

Non-compulsory Briefing Session

**FOR THE SUPPLY AND DELIVERY OF COMPUTING EQUIPMENT LAPTOPS, MONITORS, MOUSE AND KEY-BOARDS FOR TRANSNET SOC LTD (REG. NO 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") AT TPT HEAD OFFICE
TPT/2025/05/0016/97266/RFP**

12 June 2025,

10h00

Microsoft Teams Meeting , HQ office

NAME	DESIGNATION	OPERATING DIVISION	
Linamandla Ntontela	Young Professional in Training	Transnet Port Terminals	✓
Lungelo Manci	Chief Administrator: Supplier Development	Transnet Port Terminals	✓
Arif Essa	ICT Manager	Transnet Port Terminals	✓
Thabile Zuma	Sourcing Specialist	Transnet Port Terminals	✓
Refer to ATTENDANCE REGISTER for the complete list of all the meeting attendees.			

WELCOME

Linamandla Ntontela welcomed all attendees and thanked all attendees for taking time from their busy schedules to attend the Briefing session meeting and all attendees introduced themselves.

RULES OF ENGAGEMENT

- Linamandla noted that this briefing session is not compulsory and is recorded.
- Proof of attendance was not required for this meeting.
- An opportunity for clarification questions will be provided after the briefing session.
- Linamandla also requested that all bidders remain for the entire duration of the briefing session as important information pertaining to the RFP would be presented.
- Brief visit time allocation was 3 hours.

PROCUREMENT PROCESS

Linamandla provided information on the tender process and highlighted all the sections and annexures that are included in the tender documents issued.

EVALUATION METHODOLOGY

Linamandla went through the evaluation methodology and discussed each Evaluation stage in detail and emphasized that all tender returnable documents need to be returned before the closing date and time.

SUPPLIER DEVELOPMENT REQUIREMENT

Lungelo presented the transformational specific goals and explained how Suppliers will be evaluated.

The following transformational specific goals will be applicable:

- BBBEE Level 1 or 2
- 30% Sub-Contracting to: BO EMEs/ QSE 51% BO

SCOPE OF WORK & TECHNICAL REQUIREMENTS

Arif thoroughly explained the project scope which included the following critical points.

- Project background
- Scope of work
- Technical Evaluation
- RFP document

GENERAL

- The closing date for clarifications will be on Wednesday 25 June 2025
- The closing date for this tender will be on Monday, 07 July 2025.

QUESTIONS/ ANSWERS RECIEVED DURING THE BRIEFING SESSION

BIDDERS WERE GIVEN AN OPPORTUNITY TO ASK QUESTIONS OR CLARIFY ISSUES AS THEY REQUIRED:


Q1	Should the Kensington lock be supplied from the OEM as well as the peripherals around it? Is there a preferred vendor that Transnet prefers? Do the backpacks need to be supplied by the OEM as well?
A1	We're not particular about the lock as long as it matches the equipment and it's capable of locking as well as the peripherals. With regards to the backpacks, the backpacks don't have to be OEM. We're quite brand agnostic about that as well. For an order this size, the OEM or vendor may include for a minimum extra overhead for those particular backpacks, which means that it usually matches, but it's not a requirement. Currently I can say that most of our machines are used one particular OEM which is Lenovo, but again we have to remain brand agnostic.
Q2	Different computer equipment has been asked however only asked for references for the laptops. Why does the RFP only ask for references for the laptops . In addition, what informs the duration of the references you're asking for? Is it an SCM policy?
A2	References for laptops are required only because those are the main parts of our tender requirements. With regards to the complexity, laptops also have multiple components which is CPU, RAM, storage, OS devices, batteries, which makes them the main part of our tender as opposed to a monitor which has one or two main specifications which is the quality of the display and the size of the display. In addition ,there's an integration risk, so the machines themselves must work, seemingly with our corporate networks with regards to monitors, they just plug and play, and you can take them and put them anywhere. So, it is support and reliability, it's the procurement value, it's the complexity of the parts and it's the integration risk that makes us require references for laptops only. We understand that monitors you can just pass on and buy however understanding the complexity and the integration of laptops itself means that we require references for laptops. Technology has a life cycle of a very short time and because of this I would not feel comfortable in that sense looking for somebody whose last work was more than five years ago, because that makes that particular supplier of technology out of date.
Q3	Since a 12 gig CPU and an Intel Top Gen specification is the required specification you've benchmarked with some device. If possible, can you share what model that you use for your benchmarking? With regards to C Doc where you asked about the docking units and them being a USB and if that would require you to add additional charging?
A3	With regards to 12th Gen CPU, we haven't particularly benchmarked any particular model. What we have done is to benchmark current technology. So, we're asking for minimal 12 Gen obviously by the time the technology goes out, it can be a matter of months before we look in at 13th or 14th generation CPU. So, we saying minimum 12 Gen CPU because that's currently the technology that's available right now and not particularly any sort of model that's benchmarked. With regards to the RAM, we are what you saw was minimum requirements for the particular software that the user using. We're looking for dedicated graphics cards as per the annexures that we supplied. With regards to the type with the docs, yes, that's correct. We are looking for A/C type Doc C type obviously is the now new reversible universal connection and most docking stations connect via S Type C. . We are looking for A/C type Doc C type obviously is the now new reversible universal connection and most docking stations connect via S Type C. Within that Type C docking station and particularly. The highest spec models they do require a more a different type of doc rather than those universal docs. And yes, they will require extra power because the dock itself needs to be powered. This isn't something that where you just have like a mini hub that connects to the

	side of your laptop where you plug in all your stuff. This is a powered Docking station that has its own power that comes in the box with the docking station.
Q4	My question is regarding the reference letters. I'm not sure if I understood when he said that the brand on the reference letter should be the same brand on the proposed or that is proposal for this tender. In other words, if the reference letter says my company supplied brand A, but now for this tender we are supplying brand B, will that be a problem?
A4	As part of the technical evaluation, we were asking that you show accreditation from the OEM to show that you are authorised to distribute that particular brand OEM. In the reference letter you must show a description of the laptops. You must show the duration of the contract. You must show the value of the contract and you must show contact details and the signature of the client organisation. That is all that we require. Those are the only 5 requirements that we that we want to show in the reference letter.
Q5	Must everything be the highest specs the laptop's desktops
A5	Considering the value of the contract, it would be appreciated if we stuck to the highest possible specific specifications outlined.
Q6	And if we submit the highest peaks, does that mean the bidding price would be higher and that we may end up being disadvantaged?
A6	It would benefit you to stick to our requirements and follow the scope and the technical requirements as they are, because, like you rightfully say, that might disadvantage you in terms of price. So it is advisable that bidders stick to the specification that has been provided to them.
Q7	Where it says date and stamp of company. Is it necessary that you use the stamp or we can just use Director's initials instead?
A7	Yes you can.
Q8	I just wanted to ask if you guys can please say the specifications needed within the reference letter one more time
A8	*Arif went through the specifications
Q9	With regards to your requirements, are you only taking Durban based suppliers or is it open for any other provinces?
A9	Delivery will be specified based on site; however we're looking across the country for suppliers. We don't have any preference towards Durban based suppliers. In conclusion, Just to add to the response, where they are talking about local content, they are referring to components that are used in the equipment not supplies.
Q10	My question is if one plans to collaborate with somebody , for reference letters do both parties need to have reference letters, or maybe one would be enough for the JV?
A10	As long as the two companies' combined can prove that they have the relevance experience as per our requirements, it shouldn't be a problem. It doesn't matter who the letter was addressed to or which company, as long as the two companies combined it, it can show that you meet the requirements that we need.
Q11	Are the machines in Durban or are they are they all maybe in different areas are out of Durban or in one place like let's say for a standard port terminal

A11	The delivery is going to take place to Durban, but I don't think that limits the supply in terms of where they get to procure the goods or rather if they should procure only based on the fact that they're here to Durban or outside. I think the delivery is just what we need to come here in Durban.
Q12	Would a letter of intent to join a joint venture and then just providing both companies? Like the BE certificates and the tax compliance and COM, would that be accepted, or do we have to have the joint venture confirmed? Would that like disqualify us if we have the letter of intent?
A12	We need the joint venture agreements signed by both parties in order for us to consider any information that you give us
Q13	If the letter of intent to be in a joint venture is not signed, is that acceptable?
A13	No, unfortunately not. We have to have the agreements signed because whatever you submit binds you
Q14	Could you give advice on who could assist us on how to approach the JV properly.
A14	Send your email address and we will refer this query to the necessary Supplier Development representative.
Q15	I'm having difficulties accessing the RFP document. Where should I send an e-mail to Linamandla? Maybe she can share it with me.
A15	Refer to the document you can access because the second document was attached in the case where the other document cannot be accessible.
Q16	I just need clarity with regards to the references part ,if we are compliant with the OEM, we have our accreditation there, but we lack the experiences and the references. We understand that from what we heard, we could be disqualified or there's a disqualification. But our question is there a developmental part of maybe this process?
A16	References that are inadequate or less than what is required. Unfortunately, you will be disqualified, but of course you can take your chances and submit a bid .The score I think the minimum requirements is 60 points. Out of the 100, so you can assess yourself in terms of how much points you get over there and how far you still need to go.
Q17	May I also be guided in terms of the joint venture because My intention is to make sure that I meet all the minimum requirements
A17	Send an e-mail and then I'll refer you to the right Supplier development representative.
Q18	On the technical functionality score points, I understand we must submit the OEM, and so forth must we also submit a project implementation plan together?
A18	No, not particularly. It's not part of the requirements and we do not require a project plan for this.

Closure.

The briefing session closed at 11h30am



Chairperson

13/06/2025

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Date: