



Project Name:	FOR THE SUPPLY AND DELIVERY OF VARIOUS LUBRICANT ITEMS, CONSUMED ON DIFFERENT MACHINES AND EQUIPMENT TO SUPPORT THE SERVICING AND REPAIRS OF THE MACHINES FOR A PERIOD OF 60 MONTHS/ 5 YEARS	
	RFP Number: TE25KPL08W16767 / TE2603/0759/2902/RFP	
Meeting Venue:	TEAMS	
Date and Time of a non-compulsory briefing:	16 April 2026, at 10:00 AM	
Description	Action	Responsible person
Opening and welcome:	Introduction and overview	Tholakele Mzolo
Safety brief	Not applicable meeting was online	
Attendance register:	Not applicable meeting was online, and it was non-compulsory briefing	All members
Attendees		
Name of evaluator:	Operational Division / Business Function	Present for evaluation/moderation (Yes/No)
1. Tholakele Mzolo	Commodity Manager (Facilitator)	Yes
2. Qaasim Sooker	Plant Engineer	Yes
3. Donald Thebe	Maintenance Manager	Yes
4. Kgomotso Mahuma	National Supply Chain Manager	Yes

No	Matters discussed or Issues noted	Procurement's advice	BEC'S agreed way forward	Governance's advice if applicable
1	Thola	Thola opened the meeting by welcoming all attendees to the bidders' briefing session. She provided a brief introduction of herself and outlined the purpose of the session.	Noted and accepted	Not applicable

		Thereafter, the Transnet Engineering team members were invited to introduce themselves and their respective roles in the tender process.		
2	Purpose of the Briefing	The purpose of the session was to: • Take bidders through the Request for Proposal (RFP) • Highlight compliance requirements • Explain pricing and submission requirements • Provide clarity on the evaluation methodology	Acknowledged by the committee.	Not applicable
3	Tender Overview and Key Dates	Bidders were taken through the RFP, with emphasis on the following key milestones: • RFP Issue Date: 26 March 2026 • Clarification Query Closing Date: 24 April 2026 at 12:00 PM • Tender Closing Date: 06 May 2026 • Tender Closing Time: 16:00 PM • Bid Validity Period: 180 Business Days from Closing Date It was confirmed that the RFP was issued on the National Treasury eTender Portal and the Transnet Engineering (TE) Portal. Bidders were advised to strictly adhere to the stipulated timelines, as no late submissions or queries will be accepted beyond the specified deadlines.		
4	Submission Process and Portal Guidance	Bidders were advised that: • All submissions must be made via the Transnet eTender Portal • The submission link is provided within the RFP document • Suppliers unfamiliar with the portal may request assistance via email for registration Key instructions: • Ensure all documents are properly scanned and attached • Submit bids well before the closing time • Late submissions will not be accepted		



5	Mandatory Returnable Documents	The following were highlighted as mandatory submission requirements, failure of which will result in automatic disqualification: • Annexure A – Specification • Annexure B – Detailed Pricing Schedule • Section 4: Pricing and Delivery Schedule (fully completed and returned) • Proof of Base Depot per Manufacturing Centre 1. Where a bidder is submitting for more than one Manufacturing Centre (MC), proof must be provided for each MC 2. Acceptable forms of proof include: Lease Agreement, Title Deed, Municipal Letter, or Bank Bond Confirmation 3. The documentation must be in the name of the bidding entity (documents in the name of another company will not be accepted) • Pricing Total Summary for the Manufacturing Centres (to be completed and submitted on the Transnet Portal) • Valid COIDA Certificate / Letter of Good Standing It was emphasized that all mandatory returnable documents must be submitted in full and in the prescribed format, failing which the bid will be deemed non-responsive and disqualified from further evaluation.		
6	Technical Evaluation Documents (Non-Mandatory but Scored)	The following annexures are not mandatory for administrative compliance, however they form part of the technical evaluation methodology: • Annexure H – National Footprint Template • Annexure I – Mobilization Plan Template Failure to submit these documents will not result in disqualification but will negatively impact the bidder's technical evaluation score.	Acknowledged by the committee.	Not applicable



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		Criteria	Weightings	Scoring Methodology Based on Weight	Evidence		
		Company Previous Experience	50	No information provided or submission of no substance/ irrelevant information provided – 0 Points. To have successfully delivered 1 Orders of Lubricants at Scale within the past 5 years – 10 Points. To have successfully delivered 2 Orders of Lubricants at Scale within the past 5 years – 20 Points. To have successfully delivered 3 Orders of Lubricants at Scale within the past 5 years – 30 Points. To have successfully delivered 4 Orders of Lubricants at Scale within the past 5 years – 40 Points. To have successfully delivered 5 Orders of Lubricants at Scale within the past 5 years – 50 Points.	The experience of the tendering entity or joint venture partners in the case of an incorporated joint venture or consortium, in the supply of Lubricants at scale complete within the past five years will be evaluated Tenderers should provide reference letters from the company for which similar work was performed (On their letter head). This reference letter shall include a high-level description of the supply and specific order value and the direct contact details of the company and date when service was performed. At scale in this instance would mean an order more than R30,000 (Excl VAT), this must be included in the reference letter received from the client for which the work was performed.		
		National Footprint, <u>Lots</u> Coverage & Logistics Model	15	No submission or submission of no substance/ irrelevant information is provided = 0 Points. Submission Covers 1 of the indicated points = 5 Points Submission Covers 2 of the indicated Points = 10 Points Submission Cover All of the indicated points = 15 Points	The following needs to be provided to confirm the bidder's proximity to the indicated lots and available capacity to service Transnet Engineering's Demands - Addresses of bidder depots/branches; nominated base per lot tendered for. This shall be supported by a Lease/Deed/Municipal Letter/Bank Bond Confirmation - Fleet list per category (LDV/1-ton, Panel Van, 4t/8t/14t/16t rigids, Flatbed/Drop side with availability. Subcontractor management plan, if this is to be outsourced. If there is a combination of owned and outsourced vehicles, this must be indicated. - Route planning approach and peak capacity available/plan to deal with high demand requests. This is to be provided in the Template		

					attached in Annexure :		
			Project Mobilization & Implementation Plan	20	No submission or submission of no substance/ irrelevant information is provided = 0 Points. Submission Covers 1 of the indicated points = 5 Points Submission Covers 2 of the indicated Points = 10 Points Submission Covers 3 of the indicated points = 15 Points Submission Covers 4 of the indicated Points = 20 Points	The following should be covered to ascertain whether the contractor has the knowledge and plans in place to deal w potential risk during the contract. The following should be submitted as evidence 1. Mobilization Plan (in any form covering kick-off, onboarding depot mapping, safety induction training, first deliveries – assuming Purchase Orders will be placed within the same month contract is awarded. 2. Lot-by-lot delivery plan 3. Stock build/transfer plan for moving SKUs; ramp-up lead times. 4. Risk register with mitigations (supply disruption, vehicle failures, strikes) This is to be provided in the Template attached in Annexure :	
			ISO 9001 Certification	15	No submission / Expired / Invalid ISO Certification = 0 Points Valid ISO 9001 Certification Submitted = 15 Points	Due to the type of consumable being supplied and the strict quality control, bidders are to submit a valid ISO 9001 certification (If obtained)	
		Total Possible Score = 100 (70 Needed to Pass Technical Evaluation)					
7	Section 4: Pricing and Delivery Schedule (Critical Requirement)	Bidders were advised that: • Annexure B must be completed per Manufacturing Centre (MC) selected • Bidders may submit for one, multiple, or all MCs • Where a bidder elects to bid for a specific MC, the pricing schedule must be fully completed in the prescribed format					

		- Partial, incomplete, or incorrectly completed pricing schedules will render the bid non-responsive for that MC - Additional requirements: - Pricing must include all supply and delivery costs - Annual price adjustments may be requested based on: 1. Producer Price Index (PPI) for Oil and Lubricants 2. DMRE Diesel Official Wholesale Price for Transport - Adjustments must be supported by verifiable calculations linked to the indices		
8	Manufacturing Centres and Award Strategy	The following Manufacturing Centres (MCs) were confirmed: - Koedoespoort - Durban - Salt River - Uitenhage - Bloemfontein - Germiston It was clarified that: - The tender will be split awarded per Manufacturing Centre, including associated sub-depots - Awards will be made to the highest-ranked bidder per MC based on price and preference - Bidders may bid for selected MCs only - A bidder may be awarded multiple MCs Transport considerations: - Pricing must include all logistics costs - Distance caps apply based on the furthest supported sub-depot		

The Manufacturing Centres are: Koedoespoort, Durban, Salt River, Uitenhage, Bloemfontein and Germiston

Manufacturing Centre (MC)	MC Address	Supported Depots (examples)	Cap (km) – One Way. Transnet will cover return costs
Koedoespoort (Pretoria)	Corner Lynette & Koedoespoort Rd, Koedoespoort, Pretoria 0187	Pyramid South (Lavender Rd, Old Wambath Rd, Pretoria 0182); Nelspruit (Loko St, Vintonia Ext 2, Mbombela 1200); Polokwane (90 Railway St, Ladanna 0700)	315
Durban	311 Solomon Mahlangu Dr, Durban 4000	Richards Bay Locomotives (off R102, Insezi); South Dunes (RBCT, Harbour, Arterial, Richards Bay 3900)	220
Salt River (Cape Town)	19 Voortrekker Rd, Salt River, Cape Town 7925	Bellville Loco & Wagon (Caledon St, Bellville 7530); Saldanha Loco & Wagon (Salkor, West Coast Peninsula 7395)	150
Uitenhage (Gqeberha/NMB)	Civilic Manor St, Uitenhage 6229	Swartkops Loco (John Tallant Rd, Deal Party 6210); New Brighton Wagon (Grahamstown Rd, Deal Party 6210); Cambridge Loco (Two Rivers Dr, East London 5247)	320
Bloemfontein	Transnet Rd, Hilton, Bloemfontein 9300	Beaconsfield Loco & Wagon (Austen St, Fabricia, Kimberley 8301)	180
Germiston	3 Keswick Rd, Germiston 1400	Leeuhoof (2 Locomotive Dr, Vereeniging 1930); Ermelo (Off Amersfoort Rd, Locomotive Depot 2350)	240

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Disclaimer and RFP Conditions

Bidders were advised that Transnet is not committed to any course of action as a result of issuing the RFP.

Transnet reserves the right to:

- Modify the scope of goods/services
- Award contracts partially or fully
- Award at any time after closing

		- Split the award among multiple suppliers in line with Section 9.4 of the RFP - Additional conditions highlighted: - All clarification requests must be submitted to Tholakele Mzolo via email (tholakele.mzolo@transnet.net) before 12:00 PM on 24 April 2026, using the prescribed format in Section 8 of the RFP - Responses to queries will be published on the eTender Portal and Transnet website - Complaints relating to the RFP must be submitted to: groupscmcomplaints@transnet.net - After closing, all communication must be directed to: - Nomvula Mathane - Tel: 012 749 1514 - Email: Nomvula.Sithebe@transnet.net - No changes to submissions will be accepted after the closing date - Canvassing of Transnet employees is strictly prohibited - Collusion between bidders will result in disqualification and potential restriction from doing business with the state - Tender results will be published on the National Treasury eTender Portal and Transnet website within 10 days of award finalisation - Unsuccessful bidders may request reasons for non-award via the contact person listed in the SBD 1 form.		
10	Evaluation Methodology	Qaasim took bidders through the technical evaluation is scored out of 100 points, with a minimum threshold of 70 points required to proceed. 10.1 Company Previous Experience (50 Points)		



		Evaluation based on successfully delivered lubricant orders within the past 5 years (minimum value R30,000 excl. VAT per order). Evidence Required: Reference letters with scope, value, client details, and completion dates.		
		10.2 National Footprint & Logistics (15 Points) (<i>Annexure H</i>) Evaluation based on depot locations, fleet capacity, and logistics capability.		
		10.3 Mobilization & Implementation Plan (20 Points) (<i>Annexure I</i>) Evaluation based on mobilization approach, delivery planning, stock strategy, and risk management.		
		10.4 ISO 9001 Certification (15 Points) Valid certification required for full points.		
		11. Queries and Clarifications All questions raised during the session will be compiled and responded to separately, and the official responses will be published on the National Treasury eTender Portal to ensure fairness and transparency		
11	Closing Remarks	The session concluded with confirmation that all key areas of the RFP had been addressed. Bidders were encouraged to: • Ensure full compliance with all requirements • Submit complete and high-quality proposals		



		• Submit responses ahead of the deadline to avoid system-related challenges All attendees were thanked for their participation and wished success in their submissions.		
Minutes complied by: <i>TP Mzolo</i> Tholakele Mzolo Date: 20 April 2026				