

PRIVILEGED AND CONFIDENTIAL

MINUTES OF TRANSNET PIPELINES NON-COMPULSORY TENDER BRIEFING FOR

TENDER NUMBER: TPL/2026/02/0028/1145/RFP

FOR THE PROVISION OF CONSULTING SERVICES FOR THE SAP EHP UPGRADE, REDESIGN OF SLUG NUMBER, SAP S/4 HANA CONVERSION AND REDESIGN OF CUSTOMER PORTAL FOR TRANSNET PIPELINES FOR A PERIOD OF 24 (TWENTY-FOUR)

DATE: 01st JUNE 2026

TIME: 10:00 – 12:00

VENUE: TEAMS

Attendance:

Tenderers

Messrs.:

As per attendance registers

Transnet Pipelines Representatives

Messrs:

Akash Gurupersaad	Senior Manager: Enterprise Architect - ICT	(AG)
Devon Botha	Senior Manager: ICT Service Delivery - ICT	(DB)
Vasu Naidoo	Manager: Application Systems	(VN)
Lerelle Abrahams	Project Manager – ICT	(LA)
Shirgan Parshotam	Business Analyst – ICT	(SP)
Nomcebo Ngcobo	Strategic Sourcing Specialist	(NN)

The agenda mentioned below was discussed:

1. Welcome & Safety Share
2. Introduction of TPL Team members
3. RFP Purpose
4. Commercial - Tendering Process
5. Pricing Instructions and Pricing Schedule & Contract Information
6. Project scope of Service
7. Technical Evaluation Criteria
8. Questions
9. Close-out

Discussion Point	Responsible person/Resolution
<p>1. <u>WELCOME & SAFETY SHARE</u></p> <ul style="list-style-type: none"> • NM welcomed all who joined the non-compulsory tender briefing via TEAMS • She also acknowledged all for making time for the meeting and for the interest shown in the tender. • NN also informed the objection and purpose of the meeting, which she stated that the purpose of the meeting was to discuss the content of the tender document, provide guidance in terms of the tender process, discuss the scope of service, technical evaluation criteria, new changes with regards to the e- Supplier portal and give an opportunity for tenderers to ask questions, etc. • NN notified all attendees that they are to observe all Safety protocols as per their respective organisational safety requirements, since the meeting was virtual. 	

<p>2. <u>INTRODUCTION OF TPL TEAM MEMBERS:</u></p> <ul style="list-style-type: none"> • NN requested TPL team members to introduce themselves. <p>3. <u>RFP PURPOSE</u></p> <ul style="list-style-type: none"> • AG presented the RFP purpose, project background and context as per slide 5 of the presentation, by stating that Transnet Pipelines (TPL) requests proposals from experienced, SAP Certified Build Partner's with a proven track record in the Oil, Gas and Energy industry for the provision of services to perform/complete the following work packages: • SAP ECC6.0 Enhancement Pack (EHP) Upgrade; • Redesign of the Slug Number Custom Configuration; • SAP S/4 Hana Conversion and; • Redesign and implementation of a Customer Portal facility. <p>4. <u>COMMERCIAL - TENDERING PROCEDURE AND CLARIFICATION OF RETURNABLE SCHEDULE</u></p> <ul style="list-style-type: none"> • NN presented the Commercial aspect of the tender document, with the emphasizes on the evaluation stages where bidders will be disqualified or lose points if valid information to evaluate is not submitted at tender closing date and time. NN highlighted the following: <p>4.1 <u>Bid Submission process</u></p> <p>The bid submission process through the newly upgraded electronic tender submission system which is accessible via the website/ Portal (https://esupplierportal.Transnet.net/) was explained to the tenderers. The following was highlighted:</p>	
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- Time your submissions so that if there are any issues, there is time to escalate & resolve.
- Nobody has access to the bids until after the bid has closed.
- Should you experience challenges with the system, urgently contact: nomcebo.ngcobo@transnet.net
- No late submissions will be accepted.

The bid submission process was detailed to the tenderers as per presentation slide 8 and in the RFP document.

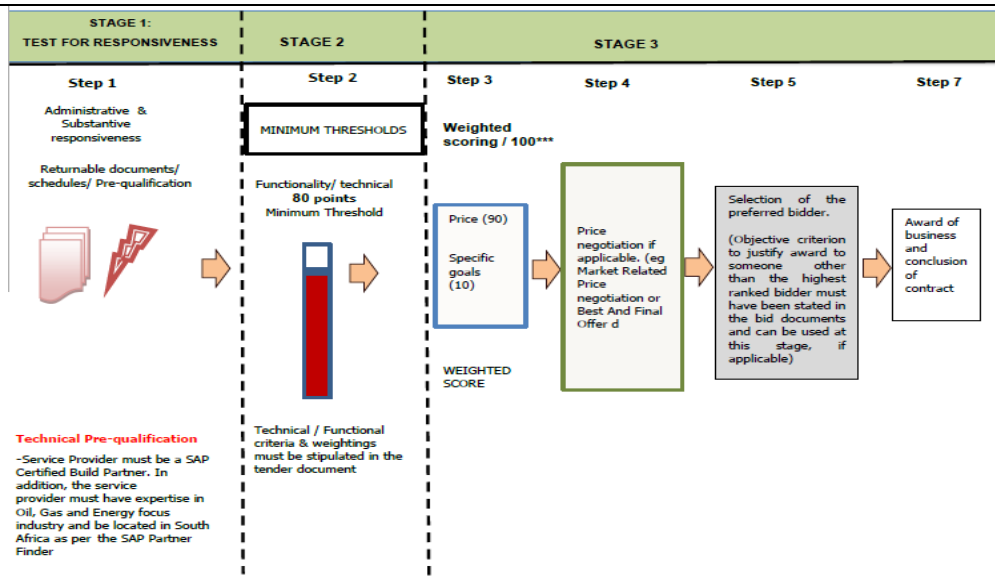
4.2 Communication Process

- Respondents are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- For specific queries relating to this RFP, clarifications should be submitted to [Nomcebo Ngcobo at nomcebo.ngcobo@transnet.net] by close of business 10th May 2026. Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- After the closing date of the RFP, a Respondent may only communicate with Carol Khumalo, email Carol.khumalo@transnet.net on any matter relating to its RFP Proposal. Respondents are to note that changes to its submission will not be considered after the closing date.

Respondent found to be in collusion with one another will be automatically disqualified and restricted from doing business with Transnet in the future.

4.3 Tender Evaluation Process

- The tender evaluation procedure and steps were discussed and explained to the tenderers as per the presentation slide 10 to 15 (these are also clearly stated in the tender document):
- The table below indicates the tender evaluation process flow:



- NN reiterated that for a bid submission to progress into the next stage of the evaluation process, the bid submission must meet all the requirements of the previous stage.
- Technical Evaluation Criteria was explained by AG in detail.

The evaluation process was detailed to the tenderers as per presentation slide 5 to 10 and in the RFP document.

4.4 Returnable Documents

- NN explained the returnable documents to the tenderers, she referred the tenderers to Section 5 of the RFP document for a List of Mandatory and Essential Returnable schedules. Tenderers are to ensure all returnable documents are signed and returned with their tender and that all required information requested in the returnable is submitted.
- All returnable schedules are to be valid at the time of the tender closing.

4.5 Tender Closing Date and Time

- The closing date for the bid is **Thursday, 18th June 2026 at 12h00**. It was stressed that tenderers are to ensure that they submit their bids on time as late bids will not be accepted. The electronic tender submission system does not accept late bids; therefore, bidders were encouraged to upload documents timeously.

4.6 Tender Validity period

- NN indicated that the tender validity period for this bid is 180 business days, NN stressed that the tenderers must take this validity period into consideration when pricing the tender.

5. PRICING INSTRUCTIONS & PRICING SCHEDULE AND CONTRACT DATA

- NN gave an overview of the Master Agreement applicable to this tender, she also highlighted the important contractual information applicable to this tender as follows:
- Service Level Agreement attached as Annexure C to the Scope of Services

- She also emphasized the contract duration is 24 months fixed contract.
- **NN** gave an overview of pricing instructions, explained that the pricing schedule must be completed in the system, and no manual pricing will be accepted.
- **NN** encouraged the tenderers to contact her immediately if they experience any challenges with the e-Supplier portal to avoid delays.

6. PROJECT SCOPE OF SERVICE

- **AG** provided a detailed presentation pertaining to the service packages as per the briefing session presentation slides 22 to 24.
- **AG** explained the Current ECC and TPL Landscapes, this information is detailed on the briefing session presentation slide 26 & 27. Also, he explained the Target Architecture and the alignment with Group as per slide 29.

6.1 Scope Exclusions

- **Provision of SAP specific infrastructure** – TPL will provide the required infrastructure to deploy (setup and configure) S/4HANA.
- **Provision of software licences** - Transnet maintains the SAP license agreements for the Group and already holds S/4HANA licensing. TPL will acquire the other licenses that may be applicable.
- **Upgrade of SAP MII and SAP PCO applications** - The current SAP landscape includes SAP MII and PCO applications to facilitate TPL product meter readings and movement. These will continue to function as-is, but integrated into the S/4HANA end-state. A future project may be initiated to upgrade/redeploy these applications in the appropriate technologies.

7. TECHNICAL EVALUATION CRITERIA

7.1 Technical Prequalification

AG explained the technical prequalification criteria to the bidders and stated that failure to provide proof as a SAP Certified Build Partner. In addition, the service provider must have expertise in Oil, Gas and Energy focus industry and be located in South Africa as per the SAP Partner Finder, will lead to disqualification.

7.2 Technical Evaluation Scorecard

<ul style="list-style-type: none"> • Failure to provide supporting documentation to support an assertion will result in a score of 0 being awarded for that particular criterion. • Failure to achieve a minimum score of 80 points (out of 100) will result in disqualification. 			
ELIGIBILITY CRITERIA			
T2.2-02: Technical Implementations	Bidder to provide that it has conducted a technical migration from ECC 6 to S/4HANA in at least 3 medium size organizations. At least 1 of the 3 migrations should have included SAP IS-OIL and SAP NetWeaver. Medium size = >900 employees. 3 signed client reference letters are required, confirming that the project has been completed successfully. Reference letters for completed projects must comply with the following criteria: 1. The reference letters must be on the client letterhead; 2. The reference letters must be signed by a client representative and include contact information. 3. The reference letters must detail the project scope, project duration and client satisfaction. 4. The reference letter must indicate the number of employees of the client.	25	25

ELIGIBILITY CRITERIA			
T2.2-03: Project Key Resources	The Service Provider must use adequately skilled resources throughout the project with experience in ECC and S/4HANA Key Resources: 1. SAP Basis Specialist 2. SAP ABAP Developer 3. SAP Integration Specialist 4. SAP Project Manager 5. SAP FI/CO Functional Specialist 6. SAP MM Functional Specialist 7. SAP IS-OIL Functional Specialist Provide detailed of the above resources, clearly reflecting a) Years of Experience in required skillset area. b) The resource must have a minimum of five (5) years experience in the required skillset area	30	30

ELIGIBILITY CRITERIA			
T2.2-04: Project Schedule/<u>Programme</u>	Provide a detailed project plan in MS Projects format with clear milestones, deliverables, and a defined critical path as per the required delivery of the complete scope of service in the following phases within 24 months and must be aligned with the SAP Activate Methodology. 1) ECC EHP Upgrade 2) Slug Number Redesign 3) S/4HANA Migration (including (a) redesign and implementation of customer portal, (b) implementation of additional requirements; in alignment with the scope of service)	25	25
T2.2-05:Change Management	The bidder has extensive experience in conducting change management for S/4HANA migration projects. The bidder to submit 3 reference letters where it successfully conducted change management for S/4HANA migration projects.	10	10
T2.2-06:Training	The bidder has extensive experience in conducting training for S/4HANA migration projects. The bidder to submit 3 reference letters where it successfully conducted training for S/4HANA migration projects.	10	10
Maximum possible score for Functionality			100

8. GENERAL/ QUESTIONS AND ANSWERS

- Bidders were requested to submit their Questions raised at this briefing in writing for TPL to respond adequately and these will be issued to all bidders in TPL clarification register. Some of the clarification questions received during the meeting will form part of the clarifications register.
- Bidders were requested to type the contact details in the chat.

9. CLOSING

Meeting was closed at 11:25 am.

Complied By:



Nomcebo Ngcobo
Strategic Sourcing Specialist

Date: 12/06/2026

Minutes –Tender Briefing Minutes – TPL/2026/02/0028/1145/RFP