

MINUTES OF TRANSNET PORT TERMINAL COMPULSORY TENDER CLARIFICATION MEETING

TENDER	EMPLOYEE TRANSPORTATION SERVICES FOR TRANSNET SOC LTD (1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT THE PORT OF NGQURA AND PORT OF PORT ELIZABETH FOR A PERIOD OF TWO YEARS
RFQ NO.	TPT/2026/03/0218/3443/RFP
MEETING NO.	01
VENUE	MS TEAMS
DATE & TIME	17 August 2026
ATTENDEES	<u>Transnet Port Terminal Representatives:</u> - Ezekhaya Sojezi (ES) – Commodity Specialist - Technical Team (Car Terminal)
APOLOGIES	None

MINUTE	DESCRIPTION OF DISCUSSION
1.	OPENING – Ezekhaya Sojezi
1.1	Welcome & Introductions
	ES opened the meeting and welcomed all bidders who attended the compulsory Tender Clarification Meeting. - Bidders were requested to complete their details (Company name, name of representative, company email address and contactable on the TEAMS chat, as part of confirming that they were part of the briefing. - An overview of what will be covered on the document was done

1.2	OBJECTIVE
	- ES, bidders were advised that this briefing was an overview of what will be covered on the document was done -understand what is expected from them with regards to the RFP requirements i.e., the commercial and technical requirements and to attend to any questions if any. - It was explained again that bidders that they need to put your details on the chat, This was to confirm that the Ms. Teams attendance register and the Section 9 attendance certificate will be used as proof of attendance, which is required for a compulsory RFP briefing. Bidders were requested to stay after briefing for a roll call to confirm attendance in order for the attendance certificates (section 9) which will be emailed to them signed by TPT representative to the relevant bidders.

MINUTE	DESCRIPTION OF DISCUSSION
2.	COMMERCIAL - TENDER PROCESS: CONTENTS OF THE RFP
2.1	Bidders were advised that they need to familiarize themselves with the entire RFP document and that the presentation is only to highlight some important aspects as follows: • ISSUE DATE: 11 AUGUST 2026 • COMPULSORY BRIEFING DATE: 17 AUGUST 2026 • CLOSING DATE: 28 AUGUST 2026 • CLOSING TIME: 12:00PM • BID VALIDITY PERIOD: 180 Business Days from Closing Date
2.2	PROPOSAL SUBMISSION
	Bidders were advised that the submission will be done as follows as per SBD1: bidders were advised to give themselves time for 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 [(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 transnetetenders.azurewebsites.net
2.3	SECTION 2: NOTICE TO BIDDERS-CLAUSE 6 COMMUNICATION For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to ezekhaya.sojezi@transnet.net before 12h00 on 24 August 2026 substantially in the form set out in Section 3 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website. After the closing date of the RFP, a Respondent may only communicate to, email ezekhaya.sojezi@transnet.net. on any matter relating to its RFP Proposal. Respondents are to note that changes to its submission will not be considered after the closing date. It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
2.4	RETURNABLE DOCUMENTS

There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP <u>will</u> result in a Respondent's disqualification.
Returnable Documents Used for Scoring	Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.
Essential Returnable Documents	Failure to provide essential Returnable Documents <u>may</u> result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.

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]
SECTION 4: Pricing schedule form	
SECTION 10: Returnable Schedule 1-3 Technical Pre-Qualification	

RETURNABLE DOCUMENTS

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:

RETURNABLE DOCUMENTS USED FOR SCORING		3MITTED [Yes or No]
Valid proof of Respondent's compliance to Specific Goal requirements stipulated in Section 6 of this RFP (Valid B-BBEE certificate or Sworn-Affidavit as per DTIC (guidelines)		
Returnable Schedule 4- Experience reference letter		
Returnable Schedule 5- vehicles: owned/leased		
Returnable Schedule 6- Intention to lease/Purchase		
Returnable Schedule 7-Availability of driver's licence		

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES		MITTED [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: RFP DECLARATION CERTIFICATE OF ACQUAINTANCE & BREACH OF LAW FORM WITH RFP		
SECTION 6 : SPECIFIC GOALS POINTS CLAIM FORM		
SECTION 8: PROTECTION OF PERSONAL INFORMATION		
SECTION 9: CERTIFICATE OF ATTENDANCE OF COMPULSORY RFP BRIEFING (Refer to paragraph 2, for further details on the compulsory briefing)		
CSD Registration report		
Certified Copies of Director's IDs		
Valid Tax Compliance Status (TCS) Pin		

	ES explained Clause 8 under disclaimers of the RFP and highlighted the importance of the split award, bidders were advised of the below NB This RFP will be split based on prices per terminal. - Methodology of Split: Through this procurement event, Transnet intends to award business to a maximum of two bidders ("split award") in order to reduce the risk of operational disruptions due to non-performance and capacity issues and to encourage supplier rotation. The award will be split into two terminals Port of Ngqura and Port of Port Elizabeth (which will include Finger Jetty) . Transnet Request for Proposal No TPT/2026/03/0218/3443/RFP Page 7 of 33 -Split guidelines are as follows: -Port of Port Elizabeth which includes Finger Jetty -The highest ranked bidder will be awarded. -Port Of Ngqura- The bid will be awarded to the highest ranked bidder. However, if the highest-ranked bidder is the same as the highest-ranked bidder for the Port of Port Elizabeth, the bid will be awarded to the second-ranked bidder for the Port of Ngqura. -The estimated allocation of the estimated contract value is as follows: -36% Port of Ngqura -64% Port of Port Elizabeth (incl Finger Jetty) -Transnet reserves the right not to split the award as envisaged if such split would lead to conflict with Bidders were advised the technical evaluation will be evaluated as one project but the split will be done at pricing.
2.5	EVALUATION METHODOLOGY <u>Step 1 & 2</u> Administrative responsiveness (Returnable documents/ schedules) & Substantive responsiveness. The importance of the prequalification documents was explained in detail as follows, bidders were advised without these documents they will not go through to the next stage. - Letter from taxi association with the Nelson Mandela. Metropolitan-

	Returnable schedule 1 -Certified copies Operating licences/permits-Returnable schedule 2 -Proof of application on provider's letterhead for operating licences or permits- Returnable schedule 3 <u>Step 2</u> Functionality/ technical 56 points as a minimum Threshold. <u>Step 3</u> Price (80) and Specific Goals (20) or Price (90) and Specific Goals (10) <u>Step 4</u> Price negotiations, if applicable. (eg market related price negotiation or BAFO negotiation. <u>Step 5</u> Selection of the preferred bidder. Objective criterion to justify award to someone other than the highest ranked bidder must have been stated in the bid documents and can be used at this stage, if applicable. <u>Step 6</u> Award of business and conclusion of contract
2.6	TECHNICAL EVALUATION
	PRE-QUALIFICATION (ES) read through all the requirements of the pre-qualification documents and the requirement documents as per the RFP document. (Car Terminal) Took the bidders through thoroughly on all the requirements of the pre-qualification as per the RFP document.
	TECHNICAL EVALUATION CRITERIA (Car Terminal) explained all the requirements of the technical evaluation and returnable schedules and explained to bidders what documents will be required from pre-qualification and the technical evaluation as per the RFP documents.

	Technical Evaluation Criteria	Points Weightin gs	Scoring guideline	
	Past Experience- Has the service provider been in the business of providing Staff Transportation Services for a minimum of (5) five years and transporting greater or equal to 200 persons and not less than 130 persons One or more written reference letters of successfully rendered services for similar projects by the respondent's client which shall be used used to verify the respondent's past performance. The references must specifically set out the following: i) the number of years/months that the respondents have provided services relating to the Transportation of personnel, client's contactable reference, letter must be on the client's company letter head and must be signed. ii) stipulating the number of staff transported	35	1)Relevant reference letter(s) stipulating cumulative experience = 5 years and above transporting 200 and above staff = 35 points. 2)Relevant reference letter(s) stipulating cumulative experience = 5 years transporting 180-199 staff = 30 points 3)Relevant reference letter(s) stipulating cumulative experience = 5 years transporting 150-179 staff = 20 points 4)Relevant reference letter(s) stipulating cumulative experience = 5 years transporting 140-149 staff = 15 points	

	greater or equal to 200 persons and not less than 130 persons.		5) Relevant reference letter(s) stipulating cumulative experience = 5 years transporting 130-139 staff = 10 points. Failure to Submit or Less than 5 years' experience and below 130 staff gets = 0 points	
	Vehicles: Owned / Leased Vehicles :12 x 22-Seater and 8 x 15-Seater Evidence: Certified copy of current vehicle licenses or disk in respect of each vehicle not older than 1 year	25	1) Certified copies of total vehicle licenses for intended terminal = 25 points. 2) Outstanding copies of vehicle licenses = 0 points	
	Intention to lease/ Purchase: Vehicles :12 x 22-Seater and 8 x 15-Seater Evidence: A letter of confirmation with the source's letterhead stating the following: a) intends to enter into a lease or sale agreement for the required vehicles with the service provider. b) a description of the vehicles to be leased or		1) Source document stating all information for total vehicles for intended terminal = 25 points 2) Source document not stating all information or no source document = 0 points	

	purchased including make and model. c) the quantity of vehicles to be leased or purchased. d) the seating capacity of the vehicles to be leased or purchased. e) Availability of the vehicles to support a two week contract readiness period. • The bidder must ensure that all the abovementioned information (a-e) is captured in the document from the source. • Should any information be outstanding, then the document will NOT be considered for evaluations.			
	The service provider shall have C1 Drivers as per below: The service provider shall have C1 Drivers as per below: 32 Drivers Evidence: # Certified copy of valid Code C1 or higher driver's licenses and valid PrDP's in respect of each driver	20	(Containers): 32 Drivers 1) > 32 certified copies of Code C1 Driver's Licenses and valid PrDP's submitted = 20 points 2) 26 - 31 certified copies of Code C1 Driver's Licenses and valid PrDP's = 15 points 3) 16 - 25 certified copy of Code C1 Driver's Licenses and valid PrDP's =	

			10 points 4) 0 - 15 certified copies of Code C1 Driver's Licenses and valid PrDP's = 0 points	
	Total Weighting:	80		
	Minimum qualifying score required:	56 points		

2.7	PRICE & SPECIFIC GOALS EVALUATION																					
	The preference points were explained and what documents are required to claim the points • Price Criteria (weighted score 80/90 points) • Specific goals (weighted score 20/10 points) <table><tr><td></td><td>POINTS</td><td>POINTS</td></tr><tr><td>PRICE</td><td>80</td><td>90</td></tr><tr><td><u>SPECIFIC GOALS</u></td><td></td><td></td></tr><tr><td>B-BBEE STATUS LEVEL 1 or 2</td><td>5</td><td>3</td></tr><tr><td>Black owned EME/QSE (51% BO)</td><td>5</td><td>3</td></tr><tr><td>Promotion of province/region/municipal - Eastern Cape, Nelson Mandela Bay Metropolitan Municipality.</td><td>10</td><td>4</td></tr><tr><td>Total points for Price and Specific Goals must not exceed</td><td>100</td><td>100</td></tr></table> It was also highlighted which documents bidders need to submit for the specific goals in order to achieve the score.		POINTS	POINTS	PRICE	80	90	<u>SPECIFIC GOALS</u>			B-BBEE STATUS LEVEL 1 or 2	5	3	Black owned EME/QSE (51% BO)	5	3	Promotion of province/region/municipal - Eastern Cape, Nelson Mandela Bay Metropolitan Municipality.	10	4	Total points for Price and Specific Goals must not exceed	100	100
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Total points for Price and Specific Goals must not exceed	100	100																				
	SBD 4																					
	E.S Went through SBD 4 and explained bidders with an emphasis put on clause 14 Declarations, the bidders were taken through clause 14.1-14.4 as part of the discussions.																					
2.8	PRICING SCHEDULE																					
	-Bidders were taken through the pricing schedule for each of the terminals and requested to read section 4 and respond on the pricing schedule as per the pricing schedule annexure D2 template provided by Transnet. Bidders were requested to go through all the annexures relating to the pricing schedule.																					
2.10	SCOPE OF WORK																					

	(Car Terminal)- took the bidders through the Scope of Work and explained the shifts as per annexure A, B ,C and D1 of the RFP. The route allocation clause 6 was further emphasized
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3.	BRIEFING QUESTIONS AND ANSWERS Bidders questions and TPT response	
	<i>Bidders Questions</i>	<i>TPL Response</i>
	Letter from taxi association- 1) why does it have to come from the taxi association.2) In PE, is there a specific tax association that you would rather have a letter from? Or can we go for any and every tax association in PE? Follow on questions, 3)What is the logic behind the decision to have a taxi association requirement. 4) Will there not be any conflicts between the taxi industry affiliations in Port Elizabeth, because there is splitting of the contract is the splitting happening per affiliation.	CT- 1) Okay, through our risk assessment as Transnet and TPT, it was noted that the bidders should belong to a taxi association. Hence, now we, the scope itself, it's specifying. 2) If there are 5 taxi associations in PE, any of those. No specific association. 3) as I've mentioned earlier, internally we do lessons learned, and we' also do risk assessment. So, from the past, when the Taxi Association for eligibility was not mentioned, we had serious safety concerns that took place with the transportation of employees, where the vehicles were in danger and as well as the employees. So, through those lessons learned and this assessment, it was noted that these probably need to be included. So that is the reason for taxi association request. 4) Transnet cannot know whether there will be conflict or not. The splitting is based on pricing and not affiliations as per the RFP document.
	5) Do you accept any vehicle lease from any company or are the specific companies you accept	As long as the vehicle is complying with the specifications as per the scope of work, and it's complying in terms of the seating capacity that we have also specified. So, the scope does not go into that detail. We are not requesting certain brands.
	6) On page 11, Transnet talking about the so many vehicles for 25	CT – May we request you send us an email that details your

	points you either own the vehicles the 20 and bring its list or else you either lease or purchase the 20 vehicles then bring confirmation document to that effect. When the pre-qualification documents were mentioned which is the 1) letter for the association,2) list of vehicles owned and 3) whether you are going to be leasing the vehicles. Your allocation of points on page 11 is combining documents 2 and 3 that was mentioned on the pre-qualifications. Is that deliberate? Further explanation: Page 35 is saying, give me your list of operating permits. And I'm saying, here's my list. I've got 8 vehicles. On page 36. Page 36 says, what about the other vehicles? My response is, I'm going to list them. Here is my proof of my intention to list them. And these operating permits that you need, you will get them within 30 days, my question then to Transnet is saying, on page 11 You have combined this schedule 2 and schedule 3 as one requirement. But now when we go to page 35 and page 36, you are giving me a split Is that intentional? Is that an oversight?	question so that we can better understand and be in a better position to respond to your answer , this will form part of the minutes published.
	7)Pricing schedule- Are we quoting per cost per vehicle, per month, or per kilometers.	Looking for cost per vehicle per trip. So for route one, you are taking employees from a route from their homes, which is route one to Transnet, that is a trip.

	8) Since there is a specification of 15 and 22 seaters should the bidder have capacity for bigger, let's say a 35-seater or a 41 or a 60 seater, is that going to be allowed or do you strictly want what was specified.	it should be fine. For instance, if you have a 22-seater, I'm making an example for route one. It requires A 22-seater, but you have a 35 seater for that. It's still because you still meet in terms of the requirements for the number of people. However, then your rate should still be the 22-seater rate. Further explanation. So, if for instance you have a 45 seater, we still need two vehicle, even though your capacity for one vehicle is, it's for, it can take that number of people. The reason for that is that we don't want delays. The reason we're splitting them and we are allocating the number of vehicles. We don't want a situation where you say the employees are delayed because there's so many stops that one needs to collect. So, the splitting of the vehicle type is done to mitigate that. We want two vehicles split so that to accommodate the delays and the traffic of those employees
4.	GENERAL -(ES) Explained to bidders again that the project is a combined project and the terminals will not be evaluated separately, the split will only be done during the award stage by looking at the price per terminal.	



Bidders Were advised to go through all the annexures, and it was advised that the penalties annexures was separate from the rest of the RFP.

-A roll call was done, to confirm who was in attendance.

Note: The meeting presentation is herewith attached for reference.

Complied by

Ezekhaya Sojezi

Date 24 August 2026

Reviewed by

Car Terminal

Date: 24 Aug 2026