TRANSNET NATIONAL PORTS AUTHORITY

SUBJECT	**COMPULSORY BRIEFING MEETING**
TITLE	**TNPA/2026/08/0002/114695/RFP REFURBISHMENT OF THE DOM PEDRO QUAY AT THE PORT OF PORT ELIZABETH FOR A PERIOD OF SEVEN (7) MONTHS.**
VENUE	**TNPA LOWER GROUND CANTEEN, PORT ADMIN BUILDING, PORT OF PORT ELIZABETH.**
DATE	**29 OCTOBER 2026**
TIME	**10:00 AM**

ITEM	**DESCRIPTION**	
1.	**Welcome and Introduction**	**Nondyebo Sibindlana**
	• Nondyebo Sibindlana welcomed all attendees and outlined the purpose of the compulsory briefing session, which was to provide bidders with an overview of the tender requirements, scope of works, eligibility criteria, evaluation methodology, submission requirements, and to allow tenderers an opportunity to seek clarification on the project before tender submission.	
2.	**Safety Briefing**	**Sharifa Ahmed**
	• Sharifa Ahmed delivered the safety briefing and detailed the emergency and evacuation procedures applicable to the venue and the project site. She advised that, in the event of an emergency, attendees must remain calm, follow the instructions of the designated emergency personnel, and proceed to the identified assembly point. Attendees were further informed that no emergency drills were planned for the duration of the briefing session and site visit; therefore, any alarm, siren, or emergency notification should be regarded as a real emergency requiring immediate compliance with evacuation procedures.	

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3.	**House/ Meeting Rule Introductions**	**Sindiswa Tunzi**
	• Sindiswa Tunzi introduced the Project Management Team and the Technical Team responsible for the execution of the project, including representatives from Construction Management, Health and Safety, Environmental Management, Quality Management, Marine Engineering, Electrical Engineering, Quantity Surveying, and Technical Support. The team will be responsible for addressing technical and operational queries relating to the project.	
4.	**House/ Meeting Rule Introductions**	**Nondyebo Sibindlana**
	• All attendees were reminded to place mobile phones on silent, clearly sign the attendance register and certificate of attendance, raise questions after each presentation, and submit all clarification questions via email to TNPATenderenquiries3@transnet.net. Attendees were encouraged to remain for the entire briefing session and compulsory site walk. Questions are to be followed up by email to TNPATenderenquiries3@transnet.net - Latecomers will be allowed; however, nothing will be repeated for their benefit. - Attendees are encouraged to remain for the entire briefing session as important information about the RFP will be presented.	
5.	**In Attendance**	**All**
	• Representatives from 49 contractors attended the compulsory briefing session. Attendance registers were completed, and attendance certificates were issued to be signed after the Compulsory Clarification Meeting.	
6.	**Background & Scope of Works**	**Sindiswa Tunzi**
	• Sindiswa Tunzi provided the background to the project and outlined the purpose of the Refurbishment of the Dom Pedro Quay at the Port of Port Elizabeth. She explained that the project forms part of the completion of a previously awarded contract, where approximately	

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	76% of the work had been completed before the contract was terminated. The remaining scope of work includes marine, civil, and electrical refurbishment works required to restore and upgrade the quay infrastructure. • She further advised tenderers that the quay remains an operational facility serving the fishing industry and that contractors would be required to execute the works within an active port environment while minimising disruption to ongoing operations. The site location, access requirements, operational constraints, and project-specific challenges were highlighted to ensure that tenderers fully understood the project requirements. • The technical team subsequently provided a detailed overview of the project scope of work, which comprises the following disciplines: – **Marine Works:** Installation of scour protection rock, demolition and reinstatement of concrete structures, replacement of fender systems, installation of access ladders, hydrographic surveys, and removal and disposal of manganese-contaminated material. – **Civil Works:** Survey control, excavation and earthworks, disposal of surplus material, protection of existing services, stormwater drainage infrastructure, reinforced concrete works, pavement construction, conservancy tank installation, trenching, manholes, and associated testing and commissioning activities. – **Electrical Works:** Assessment and upgrading of the existing low-voltage electrical infrastructure, installation of new shore power distribution kiosks, electrical cabling, lighting systems, lightning protection systems, testing, commissioning, and certification of the completed electrical installations. (See attached presentation)	
7.	**Tendering Process (Tender Evaluation Procedure and Returnable Documents)**	**Nondyebo Sibindlana**
	Nondyebo Sibindlana provided an overview of the Tender Evaluation Methodology, outlining all stages of the evaluation process, including the eligibility Criteria, administrative and substantive responsiveness	

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	assessment, functionality evaluation, and the price and specific goals evaluation stages. She emphasised the importance of carefully reviewing and submitting all required information and supporting documentation at each stage of the evaluation process, as failure to do so may negatively impact a tenderer's score or result in disqualification. Tenderers were encouraged to pay close attention to the tender requirements to maximise their opportunity to achieve higher functionality scores and progress successfully through the evaluation stages. (See attached presentation)	
8.	**Technical Criteria Presentation**	**Technical Team**
	The Technical Team provided a detailed overview of the technical evaluation criteria, including the assessment of Company Experience, Key Personnel, Methodology, Programme, Quality Management, Environmental Management, and Health and Safety Management. The team explained the minimum requirements, scoring methodology, and supporting documentation required for each evaluation category. Tenderers were guided on the specific information that must be submitted to demonstrate their capability, capacity, and experience in executing the project successfully. The Technical Team emphasised the importance of carefully reviewing the tender requirements and accurately completing all information required under each evaluation category. Tenderers were urged to submit complete and relevant supporting documentation, as this would maximise their opportunity to achieve higher functionality scores and improve their competitiveness during the evaluation process. Only tenderers achieving the minimum functionality threshold would proceed to the next stage of evaluation. (See attached presentation)	
9.	**Specific Goals**	**Salathiso Xoxo**
	Salathiso Xoxo presented the applicable Specific Goals for the tender and explained the requirements of the 80/20 or 90/20 preference point	

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	system. He outlined the evidence that tenderers are required to submit in support of claims for preference points, including documentation relating to B-BBEE status level, black ownership, and subcontracting commitments where applicable. He emphasised the importance of ensuring that all supporting documentation is completed correctly, valid, and submitted together with the tender. Tenderers were advised that preference points would only be awarded upon successful verification of the submitted evidence and compliance with the tender requirements. (See attached presentation)	
10.	**Agreements and Contract Data**	**Nondyebo Sibindlana**
	Nondyebo Sibindlana provided tenderers with an overview of the Agreements and Contract Data applicable to the project. Tenderers were advised that the contract will be administered under the NEC Engineering and Construction Contract (ECC) Option B: Priced Contract with Bill of Quantities, and attention was drawn to the key contract provisions, including Change in the law, Delay damages, Performance bond, Retention, Limitation of liability, and other applicable conditions of contract. Tenderers were encouraged to familiarise themselves with the Contract Data and consult their commercial and legal teams to ensure full understanding of the contractual obligations and risks associated with the project. Tenderers were further reminded that all contract data and returnable schedules must be completed accurately and submitted as part of their tender response. (See attached presentation)	
11.	**Bill of Quantities**	**Mihlali Mancotywa**
	• Tenderers were advised that the project will be administered under the NEC Engineering and Construction Contract (ECC) Option B: Priced Contract with Bill of Quantities. Tenderers were reminded that the Bill of Quantities serves as the pricing document for the project and that all rates and prices submitted must remain fixed for the full duration of the contract. No escalation claims will be considered during the seven-month contract period. Tenderers were further	

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	encouraged to carefully review the Bill of Quantities, drawings, works information, and site information to ensure that all costs associated with the execution of the works are adequately included in their pricing submissions. (See attached presentation)	
12	**Questions and Answers**	
	See attached Q&A	
11.	**Recap and closing**	**Nondyebo Sibindlana**
	• Nondyebo Sibindlana concluded the briefing session by recapping the key aspects of the tender, including the scope of works, eligibility requirements, evaluation methodology, returnable documents, pricing requirements, and specific goals criteria. Tenderers were reminded of the importance of ensuring that all mandatory documentation is completed and submitted in accordance with the requirements of the tender. • She further emphasised that all clarification questions arising from the briefing session must be submitted in writing to TNPATenderenquiries3@transnet.net within the stipulated timeframe. Responses to all clarification questions will be consolidated and shared with all tenderers through the applicable tender portal to ensure a fair and transparent tender process. • Tenderers were reminded that the tender closes on 16 November 2026 at 16h00 and were encouraged to submit their tender well in advance of the closing date to avoid any challenges with the electronic submission system. Attendees were thanked for their participation and cooperation throughout the briefing session and were subsequently invited to proceed to the compulsory site walk at the Dom Pedro Quay.	Refurbishment

Nondyebo Sibindlana – Tambula
Commodity Specialist
For and on behalf of Transnet National Ports Authority (An operation division of Transnet SOC Limited)