**NON-COMPULSORY REQUEST FOR PROPOSAL (RFP) BRIEFING SESSION MINUTES**

**THE SUPPLY OF REFINED BULK FUEL, NATIONALLY, FOR A PERIOD OF FIVE (5) YEARS**

**RFP NUMBER: TCC/2025/09/0002/106003/RFP**

***Refer to the Non-Compulsory Request for Proposal (RFP) Briefing Session Presentation for more details, which has been uploaded on the Transnet e-Tender Portal and the National Treasury e-Tender Portal.***

1. **Welcome, Safety Briefing and Introduction of the Transnet Team.**

   Transnet welcomed all attendees and afforded members of the Transnet team an opportunity to introduce themselves.

   Bidders were advised that the purpose of the briefing session was to provide an overview of the RFP requirements and evaluation process. It was further emphasised that the briefing session should not be interpreted as amending the RFP and that the provisions contained in the RFP and supporting annexures remain the governing documents. Transnet further reminded bidders that no verbal feedback should be construed as binding until confirmed in writing

2. **Key Points - General**

   **2.1 Submission Requirements, but not Limited to:**

   - The briefing session should not contradict the RFP and its supporting documents.
   - No verbal feedback should be construed as binding until it is confirmed in writing.
   - The RFP document may be downloaded free of charge from the National Treasury e-Tender Publication Portal (www.etenders.gov.za) and the Transnet e-Tender Portal. Any updates, addenda and clarifications will be uploaded to both portals and bidders are encouraged to monitor these platforms regularly.
   - **Important Date: RFP Closing Date – 28 August 2026 at 23h00.**
   - The validity period of the RFP is 180 Business Days from the closing date.
   - Bidders were advised to ensure that all returnable documents are completed and properly signed by authorised representatives prior to submission.

- Bidders are required to be registered on the Central Supplier Database (CSD) prior to uploading their bid responses. Only foreign suppliers with no local registered entity are exempt from this requirement.

**2.2 Communication relating to this RFP:**

- Bidders were taken through the communication requirements applicable to the RFP.
- Any clarification questions arising from the briefing session were required to be submitted using the RFP Clarification Request Form contained in Section 8 of the RFP.
- Clarification questions were to be submitted to Mthokozisi.Nkosi@transnet.net before 23h00 on 19 August 2026.
- Transnet advised that all clarification responses would be published through the prescribed communication channels for the benefit of all bidders.
- Bidders were advised that after the closing date they may only communicate with the authorised Transnet representative indicated in the RFP regarding matters relating to their bid submission

**2.3 Proposal Submission:**

- Bidders were taken through the bid submission process on the Transnet e-Tender Portal.
- Bidders were referred to the relevant sections of the RFP as well as Annexure K (Guidance for Bidders) for detailed submission instructions.
- Bidders were encouraged to upload their submissions well before the closing date and avoid last-minute uploads.
- It was reiterated that bid submissions submitted by email would not be accepted and that all submissions must be uploaded through the e-Tender system.

**3. Scope and Technical Requirements:**

The bidders were taken through the details of the scope of requirements contained in the RFP. The requirement relates to the supply and delivery of refined bulk fuel nationally and includes Home Base Fuel, Traction Fuel and Marine Fuel requirements across various Transnet Operating Divisions. The technical team further explained:

- The operational background of the requirement.
- Fuel supply requirements and estimated contract volumes.
- Product specifications and quality requirements.

- Home Base, Traction and Marine delivery requirements.
- Corridor allocation methodology and relief arrangements.

Bidders were advised to prepare their proposals strictly in accordance with the scope of requirements described in the RFP documentation.

## 4. B-BBEE:

**B-BBEE Definition:**

Broad-Based Black Economic Empowerment (B-BBEE) means the economic empowerment of all black people including women, workers, youth, people living with disabilities and people living in rural areas through diverse but integrated socio-economic strategies.

**Purpose**

- To increase the number of black people that manage, own and control enterprises and productive assets.
- To facilitate ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises.
- To achieve equitable representation in all occupational categories and levels in the workforce.
- To procure from large, medium and small-sized black-owned enterprises.
- To increase investment in enterprises and communities owned and managed by black people.
- A valid B-BBEE Certificate or Sworn Affidavit is required where applicable.

**<u>B-BBEE Amended Codes Principles</u>**

- Enhanced recognition of black-owned EMEs and QSEs.
- An EME that is 100% black-owned qualifies as a Level 1 contributor.
- An EME that is more than 51% black-owned qualifies as a Level 2 contributor.
- No formal verification is required for EMEs provided that a valid sworn affidavit or CIPC certificate is submitted

**Preferential Procurement Regulations, 2022**

Bidders were advised that:

- This tender is subject to the 90/10 preference point system.
- Ninety (90) points will be allocated to Price.
- Ten (10) points will be allocated to Specific Goals.
- Failure to submit the prescribed B-BBEE documentation will result in the bidder scoring zero points for the relevant Specific Goal.

**Transformational Specific Goals**

The applicable Specific Goals and acceptable evidence requirements were explained to bidders, including:

- B-BBEE Level 1 or Level 2 contribution.
- 30% subcontracting to qualifying Black-owned EMEs and QSEs.

**Valid Sworn Affidavit:**

Bidders were taken through the requirements applicable to sworn affidavits and common mistakes frequently identified during evaluations. Particular emphasis was placed on ensuring that affidavits are completed correctly and commissioned in accordance with the applicable requirements.

**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. DD/MM/YYY
- 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.

It is the responsibility of the deponent not commissioner of oaths to ensure that B-BBEE sworn affidavit is completed in full.

## 5. Joint Venture:

Bidders were advised that a Trust, Consortium or Joint Venture (including unincorporated Joint Ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for purposes of evaluation.

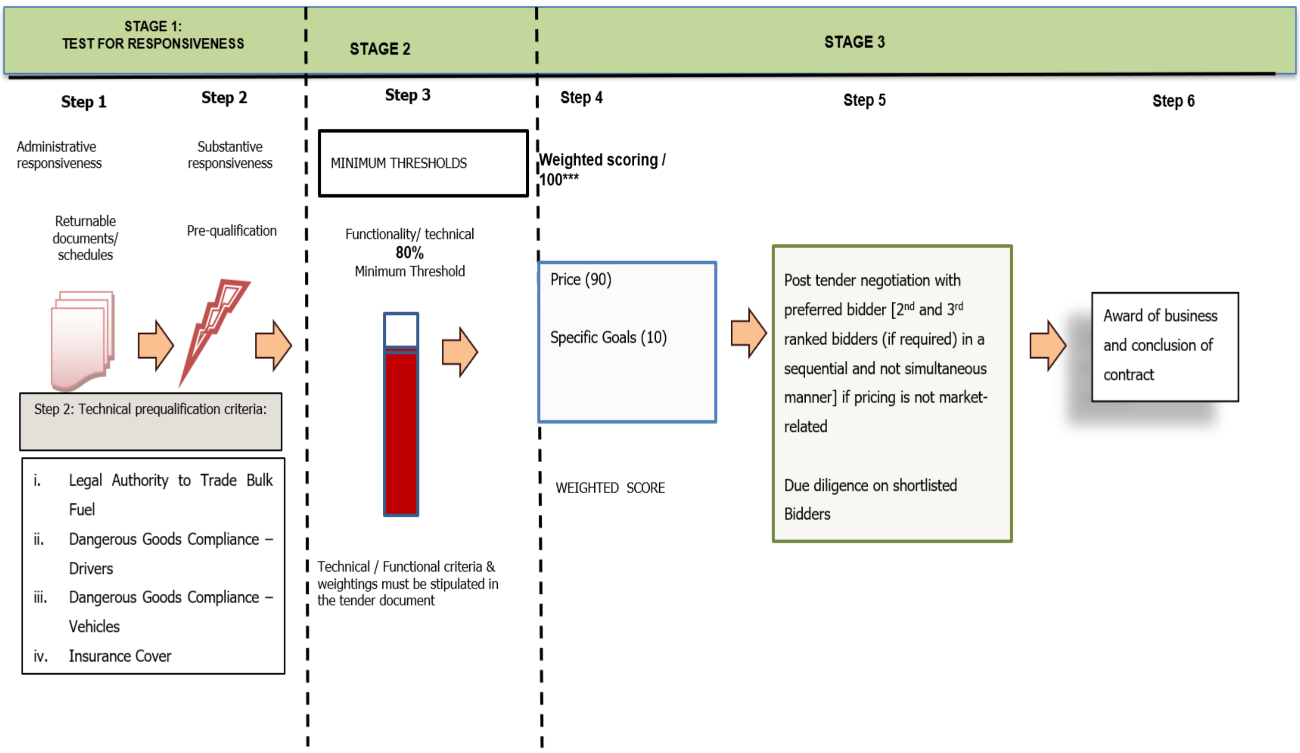
The following points were highlighted:

- A consolidated verification certificate is required.
- Consolidation will be based on the weighting reflected in the Joint Venture Agreement.
- Scores will be weighted according to the percentage participation of the respective Joint Venture members.
- Joint Venture certificates are project-specific and valid for twelve (12) months.

The eligibility requirements applicable to Joint Ventures were discussed in detail with the bidders.

## 6. Evaluation Methodology:

- Transnet will utilise the following methodology and criteria for the RFP:



## 6.1. Step One: Administrative and Substantive Responsiveness

- Bidders were taken through the Administrative Responsiveness requirements.
- The mandatory returnable documents, documents used for scoring and essential returnable documents were explained.
- Technical pre-qualification criteria and mandatory compliance requirements were highlighted.

## 6.2. Step Two: Technical Desktop Evaluation Criteria

- Bidders were taken through the Technical Evaluation Criteria contained in Annexure B.
- The weighting, scoring methodology and evidence requirements applicable to each criterion were explained.
- Bidders were advised that a minimum threshold of 80 points was required in order to progress to the next stage of evaluation.

## 6.3. Step Three: Evaluation and Final Weighted Scoring

- Bidders were taken through the pricing methodology and evaluation process.
- The Price and Specific Goals scoring methodology was explained.
- Bidders were advised to complete the pricing schedules in accordance with the instructions contained in the RFP.

## 6.4. Step Four: Post Tender Negotiations (if applicable)

- Bidders were advised that Transnet reserves the right to conduct Post Tender Negotiations where pricing is considered not to be market related.
- The PTN process was explained to attendees.

## 6.5. Step Five: Objective Criteria

- Bidders were advised that objective criteria may be applied where appropriate.
- The corridor allocation methodology and supply continuity considerations were discussed.

## 6.6. Step Six: Award of business and conclusion of contract

- Successful bidders will be notified through a Letter of Award.
- Contract finalisation and execution will follow the necessary approval processes

## 7. Question asked during the RFP Briefing session:

| NO: | QUESTION RAISED DURING THE RFP BRIEFING SESSION | TRANSNET RESPONSE |
|---|---|---|
| 1. | Regarding the 30% subcontracting requirement, does the requirement apply to 30% of the contract value or 30% of the fuel volumes supplied? | The requirement applies to 30% of the value of the contract and not fuel volumes supplied |
| 2. | The experience criterion refers to a seven-year period. Must the experience be consecutive? | No. The cumulative period of experience will be calculated based on submitted reference letters and overlapping periods will not be counted more than once |
| 3. | Will Transnet make the briefing presentation available to bidders? | Yes. The presentation will be published on the National Treasury e-Tender Portal and the Transnet e-Tender Portal. |
| 4. | If a bidder has only completed a portion of a contract, how will experience be evaluated? | Evaluation will be based on actual completed service delivery supported by documentary evidence submitted by the bidder. |
| 5. | May one JV partner provide the required licences or certifications? | Where specifically permitted by the applicable criterion, documentation may be submitted by one JV partner. |
| 6. | May clarification questions still be submitted after the briefing session? | Yes, provided they are submitted before the clarification closing date. |
| 7. | If fuel is supplied to multiple sites under one contract, how should reference letters be structured? | A consolidated reference letter may be submitted provided all required information is reflected. |
| 8. | Are electronic signatures acceptable? | Yes, electronic signatures will be accepted. |
| 9. | Clause 3.5 of the SLA states that if the Service Provider does not achieve the required service level target, Transnet will receive a 1.5% rebate on quarterly sales. Please clarify. | Transnet advised that the matter would be referred internally and a formal written response would be issued through the clarification process. |
| 10. | Can Bidder A form a Joint Venture with another bidder that is already participating in a different Joint Venture arrangement within the same tender? | Such arrangements would be assessed against the Supplier Integrity Pact and applicable anti-collusion requirements. |
| 11. | Must the ISO certification be linked to the manufacturer, or may it be held by the bidding entity? | The certification must be applicable to the bidding entity's operations and relevant to the scope of the tender. |
| 12. | Where a bidder relies on a logistics provider, will a Memorandum of Understanding be accepted? | No. A valid signed logistics agreement is required. |
| 13. | Can Transnet provide estimated annual volumes and tank capacities for individual sites? | Transnet advised that the request would be considered internally and a formal response would be communicated through the clarification process. |

| NO: | QUESTION RAISED DURING THE RFP BRIEFING SESSION | TRANSNET RESPONSE |
|---|---|---|
| 14. | Under the technical evaluation criteria relating to fuel volumes, may one JV partner satisfy the requirement on behalf of the Joint Venture? | The Joint Venture will be evaluated as a single bidding entity and may rely on the combined experience and capability of its members where permitted. |
| 15. | Will a valid ISO 14001 certificate satisfy the Environmental Management System requirement? | Transnet advised that the matter would be reviewed internally and a formal written response would be issued through the clarification process. |
| 16. | Where a bidder is an importer and does not hold long-term supply contracts, how will Transnet evaluate such a bidder? | Evaluation will be based on the evidence submitted against the applicable technical criteria. |
| 17. | Will pricing evaluation be affected by fuel pricing zones? | Transnet advised that the matter required further internal consultation and a formal written response would be issued. |
| 18. | Delivering 2 000 litres is significantly different from delivering 80 000 litres. Will transportation cost differences be catered for? | Bidders were advised that pricing must be submitted on a delivered basis and that transportation costs, delivery distances and operational considerations should be incorporated into their pricing submissions. |
| 19. | The pricing model refers to an average price being used for invoicing. Will that be the price applied from Day 1 of the contract? | Transnet advised that a formal written response would be provided. |
| 20. | The pricing methodology does not differentiate between petrol and diesel. Will Transnet reconsider this approach? | Transnet advised that the matter would be considered internally and addressed through the clarification process. |
| 21. | Can Transnet provide a recording of the briefing session? | No. The presentation and clarification responses would be published, but the recording would not be distributed. |
| 22. | Can Transnet provide fuel pricing zones for each site listed in Annexure C? | Transnet advised that the request would be considered internally and responded to through the clarification process. |
| 23. | The requirement relating to import capability and storage terminals may disadvantage black-owned importers. Will Transnet reconsider this requirement? | The requirement is intended to provide assurance regarding supply capability and continuity. |
| 24. | Given the size and complexity of the tender, will Transnet consider extending the closing date? | At the time of the briefing session, Transnet did not intend extending the closing date. |
| 25. | If electronic signatures are accepted, how should company stamps be accommodated? | Transnet advised that a formal written response would be provided through the clarification process. |
| 26. | Will delivery be undertaken by road only, or are other delivery methods envisaged? | Home Base and Traction deliveries will generally be by road, while Marine deliveries may include specialised marine delivery methods. |

| NO: | QUESTION RAISED DURING THE RFP BRIEFING SESSION | TRANSNET RESPONSE |
|---|---|---|
| 27. | How are payment terms applied? | Detailed payment provisions will be governed by the resulting agreement |
| 28. | Will Transnet consider alternative pricing models? | Transnet advised that formal feedback would be issued following internal consultation. |
| 29. | Can bidders indicate corridor preferences within the pricing schedule? | Yes. Bidders are required to indicate and rank corridor preferences. |
| 30. | If transportation services are provided by a parent company or related entity, will a formal logistics agreement still be required? | Transnet advised that a formal clarification would be provided. |
| 31. | May multiple supporting letters be combined for purposes of demonstrating capacity to supply? | Transnet may consider the evidence collectively in determining compliance with the requirement. |
| 32. | For purposes of the experience criteria, must reference letters relate separately to diesel and petrol products? | Fuel volumes may be combined where adequately supported by reference letters. |
| 33. | Must the minimum volume requirement be demonstrated separately for diesel and petrol, or may volumes be combined? | Transnet advised that formal clarification would be issued. |
| 34. | Can Transnet indicate the value of the performance guarantee that may be required at award stage? | Transnet advised that the matter required internal consultation and would be clarified in writing. |
| 35. | What tank capacities are generally available at Transnet sites? | Tank capacities vary from site to site and bidders should make provision for delivery quantities ranging from approximately 2 000 litres to 80 000 litres |
| 36. | Where fuel is imported and certificates of origin are issued in the name of the producer or exporter, how will Transnet assess such documentation? | Bidders must demonstrate the origin, traceability and quality of the fuel supplied. |
| 37. | Since pricing is submitted in the form of a rebate, where are transportation costs catered for? | Transportation costs should be incorporated into the bidder's commercial offering and rebate structure. |

**Transnet indicated that no verbal feedback during the RFP briefing session must be construed as binding until confirmed in writing and requested that further clarification questions be submitted in writing using the prescribed RFP Clarification Request Form. Bidders were further advised that certain questions raised during the briefing session required further internal consultation and that formal written responses would be issued through the Clarification Questions and Responses process and published on the National Treasury e-Tender Publication Portal and the Transnet e-Tender Portal.**

## 8. Closing of the RFP Briefing:

- Bidders were reminded that all clarification questions arising from the briefing session must be submitted in writing using the prescribed RFP Clarification Request Form contained in Section 8 of the RFP.
- Transnet advised bidders that all clarification questions received, together with the corresponding responses, would be consolidated and published through the prescribed communication channels for the benefit of all bidders.
- The briefing session presentation, together with the minutes of the briefing session and subsequent clarification questions and responses, would be uploaded on the National Treasury e-Tender Publication Portal and the Transnet e-Tender Portal. Bidders were requested to monitor both portals regularly until the RFP closing date for any additional communication, clarifications or addenda.
- Bidders were reminded that the RFP closing date is 28 August 2026 at 23h00 and that all bid submissions must be uploaded through the Transnet e-Tender Portal before the closing date and time.
- Transnet thanked all bidders and stakeholders for attending the non-compulsory briefing session and for their participation during the question-and-answer session.

**Meeting adjourned at 13:45**

**NB: Important: These minutes reflect discussions and information communicated during the briefing session held on 17 August 2026. Bidders are referred to Addendum 1 and subsequent clarification responses for any amendments to dates, volumes, corridor allocations, site allocations, requirements, or other provisions of the RFP. In the event of any inconsistency, the latest issued RFP documentation and addenda shall take precedence.**