

MEETING MINUTES

TE25-BFX-05Q-14539 – Compulsory Briefing Session for Supply and Delivery of Raw Steel

28 July 2026

Meeting	TE25-BFX-05Q-14539 – Compulsory Briefing Session for Supply and Delivery of Raw Steel
Date	28 July 2026
Meeting type	Compulsory tender briefing session
Chairperson	Ephraim Ramaru – Supply Management and Strategic Sourcing
Presenters / contributors	Ephraim Ramaru, Thembi Phahla, Amit Ramterath, Nokuthula Jwara, Ruan van der Merwe
Tender scope	Supply and delivery of raw steel requirements nationally, on an as-and-when-required basis, for Transnet Engineering Manufacturing Business for five years
Source for minutes	Meeting transcript, meeting chat and shared presentation content. The meeting was transcribed.

Note: These minutes summarise the transcribed briefing session and captured questions. They do not reproduce the full meeting transcript. Formal tender clarifications and addenda remain subject to publication through the applicable tender portals and official Transnet communication channels.

1. Welcome and Opening

Ephraim Ramaru opened the compulsory briefing session and confirmed that the session related to Tender TE25-BFX-05Q-14539 for the supply and delivery of raw steel. Attendees were advised that questions raised during the meeting would be recorded and that formal responses would be issued with the minutes. The Chair also advised that Transnet had identified amendments required in the issued tender documents and that addenda would be released to bidders.

The Chair confirmed that attendance would be verified using the Microsoft Teams attendance list. Bidders were requested to provide company names and email addresses in the meeting chat to support communication of addenda and clarifications. A brief safety message was also shared, reminding attendees to exercise caution with heating equipment during cold weather.

2. Purpose and Tender Scope

The purpose of the meeting was to brief bidders on the tender requirements, submission process, evaluation methodology, ESD and specific goals requirements, technical evaluation criteria, supplier quality assessment and pricing schedules for the raw steel tender.

- The tender covers supply and delivery nationally for Transnet Engineering Manufacturing Business.
- The contract period is five years.
- The requirement is on an as-and-when-required basis.
- The tender is divided into four categories: Plates and Sheets; Sectional and Shapes; 3CR12 and Stainless Steel; and Spring Steel.

3. Tender Submission Requirements

- Tender closing date and time: 21 August 2026 at 10:00.
- Clarification cut-off: 18 August 2026 at 12:00.
- Tender validity period: 180 business days from the closing date.
- Bidders were encouraged to upload submissions at least one day before closing to avoid upload, bandwidth or portal-related risks.
- Maximum upload size communicated: 30MB per upload, with multiple uploads permitted.
- Submissions must be made through the Transnet eTender submission portal. Email, fax, telephonic and telegraphic tender offers will not be accepted.
- Bidders must index and organise their submission packs clearly.

4. Evaluation Methodology

The evaluation process was explained as a staged process. Bidders must first pass administrative responsiveness before proceeding to technical evaluation. Only bidders meeting the minimum technical threshold proceed to the supplier quality assessment and thereafter to commercial evaluation.

Stage	Description
Stage 1	Administrative responsiveness / mandatory document check.
Stage 2	Technical evaluation, with a minimum threshold of 80 points out of 100.
Stage 3	Supplier Quality Assessment, with a minimum threshold of 75%.
Stage 4	Commercial evaluation based on price and specific goals.
Stage 5	Post-tender negotiation, if required, starting with the highest-ranked bidder.
Stage 6 and 7	Internal approval and award processes.

5. Returnable Documents - Section 5 of the RFP

The Chair explained that returnable documents are categorised according to the consequence of non-submission.

5.1 Mandatory Returnable Documents

Failure to submit all mandatory returnable documents by the closing date and time will result in disqualification. Mandatory documents include the relevant pricing schedules and Annexures 1 to 4, depending on the categories for which a bidder submits a response.

5.2 Returnable Documents Used for Scoring

- B-BBEE certificate, sworn affidavit or CIPC certificate where applicable.
- Local content annexures.
- Technical evaluation criteria annexures.
- Technical specifications and signed schedules.
- Proof of existing machines or MOU evidence.
- Statement of account or letter of good standing with applicable steel mill(s).
- Valid ISO 9001:2015 certificate or QMS documentation.
- Reference letters.

5.3 Essential Returnable Documents

Essential returnable documents may be requested after bid submission. Failure to provide requested essential documents by the set deadline may result in disqualification.

6. Specific Goals and ESD Requirements – Section 9, 11, and 12

Thembi Phahla presented the specific goals and ESD initiatives. Five points are allocated for Level 1 or Level 2 B-BBEE status, and five points are allocated for local content compliance. Bidders were reminded that B-BBEE certificates must be valid and properly accredited or commissioned where applicable.

Thembi also explained transformation initiatives that may form conditions of contract. These include National Industrial Participation Programme requirements where imports exceed USD 5 million, job creation, subcontracting to local suppliers, and support for EMEs and QSEs in the steel sector. These initiatives may be monitored and reported during contract implementation.

7. Scope of Work and Category Amendments

Ephraim Ramaru explained that Transnet had identified errors in the category naming in the released documentation. The category labelled 3CR12 and Stainless Steel contained spring steel content, while the category labelled Spring Steel contained 3CR12 and stainless steel content. Transnet intends to correct the naming through an addendum while retaining the underlying item content requirements.

The Chair also advised that some items in the Excel schedules had been highlighted because additional information was lacking. These items will be amended and reissued as part of the addendum process.

8. Technical Evaluation Criteria – Refer to Technical Annexures

Amit Ramterath presented the technical evaluation criteria. Bidders were advised that scoring zero in any technical criterion results in automatic disqualification. The minimum overall technical threshold is 80 points.

Criterion	Points	Key requirement
Supplier capability	30	Evidence of machinery, processing capability, MOU capability where applicable, and mill account or letter of good standing.
Adherence to Transnet Engineering specifications	20	Signed technical specification and relevant annexures acknowledging all item and long-text requirements.
Quality management	20	Bidder's own valid ISO 9001:2015 certificate, or bidder's own QMS documentation based on the required ISO elements.
Delivery lead time	20	Lead times for local and imported material stated in business days in the required RFP section.
Previous relevant experience	10	Tender-specific reference letters from clients confirming steel supply and delivery experience.

For quality management, Amit repeatedly clarified that the ISO certificate or QMS must belong to the bidder or bidding entity. Supplier, manufacturer or MOU partner certificates are not accepted for the bidder's quality management score.

9. Supplier Quality Assessment – Step 3 (Evaluation Methodology)

Nokuthula Jwara explained the Supplier Quality Assessment process. The assessment applies after bidders pass technical evaluation. The assessment is a structured audit to verify evidence on site. The maximum score is 38 points, with a 75% minimum threshold for this tender.

- Organisation profile and scope of activities.

- Quality management system and supporting documented procedures.
- Document control, quality control plans and inspection records.
- Risk assessments and mitigation controls.
- Process controls, workflows, job cards and check sheets.
- Material and product qualification, including traceability and acceptance/rejection criteria.
- Tooling, equipment maintenance, control and calibration requirements.
- Supplier and subcontractor assessment processes.
- Non-conformance management and customer complaint turnaround.
- Corrective action processes and internal audits.

Nokuthula clarified that the questionnaire is not completed by bidders for scoring at tender submission stage. It is used to show bidders what evidence will be required during the site assessment. Transnet representatives will complete the assessment during the site visit.

10. Pricing Schedule and Commercial Discussion – Step 4 (Evaluation Methodology)

Ruan van der Merwe explained the pricing schedules. Bidders must complete only the highlighted year-one pricing column. The remaining year-two to year-five pricing and totals are formula-based and should not be altered. Bidders were advised not to change quantities or formula columns.

Ruan clarified that the escalation built into years two to five is for evaluation and contract-value estimation. It is not the contracted price adjustment mechanism. Actual contract adjustments will be governed by the price adjustment formula submitted by the bidder, including cost drivers and weightings.

The pricing schedule totals must be carried into Section 4 of the RFP for the applicable category. Bidders must quote for all line items in any category they choose to bid for. Failure to quote all line items in a selected category will render the bid non-responsive for that category.

11. Transport and Delivery Pricing Discussion

Several bidders raised concerns about delivery locations, transport costs, depot-level quantities and the possibility of separate regional pricing. Locations specifically referenced included Durban, Bloemfontein, Salt River and Koedoespoort.

Ruan clarified that Transnet requires one national price per item. Separate prices by region will not be accepted because Transnet requires a manageable contract structure and national demand may shift over the five-year contract period. Bidders must decide how to build transport into the single national price. The concerns were noted for further written response, including whether additional information on depots or delivery points can be provided.

12. Addendum and Document Updates

Ephraim confirmed that an addendum will be issued to correct and update tender documents. The updated information will be uploaded to both the Transnet eTender portal and the National Treasury tender portal. Bidders who provided email addresses will also be notified by email once updated documentation is available.

- Corrected category naming for 3CR12/Stainless Steel and Spring Steel schedules.
- Updated pricing schedules.
- Locked Excel pricing spreadsheets.
- Additional or corrected item information where required.
- Additional RFP sections including: Conditions of Contract, Job Creation and NIPP-related schedules.

Confirmed Decisions and Clarifications

Item	Confirmed position
Tender closing date and time	21 August 2026 at 10:00.
Clarification cut-off	18 August 2026 at 12:00. Questions after this cut-off will not be entertained.

Item	Confirmed position
Submission channel	Submissions must be uploaded via the Transnet eTender submission portal. Email, fax, telephonic and telegraphic submissions will not be accepted.
Tender validity	180 business days from the closing date.
Technical threshold	Minimum 80 points out of 100.
Supplier Quality Assessment threshold	Minimum 75%.
Bid pricing basis	One national price per item is required. Separate regional prices will not be accepted.
Pricing spreadsheet completion	Bidders must complete only the highlighted yellow year-one pricing column in the updated pricing spreadsheet. Formula-based fields should not be altered.
Reference evidence	Purchase orders, appointment letters, contracts and invoices are not accepted as reference letters.
ISO / QMS evidence	The valid ISO 9001:2015 certificate or QMS documentation must belong to the bidder or bidding entity.
Addendum	Updated tender documentation and corrected schedules will be issued through the tender portals, with notification by email to bidders who provided contact details.

Bidder Questions and Responses

Topic / question	Question raised	Response / status
SEIFSA column in pricing spreadsheet	Lerato Motsoane asked what information was required in the column labelled SEIFSA in the Sections and Shapes pricing spreadsheet.	The SEIFSA column is removed from the excel sheet. Please provide the indices applicable to your prices with the bid submission.
Statement of account or letter of good standing	Helgaard Meaker asked whether a bidder must submit both a statement of account and a letter of good standing from a steel mill.	Amit clarified that evidence of an active relationship with the mill is required. A letter of good standing confirming the account relationship would generally satisfy the requirement.
Use of manufacturer ISO certificate	Thondose Engineers asked whether a manufacturer's ISO certificate could be used if the bidder does not have ISO certification.	Amit clarified that the ISO certificate must belong to the bidder. If the bidder does not have ISO 9001:2015 certification, the bidder may submit their own QMS documentation covering the required 10 points - ISO-aligned elements.
MOU partner ISO certificate	Jose and other bidders asked whether an MOU partner or supplier ISO certificate could be used for scoring.	Amit confirmed that an MOU partner's or supplier's ISO certificate is not acceptable for the bidder's quality management score. The certificate or QMS must belong to the bidder. The MOU partner should have their own ISO 9001 certificate or QMS.
Joint venture ISO scoring	Moses Mampuru asked whether a JV can claim the ISO score where one JV partner has ISO certification and the other does not.	Thembi requested that the question be parked for governance input. The item remains outstanding for formal written response. NB: Bidders who intend to do a Joint Venture submission should submit both their ISO 9001:2015 certificates or Quality Management System (QMS) documents. TE will not consider where only one party ISO certificate is submitted.
ISO scoring	Okuhle Jali asked, any reason the ISO certificate is given higher points than the quality management system which complies to ISO 9001:2015? The understanding is that both establish similar objectives.	Certification is more credible as it gives assurance of the organization's commitment to Quality and the QMS is independently verified by an accredited Certification Body to ensure compliance to the international standard.
Etender Portal	Zakhele Shabangu asked, The RFQ is not available on the e- portal.	The RFP is on the Transnet etender portal and National Treasury etender portal.
Delivery locations and freight costing	Lerato Motsoane asked where steel would be delivered and how bidders should account for freight costs.	The question was acknowledged. Ruan later clarified that Transnet requires one national price per item, and bidders must determine their own transport assumptions. The national depots for Transnet Engineering: Koedoespoort, Germiston, Durban, Bloemfontein, Uitenhage, and Salt River. This is as and when required contract, the demand is subject to change in terms of location.
Reference evidence format	Themba Nkambule asked whether appointment letters, contracts or other documents could be used instead of reference letters.	Amit clarified that only signed reference letters on client letterhead, with contact details and details of previous steel supply work, will be accepted. Purchase orders, contracts, invoices and appointment letters do not qualify.

Topic / question	Question raised	Response / status
Relevance of reference letters	Zakhele Shabangu asked whether reference letters must relate to the exact items in the tender.	Amit clarified that the reference letters must demonstrate relevant steel supply and delivery experience, but they do not have to match the exact items listed in the RFP.
Reference letters across categories	Helgaard Meaker asked whether five reference letters are needed for each of the four categories.	Ephraim and Amit clarified that reference letters should support the relevant category. A single letter may be used across categories if it clearly covers the relevant steel supply experience.
Supplier Quality Assessment Questionnaire submission	Maribeng Mokgobu asked whether the Supplier Quality Assessment Questionnaire must be completed and submitted with the tender.	Nokuthula clarified that the questionnaire is provided to help bidders prepare for the site assessment. Transnet representatives will complete the scoring during the site visit based on evidence presented.
Uploading the assessment questionnaire	Jose asked whether bidders should still upload the questionnaire with tender submission.	Ephraim advised that bidders may submit the questionnaire, not completed, but the audit scoring will still be done during the site assessment. (If you submit a completed document, you will not be disqualified).
Audit site under MOU arrangements	Earl asked whether the site audit would be conducted at the bidder's site or MOU partner's site.	Amit explained that the assessment depends on the scope of the MOU and where the work, manufacturing, packaging or processing will take place. More than one site will be assessed if required.
MOU partner abroad / imported goods	Latimer IT asked how quality assessment would work if the bidder has an overseas MOU partner and imports most goods.	Amit indicated that the assessment would be conducted at the bidder's facility and that a fully imported supply was not the intended model. The overseas MOU partner will be audited.
Regional pricing and transport cost	Helgaard Meaker asked whether bidders should calculate a weighted average transport price and noted that delivery locations can materially affect costs.	Ruan confirmed that Transnet requires one national price per item. Bidders must decide whether to price using a weighted average, furthest delivery point or another commercial approach. These are the regions for Transnet Engineering: Koedoespoort, Germiston, Durban, Bloemfontein, Uitenhage, and Salt River. The weight will be provided on the excel sheets.
Separate depot or regional pricing	Jose and Zakhele asked whether Transnet could provide delivery depot data or allow pricing per region, such as Durban, Bloemfontein, Salt River and Koedoespoort.	Ruan confirmed that Transnet requires one national price per item. Bidders must decide whether to price using a weighted average, furthest delivery point or another commercial approach. These are the regions for Transnet Engineering: Koedoespoort, Germiston, Durban, Bloemfontein, Uitenhage, and Salt River. The weight will be provided on the excel sheets.
Product weights	A bidder speaking on behalf of Mary asked whether Transnet would provide weights or standard factors for weight calculations.	The weight will be provided on the excel sheets (Annexure 1, 2, 3 and 4).
Mill source column	Christian Mokoena asked whether bidders must indicate the mill from which material would be supplied.	The mill information is not required.
Carbon steel and structural steel grouping	Christian Mokoena asked why carbon steel and structural steel appeared combined in one spreadsheet.	Amit explained that Transnet had chosen to categorise the tender in that manner and that the amended spreadsheets would reflect the required categorisation.

Topic / question	Question raised	Response / status
Timing of amended documentation	Christian Mokoena asked when amended spreadsheets and documentation would be issued.	Ephraim stated that Transnet intended to finalise the addendum documentation by Friday 31 July 2026 and upload it to the relevant tender portals.
Peeled versus black condition	Helgaard Meaker asked whether spring steel items specified as peeled should be priced as peeled or according to historical black condition supply.	Amit advised bidders to price according to the current long-text descriptions, and asked bidders to inform Transnet if they identify inconsistencies.
PDF or Excel submission for pricing sheets	Moses Mampuru asked whether bidders could convert the completed pricing spreadsheet to PDF after populating prices.	Ephraim and Ruan advised that updated locked spreadsheets would be issued. Bidders should submit both PDF and Excel versions to be safe, especially because signing is required for these annexures.
Portal for submission	Vicky Giokos asked whether bids should be submitted on the old or new Transnet portal.	Ephraim confirmed that submissions must be made through the Transnet portal linked from the tender documents. For this tender, the link directed bidders to the existing portal https://transnetetenders.azurewebsites.net
Clarification question deadline	Vicky Giokos asked whether bidders could start submitting clarification questions immediately and whether the 18 August cut-off applied.	Ephraim confirmed that bidders may start submitting questions and that questions submitted or received after 18 August 2026 at 12:00 will not be entertained. Responses will be shared with all bidders.
Possible closing-date extension	Say It Have It Engineering asked whether the tender closing date would be extended because amended documents would be issued.	It has been agreed that the closing date be extended from 21 August 2026 to 28 August 2026.
Certificate of attendance requirements	Say It Have It Engineering asked whether the certificate of attendance must be signed only or stamped as well.	The question was noted for written response. The updated sheet with the briefing date will sent to the bidders.
Meeting recording	Say It Have It Engineering asked whether the recording could be shared for reference.	Ephraim advised that minutes would be prepared and shared with discussion points and questions. He indicated that sharing the recording was not required, but the request was noted.
When to submit certificate of attendance	Moses asked when the certificate of attendance should be submitted.	Ephraim explained that updated documentation would be shared, bidders should provide company names and email addresses in the Teams chat, and Teams attendance would also be used. The Attendance Register should be submitted with the tender on or before the closing date of the bid via the etender portal.
Notification of uploaded documents	Jose asked whether updated documents would be uploaded to the portal or emailed to attendees.	The bidders have been informed of the updated documents uploaded on the Transnet etender and National Treasury etender portal. 31 July 2026 and 04 August 2026

Ruan van der Merwe Transnet Engineering BFN

Outstanding Matters for Written Clarification

- Treatment of ISO/QMS scoring for joint ventures.
- Clarification of the SEIFSA column in the pricing schedule.
- Transport assumptions and depot / regional delivery information.
- Whether product weights or standard weight calculation factors will be provided.
- Peeled versus black condition requirements for specified spring steel items.
- Whether the tender closing date will be extended due to amended documentation.
- Certificate of attendance signing and stamping requirements.
- Availability or non-availability of the meeting recording.
- Any additional written questions submitted before the 18 August 2026 cut-off.

Action Items

Action	Responsible party	Status
Issue the formal briefing minutes and Q&A responses to all bidders.	Ephraim Ramaru / Transnet tender team	Done
Issue tender addendum with corrected category naming and amended documents.	Transnet tender team	Done
Reissue updated and locked pricing spreadsheets.	Transnet tender team / Procurement	Done
Clarify treatment of ISO/QMS scoring for joint ventures after governance input.	Thembi Phahla / Governance team	Done
Provide written response on transport assumptions, delivery depots and regional pricing concerns.	Transnet tender team / Procurement / Engineering	Done
Clarify whether product weights or weight calculation factors will be issued.	Engineering team	Done
Clarify peeled versus black condition requirements for affected spring steel items.	Engineering team	Done
Clarify whether the tender closing date will be extended due to addendum changes.	Transnet tender team	Done
Clarify certificate of attendance signing/stamping requirements.	Transnet tender team	Done
Notify bidders by email when updated documentation is uploaded to the Transnet and National Treasury tender portals.	Transnet tender team	Done

Meeting Closure

The Chair thanked bidders for attending, and confirmed that meeting minutes, responses to questions raised and any addenda would be communicated through the appropriate tender portals and supporting email notifications.

The briefing session was then adjourned.

Minutes Compiled By:

Name: Ephraim Ramaru.....

Signature: .....

Date: 04 August 2026.....

Issued on behalf of the BPEC.

Minutes acknowledged as a true reflection of the Briefing Session held on 28 July 2026