



<p>BRIEFING SESSION MINUTES FOR PROPOSALS FOR THE SUPPLY AND DELIVERY OF SLASHERS, TRACTORS, PETROL CYLINDERS, BRUSH CUTTERS, CHAIN SAWS, MOWERS, AND SPRAYER FOR A PERIOD OF 12 MONTHS AT AIRPORTS COMPANY SOUTH AFRICA CHIEF DAVID STUURMAN AIRPORT.</p> <p><b>TENDER REF PEA7053/2022/RFP</b></p>		
<b>DATE</b>	10 July 2023	
<b>TIME</b>	11:00 to 13:11	
<b>VENUE</b>	Microsoft Teams	
<b>PROCEDURAL MATTERS</b>		
1.	Administration	JM
2	Presentation	TPEC
3	Questions and Answers	JM
4	Closure	
<b>1</b>	<b>ADMINISTRATION</b>	
	<p>JM and AN completed the following activities before and during the start of the meeting.</p> <ul style="list-style-type: none"> <li>• Recording of meeting</li> <li>• Admission of guests</li> <li>• Order in the meeting</li> <li>• Request to prospective bidders to complete their details in the meeting chat.</li> <li>• Welcoming guests</li> <li>• Introduction of ACSA representatives</li> </ul>	
<b>2</b>	<b>PRESENTATION</b>	
	<p>JM Started with the presentation and the following were explained:</p> <p>Issuing of Bid Documents</p> <ul style="list-style-type: none"> <li>• Documents were made available on <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> and <a href="http://www.airports.co.za">www.airports.co.za</a>. Bidders were informed that documents are free of charge.</li> </ul>	



#### Tender submission and Queries

- Bidders were informed that they must use [Procurement3.KSIA@airports.co.za](mailto:Procurement3.KSIA@airports.co.za) for submissions and for all official correspondence and queries. The tender query closing date was also communicated to the bidders.

#### Briefing Session and Site Meeting

- Bidders were informed that the Briefing Session was Compulsory and Site Meeting was Non-Compulsory

#### Tender Closing Date

- **27/7/2023 11 A.M. Please email your submission to [Procurement3.KSIA@airports.co.za](mailto:Procurement3.KSIA@airports.co.za)**
- **Bidders must not email their submission as one big attachment. Kindly break your submission in at least (04) four or more attachments of 4mb each.**
- Bidders were requested to submit all bids in the format instructed, no other format would be acceptable.

#### Changes to bid document submission, Disclaimers, Tipp Off Anonymous and Bid Validity period

- Bidder were informed that changes to their submissions are permitted before the closing date and time. Bidders were also informed to note the following:
- Bidders to note ACSA disclaimers
- Bidders to refer to the document for Tipp Off Anonymous details
- Bid validity period is 120 working days

#### Confidentiality of information

- ACSA and bidders must always respect the confidentiality of information and to then sign the Non-Disclosure Agreement. Please refer to page 40 of 49 of the bid document

#### Mandatory Evaluation Criteria

- Fully completed, signed, and submitted Form of Offer and Acceptance. The form is in the Contract document. Contract document published. Offer was duplicated so that bidders do not miss it.
- Attendance to compulsory briefing session
- Completion of all Standard Bidding Documents. Please refer from Page 27 to 47 of the bid document. These documents must be fully completed, signed, dated and submitted.

#### Functionality Evaluation Criteria

- Bidders to refer from page 16 – 18 of the bid document for the full requirements of the functionality. Bidders must then submit all the requirements as explained in details under the functionality section. Bidder to note that no score will be given in the absence of information or documents.



#### Tender Goals

- Bidders were informed that they need to complete and comply with the table on 24 of 49. All required documents which serve as a proof in the goals claimed must be submitted. Failure to submit documents or to comply with this section will result in zero points. Bidders were also informed that no bidder would be disqualified if they score zero in this section.

#### Returnable Documents

Bidders to make sure to submit all returnable documents as detailed in the bid document. Bidders to make sure that documents are valid at all the time.

- CSD (Central Supplier database). Submit report.
- Tax Pin Code
- BBBEE Certificate/Sworn Affidavit
- Verifiable medical certificate of report as proof of disability (For preference claims).
- Names and identity numbers of Directors, / Trustees / Members / Shareholders and Senior management
- Certificate of Incorporation of the bidding entity showing ownership split

#### Scope of Work

Scope of work was presented, and bidders must refer to the scope of work in the bid document to comply with the scope of work.


#### Pricing Schedule

- Bidder to make sure that Pricing Schedule is fully completed.
- All sections of the pricing schedule must be completed. Bidder to please make comments should they not be pricing for certain items. e.g., Not Applicable, already priced elsewhere. Zero, Dash
- Bidder to work out VAT, Price before VAT and Price inclusive of VAT.
- Final amount transferred to Form of Offer and Acceptance. Form of Offer and Acceptance is VAT inclusive.
- If bidder is not VAT registered, bidder to state that and not charge VAT.



3 QUESTIONS AND ANSWERS	
QUESTION	ANSWER
Is ACSA looking at appointing just one bidder or maybe three. We saw that ACSA has listed couple of items.	One bidder. It will also depend on how the bidder proposes, approaches and executes the tender: whether they will be bidding as JV or subcontracting arrangement.
Will the items that ACSA is buying, will they belong to ACSA or is it items that that are going to be hired out for that particular service whether it's mowing, maintaining plants? Or does ACSA want to own them?	ACSA is buying equipment/items/machinery from the bidder. Items are not going to be procured through any other agreement or lease instead they are being bought from the winning bidder. ACSA will then own these assets.
If a bidder is supplying ACSA with this equipment, what is the purpose of also submitting training certificate or operators?	The operators are our own staff that will be using the machine on the day-to-day basis. So, the service that will be provided by the winning bidding entity will be that of supplying the items/ assets and then also training the operators in terms of competency in terms of using those assets.
Do we need to be registered with a professional body for in line with trainings and all to that or to be accredited for with a professional body that deals with a machinery of some sort. What would machinery, training certificate and all those things? Would it be required in after delivering?	No. Bidder must comply with listed requirements. Professional registrations and accreditations are not required. Bidder to test machines on site and train staff for competence.



<b>4</b>	<b>CLOSURE</b>		
	Meeting closed at 13:11		
<b>5</b>	<b>APPROVALS OF MINUTES</b>		
		<b>Initials</b>	<b>SIGNATURE</b>
	Johnson Mji	(JM)	
	Aphendule Nxitywa	(AN)	