

**MINUTES OF NON - COMPULSORY BRIEFING SESSION MEETING FOR RFP NO.
TNPA/2026/09/0003/114821/RFP**

**REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF SECURITY SERVICES AT THE PORT OF
NGQURA FOR A PERIOD OF THREE (3) YEARS AND THREE (3) MONTHS**

VENUE: Via MS Teams

DATE: 01 October 2026, at 10:00 am

Transnet National Ports Authority (TNPA) Employees in attendance:

1. Pfarelo Netshiongolwe (PN): Commodity Specialist
2. Salathiso Xoxo (SX): Supplier Development Specialist
3. Loyiso Zwelakhe (LZ): Compliance and Risk Specialist
4. Patrick Raymond (PR): Port Security Officer
5. Babalwa Maldaki (BM): Security Operations Manager
6. Baden September (BS): Inspector – Governance & Controls – Security
7. Sihle Mfenyana (SM): Contract Manager

Tenderers in attendance:

As per the Attendance Register.

ITEM	DESCRIPTION	
1.	Welcome and Introduction	(PN)
	PN welcomed all present attendees to the briefing session and presented the agenda items to be covered. The attendees that the meeting will be recorded. PN requested the TNPA team to introduce themselves.	
2.	Safety Briefing / Evacuation Procedure	(LZ)
	LZ conducted a safety and 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	(PR)
	PR presented the background and scope of services as per the published Request for Proposal (RFP) Pack.	
5.	Tender Evaluation Methodology	(PN) & SX
	PN presented the tender evaluation methodology highlighting the evaluation steps.	
	SX presented the specific goals emphasizing the conditions of the contract as per the RFP document.	
6.	Pricing and Delivery Schedule	(BS)
	BS presented the Annexure C: Pricing and Delivery Schedule. Bidders were informed to thoroughly read the notes on Section 4: Pricing and Delivery Schedule.	
7.	Returnable Documents	(PN)
	PN presented the returnable documents and indicating the mandatory, returnable documents used for scoring and essential returnable documents.	
8.	Master Service Agreement, Service Level Agreement and SLA Scorecard	(SM)
	SM presented the following sections of the Master Service Agreement: • Payment • Termination • Penalties • SLA scorecard Performance measurements • Non-performance	

ITEM	DESCRIPTION	
9	Tender Submission	(PN)
	PN presented the tender submission information and emphasised on the submission of bids before the closing date.	
10	Questions and Answers	(PN) and All
	PN facilitated the questions and answers and indicated that all questions and answers will be provided in writing. Refer to the questions and answers and the Briefing Session Presentation.	
11	Closing	(PN)
	PN thanked everyone for attending the briefing session and closed the meeting. She further urged tenderers to check the etender portals regularly for updates.	

Prepared by:



Pfarelo Netshiongolwe
Commodity Specialist

Date: 01 October 2026

Supported by:



Patrick Raymond
Port Security Officer

Date: 01 October 2026