

SUBJECT	NON-COMPULSORY ONLINE TENDER BRIEFING SESSION
TITLE	TNPA/2026/03/0451/2622/RFP: FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE COMPREHENSIVE REVIEW OF THE TREASURY REQUIREMENTS FOR A CORPORATISED TNPA FOR A PERIOD OF THREE (3) MONTHS
VENUE	MICROSOFT TEAMS
DATE	30 APRIL 2026
TIME	10:00 AM

ITEM	DESCRIPTION	
1.	Welcome and Introduction	TNPA
	- The Chairperson welcomed all present and the Transnet National Ports Authority (TNPA) employees in attendance introduced themselves. - Tenderers in attendance were frequently requested to register their company names and email addresses on the Microsoft Teams chat box, so to confirm companies being represented and communicate any information that has been uploaded on the National Treasury's ePortal and Transnet eTender portal pertaining to this bid. - The attendees were informed that the meeting will be recorded.	
2.	Safety Briefing and Evacuation Procedure	TNPA
	The Chairperson conducted an evacuation procedure in case of an emergency.	
3.	Meeting Rules	TNPA
	The Chairperson presented the house rules for the virtual meeting.	
4.	Background	TNPA
	The TNPA Technical Team presented the project background. (refer to attached presentation).	
5.	Scope of Services	TNPA
	The TNPA Technical Team presented the scope of services as per the published Request for Proposal (RFP). (refer to Annexure A of the RFP)	
6.	Tender Evaluation Methodology	TNPA
6.1	Evaluation Steps	TNPA
	- The Chairperson presented the three tender evaluation stages and applicable six steps as per the published RFP document, refer to the attached presentation. - The Chairperson advised prospective bidders to submit all the required documents as reflected on section 5 of the RFP for each stage of evaluation. In addition, the	

	prospective bidders are required to pass the Test for Administrative and Substantive Responsiveness to progress to the next stage of Technical Evaluation. The prospective bidders must ensure submission of all Mandatory requirement, failing which, the bid will be rendered non-responsive and not progress to the next evaluation step - In addition, the Mandatory Requirement as prescribed in the published RFP section 5 is as follows: a) Completion of Electronic Pricing and delivery Schedule for services on the Transnet eSupplier portal. - Prospective bidders were cautioned not to submit information relating to 3rd parties as part of their bid submission unless there is an agreement between the bidder and the 3rd party for the bidder to submit such information, or the bidders have formed a JV/Consortium, or the information is relating to a subcontractor. In such instances a JV/Consortium/Subcontracting agreement must be submitted with the bid. - The Chairperson advised prospective bidders to ensure submission of the required valid proof documents for specific goals points claimed. The submitted B-BBEE certificates will be verified with the relevant bodies. - The Chairperson further presented the evaluation steps 4 to 6 as per the presentation attached.	
6.2	Technical Evaluation	TNPA
	- The TNPA Technical team provided a detailed overview of the criteria's for the technical evaluation and indicated that the Technical Evaluation will be conducted out of 100 points and urged bidders to pay attention when compiling information/proof document required on each category in order to maximise opportunity to score higher points. - Prospective bidders will be required to achieve a minimum threshold of 66.67 points to proceed to stage three of Evaluation and Final Weighted Scoring. - In addition, Prospective bidders were cautioned that submission of incomplete resource's details on Annexure B1 - Key resource Experience will result in zero points. Subsequently, prospective bidders are required to submit Annexure B2 list of all qualifications and submit the actual copies of qualifications and submit certificate of evaluation of foreign/ international qualifications issued by the South African Qualifications Authority (SAQA) for each foreign/international qualification submitted before the closing date and time. - Prospective bidders were cautioned to read the evaluation criteria thoroughly and submit the required document for evaluation as per Annexure B of Technical Evaluation criteria.	

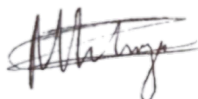
6.3	Pricing and Delivery Schedule	TNPA
	• TNPA informed the prospective bidders it is a Mandatory requirement to complete the electronic Pricing and delivery Schedule on the Transnet eSupplier portal in line with the scope of work requirements, failing which, the bid will be rendered non-responsive. • Respondents are further required to complete the Pricing and delivery Schedule in section 4 and the list of key resources identified table. • The prospective bidders were further advised to fully complete the second table of the pricing and delivery schedule which contains key resources and hourly rates as well as the hours allocated to each resource for the duration of the project execution. • Prospective bidders were advised to fully complete all sections of the pricing and delivery schedule and take note of the <i>Notes to Pricing</i>. • The hourly rates of professional resources will be benchmarked against the standard Department of Public Service and Administration (DPSA) rates for consultants, for cost savings purposes. Where bidders proposed rates are in excess of the DPSA rates, negotiation will be undertaken. • Rates proposed must be aligned with the DPSA Guide on Hourly Fee Rates for Consultants. • Respondents, if awarded the contract, are required to note that their prices quoted would be kept firm and fixed for the contract duration.	
6.4	List Of Returnable Documents	TNPA
	• The Chairperson presented the presented the returnable documents and indicated the mandatory returnable documents, Returnable Documents Used for Scoring and essential returnable documents on section of the RFP document. • The Chairperson further emphasized that failure to submit the mandatory documents will lead to disqualification. Non submission or submission of invalid returnable documents used for scoring will result in no points allocation. • The Chairperson advised bidders to take note of the RFP's tables C1) Essential Returnable Documents: Proposed Key and Resources C2) Essential Returnable Documents: List client references which requires full completion to enable coordination with the submitted evidence for technical evaluation.	
7.	Tender Submission	TNPA
	• The Chairperson presented the submission of bids and advised prospective bidders to submit completed bids to e-Tender Submission Portal (https://esupplierportal.transnet.net/portal/), TNPA will not accept any bids that are hand delivered or submitted through email. • The prospective bidders must submit a fully completed RFP document together with all	

	the returnable listed on section 5 of the RFP document. • The Chairperson further caution the prospective bidders that only alphabetical and/ or numerical characters may be used in filenames. The use of any other characters in the filenames of uploaded documents may result in the document being corrupted, for which Transnet takes no responsibility. • Bidders were cautioned to submit their bids early so to allow documents to process on time and resolve any system glitches before the closing time. • Prospective bidders were advised to ensure that all questions raised during the meeting are also emailed to TNPATenderenquiries1@transnet.net. • Questions that may arise after the briefing session must be sent via email to TNPATenderenquiries1@transnet.net by no later than Monday, 18 May 2026 at 12:00pm. All questions received will be published and shared with the attendees that provided their email addresses during the briefing session. • The Closing date for submission of bids is Wednesday, 20 May 2026 at 16:00 PM. • Refer to the attached presentation and RFP document for more detail.					
8.	Questions Posed During Briefing Session	Attendees				
	<table><tr><th>Questions</th><th>Answers</th></tr><tr><td>1. Prospective Bidders enquired if the recording will be shared.</td><td> • The recording will not be shared , however, the minutes of the meeting will be published on the National Treasury ePortal and Transnet eTender portal. </td></tr></table>	Questions	Answers	1. Prospective Bidders enquired if the recording will be shared.	• The recording will not be shared , however, the minutes of the meeting will be published on the National Treasury ePortal and Transnet eTender portal.	
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Supported By: Neo Moeketsi
Manager: Tariffs Regulation

Date: 04 May 2026



Approved by Chairperson: Zandile Mhlongo
Commodity Specialist

Date: 04/05/2026