


MINUTES FOR COMPULSORY BRIEFING SESSION AND SITE MEETING FOR CONTRACTOR APPOINTMENT FOR TERMINAL BOOSTER PUMPS REPLACEMENT FOR A ONCE OFF PERIOD AT KING SHAKA INTERNATIONAL AIRPORT.

Tender Ref Number KSIA7181/2023/RFP

DATE	15 March 2024
TIME	10:00 to 14:00(Site Meeting and Briefing Session)
VENUE	ACSA, 4 th Floor, MSO Building, King Shaka International Airport

PROCEDURAL MATTERS

1.	Administration	JM
2	Presentation	JM and BM
3	Closure	JM

1 ADMINISTRATION


JM welcomed all and thanked all for attending the briefing and site meeting.
JM recorded the meeting.

2 Presentation

JM stated the following information during the briefing session:

- That the tender documents had been published on the ACSA and National Treasury websites.
- That tender documents were not for sale
- That the required CIDB Grading is 3ME or higher
- That Potentially Emerging (PE) Contractors would not be accepted as ACSA does not have a program in place for PE contractors.
- That the CIDB Grading must be valid all the times
- That the query closing date is 4 April 2024
- That the questions and answers will be circulated to the bidders and published in the National Treasury website
- That should there be a need for an addendum it would be issued to the bidders and also published
- That the bid closing date is **12 April 2024 at 11 a.m.**
- Tender box location was explained in detail
- That bidders must complete tender closing register when submitting the proposals
- That the bid submission address is at **ACSA, King Shaka International Airport, MSO Building, Ground Floor, Reception, near Pick up zone, outside Terminal Building**
- That **late, telephonic faxed** submissions would **not be accepted.**
- That there would be tender public opening soon after the closing time
- Reasons for tender cancellation were explained
- Negotiation process was explained



	<ul style="list-style-type: none"> Bidders' attention was drawn to copyright and confidentiality of information. That the Mandatory evaluation criteria was: Attendance to compulsory site meeting and compulsory briefing session. Completion, signing and submission of the form of offer. Submission of valid CIDB grading of 3ME or higher That bidders would also be evaluated on Functionality evaluation criteria. That bidders must submit proof of company experience, submit proof of reference letters for company experience. Submit CVs and qualifications for key personnel. That bidders must pass the minimum criteria and the minimum score required must comprise of minimum scores per criterion. That bidders must complete the contract document including pricing schedule. That the final total of the pricing schedule be transferred to form of offer and acceptance. That the form of offer and acceptance is in the contract section. That bidders must check their calculations and make sure that all the provisional sums are not changed and used as they are. That bidders must submit all other returnable documents as listed in the bid documents. That bidders were to make sure that returnable schedules are completed, signed, and submitted. That documents with validity dates remain valid all the time. Scope of work was also presented. Please refer to the bid documents for the details of the scope. That bidders must make use of the bid document when proposing as the presentation is just the summary not the detailed information. That the onus is on bidders to make sure that they use the published bid documents when bidding. 		
3	CLOSURE		
	Meeting closed at 14:00		
4	APPROVAL OF MINUTES		
	ATTENDEES	Initials	SIGNATURE
	Johnson Mji	JM	
	Bulelani Mjilo	BM	BM