



MINUTES: BRIEFING SESSION OF BID WCPT – TR 01 2025/2026

VENUE: MS TEAMS MEETING

DATE: 2 MAY 2025

TIME: 10:00 – 11:00

1. OPENING AND WELCOME

- 1.1 The Chairperson, Ms Cindy Lekay from the Provincial Treasury welcomed everyone and opened the meeting at 10: 04.
- 1.2 The following points were brought under the attention of the attendees:
- Reminded to keep their microphones muted and cameras turned off during the session.
 - Requested to submit their full name, company name, and email address via the chat function for record-keeping purposes.
 - Advised to submit any questions in writing to the Provincial Treasury's official email address as listed in the Terms of Reference

2. ATTENDANCE

The attendees were recorded as per the Microsoft Teams meeting attendees report.

3. AGENDA

- 3.1 The Chairperson presented the agenda for the meeting and noted that the session would follow a tag-team presentation format involving herself and Mr. Denzil Samuels from the Department of Police Oversight and Community Safety.

4 DISCUSSIONS

- 4.1 The Chairperson informed attendees that the briefing session was not compulsory. It was noted that the slide presentations would be shared with all attendees following the session.
- 4.2 The Chairperson presented an overview of the Transversal Security Bid, reference number WCPT 01 2025/2026. The accompanying slide presentation is attached hereto and marked as Annexure "A". Key aspects of the bid in the presentation were highlighted as follows:
- (a) The Transversal security contract overview
 - (b) Bid information to potential service providers;
 - (c) Bidding procedure;
 - (d) Phase 1: Compliance to Compulsory Bid Conditions;

- (e) Phase 3: Price and Preference Evaluation;
- (f) Phase 4: Allocation of Contracts; and
- (g) Contract Management

Mr. Denzil Samuels, from the Department of Police Oversight and Community Safety, presented on Phase 2: Functionality and Risk Assessment of the bid. His slide presentation is attached and marked as Annexure "B".

4.3 The Chairperson provided the following instructions of the pricing schedule:

- For any item (e.g., AO1M, AO2M, AO3H) where a bidder is submitting an offer, all associated site(s) must be fully completed.
- Do not leave any site(s) listed under an item blank, as this will render the offer non-compliant.
- Accurately complete the monthly columns for each site under the relevant item for which an offer is made.
- Pay special attention to:
 - Column Q: Monthly price
 - Column T: Preference indication per item

The pricing schedule contains automatic calculations, so accuracy is critical

5. Closure

The Chairperson, among other points, reminded attendees of the importance of full compliance, complete submissions, and the need to thoroughly review the Terms of Reference (TOR).

She extended her appreciation to the presenters, thanked all attendees for their time, and wished everyone a pleasant weekend ahead.

APPROVED:



07/05/2025

CHAIRPERSON