

MINUTES OF THE COMPULSORY BRIEFING SESSION

MEETING	Tender Briefing Session
SUBJECT	SUPPLY AND INSTALLATION OF VENTILATION DEVICES AT THE GROUND FLOOR OF THE PORT CONTROL BUILDING, PORT OF EAST LONDON
RFP NO.	TNPA/2025/10/0004/109682/RFP
VENUE /PLATFORM	Port Control, No. 1 Ganteaume Crecent Quigney, East London, 5201
DATE & TIME	16 March 2026, 10h00
CHAIRPERSON	Noko Molokomme

1 OPENING & INTRODUCTIONS

- 1.1 The chairperson, Mr Noko Molokomme, welcomed all in attendance
- 1.2 The following attendees were introduced from Transnet team:

Name	Role
Noko Molokomme	Procurement Representative
Cebo Mzotho	End-User Representative
Khaya Marenene	SHEQ Representative

3 PRESENTATION OF SCOPE OVERVIEW

Cebo presented the scope of works, including the pictures of the site, and the expectations from the succesfu Bidder.

PRESENTATION OF RFP:

Noko detailed the RFQ submission process, including deadlines, online submission instructions, and the multi-stage evaluation methodology, covering administrative, technical, and pricing criteria, with input.

- **Submission Instructions and Deadlines:** The RFQ was issued on 06 March 2026 and closes on 23 March 2026 at 16:00. Submissions must be made electronically via the specified website, and large files can be split for upload. Late submissions will not be accepted.
- **Evaluation Methodology Overview:** The evaluation consists of several stages: administrative and substantive responsiveness (checking document completion and validity), technical evaluation (experience, methodology, health and safety), and finally, 80/20 price and specific goals. A minimum technical threshold of 66.67 points is required to proceed further to the next stage.
- **Technical Evaluation Criteria:** Technical evaluation covers company and key personnel (with reference letters and CVs), Methodology (List of deliverables, Approach to execute the works, allocation of resources for project deliverables). Scoring is based on completeness and relevance of submissions

4 Presentation of the NEC Contract:

Cebo presented the contract and taken the bidders through the parts of the Contract

5 Clarifications and Responses to Bidder Questions:

Noko and the team addressed multiple questions from bidders:

- **Technica Evaluation Criteria** – Bidders should take into consideration that a detailed Technical Evaluation criteria is part of the RFQ document at **T2.2-02 – Functionality Criteria**
- **What is the Contract duration:** The Contract duration will be for a period of four weeks.

5 General Discussions:

- **Site Visit:** Bidders were led to the site of works to view the site and the meeting was officially adjourned.

Compiled by:

A handwritten signature in black ink, appearing to be "Noko Molokomme", written over a horizontal line.

Noko Molokomme

Procurement

Date: 17/03/2026