

**MINUTES OF THE NON-COMPLUSORY VIRTUAL BRIEFING SESSION HELD FOR RFP NO.:
TNPA/2026/04/0721/4128/RFP**

**REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF MOBILE CRANE HIRE SERVICES FOR
TRANSNET NATIONAL PORTS AUTHORITY IN SHIP REPAIR AT THE PORT OF CAPE TOWN ON AN "AS
AND WHEN"**

REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS.

VENUE: Microsoft Teams on 08 June 2026, at 10:30 am for a period of ± 2 (two) hours.

IN ATTENDANCE:

Transnet National Ports Authority (TNPA) Employees in attendance:

1. Xolani Mdluli (XM): Commodity Specialist
2. Donald Magagane (DM): Procurement Trainee
3. Loyiso Zwelakhe (LZ): Governance Specialist
4. Salathiso Xoxo (SX) Supplier Development Specialist
5. Apelele Tyali (AT Operations Manager
6. Ntokozo Mahlangu (NM): Engineer-In-Training
7. Ebrahim Thomson (ET): Engineer-In-Training

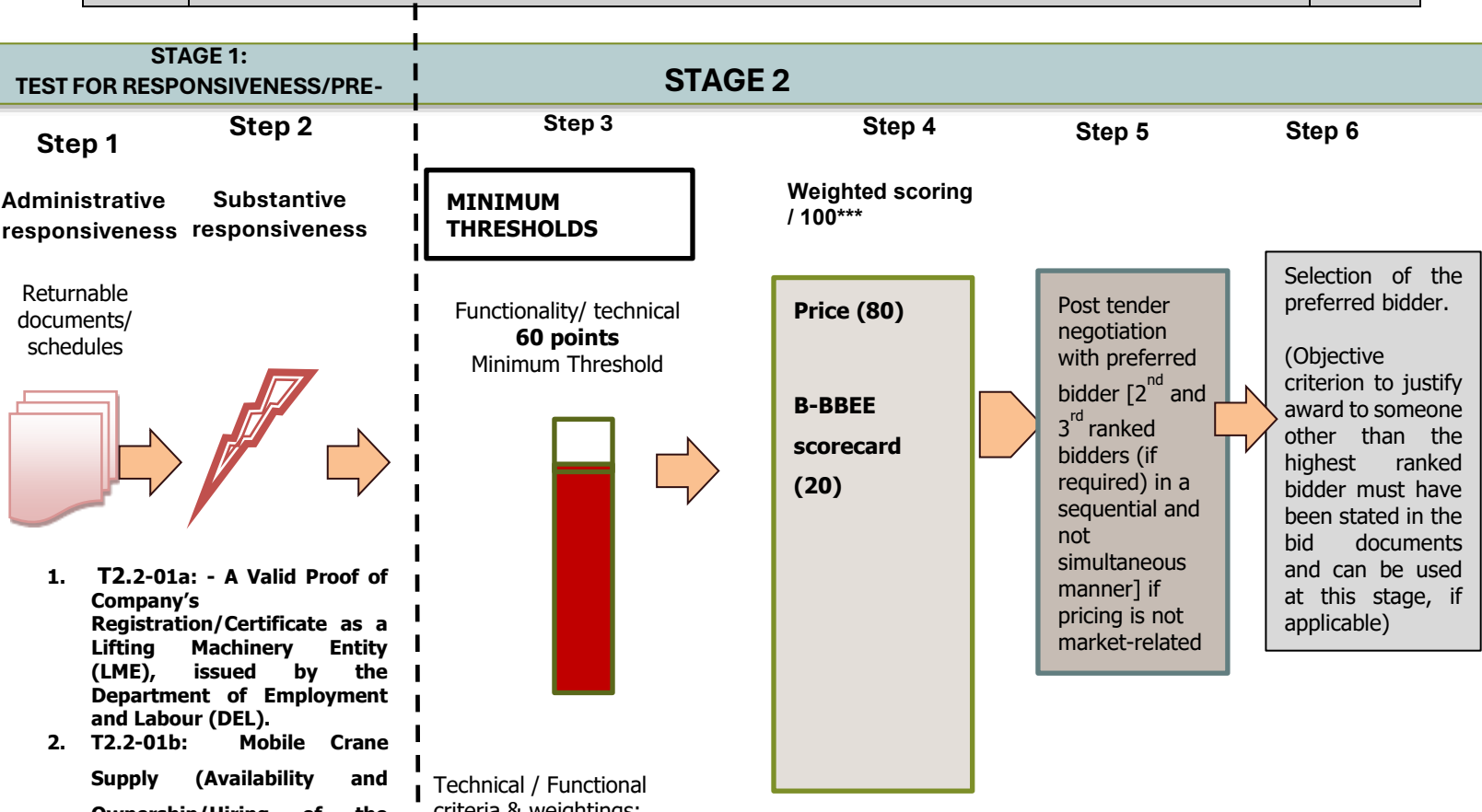
Tenderers in attendance:

NB: Various companies attended the Non-compulsory briefing session as per the attendance register.

ITEM	DESCRIPTION	
1.	Opening and Introductions	(XM)
	XM welcomed all present to the non-compulsory briefing session. Various companies attended the non-compulsory briefing session as per the attendance register	
2.	Safety Briefing	(AT)
	AP took all the attendees through the safety briefing	
3.	Meeting Ground Rules	(XM)
	XM took attendees through the meeting ground rules ensure seamless delivery of the presentation with minimal disruption.	

ITEM	DESCRIPTION	
	TNPA team introduced themselves.	ALL
4.	Purpose/Objective of the meeting	(XM)
	The purpose of this meeting is to clarify the Request for Proposal: TNPA/2026/04/0721/4128/RFP with an objective to ensure the requirements are understood and there is alignment between all the parties (TNPA and bidders).	
4.	Tendering Process & Tender Evaluation Procedure	(XM)
	XM took attendees through the tendering procedures, and Invitation as follows: ✓ The meeting is the virtual, non-compulsory briefing session for the RFP in question, bidders who did not manage to attend the non-compulsory briefing meeting will not be disqualified. ✓ Bidders were requested to remain for the entire duration of the briefing session as important information pertaining to the RFP will be presented. ✓ This session was recorded and minutes of the meeting will be shared with everyone who attended the briefing session. Further to that, the minutes will be uploaded onto the Transnet Digital Procurement System (TDPS) and National Treasury e-tender portal. ✓ All Clarification questions will be recorded; the responses will be consolidated and uploaded onto the Transnet Digital Procurement System (TDPS) and National Treasury e-tender portal. Tender Invitation: ✓ The cut-off date for any additional clarification questions in writing will be before 12h00 on 12 June 2026. ✓ The Procurement Lead will provide written responses to all additional questions received in writing. ✓ After the closing date of the RFP, a Respondent may ONLY communicate using TNPATenderenquiries1@transnet.net on any matter relating to this RFP. A copy of minutes, questions and responses will be uploaded onto the Transnet Digital Procurement System (TDPS) and National Treasury e-tender portal. ✓ The RFP was advertised on 29 May 2026, briefing session held on 08 June 2026, and closing date of this RFP is 22 June 2026 on or before 12:00, as per the details on the RFP. ✓ The bid validity period is 12 weeks, to turn around the procurement process, if delays are encountered, a request for extension from bidders will be made, and a bidder who did not respond to the request will be disqualified. Non-Compulsory Site Inspection	

ITEM	DESCRIPTION	
	A non-compulsory site visit will be held on 08 June 2026 at 12 h00 for a period of ± Two (02) hours at Ship Repair, Transnet National Ports Authority Port of Cape Town, Duncan Road, Ship Society, Foreshore, Port of Cape Town, 8001. Tender Submission Instructions: ✓ Bidders are urged to complete the RFP document in full, sign and stamp at the bottom of each page, ✓ Submit supporting returnable documents for evidence as covered in the compulsory/ prequalification, essential and documents to be used for scoring. ✓ Bidders must ensure they are registered in CSD and their tax matters are in order. ✓ Valid B-BBEE certificate i.e SANAS accredited for Generic size companies, Sworn affidavit for EMEs and QSE who are 51 % black owned (fully completed). ✓ Bidders are encouraged to complete and submit their documents on time to avoid any technical glitches because the principle is that when document is submitted late or to the wrong platform, it will not be considered for evaluation. NB: ensure pricing is populated on the system as well!!!	
6.	Scope of Works	(AP)
	AP took the members through the Scope of Work- <i>refer to the RFP.</i>	
7	EVALUATION METHODOLOGY	



	NB: Evaluation of the various stages will normally take place in a sequential manner. However, to expedite the process, Transnet reserves the right to conduct the different steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).																	
7.1	Transnet’s 7 Steps of the evaluation methodology -Refer to the RFP	XM,AT, SX																
7.1.1	STEP ONE: Test for Responsiveness The test for responsiveness will include the following: <table><tr><th>Administrative and substantive responsiveness check</th><th>RFP Reference</th></tr><tr><td>Validate whether bid has been lodged on time</td><td>Section 1: Notice to tenderers</td></tr><tr><td>Verify if the Bid document has been duly signed and submitted</td><td><i>All sections</i></td></tr><tr><td>Bid administrative documents / Essential documents (declarations, certificate of acquaintance, etc)</td><td><i>Section 5</i></td></tr><tr><td>Mandatory returnable documents</td><td>Part T2 : Returnable documents</td></tr><tr><td>Bid documents used for scoring</td><td>Part T2 : Returnable documents</td></tr><tr><td>Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule</td><td>Part C2: Pricing data</td></tr><tr><td> The bidder must submit the following pre - qualification documents: 1. T2.2-01a: - A Valid Proof of Company’s Registration/Certificate as a Lifting Machinery Entity (LME), issued by the Department of Employment and Labour (DEL). <i>NB: The validity of the Company’s Registration/Certificate will be verified with the Department of Employment and Labour (DEL). Invalid certificate will not be considered for evaluation and will result in disqualification.</i> 2. T2.2-01b: Mobile Crane Supply (Availability and Ownership/Hiring of the mobile crane equipment) 3. Part C2: Pricing data - Whether the tender contains a fully completed and signed form of offer and acceptance AND Price list total Excl. VAT carried over to a Form of Offer and Acceptance. </td><td>Part T2 : Returnable documents</td></tr></table>	Administrative and substantive responsiveness check	RFP Reference	Validate whether bid has been lodged on time	Section 1: Notice to tenderers	Verify if the Bid document has been duly signed and submitted	<i>All sections</i>	Bid administrative documents / Essential documents (declarations, certificate of acquaintance, etc)	<i>Section 5</i>	Mandatory returnable documents	Part T2 : Returnable documents	Bid documents used for scoring	Part T2 : Returnable documents	Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule	Part C2: Pricing data	The bidder must submit the following pre - qualification documents: 1. T2.2-01a: - A Valid Proof of Company’s Registration/Certificate as a Lifting Machinery Entity (LME), issued by the Department of Employment and Labour (DEL). <i>NB: The validity of the Company’s Registration/Certificate will be verified with the Department of Employment and Labour (DEL). Invalid certificate will not be considered for evaluation and will result in disqualification.</i> 2. T2.2-01b: Mobile Crane Supply (Availability and Ownership/Hiring of the mobile crane equipment) 3. Part C2: Pricing data - Whether the tender contains a fully completed and signed form of offer and acceptance AND Price list total Excl. VAT carried over to a Form of Offer and Acceptance.	Part T2 : Returnable documents	XM
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	Bids must be administratively and substantively responsive to advance to Step Two for further evaluation													
7.1.2	STAGE 2: Functionality Criteria	AT												
	The procedure for the evaluation of responsive tenders is Functionality: AT indicated that an incorrect document was selected for Evaluation criteria, the correct one will be uploaded as per the presentation. Only those tenderers who attain the minimum number of evaluation points for Functionality will be eligible for further evaluation, failure to meet the minimum threshold will result in the tender being disqualified and removed from any further consideration. Functionality Criteria Scoring The functionality criteria and maximum score in respect of each of the criteria are as follows: <table><tr><th>Evaluation Schedules</th><th>Maximum number of points</th></tr><tr><td>T2.2-02: Key Personnel, Experience and Qualifications</td><td>25</td></tr><tr><td>T2.2-03: Company Previous experience</td><td>31</td></tr><tr><td>T2.2-04: Proximity of Location</td><td>30</td></tr><tr><td>T2.2-05: Health and Safety Requirements</td><td>14</td></tr><tr><td>Maximum score for functionality</td><td>100</td></tr></table> Functionality shall be scored independently by not less than 3 (three) evaluators and averaged in accordance with the functionality schedules. Each evaluation criteria will be assessed in terms of scores of 0, 20, 40, 60, 80, 100. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality, unless scored collectively. (See CIDB Inform Practice Note #9). Any tender not complying with the above-mentioned requirements, will be regarded as non-responsive and will therefore not be considered for further evaluation. This note must be read in conjunction with Clause C.3.1. The evaluation criteria for measuring functionality and the points for each criteria and, if any, each sub-criterion are as stated in C.3.11.3 below.	Evaluation Schedules	Maximum number of points	T2.2-02: Key Personnel, Experience and Qualifications	25	T2.2-03: Company Previous experience	31	T2.2-04: Proximity of Location	30	T2.2-05: Health and Safety Requirements	14	Maximum score for functionality	100	
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7.1.3	<table><tr><th>Thresholds</th><th>Minimum Threshold</th></tr></table>	Thresholds	Minimum Threshold	AT, SX										
Thresholds	Minimum Threshold													

Functionality

60

The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); **and**
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

Only tenders that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the **80/20** preference points system.

Up to 20 tender evaluation points for specific goals will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed.

Should the BBBEE rating not be provided, tenderers with no verification will score zero points for preferencing.

AGE THREE: Price and B-BBEE Criteria

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals - Scorecard	20
Total Score	100

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points.

Specific Goals	Number of points (80/20 system)
B-BBEE Status Level of Contributor 1 or 2	04
EME or QSE 51% Black Owned	16
Non-compliant and/or B-BBEE Level 3-8 contributors	00

The following Table represents the evidence to be submitted for claiming preference points for applicable specific goals in a particular tender:

Specific Goals	Evidence Required
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	B-BBEE Status Level of Contributor 1 or 2	B-BBEE Certificate / Sworn - Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines.		
	EME or QSE 51% Black Owned	B-BBEE Certificate / Sworn - Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guidelines.		
	Tender offers will only be accepted if: - The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; - The tenderer does not appear on Transnet's list for restricted tenderers and National Treasury's list of Tender Defaulters; - the tenderer has fully and properly completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process and persons in the employ of the state. Transnet will award the tender to the highest scoring bidder/s unless objective criteria exist that justify the award to another bidder. Transnet may apply the objective criteria in this bid process as follows: - Bidder(s) is not in good standing with Transnet National Ports Authority due to a poor track record of past performance with Transnet SOC Ltd and or Transnet National Ports Authority; - There is clear, uncontrived and/or overwhelming evidence and/or facts that the bidder has or continues to be in breach of any of the provisions contained in the Integrity Pact (T2.2-18); - The Probity check undertaken by Transnet National Ports Authority establishes the existence of any unmitigated risks which would have a negative impact on the project; - Unless the appointment of the bidder would result in a negative impact on Transnet's Return on Investment; - It is necessary to rotate Suppliers to promote opportunities for other suppliers, in circumstances where the bidder has been awarded business previously and the award of the tender will result in inequitable allocation of business; - The tenderer or its members, directors, partners:			

	○ Is under restrictions as contemplated in the Integrity Pact (T2.2-18) ○ Is a subject of a process of restriction by Transnet or other state institution that Transnet may be aware of and there is a clear, uncontrived and/or overwhelming evidence and/or facts in relation to the alleged wrongdoing on the basis of which the restriction process has been initiated; • in relation to the proposed contract, a due diligence exercise to validate the bidder's proposal that demonstrate that it 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 no legal capacity to enter into the contract; • is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, being wound up, has its affairs administered pursuant to a court order, has ceased or suspended their business activities, or is subject to legal proceedings in respect of any of the foregoing; does not comply with the legal requirements, if any, stated in the tender data; and is not able to perform the contract free of conflicts of interest.	
7.1.4	Pricing Instructions ✓ The Price List provides the basis of all valuations of the Price for Services Provided to Date, payments in multiple currencies, and general progress monitoring. ✓ The amount due at each assessment date is based on activities and/or milestones completed as indicated on the Price List. ✓ The Price List work breakdown structure is compiled to the satisfaction of the Employer with any additions and/or amendments deemed necessary. ✓ The Contractor's detailed Price List summates back to the activity/milestone provided by the Employer and is sufficient detail to monitor the completion of activities related to the operations on the Accepted Plan in order that payment of completed activities may be assessed. ✓ The Prices are obtained from the Price List. The Prices include all direct and indirect costs, overheads, profits, risks, liabilities, obligations, etc., relative to the contract. Contracting ✓ The contract will be awarded on a rate-based basis; however, for evaluation purposes, the total amount excluding VAT will be used.	XM

	✓ The tendered rates in the Price list shall be subject to adjustments by the actual Consumer Price Index prevailing at the anniversary of the contract from Year-2 to Year 3. ✓ The contract shall be on an "as and when required" basis. Transnet National Ports Authority (TNPA) will issue call-offs for mobile crane services as the need arises. Accordingly, the Contractor shall have no claim for any consequential loss of revenue arising from the non-utilisation or partial utilisation of the services under this agreement. <i>NB: The prices must be inclusive of all applicable costs and risks pertaining to the mobile crane services. Incomplete pricing will result in disqualification!!!</i> <i>Also, bidders must ensure to fully complete and return the pricing schedule in the RFP document with all other returnable documents and populate price on the system..</i> <u>CORRECTION</u> <i>NB: Bidders must note correction on the Pricing schedule Tender Number on the header.</i>	
7.1.5	STEP FOUR: Price Negotiations ✓ 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). STEP FIVE: Objective Criteria 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:	

	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: - Geographical location; - all Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to: ✓ the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency; ✓ a due diligence to assess functional capability and capacity. This could include a site visit; ✓ A commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and ✓ Reputational and Brand risks ✓ award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP AND; ✓ split the award of the contract between more than one Service provider, should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations. 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 RFP response and the Standard Terms and Conditions. This will be stated in the letter of award.	
8	RETURNABLE DOCUMENTS	
	XM took the bidders through the list of returnable documents and the critical ones Mandatory, to be used for scoring and essential returnable documents. He further emphasized that failure to submit any mandatory documents will deem a bid as non-responsive- <i>Refer to the RFP</i>	
10.	CLOSING	(XM)
	XM thanked everyone for attending the compulsory session and adjourned the meeting at 11: 39. He further urged tenderers to be cognisance of the closing date and time and avoid waiting up until the last minute to upload their bids.	
11	QUESTIONS AND ANSWERS	

Question 1: Why is Transnet asking for a Safety File at the tendering stage of the process, because it is very costly to prepare.

Response: SHEQ technical evaluation for tender we do not ask for safety file to be submitted for tendering, There will be certain documents that will be relevant to the project where the KAM will request as returnable to check and ensure compliance for example

- ✓ SHE Plan – that will outline how safety, health, and environmental risks will be managed during a project or operation
- ✓ LOG – to confirm that an employer is registered and compliant with the requirements of the COIDA Act
- ✓ Risk assessment - process used to identify hazards, evaluate risks, and determine control measures to prevent any kind of occurrence
- ✓ SOP – describing how a task must be performed safely for compliance and preventing occurrences
- ✓ Method statement – describe how a specific task or activity **e.g. crane operation in this case** will be carried out safely including the sequence of work, resources required, hazards, and control measures.
- ✓ Emergency procedure - this gives a structured response to emergencies in order to protect people, property, the environment, and business operations.

Any 3 or 4 of the above the KAM can select as in accordance with the job that will be conducted. SHE File assessment template can be attached in the pack just to inform as it will be the next step to the winning bidder.

Question 1: One of the functionality requirements is that the company holds a Valid Proof for the LME.

A Valid Proof of Company's Registration/Certificate as a Lifting machinery entity (LME). The certificate must be issued by the Department of Employment and Labour (DEL). In the case where the equipment are hired, will it be acceptable to submit the certificate from the hired company and would this be acceptable?

Response: Yes, surely if you have indicated in your submission that you will hire, the cranes certificates will be at the name of the hired company.

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Prepared by:

A handwritten signature in black ink, appearing to read 'X. Mdluli'.

Xolani Mdluli
Commodity Specialist

Date: 12 June 2026

Supported by:

A handwritten signature in black ink, appearing to read 'A. Tyali'.

Apelele Tyali
Operations Manager

Date: 12 June 2026