

Meeting name: Briefing Session	TCC/2024/05/0001/65599/RFP: FOR THE ESTABLISHMENT OF AN APPROVED LIST OF SERVICE PROVIDERS FOR PROVISION OF LEGAL SERVICES FOR A PERIOD OF FIVE (5) YEARS.
Date and Venue	Friday, 23 May 2025, via Microsoft Teams

Attendees Present:

Transnet
Lerato Ramoyada
Busi Chabalala
<u>Tendani Mphaphuli</u>
Tshego Molebatsi
<u>Nomsa Mahlale</u>
<u>Vukosi Chauke</u>
<u>Nomaguqu Mpofu</u>
Sanelisiwe Zuma
TIA
Anil Kalayan
BIDDERS
±313 Potential Bidders were connected via MS Teams

The purpose of the session was to conduct a Non - Compulsory Briefing Session with potential Bidders to communicate and highlight the key principles and requirements of the Request for Proposal TCC/2024/05/0001/65599/RFP and its Supporting documents

1. Welcome and Introductions

Busi and Lerato welcomed all Transnet representatives and all Bidders. The Transnet team introduced themselves.

Busi conducted the safety briefing.

Lerato advised the Bidders of a General Disclaimer in that this briefing session must not contradict the RFP and its supporting documents published. **All verbal questions must be put on the RFP Clarification form (Section 8), and Transnet will provide a written response. No verbal feedback must be construed as binding until in writing.**

Lerato also advised all that the briefing session is being recorded only for minutes taking purposes.

The last clarification query would have been before **12h00 pm on 02 June 2025** However, no further clarifications will be entertained thereafter. Bidders to submit their clarification queries in the form set out in Section 8 of the RFP or publish their clarification queries on the e-tender portal.

2. Presentation Agenda items:

Bidders were taken through the Non- Compulsory Briefing Presentation which included the key principles and requirements in terms of following agenda items.

- Key points to highlight and general information – Lerato Ramoyada
- Proposal submission: electronic tender submission system - Vukosi Chauke
- Scope of service – Tendani Mphaphuli
- B-BBEE Requirements – Sikhonzele Gqaleni
- Evaluation Methodology - Lerato Ramoyada
- Technical Requirements - Tendani Mphaphuli
- Commercial Requirements – Busi Chabalala
- Evaluation Process stage 5, 6 and 7 - Busi Chabalala
- Questions and inquiries

Refer to the published Non- Compulsory Briefing Session presentation for detailed information that was discussed in detail by the Transnet team.

3. Questions and Answer session:

Bidders were advised that all questions asked at the briefing session be put in writing on the RFP Clarification form (Section 8) and sent to Lerato Ramoyada and copy Busi Chabalala or publish their clarification queries on the e-tender

portal. No verbal answers provided by Transnet representatives will be binding until received in writing from the Bidder and responded in writing by Transnet designated representatives.

4. Closing Address:

Emphasis was made on the importance of submitting the correct documents that are required for this transaction should be received on or before the closing date of the RFP, i.e., **12H00 pm on 17 June 2025**. Late submission will not be accepted.

Respondents were warned that a proposal will be liable to disqualification should a Respondent make any attempt either directly or indirectly to canvass any Transnet officer or Employee of Transnet in respect of this RFP between the closing date and the date of the award of business will be automatically disqualified.

Transnet will publish the non-compulsory briefing session presentation, minutes, consolidated clarifications, and answers on the National Treasury portal and also on the Transnet portal.

The Non - Compulsory Briefing Session was adjourned at 13h48.