



NON-COMPULSORY TENDER BRIEFING SESSION

TNPA/2026/05/0994/5575/RFP

APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS

Date and Time : 29 May 2026, 10:00am
Venue : MS Teams



AGENDA

Agenda Item	Presenter
1. Welcome and Introduction	Pfarelo Netshiongolwe
2. Meeting Rules	Pfarelo Netshiongolwe
4. Background	Basil Sithole
5. Scope of Services	Basil Sithole
6. Tender Evaluation Methodology	Pfarelo Netshiongolwe/Salathiso Xoxo
6.1 Evaluation Steps	Pfarelo Netshiongolwe
6.2 Pricing and Delivery Schedule	Basil Sithole
6.3 Returnable Documents	Pfarelo Netshiongolwe
7. Tender Submission	Pfarelo Netshiongolwe
8. Questions & Answers	All



1. WELCOME AND INTRODUCTION

Meeting Purpose and Objective

- 1.1 The purpose of this meeting is to clarify the Request for Proposals: **TNPA/2026/05/0994/5575/RFP** advertised on the on the Transnet and National Treasury e-Tender Portals.
- 1.2 The objective of this meeting is to ensure that Transnet National Ports Authority's objectives related to the service requirement is well understood.
- 1.3 To report any fraud, tip-offs anonymous: **0800 003 056** or **Transnet.Reportit@outlook.com**



2. MEETING RULES

- 2.1 Attendees to remain muted during the presentations.
- 2.2 All questions to be raised after the presentation.
- 2.3 Attendees must make raise a hand to be acknowledged if they have a question to raise.
- 2.4 TNPA will endeavor to answer all questions during the session, however all answers to be responded to in writing and issued with briefing session minutes.
- 2.5 Questions to be followed-up by email to **TNPA tenderenquiries1@transnet.net** by no later than close of business, Thursday, 11 June 2026 at 16:00pm. Use the Tender reference number as subject.
- 2.6 No information will be repeated during the session for the benefit of those who join the session late.



BACKGROUND AND SCOPE OF SERVICES





3. BACKGROUND

- 3.1 Transnet National Ports Authority (TNPA) manages large volume of physical records and documents across the four (4) regions and there is a need to decongest, transfer and clean up records which have reached their respective life span, retain records with the aim of creating spaces in the offices by sending them to offsite storage. Records management plays a crucial role in ensuring that the organization complies with the National Archives and Records Service Act (Act No. 43 of 1996) and any other relevant and applicable legislation when it comes to archiving and disposing of vital records.



4. SCOPE OF SERVICES

- 4.1 Transnet National Ports Authority (TNPA) seeks to appoint service provider(s) for the provision of offsite document storage facilities and to render document management services for a period of five (5) years. The services are required in the following four (4) regions namely:
- 4.1.1 Central Region
 - 4.1.2 Western Region
 - 4.1.3 Eastern Region
 - 4.1.4 Gauteng Region
- 4.2 TNPA will appoint only **one** service provider for **each** region with an option of a standby bidder for each region. Service providers may bid for one or more regions, should it happen that one service provider is ranked 1st on price and specific goals for multiple regions, TNPA may appoint the same service provider for multiple regions. Service providers must also indicate the region they are bidding for, by completing Annexure A: Template for indicating the region the service provider is bidding for.



4. SCOPE OF SERVICES CONTINUED

4.3 SERVICES

The service provider(s) will be required to provide the following services:

- 4.3.1 Provision of offsite storage facilities;
- 4.3.2 Document management services;
- 4.3.3 Collection and packaging services;
- 4.3.4 Provision of archiving services;
- 4.3.5 Records destruction services;
- 4.3.6 Provision of lockable wooden boxes for wastepaper;
- 4.3.7 Provision of records system access and training;
- 4.3.8 Provision back-up services;
- 4.3.9 Withdrawal of records; and
- 4.3.10 Provision of stationery.

The detailed scope of services is attached hereto as **Annexure A**.

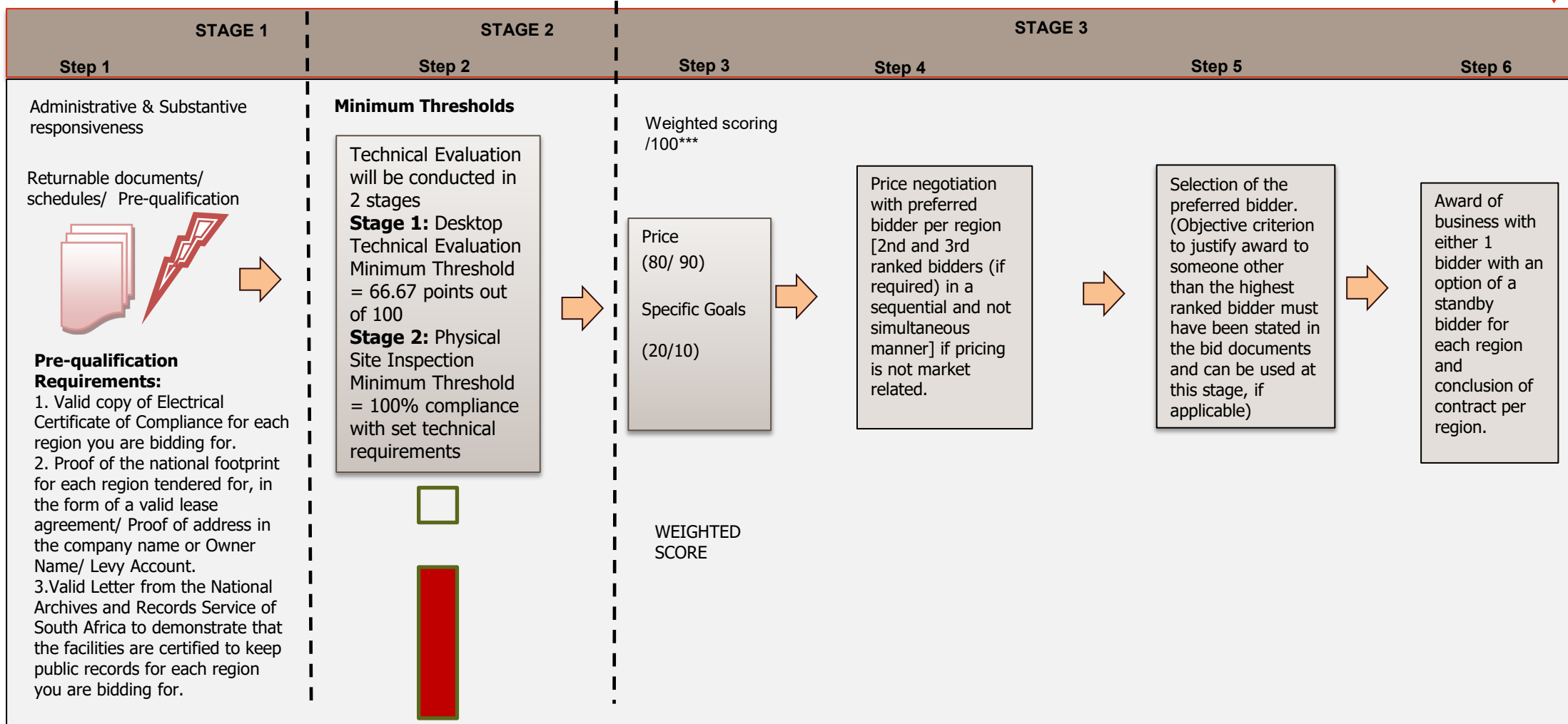
TENDER EVALUATION METHODOLOGY

TRANSNET





5. TRANSNET'S EVALUATION METHODOLOGY





5.1. EVALUATION STEPS

5.1.1. Step One: Test for Administrative and Substantive Responsiveness

The test for administrative and substantive responsiveness will include the following:

Administrative & Substantive responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	Section 1 paragraph 3
<ul style="list-style-type: none"> Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time 	Section 5
<ul style="list-style-type: none"> Verify the validity of all returnable documents 	Section 5
<ul style="list-style-type: none"> Verify if the Bid document has been duly signed by the authorised respondent 	All sections
<ul style="list-style-type: none"> Whether any general and legislation qualification criteria set by Transnet, have been met 	All sections
<ul style="list-style-type: none"> Whether any Technical pre-qualification criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> Valid copy of Electrical Certificate of Compliance for each region you are bidding for. Proof of the national footprint for each region tendered for, in the form of a valid lease agreement/ Proof of address in the company name or Owner Name/ Levy Account. Valid Letter from the National Archives and Records Service of South Africa to demonstrate that the facilities are certified to keep public records for each region you are bidding for. 	Section 5
<ul style="list-style-type: none"> Whether the Bid contains a priced offer 	Section 4 - Quotation Form
<ul style="list-style-type: none"> Whether the Bid materially complies with the scope and/or specification given 	All Sections

The test for administrative and substantive responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further evaluation.



5.1. EVALUATION STEPS CONTINUED

5.1.2. Step Two: Technical Evaluation

5.1.2.1. Stage 1: Desktop Technical Evaluation

The technical evaluation will be conducted out of 100 points. Respondents will be required to achieve a minimum threshold of **66.67** points for Technical Evaluation in order to proceed to the next stage of evaluation (Physical Site Inspection). The desktop technical evaluation criteria is attached as **Annexure C – Desktop Technical Evaluation Criteria**.

5.1.2.2 Stage 2: Physical Site Inspection Evaluation

Transnet will conduct physical site inspections per region on bidders that have passed desktop technical evaluation.

Respondents will be required to demonstrate full compliance with the physical site inspection requirements cited in **Annexure C1 – Physical Site Inspection Evaluation**. Failure to comply 100% with the physical site inspection requirements will result to disqualification.



5.1. EVALUATION STEPS CONTINUED

5.1.3. Step Three: Evaluation and Final Weighted Scoring

Price and specific goals evaluation will be conducted out of 100 points per region.

a) Price Criteria (Weighted score 80/90 points):

Evaluation Criteria	RFP Reference
Commercial Offer	Section 4

Transnet will utilise the following formula in its evaluation of Price:

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ OR } PS = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

Pmin = Price of lowest acceptable Bid



5.1. EVALUATION STEPS CONTINUED

5.1.3 Step Three: Pricing Evaluation (80/90 Points)

Respondents are required to fully complete the Electronic Pricing on the Transnet eSupplier portal and **Annexure D: Pricing and Delivery** for each region tendered for.



5.1. EVALUATION STEPS CONTINUED

5.1.4. Step Three: Specific Goals

Specific Goals (Weighted score 20/10 points)

Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below:

Specific Goal	Number of points allocated (20)	Number of points allocated (10)
B-BBEE Status Level of Contributor Level 1 or 2	06.00	04.00
EMEs / QSEs 51% Black owned	14.00	06.00
Non-compliant and/or B-BBEE Level 3-8 contributors	0.00	0.00



5.1. EVALUATION STEPS CONTINUED

5.1.4. Step Three: Evaluation and Final Weighted Scoring

Evidence Required for Claiming Specific Goals

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below:

Specific Goal	Acceptable Evidence
B-BBEE Status Level of Contributor	<ul style="list-style-type: none"> - B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate. - In case of JV, a consolidated B-BBEE scorecard will be accepted as per DTIC guidelines.
EMEs or QSEs 51% Black Owned	<ul style="list-style-type: none"> - B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate. - In case of JV, a consolidated B-BBEE scorecard will be accepted as per DTIC guidelines.



5.1. Key Pointers Determining the Validity of a Sworn Affidavit

- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorized to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.



5.1. Key Pointers Determining the Validity of a Sworn Affidavit Continued

- Valid B-BBEE certificate from SANAS accredited verification agency, CIPC B-BBEE certificate or BBEE sworn affidavit complying with the following requirements.
- In case of Joint Ventures, a Venture Agreement SANAS approved B-BBEE certificate must be submitted. The individual company sworn Affidavits/certificates will not be considered for JV's.
- Letters from the verification agency stating that the bidder is on the process of being verified will not be acceptable.
- The B-BBEE certificate/affidavit must be submitted on the date and time of closing of tender.

Valid B-BBEE Sworn Affidavit

**Example:
VALID
SWORN
AFFIDAVIT**

Name of deponent & ID Number

SWORN A [] EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	SUNDHRAN NAIDOO
Identity number	7406165131089

Enterprise details

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	D S W PLANT AND CIVILS CC
Trading Name	SK PLANT AND CONSTRUCTION
Registration Number	2006/037956/23
Enterprise Address	32 PARAGON PLACE INDUSTRIAL PARK PHOENIX 2004

**Indicate BO & BWO
Tick or underlined Mngt Acc or AFS**

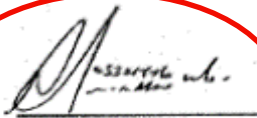
- I hereby declare under oath that:
 - The enterprise is 100 % black owned;
 - The enterprise is 0 % black woman owned;
 - Based on the management accounts and other information available on the 2016 financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	<input checked="" type="checkbox"/>
More than 51% black owned	Level Two (120% B-BBEE procurement recognition)	<input type="checkbox"/>
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	<input type="checkbox"/>

Financial Year (dd/mm/yyyy)

B-BBEE Status Level based on Black Ownership

Commissioner of Oath signature and date


Commissioner of Oaths
Signature & stamp

Deponent Signature: 
Date: 16 August 2016

Deponent signature and date



Commissioner of Oath Certification Stamp



Valid B-BBEE Certificate

COMPANY NAME

**Example:
VALID CIPC B-BBEE**

dtic logo



CIPC logo



**B-BBEE CERTIFICATE
FOR
EXEMPTED MICRO ENTERPRISES**

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.

Bar code with tracking number



Bar code with enterprise number

B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION

Certificate number

B-BBEE INFORMATION
Certificate Number: 9367024326

CIPC Watermark

% of BO, BWO & TWO

Total Number of Shareholders: ONE (1) SHAREHOLDER(S)
Number of Black Shareholders: ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders: ZERO (0) WHITE SHAREHOLDER(S)
Black Ownership Percentage: 100% BLACK OWNERSHIP
Black Female Percentage: 100% BLACK FEMALE OWNERSHIP
White Ownership Percentage: 0% WHITE OWNERSHIP

B-BBEE Status & Proc Recog Level

Date of issue & expiry date

B-BBEE Status: **B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION**
Date of Issue: 01-June-2022
Expiry Date: 31-May-2023

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: 0%
- Black people who are youth as defined in the National Youth Commission Act of 1996: 100%
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: 0%
- Black people living in rural and under developed areas: 0%
- Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011: 0%

Reg. Number & Enterprise Name

ENTERPRISE INFORMATION
Registration number: 2017 / 267673 / 07
Enterprise Name: JOEL MARK (PTY) LTD
Registration Date: 19-June-2017
Enterprise Type: Private Company
Enterprise Status: In Business

Physical Address: the dti Campus - Block F, 77 Mentjies Street, Sunnyside 0001
Postal Address: Companies, P O Box 429, Pretoria 0001
Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472(CIPC)
Contact Centre (International): +27 12 394 9500

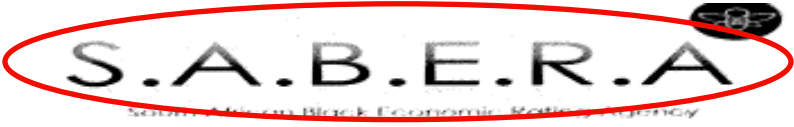




Valid B-BBEE Certificate

**Example:
VALID B-BBEE**

VA Name



**Enterprise Name
(Cross referenced to Tax Clearance Certificate & Enterprise Registration No.)**

COMPANY NAME
CERTIFIED THAT
(REG No: 2003/007768/07**VAT No: 466021785) t/a
AQUA TRANSPORT AND PLANT HIRE (PTY) LTD
13 LEMANS ROAD, PINETOWN

HAS BEEN INDEPENDENTLY RATED IN TERMS OF BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT NO.53 of 2003 AND AS PER THE CODES OF GOOD PRACTICE NO: 36928

AND IS DEEMED TO BE A
LEVEL 2 CONTRIBUTOR
GENERIC ENTERPRISE
AND HAS A RECOGNITION LEVEL OF 125%

B-BBEE Status, Generic Codes, & Procurement Recog level

Elements verified

B-BBEE STATUS	POINTS		STATUS
Ownership Equity	20.00	Black Ownership	100%
Management Control	14.27	Black Female Ownership	20%
Skills Development	16.00	ED Beneficiary	No
Supplier & Enterprise Development	42.00	Designated Supplier	No
Socio-Economic Development	05.00	Certificate Number	Gen 001/2017
Priority Elements achieved	Yes	Date issued	06/02/2017
Level discounted	No	Expiry Date	05/02/2018
Final Level	2		

Certificate Number & Validity Period

Technical Signatory

Pawani
TECHNICAL SIGNATORY



SANAS logo & BVA Number



5.1. EVALUATION STEPS CONTINUED

5.1.5. Summary: Applicable Thresholds and Final Evaluated Weightings

Evaluation Criteria	Minimum Threshold
Technical Evaluation (Stage 1)	66.67 points
Physical Site Inspection (Stage 2)	100% compliance with all requirements cited in Annexure C1
Evaluation Criteria	Final Weighted Scores
Price	80/90
B-BBEE Specific Goals	20/10
Total Score	100



5.1. EVALUATION STEPS CONTINUED

5.1.6. Step Four: Price Negotiations (if applicable)

- Respondents are to note that Transnet may not award a contract if the price offered is not market related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).



5.1. EVALUATION STEPS CONTINUED

5.1.7. Step Five: Objective Criteria (if applicable)

5.1.7.1 Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:

- Skills Transfer and Capacity Building for Transnet;
- Impact on Transnet's Return On Investment;
- Rotation of Suppliers to promote opportunities for other suppliers, by overlooking a supplier that has been awarded business repeatedly overtime in order to benefit other suppliers in the market;
- The bidder is undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of;
- The bidder can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract.



5.1. EVALUATION STEPS CONTINUED

5.1.8. Step Six: Award of business and conclusion of contract per region

- The award will be made to one service provider per region, there is an intention to award to a standby service provider (2nd ranked bidder) per region for circumstances where the 1st ranked bidder (main service provider) after having accepted the award of business or has signed the contract, indicates that they will not be able to render the services or at any time during the execution of the contract, the main service provider is unable to proceed rendering the services.
- Immediately after approval to award the contract has been received, the successful bidder(s) and the standby service provider for each region will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).



5.2 RETURNABLE DOCUMENTS

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following Mandatory Returnable Documents, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Annexure D: Pricing and Delivery Schedule for each region you are bidding for	
Valid copy of Electrical Certificate of Compliance for each region you are bidding for	
Proof of the national footprint for each region tendered for, in the form of a valid lease agreement/ Proof of address in the company name or Owner Name/ Levy Account	
Valid Letter from the National Archives and Records Service of South Africa to demonstrate that the facilities are certified to keep public records for each region you are bidding for	



5.2 RETURNABLE DOCUMENTS CONTINUED

b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	SUBMITTED [Yes or No]
Respondent’s valid proof of evidence to claim points for compliance with Specific Goals’ requirements as stipulated in Section 9 of this RFP:	
Valid B-BBEE certificate/ Sworn- Affidavit/ CIPC B-BBEE Certificate. (In case of JV, a consolidate B-BBEE scorecard will be accepted as per DTIC guidelines.)	
Respondents’ submission of documentary evidence in response to Annexure C , desktop technical evaluation criteria.	



5.2 RETURNABLE DOCUMENTS CONTINUED

c) Essential Returnable Documents:

Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS, SCHEDULES ANNEXURES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
SECTION 1: SBD 1	
SECTION 5: Proposal Form and List of Returnable documents	
SECTION 6: Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7: RFP Declaration and Breach of Law Form	
Section 10: Protection of Personal Information	
SECTION 11: Protection of Personal Information	
Bidder's Declaration (Form SBD 4)	
Annexure A: Template for indicating the region the service provider is bidding for	
Central Supplier Database (CSD) Report	
SARS Tax Compliance Pin	

TENDER SUBMISSION

TRANSNET





6. TENDER SUBMISSION

Proposal submission

Bidders must ensure that bids are uploaded timeously onto the system. As a general rule, if a bid is late, it will not be accepted for consideration.

Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.

The Turnaround time for when we have received the reference for calls logged is up to 48 hours. This at times is affected by the number of calls logged.

The Turnaround time to resolve technical issues once the call has been logged by a tender administrator is up to 48 hours. This at times is affected by the number of calls logged.

6. TENDER SUBMISSION CONTINUED

Closing date: 17 June 2026

Time: 12:00 PM

Proposal submission

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website/ Portal <https://esupplierportal.transnet.net/> Please use Google Chrome to access Transnet link/site);
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal <https://esupplierportal.transnet.net/>
- **Tenderers must ensure the titles of the documents intended for upload does not contain special characters, e.g. #, %, etc. The use of special characters will result in document upload failure.**

8. QUESTIONS AND ANSWERS



TRANSNET



THANK YOU

