

NON-COMPULSORY REQUEST FOR PROPOSAL (RFP) BRIEFING SESSION MINUTES

THE PROVISION OF SPECIALISED MATERIAL HANDLING EQUIPMENT (MHE) FLEET MANAGEMENT SERVICES, TO TRANSNET, NATIONALLY, FOR A PERIOD OF EIGHT (8) YEARS

RFP NUMBER: TCC/2023/08/0001/40193/RFP

Refer to the Non-Compulsory Request for Proposal (RFP) Briefing Session Presentation for more details, which has been uploaded on the Transnet e-Tender Portal and the National Treasury e-Tender Portal.

1. Welcome, Safety Briefing and Introduction of the Transnet Team.

Transnet welcomed all attendees and afforded members of the Transnet team an opportunity to introduce themselves.

Bidders were advised that the purpose of the briefing session was to provide an overview of the RFP requirements and evaluation process. It was further emphasised that the briefing session should not be interpreted as amending the RFP and that the provisions contained in the RFP and supporting annexures remain the governing documents. Transnet further reminded bidders that no verbal feedback should be construed as binding until confirmed in writing

2. Key Points - General

2.1 Submission Requirements, but not Limited to:

- The briefing session should not contradict the RFP and its supporting documents.
- No verbal feedback should be construed as binding until it is confirmed in writing.
- The RFP document may be downloaded free of charge from the National Treasury e-Tender Publication Portal (www.etenders.gov.za) and the Transnet e-Tender Portal. Any updates, addenda and clarifications will be uploaded to both portals and bidders are encouraged to monitor these platforms regularly.
- **Important Date: RFP Closing Date – 09 October 2026 at 15h00.**
- The validity period of the RFP is 180 Business Days from the closing date.

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TRANSNET HAS A 'ZERO GIFTS' POLICY. NO EMPLOYEE IS ALLOWED TO ACCEPT GIFTS, FAVOURS OR BENEFITS

- Bidders were advised to ensure that all returnable documents are completed and properly signed by authorised representatives prior to submission.
- Bidders are required to be registered on the Central Supplier Database (CSD) prior to uploading their bid responses. Only foreign suppliers with no local registered entity are exempt from this requirement.

2.2 Communication relating to this RFP:

- Bidders were taken through the communication requirements applicable to the RFP.
- Any clarification questions arising from the briefing session were required to be submitted using the RFP Clarification Request Form contained in Section 8 of the RFP.
- Clarification questions were to be submitted to Mthokozisi.Nkosi@transnet.net before 23h00 on 30 September 2026.
- Transnet advised that all clarification responses would be published through the prescribed communication channels for the benefit of all bidders.
- Bidders were advised that after the closing date they may only communicate with the authorised Transnet representative indicated in the RFP regarding matters relating to their bid submission

2.3 Proposal Submission:

- Bidders were taken through the bid submission process on the Transnet e-Tender Portal.
- Bidders were referred to the relevant sections of the RFP as well as Annexure K (Guidance for Bidders) for detailed submission instructions.
- Bidders were encouraged to upload their submissions well before the closing date and avoid last-minute uploads.
- It was reiterated that bid submissions submitted by email would not be accepted and that all submissions must be uploaded through the e-Tender system.

3. Scope and Technical Requirements:

The bidders were taken through the details of the scope of requirements contained in the RFP. The requirement relates to the provision of Specialised Material Handling Equipment (MHE) Fleet Management Services nationally for all existing and future Transnet operations. The technical team further explained:

- The operational background of the requirement.

- The current MHE environment across various Transnet Operating Divisions.
- Full Maintenance Leasing (FML) requirements.
- Short-Term Rental (STR) requirements.
- Managed Maintenance (MM) requirements.
- Sale and Lease Back (SLB) requirements.
- Fleet Management Systems and Tracking Solutions requirements.
- Reporting and Dashboard requirements.
- Operator support requirements.
- Technical advisory and licensing administration requirements.

The bidders were advised that the appointed supplier would be expected to provide comprehensive MHE Fleet Management Services nationally and support all existing and future Transnet operations.

The following key MHE categories included within the scope were highlighted:

- Forklifts
- Reach Stackers
- Front End Loaders
- Terminal Tractors
- Telehandlers
- Bobcats
- Haulers
- Hoppers
- Mobile Ship Loaders
- Skid Steer Loaders
- Truck Loader Back-Hoes
- Heavy-Duty Industrial Trailers
- Yellow Plant Equipment

Bidders were advised that the successful supplier would be required to support all categories nationally.

The technical team further explained that the scope includes, but is not limited to:

- Electronic quotation processes.

- Procurement and ordering of equipment.
- Delivery and commissioning of equipment.
- Product awareness training.
- Scheduled maintenance services.
- Unscheduled maintenance services.
- Annual load testing requirements.
- Equipment audits.
- Accident management services.
- Licensing administration.
- Fleet reporting and management dashboards.
- Technical support services.
- Call Centre operations.
- Breakdown assistance services.

The bidders were advised to prepare their proposals strictly in accordance with the scope of requirements described in the RFP documentation.

4. B-BBEE:

B-BBEE Definition:

Broad-Based Black Economic Empowerment (B-BBEE) means the economic empowerment of all black people including women, workers, youth, people living with disabilities and people living in rural areas through diverse but integrated socio-economic strategies.

Purpose

- To increase the number of black people that manage, own and control enterprises and productive assets.
- To facilitate ownership and management of enterprises and productive assets by communities, workers, cooperatives and other collective enterprises.
- To achieve equitable representation in all occupational categories and levels in the workforce.
- To procure from large, medium and small-sized black-owned enterprises.
- To increase investment in enterprises and communities owned and managed by black people.

- A valid B-BBEE Certificate or Sworn Affidavit is required where applicable.

B-BBEE Amended Codes Principles

- Enhanced recognition of black-owned EMEs and QSEs.
- An EME that is 100% black-owned qualifies as a Level 1 contributor.
- An EME that is more than 51% black-owned qualifies as a Level 2 contributor.
- No formal verification is required for EMEs provided that a valid sworn affidavit or CIPC certificate is submitted

Preferential Procurement Regulations, 2022

Bidders were advised that:

- This tender is subject to the 90/10 preference point system.
- Ninety (90) points will be allocated to Price.
- Ten (10) points will be allocated to Specific Goals.
- Failure to submit the prescribed B-BBEE documentation will result in the bidder scoring zero points for the relevant Specific Goal.

Transformational Specific Goals

The applicable Specific Goals and acceptable evidence requirements were explained to bidders, including:

- B-BBEE Level 1 or Level 2 contribution.
- 30% subcontracting to qualifying Black-owned EMEs and QSEs.

Valid Sworn Affidavit:

Bidders were taken through the requirements applicable to sworn affidavits and common mistakes frequently identified during evaluations. Particular emphasis was placed on ensuring that affidavits are completed correctly and commissioned in accordance with the applicable requirements.

Common Mistakes:

- Omitting full name and surname and identity number of the deponent (undersigned-person declaring under oaths).
- Dates of the deponent and commissioner of oaths are not the same

- Date for either commissioner of oaths or deponent is omitted.
- Not completing company financial year information i.e. DD/MM/YYYY
- Not ticking the applicable box on the B-BBEE level contributor
- No stamp of the commissioner of oaths on the B-BBEE sworn affidavit.
- If commissioner of oaths stamp does not have date, it must be written manually and should be the same as for the deponent.
- B-BBEE sworn affidavit must be completed in the presence of the commissioner of oaths.

It is the responsibility of the deponent not commissioner of oaths to ensure that B-BBEE sworn affidavit is completed in full.

5. Joint Venture:

Bidders were advised that a Trust, Consortium or Joint Venture (including unincorporated Joint Ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for purposes of evaluation.

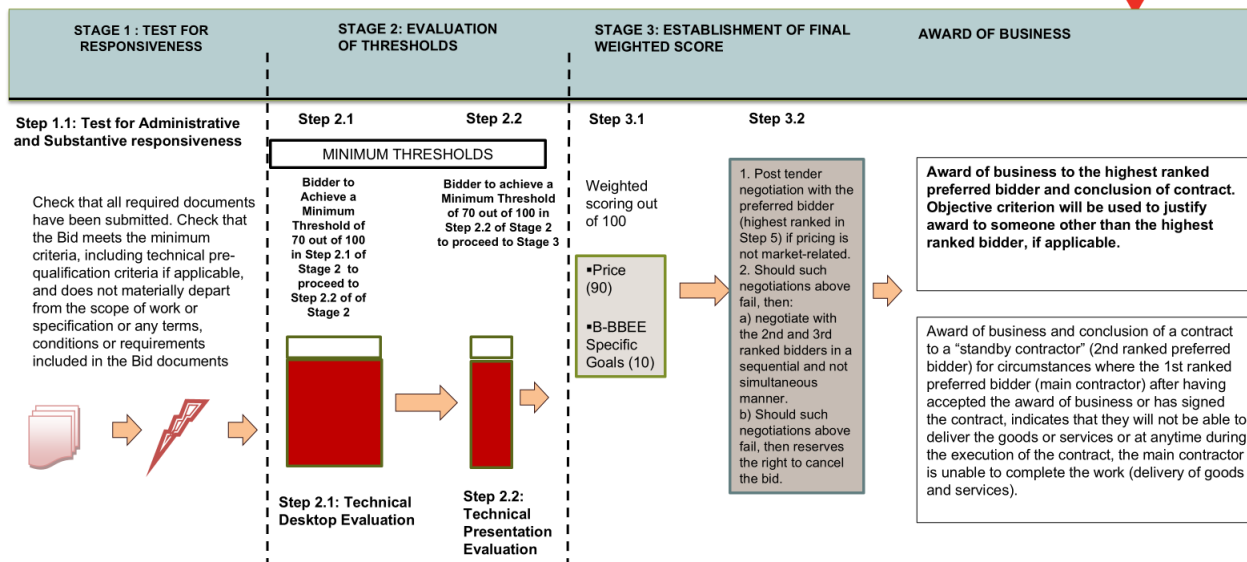
The following points were highlighted:

- A consolidated verification certificate is required.
- Consolidation will be based on the weighting reflected in the Joint Venture Agreement.
- Scores will be weighted according to the percentage participation of the respective Joint Venture members.
- Joint Venture certificates are project-specific and valid for twelve (12) months.

The eligibility requirements applicable to Joint Ventures were discussed in detail with the bidders.

6. Evaluation Methodology:

- Transnet will utilise the following methodology and criteria for the RFP:



6.1. Step One: Administrative and Substantive Responsiveness

- Bidders were taken through the Administrative Responsiveness requirements.
- The mandatory returnable documents, documents used for scoring and essential returnable documents were explained.

6.2. Step Two: Technical Desktop Evaluation Criteria

- Bidders were taken through the Technical Evaluation Criteria contained in **Annexure A**.
- The weighting, scoring methodology and evidence requirements applicable to each criterion were explained.
- Bidders were advised that a minimum threshold of **70 points** was required in order to progress to the next stage of evaluation.

6.3. Step Three: Technical Presentation Evaluation Criteria

- Bidders were taken through the Technical Presentation Evaluation Criteria contained in **Annexure B**.
- The weighting, scoring methodology and evidence requirements applicable to each criterion were explained.

- Bidders were advised that a minimum threshold of 70 points was required in order to progress to the next stage of evaluation.

6.4. Step Four: Evaluation and Final Weighted Scoring

- Bidders were taken through the pricing methodology and evaluation process.
- The Price and Specific Goals scoring methodology was explained.
- Bidders were advised to complete the pricing schedules in accordance with the instructions contained in the RFP.

6.5. Step Five: Post Tender Negotiations (if applicable)

- Bidders were advised that Transnet reserves the right to conduct Post Tender Negotiations where pricing is considered not to be market related.
- The PTN process was explained to attendees.

6.6. Step Six: Objective Criteria

- Bidders were advised that objective criteria may be applied where appropriate.

6.7. Step Seven: Award of business and conclusion of contract

- Successful bidders will be notified through a Letter of Award.
- Contract finalisation and execution will follow the necessary approval processes
- Bidders were advised that Transnet reserves the right to appoint a standby contractor as part of the award strategy where applicable.

7. Question asked during the RFP Briefing session:

NO:	QUESTION RAISED DURING THE RFP BRIEFING SESSION	TRANSNET RESPONSE
1.	This is quite an extensive tender and, considering the complexity of the requirement, the time available appears limited. Will Transnet consider an extension of the closing date?	Transnet is of the view that the tender has been issued to the market for a minimum of twenty-one (21) working days, which is generally considered a reasonable period for responding to a tender of this nature. However, bidders may submit a formal request through the prescribed platform and the tender committee will consider such a request and provide feedback through the relevant portals on which the tender was issued. In order for the committee to reconsider the possibility of an extension, detailed reasons must

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		be provided demonstrating why the twenty-one (21) working day period is not sufficient.
2.	Where can bidders obtain detailed technical specifications, such as fork sizes and other equipment-specific requirements? More detailed specifications are required to enable the market to prepare responsive proposals.	Transnet acknowledged the request and advised that it would be reviewed. Feedback will be provided through the formal clarification process.
3.	Can a bidder submit a proposal for only a portion of the requirement, for example forklifts only?	The intention of this tender is to appoint a single service provider across all requirements. Where a bidder has limitations in providing the full scope of requirements, such bidder may consider other legally permissible arrangements, including Joint Ventures, subcontracting arrangements or other similar structures, in order to submit a proposal that addresses the complete requirement.
4.	It is currently challenging for bidders to prepare their submissions as detailed technical specifications have not yet been provided. Can Transnet consider an extension should the technical specifications be issued at a later stage?	Transnet advised that such a request would be considered and encouraged bidders to submit the request formally in writing through the prescribed clarification process.
5.	Additional information is required to enable the market to prepare responsive proposals. For example, does Transnet require gas-operated or petrol-operated equipment? Can Transnet also provide details regarding the regions where the equipment will be required?	Transnet acknowledged the request and advised that it would be reviewed. Feedback will be provided through the formal clarification process.
6.	Transnet referred to the management of the current fleet. Will Transnet provide additional information relating to the current fleet?	Transnet advised that the number of current Managed Maintenance (MM) units is reflected in Section 2 of the RFP.

Transnet indicated that no verbal feedback during the RFP briefing session must be construed as binding until confirmed in writing and requested that further clarification questions be submitted in writing using the prescribed RFP Clarification Request Form. Bidders were further advised that certain questions raised during the briefing session required further internal consultation and that formal written responses would be issued through the Clarification Questions and Responses process and published on the National Treasury e-Tender Publication Portal and the Transnet e-Tender Portal.

8. Closing of the RFP Briefing:

- Bidders were reminded that all clarification questions arising from the briefing session must be submitted in writing using the prescribed RFP Clarification Request Form contained in Section 8 of the RFP.
- Transnet advised bidders that all clarification questions received, together with the corresponding responses, would be consolidated and published through the prescribed communication channels for the benefit of all bidders.
- The briefing session presentation, together with the minutes of the briefing session and subsequent clarification questions and responses, would be uploaded on the National Treasury e-Tender Publication Portal and the Transnet e-Tender Portal. Bidders were requested to monitor both portals regularly until the RFP closing date for any additional communication, clarifications or addenda.
- Bidders were reminded that the RFP closing date is 09 October 2026 at 15h00 and that all bid submissions must be uploaded through the Transnet e-Tender Portal before the closing date and time.
- Transnet thanked all bidders and stakeholders for attending the non-compulsory briefing session and for their participation during the question-and-answer session.

Meeting adjourned at 11:59

NB: Important: These minutes reflect discussions and information communicated during the briefing session held on 22 September 2026. Bidders are referred to Addendum 1 and subsequent clarification responses for any amendments to dates, requirements, specifications, quantities, evaluation criteria, service requirements, equipment categories or other provisions of the RFP. In the event of any inconsistency, the latest issued RFP documentation, addenda and clarification responses shall take precedence.