

TRANSNET NATIONAL PORTS AUTHORITY

TNPA/2026/05/0964/5417/RFQ: FOR THE PROVISION OF RENOVATION WORKS TO THE ENVIRONMENTAL OFFICE (B4/144) LOCATED AT THE BAYHEAD PRECINCT IN THE PORT OF DURBAN FOR A PERIOD OF THREE (3) MONTHS.

MINUTES OF COMPULSORY BRIEFING SESSION HELD AT 10:00 ON 19 JUNE 2026, TNPA'S BOARDROOM AT 223 MAYDON ROAD, MAYDON WHARF, DURBAN 4001 AND BAYHEAD OFFICES FOR SITE VIEWING

ITEM	DESCRIPTION	
1.	Introduction and Background	Nozipho Khumalo
	- Nozipho welcomed all present and introduction of the TNPA Team in attendance. (Refer to Attendance List) - The purpose of the Compulsory briefing session is to mainly address any clarifications and go through the RFQ document, Scope of work and Bill of quantities and to also emphasise the mandatory returnable documents, Tendering procedures (Eligibility criteria), documents used for scoring and to also go on site at Bayhead for accurate quoting. - This briefing session minutes, presentations and attendance register will be published on the Transnet eSupplier website/Portal (https://esupplierportal.transnet.net/portal/) and National Treasury eTender publication Portal (www.etenders.gov.za)	
2.	In Attendance	All
	- All the attendees attended the site meeting - Nozipho Khumalo – TNPA - Tsepo Moloi – TNPA - Sicelo Ndlovu – TNPA - Mpumelelo Mathonsi – TNPA - Jenelle Reddy – TNPA - Khethukuthula Ndwandwe - TNPA Attendance List Attached	
3.	Returnable Documents and Annexures	Nozipho Khumalo
	RFQ document T2.2-01: Certificate of Attendance at Tender Clarification Meeting	

ITEM	DESCRIPTION	
	• C2.2: The bill of quantities • CIDB Registration 3GB or higher class of construction work, Account to be "Active" • Eligibility in terms of Technical Pre-Qualification criteria: Tenderer to submit certificates of the key personnel as per the role descriptions in the organizational chart for Construction work: a) Tenderer to submit valid proof of registration with the Plumbing Industry registration board (PIRB), for the Plumber who can issue certificates of compliance (COC). b) Tenderer to submit a valid proof of registration with South African Council for the Project and Construction Management Professions (SACPCMP) for the Safety officer to be appointed to the project. c) Tenderer to submit proof of electrician trade test certificate and must be register as an installation electrician with the department of labour for the personal that will be conducting electrical activities on this project and who can issue certificates of compliance (COC). d) The Service provider undertaking asbestos work shall be registered with Department of Employment & Labour as a registered asbestos contractor (RAC) and certified to transport asbestos waste to the licensed landfill site. • BBBEE Certificate • Tax Clearance Certificate • CSD report	
4.	Presentation	Commercial
	• The Contract Specialist (Nozipho Khumalo) went through the presentation and explained the RFQ document, including the mandatory returnables and the documents required for evaluation and scoring purposes. • The specific goals were also explained, with emphasis placed on the importance of submitting the correct supporting documents to ensure accurate scoring and compliance with the RFQ requirements. • She further emphasized the importance of uploading documents early on the new system to avoid possible system glitches or delays during submission. • In addition, she advised the attendees on the appropriate channels for communication whether general, commercial or technical to go via Procurement department.	

ITEM	DESCRIPTION	
5.	Clarifications	Technical Team
	- The Technical Officer (Tsepo Moloi) presented and explained the scope of work and Bill of Quantities on the Preliminary & General, Civil work on New Environmental office Interior, Exterior and the Ablutions in accordance with the presentation provided during the RFQ briefing session. - Technical Supervisor – Engineering (Mpumelelo Mathonsi) presented and explained the scope of work and Bill of Quantities on the Electrical part in accordance with the presentation provided during the RFQ briefing session. - Thereafter the questions, answers and signing of the Certificate of Attendance, the attendees proceeded to the Bayhead area, where Tsepo Moloi conducted a site visit to allow for proper quotation. During the walk-through, he also addressed and clarified all questions and concerns raised by the service providers who attended the briefing session.	
6.	CLOSING REMARKS	Nozipho Khumalo
	- Thanks, you all for attending this briefing session. - All other questions should also be addressed to Nozipho Khumalo (TNPAtdenderenquiriesdbn@transnet.net) - Meeting adjourned at around 11:05.	
7.	Attachments	
	i. Attendance Register	



Nozipho Khumalo
Procurement Lead
19 June 2026



Tsepo Moloi
Technical Officer
19 June 2026