

TRANSNET NATIONAL PORTS AUTHORITY

SUBJECT	COMPULSORY BRIEFING MEETING
TITLE	TNPA/2025/06/0012/99576/RFQ: REQUEST FOR THE PROVISION OF A SERVICE PROVIDER TO CONDUCT TOPOGRAPHICAL SURVEY AT THE PORT OF EAST LONDON FOR A PERIOD OF FOUR (4) MONTHS.
VENUE	Via Microsoft Teams
DATE	21 AUGUST 2025
TIME	10:00 AM

ITEM	DESCRIPTION	
1.	Welcome and Introduction	Nondyebo Sibindlana-Tambula
	<ul style="list-style-type: none"> Nondyebo Sibindlana-Tambula welcomed all present. 36 Tenderers attended the briefing session meeting. 	
2.	Safety Briefing	Cebolenkosi Mzotho
	<ul style="list-style-type: none"> Cebolenkosi Mzotho conducted a safety briefing. 	
3.	House/ Meeting Rule	Nondyebo Sibindlana-Tambula
	<ul style="list-style-type: none"> Nondyebo Sibindlana -Tambula took all present through the house rules for the briefing session meeting. 	
4.	Eligibility Criteria	Nondyebo Sibindlana-Tambula
	<ul style="list-style-type: none"> Nondyebo Sibindlana-Tambula took all in attendance through the following Eligibility Criteria. <ul style="list-style-type: none"> Eligibility with regards to attendance at the compulsory clarification meeting Submission of a signed and completed Form of Offer Submission of a completed Activity Schedule (See attached presentation) 	

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5.	Background	Cebolenkosi Mzotho
	Cebolenkosi Mzotho took all in attendance through the scope of works. (See attached presentation)	
6.	Scope of Works	Yolokazi Mbanga
	Yolokazi Mbanga took all in attendance through the project background. (See attached presentation)	
7.	Technical Criteria Presentation	Cebolenkosi Mzotho Yolokazi Mbanga Sekela Ndlamla Duaine Moroney Gift Maidi Moneri Teffo Zukiswa Duze
	The Project Team gave a detailed overview of the criterions of the technical evaluation and urged to tenderers to pay attention when completing information required on each category in order to maximise opportunity to score higher points. (See attached presentation)	
8.	Activity Schedule	Sekela Ndlamla
	Sekela Ndlamla presented the Activity schedule and urged bidders to indicate if they have queries (See attached presentation)	
9.	Tender Evaluation Methodology (Stages of Evaluation and List of Returnable Documents)	Nondyebo Sibindlana
	<ul style="list-style-type: none"> Nondyebo Sibindlana gave an overview of the criterions of the technical evaluation methodology and urged to tenderers to pay attention when submitting information required on each stage in order to maximise opportunity to score higher points. (See attached presentation) Nondyebo took the potential Bidders through the list of mandatory returnable documents, returnable documents used for scoring and essential returnable documents. 	

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10.	Supplier development	Nondyebo Sibindlana
	Nondyebo Sibindlana-Tambula represented the applicable specific goals and evidence to be submitted for claiming preference points for each specific goal in this tender:	
10.	Tender closing and submission	Nondyebo Sibindlana
	<ul style="list-style-type: none"> Nondyebo Sibindlana-Tambula took the potential Bidders through the list of mandatory returnable documents, returnable documents used for scoring and essential returnable documents. She further emphasized that failure to submit any mandatory documents will lead to the disqualification of Bidders. 	
13.	Questions and Answers	
	<p>See attached Q&A</p> <p>Question: Is there background data available from previous surveys that were done that possibly can be utilized? And as well as KML file outlining the entire boundaries that need to be surveyed?</p> <p>Answer: There is some information, but it's very limited. We don't want it to appear as if we have a lot of information which you can work on. So it's a matter of preparing yourself to start from scratch, but we do have some information from past surveys that were undertaken in certain regions. Those will be made available to the winning bidder or to the service provider. And then they can use them as a guide, but they can't use them as their Bible, as relatively they are quite old, so they will help in terms of past information.</p> <p>In terms of a KML file, we currently do not have one. We have checked before, but there isn't one.</p> <p>Question: So, then Tenderers will have to drop on this part of methodology? just to get clarity on that.</p> <p>Answer: Advisable so, but if we happen to be able to produce one, it will be shared with the Tenderers, then it'll make the work a lot easier.</p> <p>Question: The five-by-five items that were discussed with regards to points and how Tenderers set that out, the data is quite dense that Tenderers</p>	

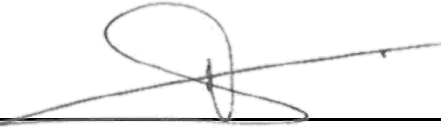
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	<p>provide and sometimes when dealing with clients Tenderers lose quite a bit of information. When Tenderers thin the DTM's out with your points being spread out that far apart, are you open to having more points from a management of that DTM perspective? So for example, if a Tenderer gives you more, can your system manage it?.</p> <p>Answer: Yes, that's welcomed, we did specify somewhere else in the document that if the surveyor deems that more points need to be added, then they're welcome to do so.</p> <p>Question: Regarding the remote drone operator just from a technical and legal aspect of the whole operation and since Port of East London is a restricted airspace, remote pilot on its own won't be able to access that from a CAA perspective there is specific applications that needs to go in.</p> <p>There is nothing in the technical evaluation portion of this that speaks to a commercial license to operate the aircraft in that space. There is the East London airport one that covers that entire area, the drone certificate for is not enough to launch an aircraft in that area, but there's nothing in the technical evaluation that speaks to a registered aircraft with a valid license, a maintenance program of the specific aircraft that's being used, as well as a valid commercial license that is verified and stamped by the SACAA. Would it suffice just bringing in any remote operator to come in and say here is my pilot license, can we operate?</p> <p>Answer: The understanding is that to do work of a commercial nature in South Africa, obviously anyone who provides that kind of service needs to have all necessary and required certificates and approvals, so that's the presumption that we took when we put out this evaluation criteria.</p> <p>Question: If using manned aircraft, especially for later, is it not an option considering also that the site is next to the sea or an ocean, so we considering wind that might be a challenge for drone operations.</p> <p>Answer: It shouldn't be a problem because even for our breakwater monitoring</p>	

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	<p>that we conduct here in the port, we make use of helicopters, etc. We are not sure what that would do to your pricing if you are trying to be competitive in terms of providing a value service. If it is of your perspective that you can do the same job at a competitive price using a helicopter, we won't necessarily be too prescriptive on the way in which you're collecting that data. We are primarily interested in the output of whether we'll be able to get the information that we want. But at the same time, having been in the port environment, we think you would be able to have a sufficient window in which to conduct drone operations. Yes, there are times when the weather is a bit tricky, but that is more uncommon than it is common.</p> <p>Question: What Tenderers experience is that specifically Transnet doesn't give project recommendations or any feedback sometimes because a Tenderer has done the project like this her previously at the Cape Town waterfront as well, is there an internal process that can be followed if a Tenderer sends a note saying that they've done the V&A waterfront in Cape Town for this same project, can you follow up with the team that's in Cape Town? Is there something like that that can be submitted or must it be stamped from Transnet for previous projects that's been done this way?</p> <p>Answer: We cannot unfortunately, but in terms of reference letters you are right, but that's why we also have completion letters as well, which will also work in place of reference letters. On completion, you can provide either of the two, and you would have received a completion letter for that job. So that one will suffice as well.</p> <p>Question: There was something mentioned about underground scanning, are Tenderers going to do a topographical survey and also underground scanning for our pricing?</p> <p>Answer: This is for a topographic survey only, not underground service</p>	

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	<p>detection. However, if you go through the scope of works, you will see that the expectation is that at the manholes you need to measure the cover and invert levels of the manhole for the specific service. Also, we expect you to when you're opening that manhole to indicate the direction in which or to indicate what kind of service it is associated with that manhole and the direction of flow for that specific service. For example, if it is a sewer line when you open the manhole, obviously you'll be measuring the cover and then you can see in the pipe is flowing. So, we're expecting you to at least indicate the direction of flow for that specific service at that specific manhole.</p> <p>Question: The size to upload for returnables, usually the CAA document pack is quite large. Would the RPC or the remote pilot operator license submission suffice or do Tenderers have to upload all of the CAA documents at once as supporting because Tenderers are limited to 30 megabytes and in the past when submitting Tenderers ran into some issues with size of those files.</p> <p>Answer: Those documents would be required in any case because again, as you said, flying the port is a restricted airspace, so that information would be needed in any case to get permission from the harbour master to fly the drone in that restricted airspace. However, the license suffices for the evaluation criteria. Then going forward we will make means to get all the other documents as well.</p> <p>Question: In terms of point number T 2.211 resources, how do you want the resources presented? Do you want proof of ownership or do you want proof of access to resources? Because companies run differently. Some other companies, they buy resources, they buy resources and keep them. Others, they find it cheaper to run their businesses if they've got access to hire the equipment that they work with.</p> <p>Answer: It doesn't have to be Tenderer's particular equipment, but a Tenderer can just provide whom it belongs to and that they have access to it and they'll be using it. But it doesn't have to be the Tenderers.</p>	

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	<p>Question: How much time should be allocated for access processes and how many different areas there are and different inductions or access procedures?</p> <p>Answer: We would have made the necessary arrangements. Everyone who will be coming through to the port will need to be inducted.</p> <p>The actual induction does not take very long, roughly an hour max for the actual induction, as long as they submit the required documents which will share the list, their IDs, etcetera before induction. Then we can have everyone inducted at the same time. Normally that saves time.</p> <p>And then in terms of access control, access into all the different areas within the port will be granted to the service provider. So that follows after the induction. So once you're inducted for that hour, then you will be given access permits valid for the duration required or the duration which will be on site conducting the survey. So within that day, or even that morning you should have completed your inductions and then also receiving your permits and then access into all the other areas or all the areas in the port.</p> <p>As long as you have those permits, you will gain access. If there are any restricted areas, we as the client will make sure that access is granted beforehand. So we will liaise because some of the areas are tenanted inside the port, so they have tenants occupying those areas and it's not us, but it's just for us and our real estate Department to liaise with the tenants. So for the duration of the project, that period where you will be accessing requiring access to those areas, you can have access.</p>	
14.	Tender Clarity	All
	<ul style="list-style-type: none"> • The closing date for this date is 10 September 2025 at 4 pm • Please ensure that all questions raised today are followed up with an email to: TNPATenderenquiries3@transnet.net . • All questions received shall be shared with all present in this briefing session 	

Prepared by:



Nondyebo Sibindlana - Tambula

Commodity Specialist

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

Accepted by:



Cebolenkosi Mzotho

Engineer/Project Manager

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