

SUBJECT	NON-COMPULSORY BRIEFING MEETING
TITLE	RFP NUMBER: 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 THIRTY-SIX (36) MONTHS ON AN AS AND WHEN REQUIRED BASIS
VENUE	MS TEAMS
DATE	25 July 2025
TIME	10:00 AM
	TNPA Representatives in attendance: Onela Gcasamba (OG): Commodity Officer (Chairperson) Zandile Mhlongo (ZM): Commodity Specialist Degracia Malematja (DM): Act. Senior Manager, knowledge Management - ICT Basil Sithole (BS): Logistics Officer - ICT Barbara Molefe (BM) Specialist : IMS & Knowledge Management -ICT Apologies: Caslyn Moses was going to join for a short while due to other commitments. Prospective bidders in attendance: As per the attendance register attached hereto.

ITEM	DESCRIPTION	
1.	Welcome and Introduction	OG
	OG welcomed all present attendees to the non-compulsory briefing session and presented the agenda items to be covered. The attendees were informed that the meeting will be recorded. TNPA team were requested to introduce themselves and the prospective bidders were instructed to capture their companies' details in the MS Teams chat.	
2.	Meeting Rules	OG
	OG presented the meeting rules to the attendees.	
3.	Project Background and Scope of Works	DM
	DM took all in attendance through the scope of works and project background. (See attached presentation).	
4.	Tendering Process & Tender Evaluation Procedure	OG
	OG delivered a detailed overview of the evaluation stages that each Tenderer will undergo during the tender evaluations. (See attached presentation).	

ITEM	DESCRIPTION	
5.	Technical Evaluation/Functionality	OG & DM
	OG provided an overview of the evaluation methodology. DM delivered a detailed presentation of the technical evaluation stages: Annexure B1 and B2 of the RFP document. (See attached presentation).	
6.	Pricing Schedule	BS
	BS presented the pricing schedule. (Annexure C to the RFP document). Bidders were advised to submit the PDF version of the pricing schedule with their bid upon the closing date. The excel version must remain with the bidder as is, it will be requested after the closing date. (See attached presentation).	
7.	Specific Goals	OG
	OG presented the applicable specific goals and evidence required for claiming preference points for each specific goal in this tender. In addition, demonstrated the key indicators that the Supplier Development team considers when evaluating the Tenderers B-BBEE certificate or Sworn Affidavit. (See attached presentation).	
8.	List Of Returnable Documents	OG
	OG took the potential Bidders through the list of mandatory returnable documents; returnable documents used for scoring and essential returnable documents. In addition, emphasized that failure to submit any mandatory documents will deem a Tenderers bid as non-responsive. <u>Mandatory returnable documents:</u> - SECTION 4: Pricing Schedule (Annexure C) - Proof of insurance for goods in transit - Valid Unreserved Postal Service certificate issued by independent Communications Authority of South Africa (ICASA) (See attached presentation).	
9.	Tender Submission	OG
	OG presented the tender submission information and emphasized the early submission of bids before the closing date.	
10.	Questions and Answers	ZM
	ZM facilitated the Q&A session and confirmed that all questions and corresponding responses will be documented in writing and published alongside the meeting minutes on the platforms the bid was advertised on.	

Questions Posed During Briefing Session

	Question	Answer
1.	How much volume of work can be expected and what is the frequency e.g. Daily basis, weekly, months etc.?	The contract is on an as and when required basis. The courier service is required on a weekly basis. Volumes and frequency aren't guaranteed.
2.	Will it be possible for TNPA to share Historical volumes of the current contract for better understating of the patterns and since this information will have an impact of the pricing strategy.	Bidders should note that the current contract's historical volumes is also based on an as and when required basis. The Historical volumes that will be provided does not guarantee any future demand since the volumes will vary depending on the business requirements. Refer to Annexure A attached: Historical volumes

COMPILED BY:

Ogcasamba

Name: Onela Gcasamba

Date: 30 July 2025

SUPPORTED BY:

Degracia

Name: Degracia Malematja

Date: 30 July 2025