

SUBJECT	Minutes of Transnet Port Terminals Briefing Session
TITLE	PROVISION OF CARGO HANDLING SERVICES [INCLUDING MATERIAL HANDLING EQUIPMENT] AND OPERATORS – SIX (6) FRONT-END LOADERS, FOURTEEN (14) DUMPER TRUCKS (4) TIPPER TRUCKS, FOUR (4) PUSHER AND ONE (1) SPECIALLY ADAPTED EXCAVATOR FOR TRANSNET SOC LIMITED (REGISTRATION NO. 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS AT MAYDON WHARF AND AGRIBULK TERMINALS FOR THE FOLLOWING COMMODITIES (I.E. FERROCHROME, CHROME, MANGANESE, METCOKE, COAL AND GRAINS) FOR A PERIOD OF THREE [3] YEARS
RFQ NO.	TPT/2026/03/0180/2931/RFP
MEETING NO.	01
VENUE	Okolweni Boardroom, Maydon Wharf
DATE	02 July 2026 @ 12H00 noon
ATTENDEES	<u>Tenderers:</u> As per attendance register <u>Transnet Port Terminals Representatives:</u> • Zine Mdaki (ZM) – Contract Specialist • Ndumiso Ndlela (NN) – Operations Manager– Durban Terminals • Langa Nxumalo (LN) – Senior Planning & Execution Manager– Durban Terminals • Makayla Pillay (MP) – YPT - SCM
APOLOGIES	None
ADDITIONAL DISTRIBUTION	None

MINUTE	DESCRIPTION OF DISCUSSION	ACTION	DUE BY
1.	OPENING – Zine Mdaki		
	Signing of attendance register		
1.1	Welcome & Introductions	ZM	
	• ZM opened the meeting and welcomed all present • ZM introduced Transnet Port Terminals team members • LN did the safety Briefing	ZM	

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	- The purpose of the briefing session was to discuss the contents of the "request for proposal" (RFP) document; provide guidance in terms of the tender process; discuss the technical evaluation criteria, the scope of work and Pricing schedule. - For the interest of time, Bidders are requested to note down all questions and ask them at the end of the briefing session.		
2.	COMMERCIAL		
2.1	RFP closing date and location: The closing date for the RFP is 14 July 2026 at 14:00 pm and no late tenders will be accepted. RFP will close electronically. Steps on how to navigate the system are detailed on page 2 of the tender document.		
2.2	Communication: Specific queries relating to this RFP before the closing date of the RFP should be submitted onto the system or send an email to [zine.mdaki@transnet.net] before 12H00 noon on 12 July 2026. Details in the RFP document (refer to page 5 RFP document). Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response: zine.mdaki@transnet.net Deadline for All Clarifications 12H00, 12 July 2026.		
2.3	The Adjudication is based on the following criteria: Stage 1 <u>Step 1- Test for Administrative responsiveness and Substantive responsiveness:</u> - Whether the Bid has been lodged on time - Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time - Verify the validity of all returnable documents - Verify if the Bid document has been duly signed by the authorised respondent - Whether any general and legislation qualification criteria set by Transnet, have been met - Whether the Bid contains a priced offer		

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	• Whether the Bid materially complies with the scope and/or specification given • Whether any Technical Pre-qualification Criteria/minimum requirements/legal requirements have been met as follows: • -Ability To Maintain the Machines • -Qualification of Machine Operators • -Age of Equipment • Whether Bidder has attended the Compulsory RFP/Site Briefing Stage 2 <u>Step 2 - Minimum Threshold of 80 points for technical evaluation criteria</u> Experience and Track record Bidder must submit a traceable reference in the form of reference letter/s or Completion Certificate/s indicating that they have successfully completed a project worth a minimum of R20 000 000 or accumulates to R20 000 000 for the provision of yellow plant equipment (front end loader, excavator, pusher pad (FEL), tipper trucks/Dump trucks) within the past five (5) years. The following should be reflected on the references. (1) The project description, (2) Client Company name, (3) The value of the contract (3) Client contact details (email and telephone), (4) Project duration: start and completion dates (5) Client signature (50 Points) [Refer to Returnable Schedule T2.2-4] Proof of Ability to Supply the Required Equipment (6 Front-End-Loaders, 14 Dumper/Tipper Trucks, 4 Articulated Open Top Container Tipper Trucks, 4 Pushers and 1 Specially Adapted Excavator) The Bidder must submit a verifiable proof demonstrating their ability to supply the required equipment for the duration of the contract. Acceptable proof includes: • Proof of Ownership of the Equipment (Bidder to submit evidence in a form of Asset Register, Registration Certificates. If new equipment Bidder to submit evidence in a form of Invoices, Receipts, Purchase Agreements, Bank Approvals /Guarantees) • Valid Lease Agreements or Hire Agreements for Equipment not owned by the Bidder (Bidder to submit evidence in a form of Asset Register, Registration Certificates in the name of the Lessor)		

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	• Bidder to submit valid Supply Agreements from the Original Equipment Manufacturer (OEM) (Bidder to submit evidence in a form of Asset Register, Registration Certificates in the name of the OEM). (50 Points)) [Refer to Returnable Schedule T2.2-5] <u>Step 3 - Final weighted scoring: Price and Specific Goals</u> ✓ Price 90 ✓ Specific Goals 10 - (B-BBEE Level 1-2 = 5 points and Job Creation = 5 points) <u>Step 4 - Post Tender Negotiation</u> Requesting Best and Final Offer (BAFO) (If Applicable) Respondents are to note that Transnet may not award a contract if the price offered is not market related. In this regard, Transnet reserves the right to engage in post-tender negotiation with the view of archiving a market-related price or to cancel tender. Negotiations will be done in a sequential manner; first negotiate with the highest ranked bidder or cancel bid, should such negotiations fail. Negotiate with the 2nd and 3rd ranked bidder (of required in a sequential manner) <u>Step 5 - Final Award</u> Award of business and conclusion of contract		
2.4	Bidders are edged take note of the Returnable Schedules in the RFP document RFP MANDATORY RETURNABLE SCHEDULES: Technical Pre-Qualification: -Ability To Maintain the Machines -Qualification of Machine Operators -Age of Equipment Electronic Pricing schedule completed SECTION 8: Certificate of attendance of compulsory RFP Briefing RETURNABLE DOCUMENTS USED FOR SCORING -Valid proof of Respondent's compliance to Specific Goals requirements stipulated in Section 6 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines) - SECTION 8: Job-Creation Schedule - Experience and Track record	Tenderers	

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	-Proof of Ability to Supply the Required Equipment (6 Front-End-Loaders, 14 Dumper/Tipper Trucks, 4 articulated Open Top Container Tipper Trucks, 4 Pushers and 1 Specially Adapted Excavator) ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES SECTION 5: RFP Declaration Certificate of Acquaintance & Breach of Law Form with RFP SECTION 6: Specific Goals Points Claim Form SECTION 9: Protection of Personal Information SECTION 7: RFP Declaration and Breach of Law Form SECTION 1: SBD1 Form		
2.5	RFP validity: The RFP validity period is 180 working business days after the date of closing.		

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3.	SCOPE OF WORK	NN	
	EQUIPMENT AVAILABILITY ✓ All equipment and operators must be readily available to commence work as prescribed by Transnet's Operations Coordinator. ✓ There should be no idle time experienced by all equipment during the offloading and loading process. ✓ If the non-availability of any equipment is due to mechanical breakdown, it is the Service provider responsibility to ensure that this does not lead to production delays or deviations from the norms outlined in point 2 above and replacement equipment is to be made available. ✓ If the time to carry out repairs is or extends to longer than 4 hours on Front End Loaders and all other equipment, the service provider shall ensure that the replacement equipment is provided within 8 hours". ✓ Should the service provider fail to provide a replacement equipment, Transnet Port Terminals reserves the right to source Equipment, and the cost thereof will be for the service provider's account. ✓ Equipment refuelling must be done by the service provider, and utilizing their own mobile bowsers" The Successful bidder must have a broad form of "current" insurance liability cover which includes Professional Indemnity Insurance/Professional Liability Insurance/General Insurance/Public Liability Insurance with a minimum indemnity limit of R5 000 000.00 (five million rand) per incident as		

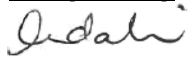
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	well as comprehensive asset insurance to ensure the equipment is covered for operation in the Terminal. Proof of this insurance will be required on the signing of any contract with TPT. EQUIPMENT OPERATION ✓ The Service provider shall provide the equipment with operators as determined by TPT in their daily planning meeting. ✓ The Service provider personnel/operators must have the requisite knowledge, skill and experience required to perform the required work and be medically fit to perform the work. ✓ Every operator will be required to undergo the required medicals and be cleared prior to performing any work in the Terminal. REPORTING ✓ It is a compulsory requirement that the Service provider Operators' Tonnage ✓ Reconciliation Sheets must be signed by both the Service provider representative as well as a TPT representative in accordance with the Project Manager's requirements. The original must be handed to the Project Manager for safekeeping. ✓ The reconciliation on the agreed handled tonnages must be signed off by the Service provider Manager, the TPT Operations Manager and the on completion of the operation at the point of exit from the terminal on weekly basis. ✓ Payment will be made on actual tonnage worked. ✓ The Service provider shall immediately advise the Operations Supervisor of all breakdowns and the re-placement plan. The Service provider shall submit the reason for the non-availability together with the remedial action to be taken as per the equipment breakdown plan. SPECIFICATIONS OF EQUIPMENT REQUIRED IN OPERATIONAL AREAS The Service provider equipment must comply with the following requirements: ✓ All fleet must be in good working condition (as per relevant Road Traffic ✓ Ordinances, amongst other applicable Laws) with safety workload certificates and tested as per relevant legislation. ✓ All fleet must be fitted with orange revolving lights and reverse sirens. ✓ All equipment to be fuelled on site by a permanently station fuel bowser that is fully compliant ✓ The following equipment must always be available on site as and when required so that service delivery will not be impacted and terminal will be able to meet its norms ✓ Front-end loaders to be fitted with load cells where the operators can		

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	determine the tonnage of cargo being loaded. Service Provider's management, supervision and key people The Service Provider shall make an adequate, experienced and stable management team available for the duration of the project and thereafter the contracted period. Every effort must be exercised by the Service Provider to minimize replacement of individual project team members in order to ensure optimum contract management continuity. It is a requirement of this contract that the Service Provider employs a full time, fully qualified and experienced Site manager who has been delegated sufficient authority to manage the contract efficiently on-Site during delivery and commissioning and also during the execution of the contract. The site manager is required to be fluent in English, both in writing and orally. The Service Provider to ensure that the required Technicians/Artisans are suitably qualified and have the requisite knowledge of the equipment that will be supplied as part of this contract. OEM training is preferred and certification and CV's must be made available to TPT post award.		
4.	Technical Evaluation	DC	
	Eligibility Criteria: ✓ Ability To Maintain the Machines ✓ Qualification of Machine Operators ✓ Age of Equipment Technical Evaluation: Bidders were advised that in order to pass technical they need to score 80 points and the below technical evaluation criteria, and scoring was discussed: • Experience and Track Record – scores 50 points • Proof of Ability to Supply the Required Equipment (6 Front-End-Loaders, 14 Dumper/Tipper Trucks, 4 articulated Open Top Container Tipper Trucks, 4 Pushers and 1 Specially Adapted Excavator) - scores 50 points		
5.	Pricing schedule:		
	The price reflected on electronic pricing must be fixed and firm. Failure to provide a fixed and firm price will declare the tenderer disqualified. • Payment – the service provider will be paid the amounts approved for the works per complete deliverable in the pricing schedule. • Invoicing and payment will be done monthly on all work completed in the previous months. • Currency – Transnet Port Terminals (TPT) may not transact in any foreign currency. Therefore, bidders must express the price for their services, in South African Rand Exclusive of VAT. TPT reserves the right at its sole discretion to disqualify any bidder who has submitted incomplete Electronic Pricing Schedule i.e., bidder that has not completed the electronic pricing schedule (on the system) in full will be disqualified. Bidders were urged to submit their Pricing electronically, a demonstration on how to do this was done.		

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5.	QUESTIONS AND ANSWERS		
	<u>Questions</u> Question: Is there a separate tab to upload documents for technical evaluation on the submit or must we submit on the mandatory and essential tab Response: There is a section for technical evaluation to upload documents on the documents used for scoring. Question: Are the excavators mobile? Response: Excavators must be mobile Question: Pushers restriction Response: Due to environmental issues, 6m height restrictions Question: Working environment- workers should be available at all times 24/7, what happens when machines are idle and there are costs incurred? Response: Contract is as and when required. Machines must be available on demand when requested. Forecasted volumes, planned volumes for the week/month will be communicated to SP in advance. Question: Given the track record are you able to determine the minimum number of equipment that is required as its specialized equipment Response: All the equipment is required by the Terminal Question: What is the capacity for Back tippers. Response: 10 cube or 18 cube tippers. Question: Which Payloaders are required? Response: SP's were urged to go on site meeting to see the Payloaders, no baby payloaders and no mine payloaders. Question: Contamination – Since the SP will be handling different commodities how is TPT going to handle contamination of cargo? Response: Any contamination of cargo will be on the SP's account Question: Is there dedicated wash bay to limit the risk of risk for contamination? Will TPT provide space within the terminal for the SP's technical team ?		

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	Response: There are no wash bays in the terminal, however SP's can indicate when they need the service operations will make a plan. There is no office or workshop for technical team in the terminal. Question: What act (Regulation) do we fall under- OSH or Mine Response: Refer to SHEQ <u>Technical</u> Question: For breakdowns at 10pm at night- OEMs are closed, it's difficult to rely on OEM's at that time. SP asked if they could provide their own infrastructure that is competent to maintain the equipment? Response: TPT wants credibility of equipment, everyone needs to be RMI approved. Common practice for the new machines to be ran by the OEM's Question: OEM is not reliable in maintaining equipment Response: TPT needs to have comfort on the credibility of the equipment – RMI approved Question: Can the SP's submit letters for contracts that are still ongoing? Response: Yes this will be stated on the reference letter start and finish date Question: If diesel price goes up, is it fixed or can we add a percentage? Response: No, you may not as you will not decrease the price when it goes down. Pricing must be fixed and firm.		
6.	CLOSING		
6.1	The meeting closed at 14H00, those that wish to have a look at the machines were taken into the Terminal.		

Compiled by:



Zine Mdaki – Contracts Specialist

Date: 06/07/2025