

**MINUTES OF PHYSICAL COMPULSORY BRIEFING SESSION MEETING FOR RFP NO.:
TNPA/2024/01/0019/53618/RFP**

**REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF NATIONAL SECURITY SERVICES FOR
TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF SIXTY (60) MONTHS**

REGION: PORT OF NGQURA

VENUE: EMENDI BUILDING ELWANDLE BOARDROOM, GROUND FLOOR

DATE: 19 JULY 2024, at 10:00 am [10 O'clock] for a period of ± 3 (three) hours.

IN ATTENDANCE:

Transnet National Ports Authority (TNPA) Employees in attendance:

1. Pfarelo Netshiongolwe (PM): Commodity Specialist
2. Cwayita Nyeli (CN): Senior Manager: Strategic Sourcing
3. Alpheus Lekganyane (AL): Supplier Development Manager
4. Loyiso Zwelakhe (LZ): Governance Specialist
5. Gareth Apollis (GA): Senior Manager
6. Sihle Mfenyana (SM): Contract Manager
7. Melody Boya (MB): Contract Specialist (SHE Rep)
8. Lindeni Marobela (LM): Port Security Officer
9. Nosipho Citi (NC): Port Security Officer
10. Gcobisa Sitela (GS): Intern SCM
11. Sinoxolo Samba (SS): Intern SCM
12. Saloshna Thaver (ST): TIA Senior Internal Auditor

Tenderers in attendance:


As per the Attendance Registers.

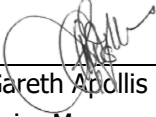
NB: In total, ninety-two (92) tenderers that attended the compulsory briefing session.

ITEM	DESCRIPTION	
1.	Welcome and Introduction	(CN)
	CN welcomed all present attendees to the compulsory briefing session and presented the agenda items to be covered. The attendees that the meeting will be recorded. CN requested the TNPA team to introduce themselves.	
2.	Safety Briefing / Evacuation Procedure	(MB)
	MB conducted an evacuation procedure in case of an emergency.	
3.	Meeting Rules	(PN)
	PN presented the meeting rules to the attendees.	
4.	Background and Scope of Services	(GA)
	GA presented the background and scope of services as per the published Request for Proposal (RFP) Pack.	
5.	Tender Evaluation Methodology	(PN) & AL
	<p>PN and AL presented the tender evaluation methodology.</p> <p>AL indicated that an addendum will be issued regarding the second specific goal, the specific goal will be updated as follows:</p> <p>Initial Specific Goal:</p> <p>The promotion of supplier development through subcontracting or Joint Venture (JV) for a minimum of 30% of the value of a contract to South African Companies which are: 30% Black Women owned, 51% Black Youth and 51%, Black people with disabilities, Entities with a specified minimum B-BBEE level (1 and 2), EMEs and/or QSEs who are 51% black-owned.</p> <p>*The above sentence highlighted in bold has been removed.</p> <p>Revised Specific Goal:</p> <p>The promotion of supplier development through subcontracting or Joint Venture (JV) for a minimum of 30% of the value of a contract to South African Companies which are: 30% Black Women owned/ 51% Black Youth and 51%/ Black people with disabilities/ EMEs and/or QSEs who are 51% black-owned.</p>	

ITEM	DESCRIPTION	
6.	Evaluation Steps	(PN)
	PN presented the evaluation steps as per the published RFP pack.	
7.	Pricing and Delivery Schedule	(GA)
	GA presented the Annexure E: Pricing and Delivery Schedule for each port. Bidders were informed to thoroughly read the notes on Section 4: Pricing and Delivery Schedule.	
8.	Returnable Documents	(PN)
	PN presented the returnable documents and indicating the mandatory, returnable documents used for scoring and essential returnable documents.	
9.	Master Service Agreement, Service Level Agreement and SLA Scorecard	(SM) & (MB)
	<p>SM presented the following sections of the Master Service Agreement:</p> <ul style="list-style-type: none"> • Contractual aspects • Price adjustments • Penalties • Challenges and consequences <p>MB presented the following sections of the SLA Scorecard:</p> <ul style="list-style-type: none"> • Performance measurements • Non-performance 	
10	Tender Submission	(PN)
	PN presented the tender submission information and emphasised on the submission of bids before the closing date.	
11	Questions and Answers	(CW) and All
	CN facilitated the questions and answers and indicated that all questions and answers will be provided in writing. Refer to the questions and answers for Port of Durban and the Briefing Session Presentation.	

ITEM	DESCRIPTION	
12	Closing	(CN)
	CN thanked everyone for attending the compulsory session and closed the meeting. She further urged tenderers ensure that they have signed the attendance register and they must check the etender portals regularly for updates.	

Prepared by: 
Pfarelo Netshiongolwe
Commodity Specialist
Date: 22 July 2024

Supported by: 
Gareth Apollis
Senior Manager: National Security
Date: 22 July 2024