

NON- COMPULSORY VIRTUAL BRIEFING SESSION

TENDER NUMBER: TE/2026/07/0002/114547/RFP

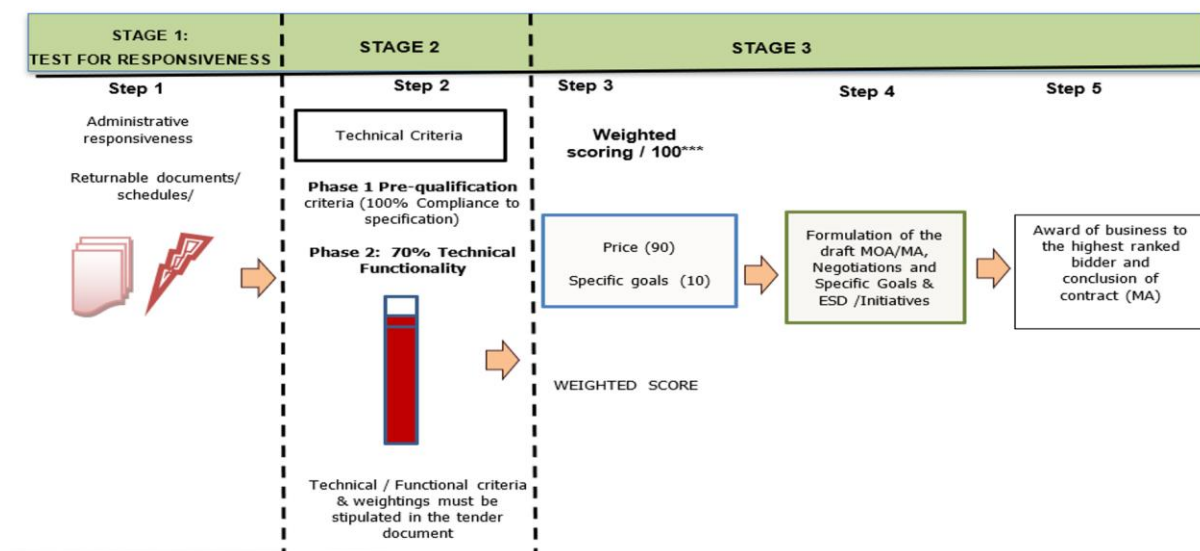
RFP FOR THE SUPPLY AND DELIVERY OF LOCOMOTIVE DIESEL ENGINE OIL FOR VARIOUS LOCOMOTIVE FLEETS FOR A PERIOD OF FIVE (5) YEARS ("AS AND WHEN REQUIRED")

Minutes of the non-compulsory virtual briefing session held on the 10 July 2026 at 13H30pm, via Microsoft teams.

Date: 10 July 2026	Time: 13H30pm	Venue: Microsoft Teams
Meeting Convened by	Transnet Engineering (TE)	
Type of Meeting	Non-compulsory Virtual Briefing Session	
Chairperson	Nondumiso Xotyeni	
Present	TE team ❖ Naleli Lekonyana ❖ Gerhardus Gildenhuys ❖ Dan Kleynhans ❖ Andile Nqodi ❖ John Skosana ❖ Jan Coetzee ❖ Johan Kotze ❖ Anna Sikiri Moloi ❖ Ezekiel Maimela Bid Respondents as recorded on Microsoft Teams attendance register	
1. OPENING AND WELCOME		
The Chairperson opened the meeting and welcomed all those connected virtually via Microsoft Teams.		
2. PURPOSE OF THE MEETING, OPENING REMARKS AND MEETING PROTOCOL		
The purpose of the briefing session was to explain the tender requirement of the Request for Proposal (RFP) and also explain the scope of requirements in such a way that Respondents are clear of what is expected from them.		
The Chairperson advised attendees that:		
- Questions should be submitted via the meeting chat and should be addressed after the presentation. - Section 10 (Certificate of Attendance) must be signed and submitted with tender responses. - Attendees were requested to provide company details, email addresses, and contact numbers in the chat. - Late attendees would not be accommodated through a repeat of the presentation and would need to refer to meeting minutes and circulated documents.		
3. TENDER PROCESS		
The chairperson went through the presentation and explained in detail the tender process emphasizing the closing date of the tender which is Friday, 31 July 2026 at 16:00pm and that bid submissions must be submitted via the Transnet-etender portal on or before the closing date. Bidders were encouraged to submit at least one day before closing to avoid technical complications. Telephonic, faxed, emailed, or telegraphic submissions will not be accepted. The chairperson further stated that the closing date for bid questions/ clarification will be on the 17 July 2026 before 16:00pm (RFP ref: section 2, pg. 8 & Section 8 pg. 39).The tender validity period: 180 business days from closing date		
The chairperson advised respondents to channel all communication through to Nondumiso.Xotyeni@transnet.net before the closing date and that after the closing date they may only communicate with the Secretariat of the Transnet Engineering Divisional Acquisition Council Nomvula.Mathane@transnet.net .		

Evaluation Methodology

The chairperson explained the evaluation process will follow five stages below:



Returnable Schedules

The chairperson stressed the importance of submitting returnable documents which consist of **mandatory documents**, **documents used for scoring** and **essential returnable documents**. It was highlighted to all that mandatory documents are those that must be submitted by the closing date and time of the bid. The chairperson mentioned that essential documents do not automatically warrant disqualification and that if not submitted upfront Respondents will be afforded a reasonable grace period to submit the outstanding documents. However returnable documents used for scoring do not automatically warrant disqualification but an automatic score of zero. Respondents were informed that they need to ensure that all documents are submitted on time to avoid disqualification.

List of returnable Schedules (Mandatory)

- SECTION 4 : Pricing and Delivery Schedule
- Annexure D: Pricing Schedule Calculator
- Completed and Signed Annexure A: Technical Specification RT_TE_SPC_0113 with all detail completed for the Annexures (Annexures 1 and 2) in the specification.
- Completed and Signed Annexure B: Technical Specification line by line compliance sheet
- Completed technical data sheets for all lubricants tendered, including the results of all tests required to comply with LMOA Gen 7, GM EMD and GE requirements. In addition, physical parameters detailed in Annexure No. 1 shall be submitted for each oil offered.
- Formulation data showing the composition of the candidate lubricant, regarding both the specific base stocks (crude source and refinery, etc.) and additive treatment (concentration, generic chemical description of each component, manufacturer).
- Letter or certificate of compliance or approval from both GE and GM EMD, indicating conformance to their requirements, for each lubricating oil tendered. The results of OEM bench and engine testing should be made available to Transnet on request.
- Test results from a SANAS accredited laboratories, confirming that the product submitted for approval meets all of the stated requirements. Test limits shown are absolute; test precision was considered when setting them.
- Material Safety Data Sheet (MSDS) for each lubricant tendered

- Mixtures of the lubricant approved, and the lubricant currently used shall pass all the requirements of this specification. The incoming supplier shall certify that, when his lubricant is mixed with a lubricant already in use, there shall be no incompatibility or loss in operating performance. Transnet reserves the right to request proof of compatibility, e.g. laboratory tests, etc.
- Total Base Number of the Oil shall be equivalent to 10.5 mg potassium hydroxide per gram of oil (mg KOH/g) when determined by ASTM D2896 methods. In addition, the oil supplier shall also report the TBN value as determined by ASTM D664 test methods.
- The viscosity index of the lubricant shall be determined by ASTM D2270

List of returnable Schedules (documents used for scoring)

- Valid proof of Respondent's compliance to Specific Goals requirements stipulated in Section 9 of this RFP
 - Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)
 - B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
 - Section 11 Job Creation Schedule (Bidder to provide written confirmation of the Jobs to be created)
 - CIPC Registration Documents
- Signed letter of reference/ completion certificate/ delivery notes on referee letterhead with contactable contact details from different clients indicating previous experience supplying lubricants
- Datasheet showing oils that are currently being used on locomotives and details of the locomotives / or oil supply to other industries
- Proof of logistics capability and delivery management plan containing the following:
 - Distribution plan throughout the various Transnet depots
 - Warehouse Plan (levels of stockholding)
 - Local / Imported Blending Plant
- Valid ISO 9001:2015 Quality Management System Certificate

List of Returnable Schedules (Essential)

- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement (if applicable)
- Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements for 2 previous years
- Section 1: SBD1 Form
- Section 2: Notice to Bidders
- Section 3: Background, overview, and scope of requirements
- Section 5: Proposal Form and List of Returnable documents
- Section 6: RFP Declaration Certificate of Acquaintance with RFP, Terms & Conditions & Applicable Documents
- Section 7: RFP Declaration and Breach of Law Form
- Section 8: RFP Clarification Request Form
- Section 9: Specific Goals Points Claim Form
- Section 10: Certificate of Attendance of Non-Compulsory RFP Briefing
- Section 11: Job-Creation Schedule
- Section 12: NIPP SBD 5
- Section 13: Protection Of Personal Information
- Price Adjustment Formulae (Escalation Formula)
- Proposed rebate structure on a sliding scale

TPPP Specific Goals & Enterprise and Supplier Development (ESD) Requirements

TPPP Specific Goal will form part of scoring, while the other transformation initiatives will become contractual obligations for the successful bidder.

Transnet highlighted the importance of:

- Job creation, particularly for youth, women and people with disabilities.
- Support for black-owned and local small businesses.
- Skills development initiatives.
- National Industrial Participation Programme (NIPP) obligations where applicable.

Scope of Work

The tender covers:

- Supply of locomotive diesel engine oil in:
 - Bulk tank deliveries.
 - Drum deliveries.
- Five-year contract period.
- Estimated annual demand ranging from approximately **1.9 million litres to 2.2 million litres** over the 5-year contract period.

Technical Criteria

Annexure C: Technical Criteria was explained during the briefing session in detail.

For phase 1 bidders must comply **100%** with the technical specification and a minimum score of **70%** is required to pass technical functionality evaluation.

Clarifications Presented During the Session

Responses to submitted clarifications before the briefing session:

#	CLARIFICATIONS	RESPONSES
1	Please could you kindly send me the RFP document, including: 1. Technical specifications for the diesel locomotive engine oil 2. Supplier requirements, CSD, B-BBEE and compliance documents needed 3. Pricing schedule / Bill of Quantities 4. Delivery terms and conditions	Please download the tender documents at directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge. You can also download the tender documents from the Transnet Portal at https://transnetetenders.azurewebsites.net
2	1. Does the client have a storage facility or supplier will have to make arrangements for storage sites nationwide? 2. Client pays upfront or supplier delivers, then submit an invoice?	Yes, bidder will have to make their own arrangements for storage sites nationwide. We have attached Annexure I : Delivery Locations which indicates the depots that Transnet has nationwide. Please refer to Annexure E Master Agreement, section 19: Invoices and Payments.
3	Are you able to share locations for delivery and frequencies to help with planning?	We have attached Annexure I : Delivery Locations which indicates the depots that Transnet has nationwide for deliveries. The frequency will be on an as and when basis.
4	Please send me a link to today's briefing at 13:30 for SUPPLY AND DELIVERY OF DIESEL.	Please note that the link is in the RFP document.

Pricing Schedule Guidance

The Chairperson explained:

- Bidders must complete Year 1 pricing in the Annexure D: Pricing Schedule Calculator and the subsequent years will be automatically calculated using a standardized escalation for all bidders.
- Pricing must then be transferred into Section 4: Pricing and Delivery Schedule to ensure a consistent basis for comparative evaluation.

4. CLARIFICATION AND RESPONSE

Transnet advised that all questions submitted during the session and via chat would be formally responded to

in writing within approximately 48 hours i.e. 14 July 2026. Please see attached document for Clarifications.
Questions/ bid clarifications prior to the closing of the RFP must be channeled through Nondumiso Xotyeni via e-mail: Nondumiso.Xotyeni@transnet.net Deadline for All Clarifications 16h00, 17 July 2026

Conclusion

- The minutes will be circulated to all respondents on the National Treasury and Transnet E-tender Portal.
- Specific attention should be paid to the submission of mandatory documents that must be submitted with the bid proposal before the closing date as failure to submit will warrant disqualification.
- The closing date for this tender is 31 July 2026, 16:00pm.
- No late submission of bids will be accepted.

5. CLOSURE OF THE MEETING

The meeting was adjourned at 14:30pm

Regards

Chairperson

Nondumiso Xotyeni



14 July 2026