



MINUTES OF THE BRIEFING SESSION FOR OPERATION AND MAINTENANCE OF WASTEWATER TREATMENT PLANT FOR A PERIOD OF 24 MONTHS AT KING SHAKA INTERNATIONAL AIRPORT BID REF KSIA7063/2023/RFP		
DATE	5 May 2023	
TIME	11:00 to 13:12	
VENUE	Microsoft Teams	
PROCEDURAL MATTERS		
1.	Administration	JM
2	SCM Presentation	JM
3	Scope of Work and Pricing Schedule	PD
4	Questions and Answers	JM PD and all
5	Closure	JM
1	ADMINISTRATION	
	<ul style="list-style-type: none"> JM welcomed and thanked all for attending the compulsory briefing session meeting. JM recorded the meeting. JM introduced his ACSA colleagues. JM asked prospective bidders to complete their contact details in the meeting chat. JM explained the procedure and protocol in the meeting in terms of asking questions, meeting chat etc. 	
2	SCM PRESENTATION	
	<ul style="list-style-type: none"> Minutes and presentation will be published in the two websites and sent to the bidders that attended compulsory briefing session. Bid notes will also be sent to the bidders. Bidders were asked to send more questions before the query closing date. These were questions that were not asked during the briefing session meeting. The questions and answers would be 	



circulated to all prospective bidders who we have email addresses and would also be published in the two websites.

- Bidders must use Procurement3.KSIA@airports.co.za when sending requests for clarity
- Bidders were informed that the non-compulsory site meeting was on 08 May 2023
- PPE and Parking requirements were mentioned.
- Telephonic, faxed, emailed and late submissions would not be accepted.
- Tender reference number and bid description to appear in the bidder's submission. Packets/Parcels/enveloped neatly and addressed properly.
- Submission address and Tender box information was given to the bidders. Please refer to **page 9 of 162 in the bid document**
- Bidders were asked to submit Original and copy of the original
- Bidders were asked to make sure that they met the minimum tender requirements. Please read the published documents for all requirements
- Bidders were informed that tender documents are available from the two websites and will not be issued from the Airport.
- Bidders were informed that Procurement3.KSIA@airports.co.za is not for submission of the documents instead is for questions and requests for clarity on bid information.
- CIDB requirement is 5ME or Higher.
- JVs and bidders to make sure that their documents are always in order, valid, up to date.
- Award will be given to the highest scoring bidder.
- Addendum will be issued for errors, updates, changes, or any other relevant information that needs addendum. Bidders were asked to please acknowledge addendum by completing addendum, signing it and submitting it together with their submissions before the tender closing time.
- Bidders were informed that ACSA tender documents are not for sale
- Evaluation criteria stages were shown to the bidders.
- Mandatory Evaluation Criteria was presented. **Please refer to Page 11 of 162 and also to all other essential returnable schedules, documents and information**
- Bidders were informed that the Central Supplier Database (CSD), Tax Affairs and References given must always be in order.
- Bidders were informed that bidders must pass the minimum criteria in the functionality and submit CVs, Copies of qualifications, reference letters for key personnel and company experience.
- Bidders were informed that points scored on functionality would not be transferred to the next tender stage.
- Bidders were informed to claim points on the section that deals with tender goals on **Page 17 of 162**
- A detailed pricing schedule was presented to the bidders. **Please refer to the AMENDED PRICING SCHEDULE AS PER ADDENDUM ATTACHED OR ADDENDUM THAT WILL FOLLOW**
- Bidders were informed that on the closing date soon after 11 a.m. there would be a public opening that will be conducted in the board room in the presence of the bidders.
- A register of received bids together with their offers will be emailed to the bidders and published in the website/s.
- Bidders were informed that the bid validity period is 12 weeks and that should there be a need to extend it an approval would be obtained and communicated to the bidders. Such extension would then be properly communicated to the bidders and published in the website/s.
- Bidders were informed that briefing session Microsoft team recording could not be shared to the bidders instead bidders could be met at the ACSA board room and recording played for them in the presence of the buyer.
- A lengthy ACSA tender approval process was explained to the bidders. Bidders were asked to be patient during this time as the approval process takes time.



	<ul style="list-style-type: none"> Bidders were informed that the tender results would be communicated to the bidders and published in the two websites as well as the CIDB website. 		
3	SCOPE OF WORK		
	Scope of work: Please refer to the Presentation and the bid document		
4	QUESTIONS AND ANSWERS		
	Please refer attached questions and answers		
3	CLOSURE		
	Meeting closed at 13:12		
4	APPROVALS OF MINUTES		
	ATTENDEES	Initials	SIGNATURE
	Johnson Mji	(JM)	