



## **TENDER BRIEFING SESSION**

*Non-compulsory*

**TNPA/2024/10/0004/80386/RFP :**

**FOR THE PROVISION OF COURIER SERVICES FOR TRANSNET NATIONAL PORTS  
AUTHORITY (TNPA) INCLUDING HEAD OFFICE,NINE (9) PORTS AND BUSINESS  
UNITS FOR A PERIOD OF THIRTY-SIX (36) MONTHS ON AN AS AND WHEN  
REQUIRED BASIS**

**Date: 25 JULY 2025**

**Time: 10:00**

**Platform: Microsoft Teams**

# AGENDA

| Agenda Item                       | Presenter          |
|-----------------------------------|--------------------|
| 1. Welcome and Introduction       | Onela Gcasamba     |
| 2. Meeting Rules                  | Onela Gcasamba     |
| 3. Background                     | Degracia Malematja |
| 4. Scope of Work                  | Degracia Malematja |
| 5. Tender Evaluation Methodology  | Onela Gcasamba     |
| 5.1 Evaluation Steps              | Degracia Malematja |
| 5.2 Pricing and Delivery Schedule | Basil Sithole      |
| 5.3 Returnable Documents          | Onela Gcasamba     |
| 6. Tender Submission              | Onela Gcasamba     |
| 7. Questions & Answers            |                    |

# 1. WELCOME AND INTRODUCTION

## Meeting Purpose and Objective

- ✓ The purpose of this meeting is to clarify the Request for Proposal: **RFP No TNPA/2024/10/0004/80386/RFP**
- ✓ RFP advertised on the on the Transnet and National Treasury e-Tender Portals.
- ✓ The objective of this meeting is to ensure that Transnet National Ports Authority's objectives related to the service requirement is well understood.
- ✓ To report any fraud, tip-offs anonymous: 0800 003 056 or transnet@tip-offs.com

## The Rules

- ✓ Attendees to remain muted during the presentations.
- ✓ All questions to be raised after the presentation.
- ✓ Attendees must make use of the hand raise function on MS Teams to be acknowledged if they have a question to raise.
- ✓ 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.
- ✓ Questions to be sent via email to **TNPATenderenquiries1@transnet.net** by no later than 1 August 2025 at 16:00. Use the Tender reference number and description as subject of the correspondence.
- ✓ No information will be repeated during the session for the benefit of those who join the session late.



# BACKGROUND AND SCOPE OF SERVICE



### 3. BACKGROUND

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Transnet National Ports Authority (TNPA) seeks to appoint a service provider for the provision of courier services to all TNPA ports, Head Office, Head Office Satellite Offices, as well as Lighthouses and Navigational Services and Dredging Services business units for a period of thirty-six (36) months. The services required include transportation of letters, boxes, parcels and pallets coordinated from TNPA Head Office to all provinces around the country on an as and when required basis. The successful service provider must have a reputable track record of delivery of courier services within South Africa and internationally.

## 4. SCOPE OF SERVICE

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4.1 Bidder must refer to [annexure A](#) attached for the detailed scope of work

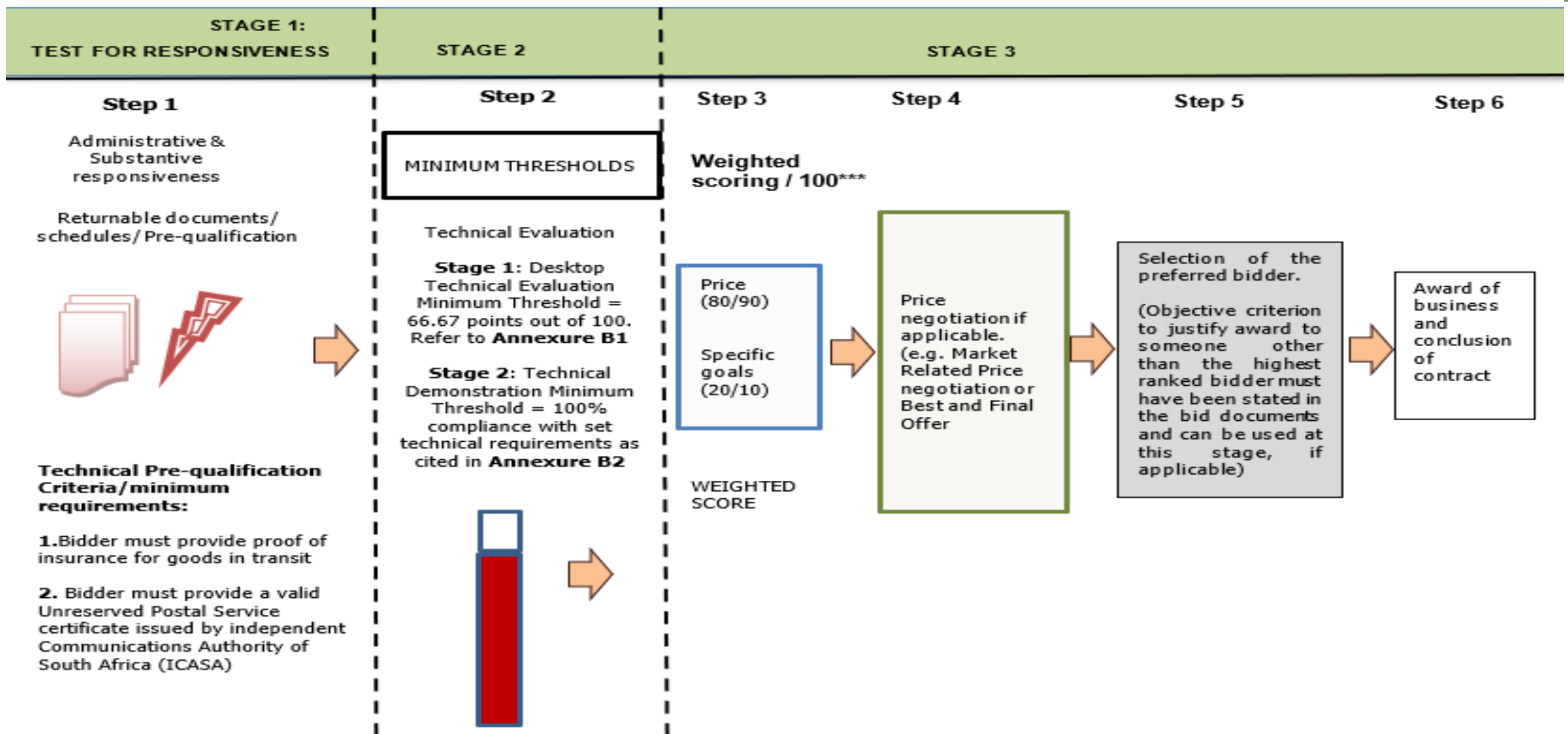


# TENDER EVALUATION METHODOLOGY





# 5. EVALUATION METHODOLOGY



# 5.1 EVALUATION STEPS

## Step One: Test for administrative and Substantive responsiveness

| Administrative & Substantive responsiveness check                                                                                                                                                                                                                                                                                                                                                                           | RFP Reference                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> </ul>                                                                                                                                                                                                                                                                                                                                   | <i>Section 1 paragraph 3</i>         |
| <ul style="list-style-type: none"> <li>Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</li> </ul>                                                                                                                                                                                                                                             | <i>Section 5</i>                     |
| <ul style="list-style-type: none"> <li>Verify the validity of all returnable documents</li> </ul>                                                                                                                                                                                                                                                                                                                           | <i>Section 5</i>                     |
| <ul style="list-style-type: none"> <li>Verify if the Bid document has been duly signed by the authorised respondent</li> </ul>                                                                                                                                                                                                                                                                                              | <i>All sections</i>                  |
| <ul style="list-style-type: none"> <li>Whether any general and legislation qualification criteria set by Transnet, have been met;               <ol style="list-style-type: none"> <li>Bidder must provide proof of insurance for goods in transit</li> <li>Bidder must provide a valid Unreserved Postal Service certificate issued by independent Communications Authority of South Africa (ICASA)</li> </ol> </li> </ul> | <i>All sections</i>                  |
| <ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer</li> </ul>                                                                                                                                                                                                                                                                                                                                   | <i>Section 4 – <b>Annexure C</b></i> |
| <ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>                                                                                                                                                                                                                                                                                             | <i>All Sections</i>                  |
| <b><i>The test for administrative responsiveness and substantive Responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two</i></b>                                                                                                                                                                                                                                                       |                                      |

# 5.1 EVALUATION STEPS

## 1. STEP TWO: Technical Evaluation (Minimum Threshold 66.67 points)

### 6.2.1. Stage 1: Desktop Technical Evaluation

The test for the Technical and Functional threshold will include the following:

| Technical Evaluation Criteria             | Points Weightings |
|-------------------------------------------|-------------------|
| • Company Track Record                    | 40                |
| • Method Statement                        | 30                |
| • Experience for Key Account Resource     | 30                |
| <b>Total Weighting:</b>                   | <b>100</b>        |
| <b>Minimum qualifying score required:</b> | 66.67             |

# 5.1 EVALUATION STEPS

## **NOTE:**

- The full desktop technical evaluation criteria is attached as [Annexure B1](#) – **Desktop Technical Evaluation Criteria**.
- Respondents are to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

### 6.2.2. **Stage 2: Technical Demonstration Evaluation**

- Respondents will be required to demonstrate full compliance with the technical requirements cited in [Annexure B2](#) – **Technical Demonstration Evaluation Criteria**.

***For a Respondent’s Proposal to progress to Step Three of evaluation, the Respondent will be required to achieve a minimum threshold of 66.67 points for the Desktop Technical Evaluation and demonstrate full compliance with the technical requirements cited in Annexure B2 Demonstration Evaluation Criteria***

# 5.1 EVALUATION STEPS

## Step: Three Evaluation and Final Weighted Scoring

Price evaluation will be conducted per category out of 80/90 points.

a) Price Criteria [Weighted score 80/90 points]:

| Evaluation Criteria                                                | RFP Reference    |
|--------------------------------------------------------------------|------------------|
| <ul style="list-style-type: none"> <li>Commercial offer</li> </ul> | <i>Section 4</i> |

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

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } PS = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

$Ps$  = Score for the Bid under consideration

$Pt$  = Price of Bid under consideration

$Pmin$  = Price of lowest acceptable Bid

# 5.1 EVALUATION STEPS

## Step three: Evaluation and Final Weighted Scoring

b) Specific Goals [Weighted score 20/10 points]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 9, clause 4.1 of the specific goals Claim Form.

### Summary: Applicable thresholds and final evaluated weighting

| Thresholds                                                 | Minimum Threshold                                                |
|------------------------------------------------------------|------------------------------------------------------------------|
| Desktop Technical Evaluation (Stage 1 Technical)           | 66.67 points                                                     |
| Technical Demonstration Evaluation( stage 2 Demonstration) | 100% compliance with requirements cited in<br><b>Annexure B2</b> |

| Evaluation Criteria | Final Weighted Scores |
|---------------------|-----------------------|
| Price               | 80 / 90               |
| B-BBEE - Scorecard  | 20 / 10               |
| <b>TOTAL SCORE:</b> | <b>100</b>            |

# Transnet Preferential Procurement Policy Specific Goals

- The following preference point systems will be applicable to this bid:
- The 80/20 or 90/10 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The following specific goals will apply for this transaction.

| Specific Goals                             | Number of points<br>(80/20 system) | Number of points<br>(90/10 system) |
|--------------------------------------------|------------------------------------|------------------------------------|
| B-BBEE Status Level of Contributor 1 and 2 | 5.00                               | 3.00                               |
| EMES's / QSE's black owned                 | 15.00                              | 7.00                               |



## Transnet Preferential Procurement Policy Specific Goals Acceptable Evidence

| Specific Goals                     | Acceptable Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B-BBEE Level of contributor 1 or 2 | B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline                                                                                                                                                                                                                                                                                                                                                                         |
| EME or QSE 51% Black Owned         | B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Enterprise</b>                  | <b>B-BBEE Certificate &amp; Sworn Affidavit</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Large</b>                       | Certificate issued by SANAS accredited verification agency                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>QSE</b>                         | <p>Certificate issued by SANAS accredited verification agency</p> <p>Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned)</p> <p>[Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at <a href="http://www.dti.gov.za/economic_empowerment/bee_codes.jsp">www.dti.gov.za/economic_empowerment/bee_codes.jsp</a>.]</p> |
| <b>EME</b>                         | <p>Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership</p> <p>Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership</p> <p>Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard</p>                                                                                                                                     |

# Valid B-BBEE Sworn Affidavit

**Example:  
VALID  
SWORN  
AFFIDAVIT**

Name of deponent & ID Number

SWORN A      I/E 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<br>INDUSTRIAL PARK<br>PHOENIX<br>2008 |

Indicate BO & BWO  
Tick or underlined Mngt Acc or AFS

- 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 rand);
  - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

Financial Year (dd/mm/yyyy)

B-BBEE Status Level based  
on Black Ownership

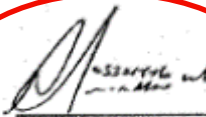
|                           |                                                  |                                     |
|---------------------------|--------------------------------------------------|-------------------------------------|
| 100% black owned          | Level One (135% B-BBEE procurement recognition)  | <input checked="" type="checkbox"/> |
| More than 51% black owned | Level Two (125% B-BBEE procurement recognition)  | <input type="checkbox"/>            |
| Less than 51% black owned | Level Four (100% B-BBEE procurement recognition) | <input type="checkbox"/>            |

Commissioner of Oath Certification Stamp

Deponent signature and date

Commissioner of Oath  
signature and date

- The entity is an empowering supplier in terms of the dti Codes of Good Practice.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

  
Commissioner of Oaths  
Signature & stamp

Deponent Signature:   
Date: 16 August 2016

  
SOUTH AFRICAN POLICE SERVICE  
COMMUNITY SERVICE CENTRE



# Valid B-BBEE Certificate

COMPANY NAME

**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: 9367024326



Enterprise Number: K2017267673

**B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION**

| B-BBEE INFORMATION           |                                                          |
|------------------------------|----------------------------------------------------------|
| Certificate Number           | 9367024326                                               |
| 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 Mentjies Street  
Sunnyside 0001

**Postal Address: Companies**  
P O Box 429  
Pretoria  
0001

**Docex: 256**  
Web: [www.dpc.co.za](http://www.dpc.co.za)  
Contact Centre: 086 100 2472(CIPC)  
Contact Centre (international): +27 12 394 9500

**Example:  
VALID CIPC B-BBEE**

**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

**S.A.B.E.E.R.A**

South African Black Economic Empowerment Agency

**COMPANY NAME**

CERTIFIED THAT

(REG No: 2003/007768/07\*\*VAT No: 466021785) t/a

**AQUA TRANSPORT AND PLANT HIRE (PTY) LTD**

13 LEMANS ROAD, PINETOWN

HAS BEEN INDEPENDENTLY RATED IN TERMS OF BROAD-BASED BLACK ECONOMIC  
EMPOWERMENT ACT NO.53 of 2003 AND AS PER THE CODES OF GOOD PRACTICE NO: 36928

AND IS DEEMED TO BE A

**LEVEL 2 CONTRIBUTOR**

**GENERIC ENTERPRISE**

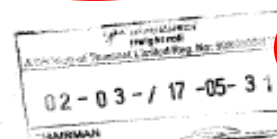
AND HAS A RECOGNITION LEVEL OF 125%

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

| 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 |
| Priorities Elements achieved      | Yes    | Date issued            | 06/02/2017   |
| Level discounted                  | No     | Expiry Date            | 05/02/2018   |
| Final Level                       | 2      |                        |              |

Certificate Number & Validity Period

  
TECHNICAL SIGNATORY



SANAS logo & BVA Number

**Example:**  
**VALID B-BBEE**

# 5.1 EVALUATION STEPS

## Step Four: Post Tender Negotiations (if applicable)

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 tenderer:
  - is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
  - is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,
  - 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,
  - has the legal capacity to enter into the contract
  - is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
  - complies with the legal requirements, if any, stated in the tender data and
  - is able, in the option of the employer to perform the contract free of conflicts of interest.

# 5.1 EVALUATION STEPS

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## **Step Five: 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).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

## 5.2 PRICING AND DELIVERY SCHEDULE

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The pricing schedule attached hereto [as Annexure c](#) Respondents are required to complete the pricing schedule consists of three parts. Part A, B and C

# 5.3 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<br>[Yes/No] |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| SECTION 4: Pricing Schedule ( <b>Annexure C</b> )                                                                                        |                       |
| Bidder must provide proof of insurance for goods in transit                                                                              |                       |
| Bidder must provide a valid Unreserved Postal Service certificate issued by independent Communications Authority of South Africa (ICASA) |                       |

# 5.3 RETURNABLE DOCUMENTS

## b) Returnable Documents used for Scoring

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:

| <b><u>RETURNABLE DOCUMENTS USED FOR SCORING</u></b>                                                                                                                                                                                                                                                              | <b>SUBMITTED<br/>[Yes or No]</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Respondent’s valid proof of evidence to claim points for compliance with Specific Goals’ requirements as stipulated in Section 9 of this RFP:<br><br>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 <b>Annexure B1</b> , desktop technical evaluation criteria                                                                                                                                                                                        |                                  |

# 5.3 RETURNABLE DOCUMENTS

## 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                                                                                                            | SUBMITTED<br>[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: SBD1 Form                                                                                                                                  |                          |
| 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: Specific goals Preference Claim Form                                                                                                       |                          |
| SECTION 10: Certificate of Attendance of Non-Compulsory Briefing Session                                                                              |                          |
| SECTION 11: Protection of Personal Information                                                                                                        |                          |
| Bidder’s Declaration (Form SBD 4)                                                                                                                     |                          |
| Central Supplier Database (CSD) Report                                                                                                                |                          |
| SARS Tax Compliance Pin                                                                                                                               |                          |





# TENDER SUBMISSION



# 6. TENDER SUBMISSION

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**Closing date: 12 August 2025**

**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>) 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>
- 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.

## 7. QUESTIONS AND ANSWERS

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TRANSNET



**THANK YOU**

