
**MINUTES OF A NON-COMPULSORY BRIEFING SESSION MEETING FOR RFQ NO.:
TNPA/2026/03/0653/3757/RFP**

VENUE: MS TEAMS

DATE: 29 April 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. Neo Moeketsi (NM): Manager – Tariffs Regulation - Finance
3. Vuyolwethu Mahanjana (VM): Specialist Tariffs - Finance
4. Loyiso Zwelake (LZ): Compliance and Risk Specialist - SCM
5. Alpheus Lekganyane (AL): Manager Supplier Development - SCM

Tenderers in attendance:

As per the Attendance Registers.

NB: In total, nineteen (19) 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	(NM)
	NM 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 RFP pack.	
6.	Pricing and Delivery Schedule	(NM)
	NM presented the Annexure C: Pricing and Delivery Schedule. Bidders were informed that they must complete the electronic pricing on the Transnet eSupplier portal.	
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: 05 May 2026

Supported by:



Neo Moeketsi
Manager: Tariffs Regulation

Date: 05 May 2026