

MINUTES OF THE BRIEFING SESSION

TITLE	PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR TRANSNET SOC LTD. (REG 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT SALDANHA TERMINALS FOR A PERIOD OF THIRTY-SIX (36) MONTHS ON AN AS AND WHEN REQUIRED BASIS
MEETING	BRIEFING SESSION
RFP	TPT/2026/02/0078/1343/RFP – ICLM HQ 985/TPT
VENUE	MICROSOFT TEAMS
DATE	24 MARCH 2026

BRIEFING SESSION MEETING	
1.	OPENING AND MEETING PURPOSE
1.1	<p>The session was chaired by Mvelo Bekwa (Chairperson) and welcomed all the attendees. He opened the meeting with a safety briefing, outlining evacuation procedures in case of emergency alarms at both HQ and Saldanha sites. Attendees were instructed to use stairs rather than lifts and to assemble at designated points, such as the Embassy building at TPT HQ. Online participants were reminded to maintain safe surroundings, avoid shortcuts in procedures, and keep emergency exits clear. Mvelo emphasized the importance of wearing PPE at all times in the terminals.</p> <p>Chairperson introduced himself as the project lead from Supply Chain. He then invited colleagues to introduce themselves. Takalani Siliga, SHERQ Officer at Saldanha Port Terminals, confirmed his role in the process. It was noted that Ebrahim Jacobs, Engineering Manager at Saldanha Port Terminals, would join later. Lungelo Mancini, Chief Administrator under Enterprise and Supplier Development, also introduced himself.</p>
1.2	<p>Transnet Port Terminals attendees</p> <p>Mvelo Bekwa - Chairperson Takalani Siliga - Technical/ End user representative Ebrahim Jacobs - Technical/ End user representative Lungelo Mancini - Enterprise and Supplier Development representative</p>
2.	Discussion
2.1	<p>Chairperson shared the agenda which covered nine items, beginning with the welcome and safety brief, followed by introductions, the tender process, specific goals, scope of work, technical and pricing details, questions after each section, and finally the closing. Each section was allocated time for presentation and clarifications.</p> <p>Tender Process</p> <p>Mvelo Bekwa presented the tender process. He confirmed that the tender was issued on 18 March 2026, with the briefing session scheduled for 24 March 2026 at 11:00am. The deadline for clarification questions was set for 26 March 2026 at 4:00PM, and the closing date for submissions was 2 April 2026 at 12:00PM. He stressed that submissions must be made via the Transnet Digital Procurement System (TDPS), with bidders required to register using new email credentials. No hand-delivered, faxed, or emailed submissions would be accepted.</p> <p>Mandatory documents include the pricing schedule (Annexure F) and technical eligibility requirements (Annexure G, Appendix 1). The evaluation process consists of three stages: administrative and substantive compliance, technical evaluation with a minimum threshold of 70 points, and price and specific goals evaluation using the 80/20 preference system. Price negotiations may follow, and ultimately one supplier will be awarded the contract. Mvelo reminded bidders that only market-related pricing would be accepted, that registration with the National Treasury's Central Supplier Database was required, and that Transnet reserved the right to withdraw or partially award the tender. He strongly advised bidders to submit at least one day before the closing date to avoid technical issues.</p>
2.2	<p>Specific Goals</p> <p>Lungelo Mancini presented the specific goals for the transaction. These included achieving B-BBEE Level 1 or 2, ensuring regional procurement, and meeting local content and production requirements. Evidence required for compliance includes a valid B-BBEE certificate or sworn affidavit, a CIPC registered address for regional procurement, and completion of Annexures B (SBD6.2), C, D & E for local content.</p>

	<p>He explained what constitutes a valid sworn affidavit, highlighting the need for full deponent details, ownership percentages, financial year information, and matching signatures and dates from both the deponent and commissioner of oaths. Common mistakes such as missing details, mismatched dates, and incomplete financial year information were discussed. Lungelo also presented an example of a valid B-BBEE certificate, noting the importance of verification agency details, expiry dates, and SANAS BVA numbers. He concluded by explaining the requirements for local content annexures and clarified that joint ventures must submit consolidated B-BBEE certificates.</p>
<p>2.3</p>	<p>Scope of Work, Technical Evaluation Criteria and Pricing Schedule</p> <p>The scope of work, technical evaluation, and pricing schedule requirements were presented by Takalani Siliga and later supported by Ebrahim Jacobs. They outlined the PPE requirements, brand application guide, and technical evaluation criteria. Annexures and appendices were emphasized, including eligibility, previous experience, return/exchange policy and warranty. Compliance with these documents was highlighted as essential for successful evaluation.</p>
<p>3.</p>	<p>In closing, Chairperson reiterated the importance of adhering to submission deadlines and compliance requirements. He reminded bidders to ensure timely submission and compliance with all mandatory documents.</p> <p>The Chairperson shared that all the clarification questions with answers will be published on National Treasury e-Tender portal and Transnet Website.</p> <p>The meeting was adjourned by the Chairperson at 12:55PM.</p>