

TRANSNET NATIONAL PORTS AUTHORITY

SUBJECT	COMPULSORY BRIEFING MEETING
TITLE	TNPA/2026/07/0002/114560/RFP: FRAMEWORK AGREEMENT PROFESSIONAL SERVICES CONTRACT FOR PROJECTCONTROLS MANAGEMENT ON AN "AS AND WHEN" REQUIRED BASIS FOR A DURATION OF THREE (3) YEARS FOR ALL PORTS IN TRANSNET NATIONAL PORTS AUTHORITY
VENUE	MS TEAM
DATE	21 August 2026
TIME	10:00

ITEM	DESCRIPTION	
1.	Opening and Welcome	Bhatisani Widzani (BW)
	BW welcomed all present to the compulsory briefing session and emphasized the importance of completing the attendance register.	
2.	Safety Briefing / Evacuation Procedure	Bhatisani Widzani (BW)
	BW conducted the safety briefing.	
3.	In Attendance	All
	All present were instructed to ensure that they complete the attendance register clearly as a (See attached attendance register)	

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4.	Introductions	Bhatisani Widzani (BW)
	BW introduced herself and her role in the project. He further gave an opportunity to the TNPA project team to introduce themselves and the role they will be playing in the procurement event. BW encouraged the tenderers to stay for the whole duration of the briefing as the Certificate of Attendance T2.2-01 will only be signed at the end of the meeting.	
5.	Project Background and Scope of Works	Desmond Timothy (DT)
	DT took all in attendance through the scope of works and project background. (See attached presentation)	
6.	Tendering Process & Tender Evaluation Procedure	Bhatisani Widzani (BW)
	BW gave a detailed overview of the stages of evaluation that each Tenderer will undergo during the tender process and emphasized the importance of submitting mandatory information to proceed to the various stages of evaluation. BW also emphasized the importance of completing and returning the returnable documents under section T2.2 on the RFP. PM stated that the tender offer validity period is 12 weeks from the closing date (see attached presentation)	
7.	Technical Evaluation/Functionality	Project Team
	The Project Team gave a detailed overview of the technical criteria and encouraged Tenderers to pay close attention to the scoring guide to maximise their chances of scoring higher points. (see attached presentation)	

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8.	Specific Goals	Bhatisani Widzani (BW)
	BW presented the applicable specific goals and evidence to be submitted for claiming preference points for each specific goal in this tender. He further demonstrated the indicators that the Supplier Development team looks at when evaluating a Tenderers BBBEEE valid certificate or Sworn Affidavit. (see attached presentation). Tenderers were advised to ensure that if 3 rd parties are involved in acquiring the companies BBBEE they ensure compliance of their certificates as per the presentation.	
9.	Contract Data	Bhatisani Widzani (BW)
	BW briefly explained that the form of contract to be used for this RFP is NEC ECC with option B. Tenderers are encouraged to go through the contract and should they require any further clarity they should send this via the tenders enquiries email address (See attached presentation)	
10.	Bill of Quantities	Desmond Timothy (DT)
	DT took the tenderers through the pricing instructions contained in section C2.1 on the RFP. He further took the tenderers through the section summaries contained on the BOQ. It was further emphasised that Tenderers must go through the whole BOQ and ensure that it is fully priced. (see attached presentation)	
11.	Recap/Conclusion	Bhatisani Widzani (BW)
	DT highlighted all that is required for a successful bid and urged Tenderers to be cognisant of the closing date and not to wait up until the last minute to upload their bids on the e-Supplier portal. Tenderers were requested that questions should be e-mail to TENDERENQUIRIES3@transnet.net where a formal response will be sent out to all the attendees of the compulsory briefing. Tenderers were notified that the closing date of tender is 18 September 2026 @ 4pm and the last day for questions will be five working days before the closing date.	

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12.	Questions and Answers	All
	Q. Will all the projects be developed in TNPA HQ as centralized or will they be done regionally? Will there be a lot of front loading that will all be centralized before it gets separated out to where it eventually gets executed? A. Most of the projects are currently sitting in the phase of going into execution or currently in execution and therefore the front-end loading of the project in early development is very limited, very low. Currently now, 98% of the work is going to be on projects that are currently approved in terms of execution, for execution. Q. If we are submitting for all regions and all groups, is it just one complete submission, including all CVs and supporting documentation? And when submitting one tender document, including all the supporting documents, 30 megabytes might not be sufficient. A. You can submit one tender document for all regions and the 30 megabytes is for breaking down your tender document. So you can split it Ten times, 7 times, as long as it 30 megabytes. Please do index your documents if you will be bidding for more than one region Q. With regards to the resources submission will there be an Annexure CV in terms of the way you will want the CV structured and the declaration? A. No specific CV template has been prescribed for this tender. Tenderers may submit CVs in their own format, provided that the CVs clearly demonstrate compliance with the qualification, experience, competency and role requirements stipulated in the tender document for each proposed resource. At a minimum, each CV should include: • Full name and proposed position. • Educational qualifications, including the institution, qualification obtained and year completed. • Professional registrations and certifications (where applicable). • Relevant work experience, including project references demonstrating experience aligned with the scope of services. • Employment history.	

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	Details of the proposed role and responsibilities under this contract. Where professional registration and/or certification is specified as a minimum requirement for a position, tenderers shall submit certified copies of the relevant valid registration certificates, membership certificates and/or certifications together with the CV of the proposed resource. As these requirements form part of the Technical Prequalification criteria, Transnet must be able to verify compliance from the information submitted. Failure to provide satisfactory evidence of the required professional registration and/or certification will result in the proposed resource being deemed non-compliant with the applicable Technical Prequalification requirement. Tenderers should ensure that sufficient information and supporting documentation are provided to enable Transnet to assess compliance with the minimum requirements specified in the tender document. Transnet reserves the right to request clarification and additional supporting evidence relating to qualifications, experience, professional registrations, certifications and resource availability during the evaluation process where necessary. Q. Will it be possible for you to share with us this presentation after the briefing? A. The presentation will be shared together with the minutes and the clarification questions. Q. We've noted that on the website portal, this tender is not advertised. It's not coming up at all. Will you rectify that closer to the closing date? A. The tender is there ,there's 2 websites. There is the e-tender portal and the e-supplier portal. You have to go to the old e-tender portal. Q. Your contract skills development goal, it's clear when we're talking about resources that we would be providing, but there is a note in there that Transnet may also be providing their own resources. Can you just elaborate on how that might work? Would it then be, a free issue resource? A. The primary responsibility for providing the resources required to deliver the services rests with the Contractor. Accordingly, the Contract Skills Development Goal (CSDG) requirements apply principally to the Contractor's personnel deployed for the execution of the contract.	

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	The reference to Transnet-provided resources is intended to facilitate collaboration, operational interface, oversight, knowledge transfer and skills development during contract execution. At its discretion, Transnet may nominate or assign personnel to participate in inspections, condition assessments, monitoring activities, project meetings and other contract-related activities. Where skills development and knowledge transfer obligations form part of the contract, the Contractor may be required to provide training, mentoring and knowledge transfer to nominated Transnet personnel as part of achieving the CSDG objectives. Tenderers are therefore required to price and resource their submissions on the basis that all personnel necessary to perform the scope of services will be provided by the Contractor. Any Transnet personnel assigned to the contract are intended for oversight, coordination and skills development purposes and shall not constitute free-issue resources or be relied upon to fulfil the Contractor's contractual resource obligations. Q. Can one bid for a single region and in case you are bidding for all regions who will be the key person for the contract. Will you need three different individuals? A. The tender will be evaluated per region and you can you the project director as the key person for the contract. With regards to resources you need to have different resources in each region. So if you repeat the same person's CV in the eastern region and the central region and the western region, we will come back to you and say to you, you must choose one, which means you will be then short of a resource in the other region and will lose your points. Where it requires CVs of your key resources, you need different people in each of the regions. Secondly, on price this tender does call for prices as cutoff in each region, the panel will be a maximum of 15 if there's more than 15 qualifying tenders in each region, then, price will be used to rank the bidders, and the cut-off will be at the 15th person.	

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	Q. I would like to know in case of a sub-consultancy, will a letter of intent be as sufficient as proof or will we need to submit the agreements and everything? A. The agreement will be sufficient Q. With regards to Schedule B, the eligibility criteria for the cost engineer and the lead cost engineer. So under the requirements, it does not specify ECSA as one of the registration bodies. Can you confirm, does it mean if there's an engineer that is professionally registered with ECSA but not with AACI and have that CCP certification, does that mean they will not be applicable for that role? A. Ensure that the minimum requirements stated in our document is what is applicable that you have to conform to. So if there's any additional you can attach, but those are the minimum requirements that you have to conform too. Q. Expectation from my understanding is that the vast majority of the work is going to be remote work, aside from obviously where the sites are actually active in construction and require people on site. Can I just get confirmation that that's correct? A. That is correct Q. On the project manager, the project administration and document control requirements it states that there is a relative administrative document management diploma or equivalent qualification. What would be an equivalent qualification? A. Group D: Project Administration & Document Control The qualification and experience requirements for Group D are as follows: Document Controller (D2.1) • Relevant Administrative / Document Management Diploma or equivalent qualification; • Minimum 3 years' relevant experience in the Built Environment; and • Experience on projects with a cumulative value exceeding R35 million. The qualification must be in one of the following disciplines: Administration, Office	

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	Management, Information Management, Records Management, Document Control, Business Administration, or another similar discipline relevant to document management functions within the Built Environment, provided that the qualification is at a minimum Diploma level or equivalent and the nominated resource satisfies the minimum experience requirements stipulated in Schedule B. Project Administration (D2.2) • Relevant Administrative / Document Management Diploma or equivalent qualification/certification; • Minimum 3 years' relevant experience in the Built Environment; and • Experience on projects with a cumulative value exceeding R35 million. The qualification must be in one of the following disciplines: Administration, Office Management, Information Management, Records Management, Document Control, Business Administration, or another similar discipline relevant to project administration functions within the Built Environment, provided that the qualification is at a minimum Diploma level, certification level, or equivalent and the nominated resource satisfies the minimum experience requirements stipulated in Schedule B. Q. Will the resources be expected to be seconded to Transnet or for the non-site based projects or can the work be carried out from their own head offices? A. Your resources will be integrated into our existing structure, so they will either sit with us if we are in the office or alternatively be on site, and that distinction would be made-up front. Q. Can the document be completed electronically and signed or must it be completed in black ink? A. Either way, as long as legible and submitted on the system	

ITEM	DESCRIPTION	
13.	General	All
	TO NOTE : All tenderers are required to price with disbursements on their pricing schedule (your rate per hour should include disbursements)	

Bhatisani Widzani (BW)

Commodity Specialist

For and on behalf of Transnet National Ports Authority (An operation division of Transnet SOC Limited)