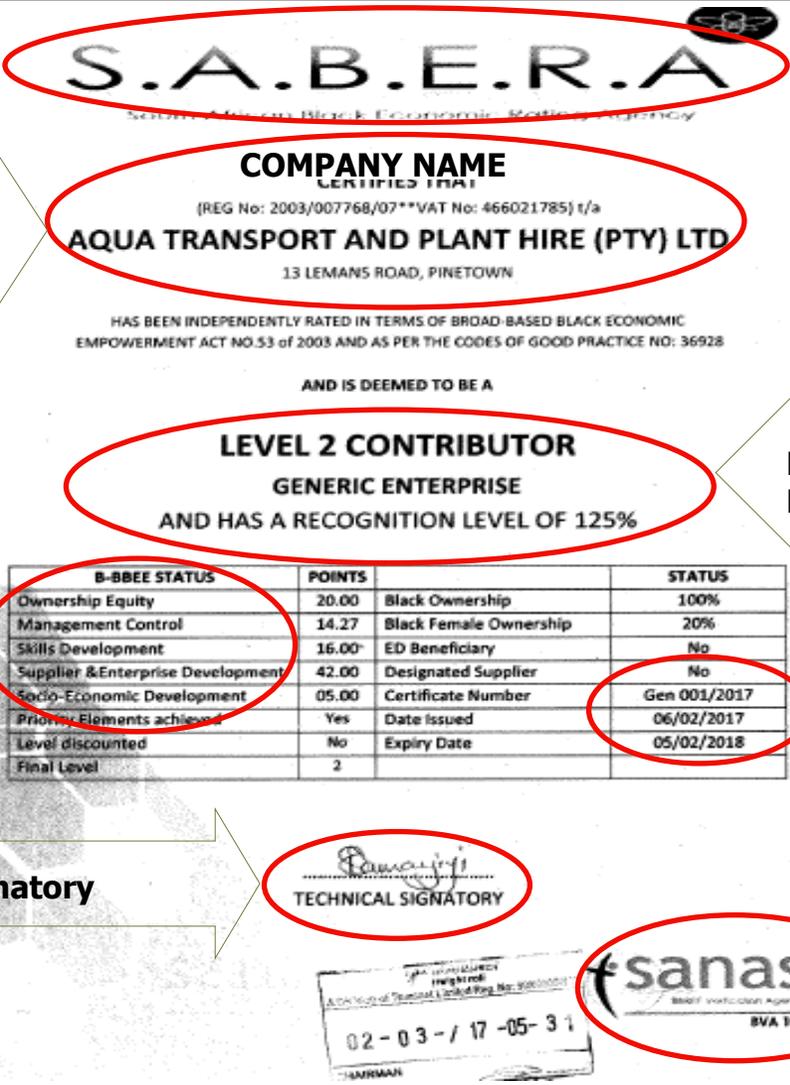
Valid B-BBEE Certificate

VA Name

Enterprise Name
(Cross referenced to Tax Clearance Certificate & Enterprise Registration No.)

Elements verified

Technical Signatory



**Example:
VALID B-BBEE**

B-BBEE Status, Generic Codes, & Procurement Recog level

Certificate Number & Validity Period

SANAS logo & BVA Number

B-BBEE STATUS	POINTS		STATUS
Ownership Equity	20.00	Black Ownership	100%
Management Control	14.27	Black Female Ownership	20%
Skills Development	16.00	ED Beneficiary	No
Supplier & Enterprise Development	42.00	Designated Supplier	No
Socio-Economic Development	05.00	Certificate Number	Gen 001/2017
Priority Elements achieved	Yes	Date issued	06/02/2017
Level discounted	No	Expiry Date	05/02/2018
Final Level	2		



5.1. EVALUATION STEPS CONTINUED

5.1.5. Summary: Applicable Thresholds and Final Evaluated Weightings

Evaluation Criteria	Minimum Threshold
Technical Evaluation	66.67

Evaluation Criteria	Final Weighted Scores
Price	80
B-BBEE Specific Goals	20
Total Score	100



5.1. EVALUATION STEPS CONTINUED

5.1.6. Step Four: Price Negotiations (if applicable)

- 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.:
 - 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.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).



5.1. EVALUATION STEPS CONTINUED

5.1.7. Step Five: Objective Criteria (if applicable)

5.1.7.1 Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:

- Skills Transfer and Capacity Building for Transnet;
- Impact on Transnet's Return On Investment;
- Rotation of Suppliers to promote opportunities for other suppliers, by overlooking a supplier that has been awarded business repeatedly overtime in order to benefit other suppliers in the market;
- The bidder is undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of;
- The bidder can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract.



5.1. EVALUATION STEPS CONTINUED

5.1.8. Step Six: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful bidder(s) will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s). where applicable.
- Alternatively, acceptance of a letter of award by the Successful Respondent. will constitute the final contract read together with their RFQ response and the Standard Terms and Conditions. This will be stated in the letter of award.



5.2 RETURNABLE DOCUMENTS

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following Mandatory Returnable Documents, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Annexure C: Pricing and Delivery Schedule	



5.2 RETURNABLE DOCUMENTS CONTINUED

b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	SUBMITTED [Yes or No]
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/ Sworn- Affidavit/ CIPC B-BBEE Certificate. (In case of JV, a consolidate B-BBEE scorecard will be accept as per DTIC guidelines.)	
Respondents’ submission of documentary evidence in response to Annexure B , technical evaluation criteria.	



5.2 RETURNABLE DOCUMENTS CONTINUED

c) Essential Returnable Documents:

Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS, SCHEDULES ANNEXURES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
SECTION 1: SBD 1	
SECTION 5: Proposal Form and List of Returnable documents	
SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7: RFP Declaration and Breach of Law Form	
SECTION 9: B-BBEE Preference Claim Form	
SECTION 10: Certificate of attendance of non-compulsory RFP briefing	
SECTION 11: Protection of Personal Information	
Bidder’s Declaration (Form SBD 4)	
Central Supplier Database (CSD) Report	
SARS Tax Compliance Pin	

TENDER SUBMISSION

TRANSNET





6. TENDER SUBMISSION

Proposal submission

Bidders must ensure that bids are uploaded timeously onto the system. As a general rule, if a bid is late, it will not be accepted for consideration.

Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.

The Turnaround time for when we have received the reference for calls logged is up to 48 hours. This at times is affected by the number of calls logged.

The Turnaround time to resolve technical issues once the call has been logged by a tender administrator is up to 48 hours. This at times is affected by the number of calls logged.



6. TENDER SUBMISSION CONTINUED

Closing date: 23 March 2026

Time: 16:00 PM

Proposal submission

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website/ Portal (<https://transnetetenders.azurewebsites.net> / <https://esupplierportal.transnet.net>/ Please use Google Chrome to access Transnet link/site);
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal <https://transnetetenders.azurewebsites.net> / <https://esupplierportal.transnet.net>
- **Tenderers must ensure the titles of the documents intended for upload does not contain special characters, e.g. #, %, etc. The use of special characters will result in document upload failure.**

8. QUESTIONS AND ANSWERS



TRANSNET



THANK YOU

