

MEETING MINUTES

Meeting: Compulsory Briefing Session – Integrated Cloud Email Security Solution Licensing and Support

Tender Number: COR8200/2026/RFP

Date: 29 May 2026

Time: 10:00 – 11:00

Venue: Virtual (Online Meeting)

Chairperson: Sydney Mfeka (Supply Chain Management)

1. Attendance

Airports Company South Africa (ACSA)

- Sydney Mfeka – Supply Chain Management
- Coster Baloyi – Cyber Security Manager
- Lebogang Mohubedu – Information Security Manager
- Matthew Kay – IT Infrastructure Team

Bidders / Service Providers

Attendance register was captured through the online meeting platform and chat register. Attendees were requested to provide:

- Company Name
- Representative Name
- Email Address
- Contact Number

Attendance was compulsory for participation in the tender process.

2. Welcome and Opening

Mr. Sydney Mfeka welcomed all attendees and outlined the purpose of the briefing session, namely to provide bidders with information regarding the Request for Proposal (RFP) for the acquisition of an Integrated Cloud Email Security Solution, including licensing and support for a period of 36 months.

3. Tender Overview

The Chairperson confirmed the following:

- Tender Number: COR8200/2026/RFP
- Tender Description: Acquisition of an Integrated Cloud Email Security Solution Licensing and Support for 36 Months.

- The briefing session was compulsory, and attendance was mandatory for participation in the tender process.
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4. Bid Schedule

The following key dates were communicated:

Activity	Date
Tender Advertisement	20 May 2026
Compulsory Briefing Session	29 May 2026
Closing Date for Clarification Questions	15 June 2026
Tender Closing Date	23 June 2026 at 12:00

The Chairperson emphasized that late submissions would not be accepted under any circumstances.

5. General Administration

The following administrative requirements were highlighted:

- All tender-related enquiries must be directed to Sydney Mfeka.
 - Correspondence must include both the tender reference number and tender description.
 - Bidders were encouraged to use the submission checklist contained within the RFP document.
 - Tender submissions must be submitted electronically before the closing time.
 - No submissions received after 12:00 on the closing date will be considered.
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6. Evaluation Process

The evaluation process will consist of:

1. Administrative Compliance Assessment.
2. Verification of Mandatory Requirements.
3. Evaluation on Price and Preference Points.

The Chairperson confirmed that:

- There will be no functionality evaluation.
- Bidders meeting all mandatory requirements will proceed directly to price and preference evaluation.

- Post-tender negotiations may be conducted with the preferred bidder.
 - Security vetting may be required due to ACSA's status as a National Key Point.
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7. Mandatory Requirements

The following mandatory requirements were presented:

7.1 OEM Accreditation

Bidders must:

- Provide proof of OEM accreditation for the proposed solution; or
- Confirm that they are the OEM.

7.2 Information Security Certification

Bidders must provide at least one valid certification from:

- ISO/IEC 27001:2022;
- NIST Cybersecurity Framework; or
- PCI-DSS.

In addition, bidders must provide a written explanation detailing:

- How ACSA data will be protected; and
- How unauthorized access will be prevented.

7.3 Reference Letters

Bidders must submit:

- A minimum of three contactable reference letters;
- References must demonstrate successful implementation of Integrated Cloud Email Security Solutions.

7.4 Implementation Plan

Bidders must provide:

- A detailed implementation plan;
- Demonstrating deployment within a maximum period of three months after contract award.

7.5 Pricing Schedule

Bidders must submit:

- Total Cost of Ownership (TCO) for the full 36-month contract period;
- Including all future escalations and cost increases.

7.6 Tax Compliance

Bidders must ensure:

- Tax affairs are in order throughout the tender process.
 - Failure to maintain tax compliance may result in disqualification.
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8. Tender Documentation and Submission

The Chairperson advised bidders to:

- Follow the structure prescribed in the RFP document.
- Submit documentation according to the designated appendices.
- Clearly reference supporting documents if alternative formats are used.

This approach will facilitate efficient evaluation.

9. eTenders Portal Updates

Bidders were advised to:

- Monitor the eTenders Portal regularly until tender closure.
- Review all tender updates, clarifications, amendments and responses to bidder questions published on the portal.

ACSA committed to responding to enquiries within 24 hours where possible.

10. Bid Validity Period

The Chairperson informed attendees that:

- A previous version of the tender had been cancelled due to expiry of the bid validity period.
- The current tender validity period is 120 working days.
- The validity period expires on 14 December 2026.

Bidders were encouraged to notify ACSA if the validity period was approaching expiry without communication regarding the tender outcome.

11. Technical Overview

Mr. Coster Baloyi presented a high-level overview of the technical requirements.

Key Requirements

The solution must:

- Protect the ACSA email domain against malicious attacks.
- Provide Business Email Compromise (BEC) protection.
- Detect and prevent phishing attacks.
- Protect high-profile users.
- Support DMARC functionality.
- Protect against impersonation attacks.
- Detect malicious links and attachments.
- Integrate with Microsoft Office 365.

User Base

An update was provided that:

- The previous tender was based on 4,000 users.
- The current user count is approximately 4,600 users.
- Pricing must reflect the revised user count.

Scope Clarification

The following were confirmed as out of scope:

- Microsoft 365 E5 licensing.
- Email archiving solutions.
- Backup solutions.

Only the Email Gateway Security Solution forms part of the tender scope.

12. Questions and Responses

Question 1: ISO Certification through Partners

Question: Can a partner's ISO certification be used?

Response: The prime bidder must possess the required certification. Alternative structures such as Joint Ventures may be considered where appropriate.

Question 2: Current Solution

Question: What solution is currently in use?

Response: The current environment is operating with an existing email security solution (Mimecast) and bidders are expected to propose suitable alternatives in accordance with the scope.

Question 3: Total Cost of Ownership

Question: What is meant by Total Cost of Ownership?

Response: Pricing must include all costs over the full three-year contract period, including annual escalations and inflationary increases.

Question 4: Retention Requirements

Question: What retention period is required?

Response: The solution must be scalable and capable of supporting ACSA's internal retention policies as required.

Question 5: Pricing Schedule Format

Question: Is there a prescribed pricing template?

Response: No prescribed template exists. Bidders may use their own format provided pricing covers the full three-year period.

Question 6: Archiving Requirement

Question: Is email archiving required?

Response: No. Archiving falls outside the scope of this tender.

Question 7: Reference Letters

Question: Must references be specific to email security solutions?

Response: Yes. References should specifically demonstrate experience with Integrated Cloud Email Security Solutions.

13. Closing Remarks

The Chairperson encouraged bidders to:

- Raise any inconsistencies or errors identified in the tender documentation before tender closure.
- Submit all enquiries in writing.
- Ensure compliance with all mandatory requirements.

The Chairperson thanked all attendees for their participation and wished bidders success with their submissions.

14. Adjournment

There being no further questions, the meeting was adjourned at approximately 10:48.

Meeting Closed: 11:00

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS:

Sydney Mfeka (BSC Chairperson) Date: 01 June 2026	Coster Baloyi (BSC Member) Date: 01 June 2026
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