

**MINUTES OF A NON-COMPULSORY BRIEFING SESSION MEETING FOR RFP NO.:  
TNPA/2026/05/0994/5575/RFP**

**VENUE: MS TEAMS**

**DATE: 29 May 2026, at 10:00 am [10 O'clock] for a period of ± 2 (two) hours.**

**IN ATTENDANCE:**

**Transnet National Ports Authority (TNPA) Employees in attendance:**

1. Zandile Mhlongo (ZM): Commodity Specialist - SCM
2. Basil Sithole (BS): Logistics Officer – ICT
3. Degracia Malematja (DM): Business Application Support Manager – ICT
4. Barbara Molefe (BM): Specialist – IMS & Knowledge Management – ICT
5. Caslyn Moses (CM): Commodity Manager – SCM
6. Donald Magagane (DM): Security Official – Security
7. Salathiso Xoxo (SX): Supplier Development Specialist – SCM
8. Sibahle Makile (SM): Intern – SCM

**Tenderers in attendance:**

As per the Attendance Registers.

*NB: In total, nine (9) tenderers that attended the non-compulsory briefing session.*

ITEM	DESCRIPTION	
1.	<b>Welcome and Introduction</b>	(ZM)
	ZM 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.	
2.	<b>Meeting Rules and Agenda</b>	(ZM)
	ZM presented the meeting rules and the agenda to the attendees.	
3.	<b>Background and Scope of Services</b>	(BS)
	BS presented the background and scope of services as per the published Request for Proposal (RFP) Pack.	
4.	<b>Tender Evaluation Methodology</b>	(ZM & SX)
	ZM presented the tender evaluation methodology. SX presented the specific goals and evidence required for bidders to claim points.	
5.	<b>Evaluation Steps</b>	(ZM)
	ZM presented the evaluation steps as per the published RFP pack.	
6.	<b>Pricing and Delivery Schedule</b>	(BS)
	BS presented the Annexure D: Pricing and Delivery Schedule for each region. Bidders were informed that they must complete the pricing and delivery schedule in full for each region they are bidding for.	
7.	<b>Returnable Documents</b>	(ZM)
	ZM presented the returnable documents and indicating the mandatory, returnable documents used for scoring and essential returnable documents.	
8.	<b>Tender Submission</b>	(ZM)
	ZM presented the tender submission information and emphasised on the submission of bids before the closing date.	
9.	<b>Questions and Answers</b>	(ZM) and All
	ZM offered bidders an opportunity to ask questions and there were no questions from the bidders. Bidders were informed that they must utilise the central enquiries email address to ask questions and TNPA will respond in writing accordingly.	



ITEM	DESCRIPTION	
10	<b>Closing</b>	(ZM)
	ZN thanked everyone for attending the briefing session and closed the meeting. She further urged tenderers to ensure that they must check the etender portals regularly for updates.	

Prepared by:

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 Pfarelo Netshiongolwe  
 Commodity Specialist

Date: 01 June 2026

Supported by:

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 Basil Sithole  
 Logistics Officer – ICT

Date: 01 June 2026