

<b>Meeting name</b>	<b>Transnet Request For Proposal, Non-Compulsory Virtual Briefing (on-line) session for the establishment of a Transaction Advisory Framed list for a period of five (5) years. TCC/2026/03/0031/2343/RFP</b>
<b>Date and Venue</b>	<b>Tuesday, 31 March 2026, via Microsoft Teams</b>

**Attendees Present:**

**Transnet:**

- Busi Chabalala
- Lerato Ramoyada
- Sikhonzele Gqaleni
- Kgomotso Mogomotsi
- Pelma Maja
- Johan Boucher
- Olebogeng Marakalla
- Quinton Lenyai (Transnet Internal Audit)

**Bidders:** Potential service providers were connected via MS Teams

**The purpose of the session was to conduct a Non - Compulsory Briefing Session with potential Bidders to communicate and highlight the key principles and requirements of the Request for Proposal TCC/2026/03/0031/2343/RFP and its Supporting documents**

Busi Chabalala, Lerato Ramoyada, Kgomotso Mogomotsi, Pelma Maja and convened the Non - Compulsory Briefing Session.

**1. Welcome and Introductions**

Busi welcomed all Transnet representatives and all Bidders. The Transnet team introduced themselves.

Busi advised the Bidders of a General Disclaimer, that this briefing session must not contradict the RFP and its supporting documents published, and should there be any errors, acts of omissions or misinterpretations, then the RFP and its supporting documents takes precedence of it.

All verbal questions must be put on the RFP Clarification form (Section 8 or published on the Transnet portal), and Transnet will provide a written response. **No verbal feedback must be construed as binding until in writing.**

The last clarification query would have been before 12:00 PM on Friday 17 April 2026, However, No further clarifications will be entertained thereafter. Bidders to submit their clarification queries on the substantially in the form set out in Section 8 of the RFP and also on the system.

**2. Presentation Agenda items:**

Bidders were taken through the Non- Compulsory Briefing Presentation which included the key principles and requirements in terms of following agenda items.

1. Scope of requirement
2. Technical Evaluations
3. Key points to highlight and general information
4. Evaluation Process

**3. Questions and Answer session:**

Bidders were advised that all questions asked at the briefing session to be put in writing on the RFP Clarification form (Section 8) and submitted on the system and/or sent [to Lerato.Ramoyada@transnet.net](mailto:Lerato.Ramoyada@transnet.net). No verbal answer that was given by Transnet representatives will be binding until received in writing from the Bidder and responded in writing by Transnet designated representatives.

**4. Closing Address:**

Busi stressed the importance of submitting the correct documents and all required documentation is received by closing date of the RFP, that being **12H00 on 19 May 2026**. No late submission will be accepted.

Respondents were warned that a proposal will be liable to disqualification should any attempt be made by a respondent either directly or indirectly to canvass any Transnet officer or Employee of Transnet in respect of this RFP between the closing date and the date of the award of business will be automatically disqualified.

Transnet will publish the non-compulsory briefing session presentation, minutes, consolidated questions, and answers on the National Treasury portal and also on the Transnet portal.

**The Non - Compulsory Briefing Session was closed by Busi Chabalala and Lerato Ramoyada.**