

SUBJECT	Minutes of Transnet Port Terminals Briefing Session
TITLE	PROVISION OF SERVICES OF LEASING OF SIXTY-ONE (61) PARKHOMES FOR TRANSNET SOC LTD (REG. NO. 1990/000900) OPERATING AS TRANSNET PORT TERMINALS (TPT) FOR THE POINT MULTI-PURPOSE TERMINAL, AUTO TERMINAL, MAYDON WHARF MULTI-PURPOSE TERMINAL AND AGRIBULK TERMINAL – BBC DURBAN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
RFQ NO.	TPT/2026/03/0181/2932/RFP
MEETING NO.	01
VENUE	Okolweni Boardroom, Maydon Wharf
DATE	10 April 2025 at 10H00 am
ATTENDEES	<u>Tenderers:</u> As per attendance register <u>Transnet Port Terminals Representatives:</u> • Zine Mdaki (ZM) – Contract Specialist • Makayla Pillay (MP) – YPT • Asha Thakor (AT) – Facilities Manager– Durban Terminals
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING – Zine Mdaki		
	Signing of attendance register and handing out presentation		
1.1	Welcome & Introductions	ZM	
	• ZM opened the meeting and welcomed all present • ZM introduced Transnet Port Terminals team members • The purpose of the briefing session was to discuss the contents of the “request for proposal” (RFP) document; provide guidance in terms of the tender process; discuss the technical evaluation criteria, the scope of work and Pricing schedule.	ZM	

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	For the interest of time, Bidders are requested to note down all questions and ask them at the end of the briefing session.		
2.	COMMERCIAL		
2.1	RFP closing date and location: The closing date for the RFP is 20 April 2026 at 14:00PM and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page Section 1, page 2 of the tender document.	ZM	
2.2	Communication: For specific queries relating to this RFP, please e-mail them to [zine.mdaki@transnet.net] before 12:00 pm on 16 April 2026. Details in the RFP document Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response: zine.mdaki@transnet.net Deadline for All Clarifications 12H00 noon, 16 April 2026.	ZM	
2.3	The Adjudication is based on the following criteria: Stage 1 <u>Step 1- Test for Administrative & Substantive responsiveness:</u> - Whether the Bid has been lodged on time - Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time - Verify the validity of all returnable documents - Verify if the Bid document has been duly signed by the authorised respondent - Whether any general and legislation qualification criteria set by Transnet, have been met - Whether the Bid contains a priced offer - Whether the Bid materially complies with the scope and/or specification given - Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows:	ZM	

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	- Tenderers are to indicate their CIDB Grading by attaching a copy of the valid CIDB Grading as per the following requirements Classes of Works: General Building Works – GB Grade 5 or higher. - The supplier is required to provide ECSA Level 3 as stipulated in ECSA Reg for the responsible engineer. - Whether Bidder has attended the Compulsory RFP/Site Briefing. Stage 2 <u>Step 2 - Minimum Threshold of 80 points for technical evaluation criteria</u> Track Records: The Bidder must submit three reference letters relating to the same work of supplying and installing of park homes done from previous clients include: 1. Name of company 2. Contact numbers 3. Description of work completed and, 4. Value of contract of projects done in past 5 years and quantity of park homes for each contract (50 Points) [Refer to Returnable Schedule T2.2-3] Truck Ownership: The Bidder to submit proof of Truck ownership or lease agreement. Lease agreement must have a company letterhead, signed by both parties. The vehicle must be road worthy and in compliance with lifting equipment statutory requirements. a) Proof of truck ownership or lease agreement. b) Proof of road worthiness by providing copy of disc licence, issued by licensing office accompanied by proof of load tested for owned vehicle or leased vehicle (50 Points) [Refer to Returnable Schedule T2.2-4] Stage 3 <u>Step 3 - Final weighted scoring: Price and Specific Goals</u> ✓ Price 80 ✓ Specific Goals (20) (B-BBEE Level 1-2 = 10 points and EME's & QSE's with at least 51% BO (10 Points)		

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	<u>Step 4 - Post Tender Negotiation</u> 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 post-tender negotiation with the view of achieving a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2nd and 3rd ranked bidder (of required in a sequential manner) <u>Step 5 - Final Award</u> Award of business and conclusion of contract		
2.4	Bidders are edged take note of the Returnable Schedules in the RFP document RFP MANDATORY RETURNABLE SCHEDULES: Technical Pre-Qualification: -Tenderers are to indicate their CIDB Grading by attaching a copy of the valid CIDB Grading as per the following requirements Classes of Works: General Building Works – GB Grade 5 or higher. -The supplier is required to provide ECSA Level 3 as stipulated in ECSA Registration for the responsible engineer. Electronic Pricing schedule completed SECTION 8: Certificate of attendance of compulsory Site Meeting / RFP Briefing RETURNABLE DOCUMENTS USED FOR SCORING - Valid proof of Respondent's compliance to Specific Goals requirements stipulated in Section 6 of this RFP (Valid B-BBEE certificate or Sworn-Affidavit as per DTIC guidelines) - Track Record T2.2-3 - Proof of truck ownership T2.2-4 ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES 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. Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party] SECTION 1: SBD1 Form SECTION 5: Certificate of Acquaintance with RFQ Documents SECTION 6: RFP Declaration and Breach of Law Form	Tenderers	

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	SECTION 9: Protection of Personal Information		
2.5	BBBEE Pre-Qualification: Specific Goals points will be awarded for Entities with a B-BBEE status level 1 or 2 and EME's & QSE's with at least 51% BO Bidders required to have the following to qualify for this evaluation: - Valid B-BBEE certificate from SANAS accredited verification agency. - Sworn affidavit for EMEs or QSEs. Affidavits from Accountants/Auditors will not be accepted. For EMEs or QSEs valid Sworn affidavit must have the following: - Name of the deponent, designation and ID number. - Name of the Entity, indicate revenue and financial year to be stipulated by day/month/year. - Percentage of black ownership with designated groups. - B-BBEE Status Level. Date deponent signed and date of Commissioner of Oath must be the same. B-BBEE sworn affidavit is valid for a period of 12 months from the date signed by the commissioner of oaths and deponent		
2.6	Common Mistakes: - Omitting full name and surname and identity number of the deponent (undersigned-person declaring under oaths). - Dates of the deponent and commissioner of oaths are not the same - Date for either commissioner of oaths or deponent is omitted. - Not completing company financial year information i.e. year - Not ticking the applicable box on the B-BBEE level contributor - No stamp of the commissioner of oaths on the B-BBEE sworn affidavit. - If commissioner of oaths stamp does not have date, it must be written manually and should be the same as for the deponent. - B-BBEE sworn affidavit must be completed in the presence of the commissioner of oaths.		
2.7	RFP validity: The RFP validity period is 180 working business days after the date of closing.		

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3.	SCOPE OF WORK	AT	
	Tenderers were referred to the Scope of Work document to ensure that they adhere to and comply with the specific requirements of the Scope of Work. A historic background was communicated with bidders by the user area to give an insight of the Terminals. The below points were emphasized by the end user: ✓ Design Roles and Responsibilities ✓ Architectural Scope ✓ Civil Engineering Scope ✓ Surveying Levelling and Proofing of Services ✓ Sewer Services ✓ External Plumbing ✓ Mechanical Engineering Scope ✓ Plumbing Works ✓ Fire Protection Fixtures and Signage ✓ Electrical Engineering Scope ✓ Lighting ✓ Emergency and Safety Systems ✓ Electrical Distribution ✓ Kitchen and Mess ✓ Structural Engineering Scope The successful bidder is expected to follow the below. • Design the park homes and accessories, • Manufacture Park homes and accessories, • Transport Park homes and accessories, • Position Park homes and • Maintain Park homes and accessories for the warranty and guarantee period. • Relocation of park home, as and when required. • Additional Park homes to be provided on an adhoc bases as and when required.		
4.	Technical Evaluation	AT	
	Technical Evaluation: Bidders were advised that in order to pass technical they need to score 80 points and the below technical evaluation criteria, and scoring was discussed: • Track Records – scores 50 points • Truck Ownership- scores 50 points		
5.	Pricing schedule:	AT	
	Pricing Instructions were highlighted for the bidders The price reflected below must be fixed and firm. Failure to provide a fixed and firm price will declare the tenderer disqualified.		

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	• Payment – the service provider will be paid the amounts approved for the works per complete deliverable in the pricing schedule. Invoicing and payment will be done monthly on all work completed in the previous months. • Currency – Transnet Port Terminals (TPT) may not transact in any foreign currency. Therefore, bidders must express the price for their services, in South African Rand Exclusive of VAT. TPT reserves the right at its sole discretion to disqualify any bidder who has submitted incomplete Pricing Schedule i.e., bidder that has not completed the pricing schedule (on the system) in full will be disqualified. NB: Bidders must ensure that their pricing covers all the requirements stated in the scope of work and the pricing schedule.		
5.	QUESTIONS AND ANSWERS		
	<u>Questions</u> Question 1: SP asked how to price the Ad-hoc item on the pricing schedule? Response: It was suggested ad-hoc cost can be included in the pricing for the jersey barriers. But do not charge for jersey barriers if it has not been included. Question 2: SP asked why we are asking for ECSA Level 3 as opposed to ECSA Lev 1 for the Eligibility. Response: It was agreed that ECSA Level 1 or higher is sufficient Question 3: Emergency exit doors are heavy and expensive, this will inflate the price and require constant repairs. Response: Emergency exit door to be replaced with normal door with no handle on the outside and a night latch/yale lock on the inside to be used for emergencies. Question 4: Where should the jojo tanks be placed? Response: Position of the jojo tanks to be under the park home where possible with easy access for the honey sucker. Question 5: Ingate/outgate – 10.8.7.4. Should that be Verticle blinds? Response: Ingate/outgate – 10.8.7.4.to be replaced with Roller blinds. Question 6: Does TPT want split units for all their park homes as the norm is window wall mounted as they easy to replace when required.		

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	Response: Each park home to be looked at in merit regarding window wall mounted vs split unit. Question 7: Is TPT expecting bidders to trench TPT tar and lay the cabling as it is the responsibility of TPT to provide the connection cables 10.8.7.16 Response: TPT to provide the power source and do the trenching for the cables. This will apply to sections 10.9.1.10, 10.9.1.11 and 10.9.1.12. Question 8: Is the fencing for 800m for point 10.6.6.9. Response: Correction – should read cm and mt. Question 9: Can they standardize the aircons to 12 000 BTU as the 12000 BTU is more expensive than a 9 000 BTU? Response: Let standardize to 12 000 BTU and where it is insufficient, then an additional unit to be installed. Question 10: Will the sizes of the park homes remain the same? Response: There will be adjustments as per the amended table and SOW.		
6.	CLOSING		
6.1	The meeting closed at 12H15. Thereafter SPs were taken for a site visit around Maydon Wharf Terminal which ended at 14h00. It was decided that a site meeting for MPT Point and Car would be held on 17/04 2026 from 8.30 am.		

Compiled by:



Zine Mdaki – Contracts Specialist

Date: 20/04/2026