

## MINUTES OF THE NON-COMPULSORY BRIEFING SESSION

<b>RFP Description</b>	Detection and Mapping of Underground Services at the Port of East London for a period of four (4) Months
<b>RFP Number</b>	TNPA/2025/09/0004/106220/RFP
<b>Clarification Session Date</b>	02 December 2025
<b>Closing Date</b>	21 January 2026 at 15h00
<b>Tender Validity:</b>	12 weeks from the closing date
<b>Submission</b>	Via Transnet Tender Portal (not email)

### 1. Welcome and Introduction:

- Ms. Zukiswa Nkonyeni welcomed everyone and gave an opportunity for the Sourcing Team to introduce themselves.
- Evacuation Procedure was conducted by Mr. Cebolenkosi Mzotho.
- Discuss the housekeeping rules and the meeting procedure to the attendees.

### 2. Background and the Scope of Services

- The attendees were taken through the background and the scope of the services by one of the sourcing team members Mr Gift Maudi.

### 3. Evaluation Methodology

The attendees were taken through the stages of Evaluations as follows:

#### 3.1 Stage 1 step 1: Administrative responsive test

- Timely submission via Portal
- Verification of the validity of the returnable documents

#### 3.2 Stage 1 step 2: Substantive responsive test

- Whether the tender contains a price offer.
- whether any technical pre-qualification criteria set by Transnet, have been met as follows:
- Valid registration of key personnel as follows:
- Professional Land Surveyor – to be registered with South African Geomatics Council (SAGC) as PrLS.
- Candidate Civil Engineer - to be registered as a Candidate Engineer with Engineering Council of South African (ECSA)
- Utility Detection Technician – Certified by Original Equipment Manufacturer (OEM).

***It was emphasised that any tenderer that fails to meet the stipulated Eligibility criteria will be regarded as an unacceptable tender.***

#### 3.3 Stage 2 Functionality

- The tenderers were taken through the functionality evaluation for the following elements:
- T2.2-02 Programme
- T2.2-03 Experience of Key Personnel
- T2.2-04 Tenderers Previous Experience
- T2.2-05 Method Statement

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Only those tenderers who obtain the minimum number of evaluation points for Functionality will be evaluation further in term of Price and Applicable Preference Point System. The minimum qualifying score for functionality is **60 points**

### 3.4 Stage 3 Preference Point System

- 80/20 (or 90/10 if project exceeds R50m).
- Points for price and specific goals:
  - ✓ B-BBEE Status Level of Contributor 1 or 2 (Certificate or Affidavit)
  - ✓ 30% Black Women Owned Entities (Certificate or Affidavit)
  - ✓ EME or QSE 51% Black Owned (Certificate or Affidavit)

### 4. Pricing Data

The tenderers also taken through the Pricing Data

### 5. Returnable documents

The attendees were taken through the returnable documents

- Schedules that will be required for pre-qualification and eligibility purposes:
- Schedules that will be utilised for evaluation purposes
- General returnable documents
- Agreement and Commitment by Tenderer
- Contract documents.

### 6. Closing

- Submit responses well before the deadline to avoid technical issues.
- All queries can be directed via email.
- Presentation, minutes, and Q\&A will be shared on the tender portal.

**Compiled By:**

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**Zukiswa Nkonyeni**  
**Procurement Lead**  
**Date: 03 December 2025**