

TRANSNET NATIONAL PORTS AUTHORITY

TNPA/2026/03/0528/3062/RFP: PROVISION OF WATER QUALITY SAMPLING SERVICES AT VARIOUS LOCATIONS WITHIN THE PORT OF DURBAN ON AN "AS AND WHEN REQUIRED" BASIS FOR A PERIOD OF SIXTY (60) MONTHS

MINUTES OF NON- COMPULSORY BRIEFING SESSION CONDUCTED VIRTUALLY VIA TEAMS AT 10:00 ON 07 SEPTEMBER 2026

ITEM	DESCRIPTION	
1.	Introduction and Background	Nozipho Khumalo
	- Nozipho welcomed all bidders who joined and introduction of the TNPA Team in attendance. (Refer to Attendance List) A safety topic was shared – Mental Health and Well-being - The purpose of the Non-Compulsory Briefing Session was to provide an opportunity to address any queries or requests for clarification from prospective bidders and to take the bidders through the RFP documentation, including the Scope of Work and Pricing Schedule. The session also highlighted the mandatory returnable documents and the documentation required for evaluations. - This briefing session minutes, presentations and attendance register will be published on the Transnet eSupplier website/Portal (https://esupplierportal.transnet.net/portal/)	
2.	In Attendance	All
	- All the attendees attended the site meeting - Nozipho Khumalo – TNPA - Nomonde Ngcongco – TNPA - Dhesigan Pillay - TNPA Attendance List Attached	
3.	Returnable Documents and Annexures	Nozipho Khumalo
	RFP document Pricing Schedule BBBEE Certificate Certificate of attendance of compulsory RFP Briefing Technical pre-qualification criteria documents Tax Clearance Certificate	

ITEM	DESCRIPTION	
	CSD report	
4.	Presentation	Commercial
	- The Contract Specialist (Nozipho Khumalo) went through the presentation and explained the RFP 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 RFP 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 and procedures to follow should they experience any challenges or technical issues with the new system.	
5.	Scope of work and Pricing schedule	Technical Team
	The Technical Officer (Nomonde Ngongo) presented and explained the full scope of work and pricing schedule in accordance with the presentation provided during the RFP briefing session.	
5a	Questions from prospective Bidders	
	Question 1: Wanted to confirm, the monitoring is going to be done on a monthly basis. Projected samples for a year. However, for instance, it says 4 samples done at one of your sites, but it says 2 samples. There's only like 2 points to test. This is going to be done every six months. For example, we can look at the dry dock complex or floating up. Either one, is it going to be done in sequence like every six months or is it going to be done a month off? Your meter of landing valves at 2.1. It says 3 valves that's going to be tested. 3 valves is 3 samples and quantity is 6. Is it going to be tested every six months? So meaning twice a year to give us a quantity of 6 or at one time between the one shot of the year. Response: The quantity is 6 and the landing valves are three, the samples will be taken twice a year. That means since we have 3 landing valves, you'll be taking one sample from each landing valve for the first cycle, and then for the second cycle, you do the same.	

ITEM	DESCRIPTION	
	Question 2: Clarify just a few points. Points for on the scope of work state that the contractor shall be constantly be on site to supervise and receive the instructions of the engineer, does this mean that we need to have someone based on site permanently to ensure that the sampling can be done immediately? clarify if we need to permanently be on site during the duration of this contract, because further to that, section 10 also states that the waking hours would be between 7 and 3:30 for the sampling to be conducted. So just wanted to check if we do need to have someone based on site during this whole time permanently. Second point it just ties to the to the to the above one if will be required to place an office on office site on your on your site because 8.1 of the scope of work state that the purpose of Occupational Health and Safety Act. In 993, act number 85 and 93, the site is transferred for the duration of the contract to the control of the contractor as if it were his property. So I just wanted to just maybe assist in elaborating that point if we need to place a permanent office on site. Last point It ties back to the number of sampling points. In section 10, it states that location to be tested twice a year, does this mean there are 50 sampling points with each one being sampled twice a year, also on the last page, I think the total number of sampling points, they add up to 41. Response: Regards to supervision, supervision is only for the duration when you are on site. if you have staff that are on site doing testing, we expect a supervisor to be there for that duration with them. So they're not doing work unattended. That covers the duration. - We're asking for sampling to be tested twice a year at each location. So within a month, the sampling for the first six months can be done, even less depending on inductions as well as availability to go to those sites and do the testing. So, within maybe a period of a month, all the all the areas can be tested. You're only taking samplings from the pot. The rest will be done in the lab for analyzing the samples. So there's no reason to be on site continuously. - Normally, you will test all sites that are listed on the BOQ twice a year. So whatever items are listed there, whichever areas are listed there, a minimum two tests per year will be done on each site. Our tests will be done twice a year and then based on the results, if there is a concern that we need to retest the area, then we will request a retest or if during the year, there is a possible contamination that took place in the line, then we will maybe ask you all to retest the line but we will not go more than the	

ITEM	DESCRIPTION	
	quantities that are already on the BOQ. We re- calculated the quantities and came up to 106 quantities per year. Question 3: Regarding the Pier 1 and Pier 2 renaming, are we going to change the RFP pack to accommodate the new name for Pier 1 and 2 as Gateway? Response: Leave the documents as is because remember, the gateway might change for TPT and port terminals, but the infrastructure belongs to TNPA and those keys are numbered as berth 200, 205 and 101, 102. RFP our will stay as is, as pier 1, pier 2. Even during reporting, it will stay the same because you'll be testing landing valves that are on those keys that are already marked Pier 1 and Pier 2. The name change will not affect TNPA infrastructure. Question 4: Question is on the reporting format. How, how do we report? Do we do we write a full report analysing the laboratory results that we got, or we just give the laboratory analysis sheet? And then, if we are writing a report of the results that we are getting from the lab, do we include a charge for the report into our code? or you will only want to see the results? Response : The scope does cover a detailed report because your report, besides also giving us the results from the lab, we also require a detailed report to compare year on year for every year. So you'll need to take a picture of the learning graph that has been tested, the water has been taken or the tap that is being taken. So when we do the report the next year, it's reflecting the same areas have been tested to check if there's any variance or any change from that test point. So it should be a detailed report and each test on your BOQ should include for a report on each area, each time that a test is being conducted. We will expect a complete report at the end of that six months of all the areas, any findings, a detailed report giving us If it's safe to consume, is it meeting the standard, not meeting the standard? So A detailed report will need to follow and that individual test should be included in the individual test per area.	

ITEM	DESCRIPTION	
	Question 5: Regarding the reporting, are we going to report per site or we have one report that accompany all the site in one report or is going to be per site? Response : Yes, you will be giving us one report with individual test results, one report at the first up to every six months. When you do your test, you'll give us the individual test samples, as well as one report covering all the areas that have been tested. you will give us one full report but covering all the inspection areas. But your report, when it comes from the lab, will come with individual areas. Question 6: Will be possible if we can be finished maybe with some historical data or previous reports to just understand maybe the baseline from the previous awarded successful bidder. Response : Historical data will on be shared with the awarded bidder on this RFP as there is confidential information of another bidder, the policy doesn't allow to share such confidential information with everyone. Question 7: In terms of the parameters that we're sampling for when it comes to the standard, which is 241, are we doing all In terms of the report, are we indicating all of the key parameters or is there specific that you are looking at? Are you looking at the physical and the anaesthetics parameters only that you want to see? Or the chemicals within the water. Response : We want you to test everything, all the standards according to SANS 241 to ensure that it's suitable for water consumption. So it should meet all the standards for 241, all the tests that need to be done under that standard Question 8: The Pricing Schedule is not on the tender document, can that be provided? Response : No, it's not on the PDF RFP document, but however, it is on the system. When you log in on your portal, go to pricing under this RFP, you will see this BOQ, but it's an online and also we've mentioned that the quantities that are on the system are not the same as the quantities that are here. The ones that are on the system, we have multiplied	

ITEM	DESCRIPTION	
	them by 5, which is for five years. These ones that I'm projecting, they're for one year. So we didn't send this with the RFP so that you guys are not confused because if you return this one, the PDF one, we will not accept it. We will only accept the one that is on the system. The Pricing schedule will be sent with the Presentation and minutes for your NOTING ONLY . Bidders are advised to complete the electronic pricing schedule , as the paper one will not be accepted. Question 9: Clarity regarding the description and the bill of quantities, the quantities mean that is the number of samples we should take at that specific, various location and we should actually quote you on the price based on the number of times that we are going to test at that specific location. What is the right way to actually decode or interpret the pricing that you actually require from us. Response : Test is twice a year. Meaning the first cycle, You test it once, and then you claim for that and the second cycle, you test it once again and then you claim for that.	
6.	CLOSING REMARKS	Nozipho Khumalo
	- Thanks, you all for attending this briefing session. - All other questions should also be addressed to Nozipho Khumalo (TNPA tenderenquiriesdbn@transnet.net) - Meeting adjourned at around 11:00.	
7.	Attachments	
	i. Attendance Register	



Nozipho Khumalo
 Procurement Lead
 09 September 2026



Nomonde Ngongo
 Technical Officer
 09 September 2026