

**MINUTES OF A NON-COMPULSORY BRIEFING SESSION MEETING FOR RFQ NO.:
TNPA/2026/03/0388/2404/RFQ**

VENUE: MS TEAMS

DATE: 12 March 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. Pfarelo Netshiongolwe (PN): Commodity Specialist - SCM
2. Ndabezinhle Duma (ND): Manager – Financial Reporting
3. Lungile Meyiwa (LM): Manager – ICT
4. Sivuyile Magaqana (SM): Manager SAP – Inbound Logistics
5. Thabani Bengani (BT): Manager Enterprise Architect – ICT
6. Sihle Kunene (SK): Senior Manager – Ops Co-ord: Supp & Com
7. Thandeka Somkhanda (TS): Assistant Manager – Financial Reporting
8. Khanyisile Dlamini (KD): Financial Systems Specialist – ICT

Tenderers in attendance:

As per the Attendance Registers.

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

ITEM	DESCRIPTION	
1.	Welcome and Introduction	(PN)
	PN 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. PN requested the TNPA team and the service providers to introduce themselves.	
2.	Meeting Rules	(PN)
	PN presented the meeting rules to the attendees.	
3.	Background and Scope of Services	(ND)
	ND presented the background and scope of services as per the published Request for Proposal (RFP) Pack.	
4.	Tender Evaluation Methodology	(PN)
	PN presented the tender evaluation methodology.	
5.	Evaluation Steps	(PN)
	PN presented the evaluation steps as per the published RFQ pack.	
6.	Pricing and Delivery Schedule	(ND)
	ND presented the Annexure C: Pricing and Delivery Schedule. Bidders were informed that they must complete the pricing and delivery schedule in full.	
7.	Returnable Documents	(PN)
	PN presented the returnable documents and indicating the mandatory, returnable documents used for scoring and essential returnable documents.	
8.	Tender Submission	(PN)
	PN presented the tender submission information and emphasised on the submission of bids before the closing date.	
9.	Questions and Answers	(PN) and All
	PN facilitated the questions and answers and indicated that all questions and answers will be provided in writing. Refer to the questions and answers and the Briefing Session Presentation.	

ITEM	DESCRIPTION	
11	Closing	(PN)
	PN 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: 
Pfarelo Netshiongolwe
Commodity Specialist
Date: 12 March 2026

Supported by: 
Ndabezinhle Duma
Manager: Financial Reporting
Date: 12 March 2026