

MINUTES OF THE COMPULSORY BRIEFING MEETING FOR SUPPLY AND INSTALLATION OF SMART WATER AND ELECTRICITY METERS WITH A SOFTWARE SOLUTION (UTILITIES MANAGEMENT) ACROSS THE EIGHT PORTS.

TENDER NUMBER: TNPA/2025/02/0002/89478/RFP

VENUE: VIRTUAL MEETING VIA MICROSOFT TEAMS

DATE: 07 August 2026

TIME: 11:00 - 14:00

MINUTES

NO.	MATTERS DISCUSSED	INITIALS
1.	IN ATTENDANCE:	ALL
	MEMBERS	
	INITIALS	
	DESIGNATION	
	Sindisiwe Mveli	
	SM	
	Commodity Specialist	
	Sphelele Ngcobo	
	SN	
	Electrical Engineer - Infrastructure	
	Kubefu Maduna	
	KM	
	Water Sector Specialist	
	Kgolakgano Moshotlhwa	
	KM	
	Quantity Surveyor	
	Jabulani Maluleke	
	JM	
	Environmental Specialist	
	Loyiso Zwelake	
	LZ	
	Governance and Compliance Specialist	
	Gene Bentley	
	GB	
	Transnet Internal Audit	
	Suran Sukav	
	SS	
	Network Specialist	
	Ralton Grootboom	
	RG	
	IT Security Operations Specialist	
2.	APOLOGIES	
	2.1 Carl King (CK)	
	2.2 Mitchell Tarin (MT)	
	2.3 Salathiso Xoxo (SX)	
3.	WELCOMING	
	3.1 Sindisiwe Mveli (SM) welcomed everyone in attendance and asked all attendees to introduce themselves.	SM
4.	SAFETY BRIEFING	
	4.1 SN assisted in terms of safety briefing protocol.	SN
5.	INTRODUCTIONS	
	5.1 SM asked the TNPA team to introduce themselves before commencing with the session	SM

NO.	MATTERS DISCUSSED	INITIALS
6.	RULES OF ENGAGEMENT	
	6.1 SM took the tenderers through the meeting rules and outlined the expectations and requirements from all tenderers, including the procedures to be followed during the meeting.	SM
7.	MEETING PURPOSE	
	7.1 SM thanked everyone for joining and explained that the purpose of the meeting was to provide clarity on the RFP scope of services, evaluation criteria, specific goals, as well as pricing schedule and/or Bill of Quantities (BoQ). 7.2 SM further explained that each section of the agenda will be allocated to specific individuals and /or subject matter expects.	SM
8.	SCOPE OF WORK	
	8.1 SN took the tenderers through the scope of services for the advertised RFP. He then referred tenderers to the RFP document for detailed background of the project as well as detailed scope of services. He also advised tenderers to send their questions should they need more information and/or clarity in relation to the scope of works.	SN
9.	EVALUATION METHODOLOGY	
	9.1 SM explained the process and stages that will be followed for evaluations. She further explained that the RFP will undergo 3 stages, namely, Test for Responsiveness, Functionality as well as Price and Specific Goals. She also mentioned that there will a process of checking financial stability, market analysis as well as checking for arithmetic errors in the tenderers' proposals. 9.2 SM also explained there will be two (2) specific goals to be used for this RFP, being the B-BBEE status level 1 or 2 as well as the promotion of supplier development through subcontracting for a minimum of 30% of the value of a contract to South African Companies which are: • EMEs and/or QSEs black-owned that will be considered as the only specific goals to be used in the particular procurement transaction and advised tenderers to submit relevant proof of documentation in order to be able to claim for specific goals points. She further mentioned that failure to submit such proof does not necessarily mean disqualification but that tenderers will not score any points for areas they did not submit proof for.	SM

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	9.3 SM emphasised to tenderers the importance of submitting all documentation required for the eligibility evaluation stage, i.e. Certificate of attendance for the compulsory briefing session, CIDB 9CE grading, Valid professional registrations for key personnel (Professional Construction Project Manager, Professional Construction Manager – CM1, Construction Health and Safety Manager, Construction Health and Safety Officer – HSO 1 and Professional Engineering Technician (Civil)), signed and completed form of offer and completed Bills of Quantities (BoQ) to avoid disqualification.	
1.	GENERAL	
	1.1 Question: On the note of grade 9 contractors, can one use the expertise and experience of a software company through subcontracting instead of forming a JV? Answer: Yes, contractors are allowed to subcontract any work that the main contractor cannot be able to undertake. Tenderers were directed to section 4.10 of the RFP document which is in relation to subcontracting. If tenderers are intending to subcontract, they should make sure that all subcontracting documents i.e agreements are signed and submitted alongside the proposal. 1.2 Question: Are we allowed to submit reference letters for work done outside the borders of South Africa? Answer: Yes, as long as the letter is traceable and TNPA can reach the client. The letter must fully comply to all the stated requirements stated in the schedule, meet the requirements as per the advertised scope of work. Tenderers must ensure that reference letters are written in English. 1.3 Question: In terms of the reference letter template, are we allowed to attach the fully completed templates as copies? Answer: The completed reference letter template needs to be attached as a complete document. All mandatory fields must be completed and submitted. The template must form part of returnables under the evaluation schedule.	All

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1.4	Question: In terms of the CPGs, is TNPA selecting them or tenderers will be selecting their own? Would you have different CPGs for all the different Ports or it'll be 1 per region? Answer: With the CPGs, TNPA is not prescriptive as to which enterprises to be upskilled.	
1.5	Question: If you go in a JV with a company, do you need to submit both companies financial statements and B-BBEE certificate? Answer: JVs need to submit a consolidated B-BBEE certificate. For financial statements JV members need to submit each of their own statements.	
1.6	Question: Can a tenderer tender for only one portion of the project, either water or electricity? Answer: No, we are going to be appointing one (1) tenderer who will be responsible for the entire project.	
2.	CLOSURE	
	The meeting was adjourned at 14:03.	SM

MINUTES SIGN OFF			
INITIALS & SURNAME	DESIGNATION	SIGNATURE	DATE
SM Mweli	Commodity Specialist		24 August 2026
S Ngcobo	Project Manager		24 August 2026