



BRIEFING SESSION MINUTES FOR ALPHA APRON SPRINKLER PIPE REPLACEMENT AT KSIA REF DIA6716/2021/RFP		
DATE	18 October 2021	
TIME	10:00 to 11:20	
VENUE	Microsoft Teams	
PROCEDURAL MATTERS		
1.	Welcome and Introduction	JM
2	Technical Presentation	NN
3	Bid Document Presentation	JM
4	Questions and Answers	JM
5	Closure	JM
1	Welcome and Introduction	
	JM welcomed everyone in the meeting and introduced ACSA team	
2	Technical Presentation	
	The bidder will be responsible for the following: <ol style="list-style-type: none">1. Removal/dismantling of existing fire sprinkler lines according to a dismantling plan approved by the <i>Employer</i>.2. Supply and install the sprinkler system in accordance to SANS 10287 (quantities listed below are per bridge):<ul style="list-style-type: none">• Hose Reels and Housing (x 13)• Straight pipes (Dia: 77.09mm & L:42m)• Straight pipes (Dia: 35.76mm & L:42m)• Straight pipes (Dia 34.50mm & L: 2.5m)• 90° Elbows (Dia: 77.09mm x 15)	



- 90° Elbows (Dia: 35.76mm x 15)
- 90° Elbows (Dia: 34.50mm x 8)
- Clamp-on couplings with bolts and nuts (Dia: 77.09mm x 14)
- Clamp-on couplings with bolts and nuts (Dia: 35.76mm x 14)
- Clamp-on couplings with bolts and nuts (Dia: 34.50mm x 8)
- Pipe Hangers (Dia: 77.09mm x 14)
- Pipe Hangers (Dia: 35.76mm x 14)
- Upright Sprinkler Heads (x 13)

(NB: Dia - Outside Diameter (OD) taken based on current condition)

3. Clearing of site. The bidder must provide a value for disposal of the pipes and sprinkler heads. The bidder will be responsible for the disposal of the old material. A disposal certificate will be required from the bidder
4. Pipe Pressure testing for leaks
5. Inspection from ASIB Inspector after installation and provide inspection certificate approving installation and conformance

FUNCTIONALITY EVALUATION

The following were highlighted to the bidders and were also emphasized upon:

- Bidder must score and pass the minimum threshold per criterion
- The key personnel are Technician/Artisan and Technical Assistant
- Bidder must submit proof of qualifications for key personnel
- An overall minimum threshold of **65 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE
- Technician/Artisan Qualification is N4 or higher and SAQA accredited. This will allow the bidder to score maximum points.
- For minimum points bidder must have SAQA accredited Trade test in Fitting
- In order to score maximum points for technical assistants' bidder must submit N3 or higher Mechanical Engineering Certificate
- N2 Mechanical Engineering Certificate is required for the technical assistants in order to score minimum points
- Experience required for Technicians/Artisan

Technician/Artisan

Bidder to please provide: Comprehensive CVs for each member of the team to demonstrate technical skills and projects worked on (relating to the advert). Please ensure that the correct supporting CV is included in the submission.



3	Bid document presentation (SCM Presentation)
	<p>The following was presented</p> <ul style="list-style-type: none">• Bidders to print tender documents from www.etenders.govza or www.airports.co.za• Bid Ref Number must appear in submission• Bid issue date 28/09/2021.• Site meeting and briefing session non compulsory• PLEASE EMAIL YOUR DOCUMENTS TO Procurement3.KSIA@airports.co.za• Queries Closure Date 22/10/2021• Bid Closing 29/10/2021 11am• SUBMISSION, please email your submission to Procurement3.KSIA@airports.co.za• Where to address your queries. Contact details Johnson Mji, bidders to please send email to the above email address for queries and submissions• LATE BIDS WILL NOT BE ACCEPTED• Bid Responses, Prepared in accordance with bid document• Requests for changes in the submitted proposals can only be done before the closing date and time• Note ACSA Disclaimers• Validity period is 84 working days. During this time prices must remain firm and valid. ACSA may request extension of bid validity period.• Bidder to note TIP Off Anonymous to report things that are untoward about this tender.• Bidder to follow Special instructions to bidders who submit as JVs or Subcontractors• Confidentiality of information, please complete Non-Disclosure Agreement <p>EVALUATION PROCESS & CRITERIA</p> <ul style="list-style-type: none">• Predetermined evaluation criteria• Tender stages: Mandatory evaluation criteria, Functionality evaluation criteria and Price and BBEE



MANDATORY EVALUATION CRITERIA

- Fully completed and signed Form of Offer and Acceptance
- Please note that the Form of Offer and Acceptance must agree with the total price from the Pricing Schedule. Please also note that the Form of Offer and Acceptance is VAT Incl
- **Bidder must submit a valid letter of good standing.**
- It is estimated that tenderers should have a CIDB contractor grading of **3SF or higher** or **3ME or higher**


PRICE AND BBBEE

- Bidder to price for everything
- Do not leave any areas blank in the pricing schedule
- State Not Applicable, Zero, Priced or included elsewhere or Dash instead of leaving certain areas blank
- Read Pricing Instructions
- Submit valid BBBEE certificate or sworn affidavit in order to claim BBBEE points

OTHER ESSENTIAL DOCUMENTS, DECLARATIONS AND SCHEDULES

- Central Supplier Database (CSD), Tax Clearance Pin code and Compliance Status, Declaration of Interest, Preference Points Claim Form, BBBEE or BBBEE Sworn Affidavit
- Declaration of Bidders past supply chain practices, Cert of Independent determination, Declaration Of correctness of bid, Non-Disclosure Agreement,
- Record of Addenda, Authority for signature, CIPC registration, ID Documents, Share Information, founding statement, JV agreement, Letter of Good Standing must be fully completed, signed and or witnessed (Those that need to be witnessed) Most of the above documents must be submitted, Forms fully completed, dated signed by authorised signatory, some will need to be witnessed.



4		Questions and Answers	
		Technical Question	Answer
		Must the company doing the work have ASIB certification	No
		How are you going to charge for the labor?	Bidder must make an estimation on the number of hours to be spent per bridge and price for labor accordingly.
		Any specific reason why you require this technical qualification listed in the Functionality evaluation criteria? Most fire companies do not have these types of qualifications	ACSA Chief Engineer drew up the layout and specified these requirements. This also makes sure that we remain intact with insurance so that we do not have problems in case of fire
		Bill of Quantities does not make allowance of the safety officer, is Safety Officer required for this project? Or will ACSA give us a Safety Officer?	Will investigate this and provide an answer.
		Nowhere in the document is it mentioned that the company doing the work must be ASIB registered. ASIB will have a problem issuing a COC if the contractor is not ASIB registered	Will check this with the Project Manager who had internally who had a project signed by ASIB. Will issue an addendum if there is a need.
5		Closure	
		Meeting closed at 11:20	
8		APPROVAL OF MINUTES	
	ATTENDEES		SIGNATURE
	Johnson Mji	(JM)	
	Nokwanda Nzimande	(NN)	