



BRIEFING SESSION MINUTES FOR THE MAINTENANCE OF LANDSIDE GARDENS FOR A PERIOD OF THREE (3) YEARS AT KSIA REF DIA6703/2021/RFP

DATE	14 October 2021
TIME	10:00 to 11:05
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
	<ul style="list-style-type: none">• Bid for Maintenance of Landscaping for a period of three years at ACSA King Shaka International Airport• Zones: 1-13 as stipulated in the bid documents• Location of zones• Zones described in the maintenance schedule• Operational hours presented• Storing of tools mentioned• Monthly meetings are to be held• Daily attendance registers to be signed by all the contractors' employees on site; ACSA will inspect and sign off the registers once a month• Bidder to comply with all relevant rules, legislation, and regulations



	<p>FUNCTIONALITY EVALUATION</p> <p>Bidders to be evaluated on the following criteria</p> <ul style="list-style-type: none">• Tenderer resource experience• Company references• Company experience• Bidders to meet minimum thresholds per criterion• The total minimum threshold that must be scored is 59• Total maximum points are 100
3	<p>Bid document presentation (SCM Presentation)</p>
	<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• Documents free of charge and not for sale. Costs of printing from the websites are to be borne by the bidder• Bid Ref Number must appear in submission• Bid issue date 28/09/2021. Documents free of charge• Site meeting and briefing session non compulsory• PLEASE EMAIL YOUR DOCUMENTS TO Procurement3.KSIA@airports.co.za• Queries Closure Date 21/10/2021• Bid Closing 28/10/2021 11am• SUBMISSION, please email your submission to Procurement3.KSIA@airports.co.za• Acceptance of Terms and Conditions, please complete fully and sign, Authorized person to sign• 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 120 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



Evaluation Process & Criteria

- Predetermined evaluation criteria
- Tender phases: Prequalification, Mandatory evaluation criteria, Functionality evaluation criteria and Price and BBBEE

PREQUALIFICATION CRITERIA

- Bidder to submit valid BBBEE certificate (Level 1, 2, 3, 4, anyone of these levels) to pass Prequalification Criteria
- Unincorporated Joint ventures to submit Consolidated BBBEE certificates
- Sworn Affidavits to be submitted for EMEs and QSEs in the prescribed templates signed by authorised commissioners e.g SAPS

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 Inclusive (15%). Please refer to page 72 of 79 of the Bid documents

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.




ALL DOCUMENTS BID DOCUMENTS MUST BE SUBMITTED VIA EMAIL BEFORE THE CLOSING DATE AND TIME

The acknowledgement or confirmation of bids received will be sent via email to the Bidders who submitted their bid documents

4 Questions and Answers

Technical Question	SCM Presentation question	Answer
How many bidders' employees are required on ACSA site during contracting stage		ACSA does not specify on contractors' the number of employees to be deployed on site. Bidder must allocate the appropriate staff number to execute the duties as required in the contract. and price accordingly
Are the zones all included in one contract or will be divided over multiple service providers.		All zones are in one contract
Permit costs		Addendum to be sent to bidders informing them on the permit costs
Layout to see zones or areas		An addendum to be sent giving map out of zone.
Staff compliments for weekends		Depends on the bidder to decide on workforce for weekends, public holidays
Certain areas in the scope of work have been left out		Please list areas of concern or areas that have been left out and email them to Procurement 3 email address. A decision will then be taken, and addendum or response will be sent to the bidders via the channels.
Is the Construction area included in this contract or not?		Not included, this area is under a different department.
R100 million insurance cover. Do we need that much cover to		Insurance requirements are approved by the ACSA Insurance



	work on the landside or can it be altered?		Specialist. They are the ones who must guide us on the insurance. A request will be sent to this office and decide on the matter. Necessary communication will then be sent to the bidders. The published insurance documents are the one that must be complied with for now.	
	Submission of proposals. Will you confirm that the emailed bidder's proposals have been received?	Yes		
	Is subcontracting compulsory	No.		
5	Closure			
	Meeting closed at 11:05			
8	APPROVAL OF MINUTES			
	ATTENDEES		SIGNATURE	
	Johnson Mji	(JM)		
	Nonkululeko Nzimande	(NN)		
	Siphiwe Msimango	(SM)		
	Nontokozo Nzama	(NN)	