

SUBJECT	MINUTES OF TRANSNET PORT TERMINALS BRIEFING SESSION
TITLE	FOR THE PROVISION OF FLEET AIR CONDITIONER'S MAINTENANCE AND REPAIRS SERVICES FOR THE PORT OF DURBAN, TRANSNET PORT TERMINAL, BREAK BULK CONTAINER (BBC) TERMINALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
RFQ NO.	TPT/2026/03/0165/2748 RFP
MEETING NO.	01
VENUE	Okolweni Boardroom Shed 7A Crofts Road Maydon Wharf
DATE	10 July 2026 at 10H00 am
ATTENDEES	<u>Tenderers:</u> As per attendance register <u>Transnet Port Terminals Representatives:</u> • Phumza Lehlohla (PL) Contract Specialist • Sphamandla Mbatha (SM) – Technical Supervisor • Noxolo Khumalo (NK) – Buyer SCM • Siphesihle Mnisi (SM) – Buyer SCM • Makayla Pillya (MP) – YPT SCM
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING – Phumza Lehlohla		
	Signing of attendance register and Certificate of Attendance		

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1.1	Welcome & Introductions	PL	
	- PL opened the meeting and welcomed all present - PL introduced Transnet Port Terminals team members - 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.	PL	
2.	COMMERCIAL		
2.1	RFP closing date and location: The closing date for the RFP is 17 July 2026 at 14:00 midday and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page 6 and 7 of the tender documents.		
2.2	Communication: Specific queries relating to this RFP before the closing date of the RFQ should be submitted onto the system using the clarification request form on page 33 of the RFP and to [phumza.lehlohla@transnet.net] before 12:00 noon on 15 July 2026. Details in the RFP document (refer to page 8 and 9 of RFP document). 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: phumza.lehlohla@transnet.net Deadline for all Clarifications 12H00, 15th July 2026.		
2.3	The Adjudication is based on the following criteria: Stage 1 <u>Step 1- Test for Administrative responsiveness:</u> - Bid has been lodged on time. - All returnable documents are completed and returned by closing date & time, - Verify validity of all returnable documents,		

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	- Verify if the Bid document has been duly signed by the authorized respondent. <u>Step 2 - Test for Substantive responsiveness</u> - Whether any general and legislation qualification criteria set by Transnet, have been met - Whether Bid contains a priced offer;(Section 4 & Annexure B) - Whether the Bid complies with the scope and/or specification given - Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows: - Quality Management System - Valid ISO 9001:2015 (Quality Management Systems) HVAC Product and Equipment Manufacturing - Construction Industry Development Board (CIDB) – Proof of registration with CIDB. The proof of registration must include a valid CRS number, status, grading and expiry date. CIDB grading required is 3 ME or higher. Proof of registration received from bidders will be verified with CIDB. Whether Bidder has attended the Compulsory RFP/Site Briefing Stage 3 <u>Step 3 - Minimum Threshold of 80 points for technical evaluation criteria</u> Simila Previous Work Experience - Contractor must submit traceable reference letter(s) indicating that they have completed a thirty-six (36) month contract or an accumulation of contracts which in total result in a thirty-six (36) month experience for the provision of fleet equipment air conditioning maintenance and repairs within the past five (5) years. The following should be reflected in the references. (1) The project description, (2) Client Company name, (3) Client contact details (email and telephone), (4) Project duration: start and completion dates (5) Client Signature.		

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	Proof of OEM training: Provide certified copies of Training Attendance Certificates of the contractor employees/ technicians. Training Certificate submitted must state the type of training attended and the name of aircon OEM provided training. The training must be in line with Aircon Installation and/or Aircon maintenance and/or, Aircon troubleshooting and repairs. Gas Handling Certificate: Provide certified copies of Gas Handling Certificate(s) of the contractor employees who will be doing Airconditioning maintenance and repairs. Trade test Certificate: Provide Two certified copies of the Trade Test Certificates in Refrigeration of the contractors' air-conditioning technicians who will be doing Airconditioning Maintenance and Repairs for this contract. Stage 4 <u>Step 4 - Final weighted scoring: Price and Specific Goals</u> ✓ Price 80 B-BBEE STATUS LEVEL OF CONTRIBUTION B-BBEE Level 1 or 2 = 10 30% Black Women Owned Entities = 10 <u>Step 5 - Post Tender Negotiation</u> Requesting Best and Final Offer (BAFO) (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 post-tender negotiation with the view of arching a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2nd and 3rd ranked bidder (of required in a sequential manner) <u>Step 6 - Final Award</u> Award of business and conclusion of contract		
2.4	Bidders are edged take note of the Returnable Schedules in the RFP document	Tenderers	

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	RFP MANDATORY RETURNABLE SCHEDULES: SECTION 4: Pricing and Delivery Schedule ANNEXURE B Pricing Schedule Technical pre-qualification - Quality Management System - Construction Industry Development Board (CIDB) SECTION 7: Certificate of attendance of compulsory RFQ briefing RETURNABLE DOCUMENTS USED FOR SCORING • Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP • Similar Previous Work Experience. • Proof of OEM Training. • Gas Handling Certificate. • Trade Test Certificate. ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES 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. Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party] SECTION 1: SBD1 Form SECTION 2: Proposal Form & List of Returnable documents SECTION 4: Certificate of Acquaintance with RFQ Documents SECTION 5: RFP Declaration and Breach of Law Form		
2.5	RFP validity: The RFP validity period is 180 working business days after the date of closing.		

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3.	SCOPE OF WORK	SM	

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	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. A historic background was communicated with bidders by the user area to give an insight of the Terminals. The below points were emphasized by the end user: Scope of Work: Transnet Port Terminal in Durban is a material handling facility where bulk and break-bulk cargo is imported and exported through a network of material handling equipment. This system/network comprises of equipment that depend on air conditioning to cool off the operator's cabin. For air conditioners to continue working effectively, routine maintenance must be conducted at pre-determined intervals. The Operators cabin requires air-conditioning for proper hygiene, health and safety of personnel. Objective: The employer objective for this Project is to implement a maintenance and repair services contract that is aimed at maintaining all the air conditioners on the equipment. Technical Requirements Similar Previous Work Experience: Contractor must submit traceable reference letter(s) indicating that they have completed a thirty-six (36) month contract or an accumulation of contracts which in total result in a thirty-six (36) month experience for the provision of fleet equipment air conditioning maintenance and repairs within the past five (5) years. The following should be reflected in the references. (1) The project description, (2) Client Company name, (3) Client contact details (email and telephone), (4) Project duration: start and completion dates (5) Client Signature. Proof of OEM: Provide certified copies of Training Attendance Certificates of the contractor employees/ technicians. Training Certificate		

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4.	Technical Evaluation	SM	
	Technical Evaluation: Bidders were advised that in order to pass technical they need to score 80 points and the below technical evaluation criteria, and scoring was discussed: • Simila Previous Work Experience – scores 40 points • Proof of OEM Training - scores 20 points • Gas Handling Certificate - scores 20 points • Trade test Certificate – scores 20 points		
5.	Pricing schedule:	PL	
	Pricing Instructions were highlighted for the bidders Pricing Schedule Bidders must ensure that their pricing covers all the requirements stated in the scope of work and the pricing schedule.		

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6.	QUESTIONS AND ANSWERS		
	<u>Questions</u> Question: SP – OEM is a problem proof of training failure to provide? Answer: it is required as a proof to know supplier is trained beyond trade test, there must be something where you can prove that you trained on aircons. The suppliers were advised to put their questions in writing to Phumza.Lehlohla@transnet.net if they have further clarity seeking questions. General Note: All responses provided during the briefing session form part of the briefing record. Any amendments, corrections, or additional clarifications affecting the RFP will be communicated through the official Transnet procurement system.		
7.	CLOSING		
7.1	The meeting closed at 11H07		

Compiled by:

Phumza Lehlohla – Contract Specialist

Date: 13/07/2026