



COMPULSORY BRIEFING SESSION MINUTES FOR WASTE MANAGEMENT SERVICES AT ORTIA FOR A PERIOD OF THREE YEARS BID REF ORTIA7293/2023/RFP		
DATE	15 April 2024	
TIME	10:00 to 11:55	
VENUE	Microsoft Teams	
PROCEDURAL MATTERS		
1.	Administration	JM
2	Presentation	JM and YM
3	Questions and Answers	All
4	Closure	JM
1	ADMINISTRATION	
	JM welcomed all and thanked all for attending the compulsory briefing and site meeting. Attendance register was completed and signed. JM recorded the meeting.	
2	PRESENTATION	
	The following was presented: <ul style="list-style-type: none"> • That the purpose of the tender was to source proposals for provision of Integrated Waste Management Services for a period of Three years at Or Tambo International Airport. • That bidders make sure that they have completed the attendance register in the name of the bidding entity. • That an authorized person must complete and sign the bid documents • That bidders must make sure that when they submit bids they clearly indicate in their parcels tender description and tender reference number. • That bidders must email their queries on or before the query closing date(22/04/2024) and that telephonic discussions are not allowed instead bidders must send their queries to Procurement3.KSIA@airports.co.za for attention Johnson Mji and that it is on exception circumstances where bidders could phone their buyer. • That late, telephonic, faxed and emailed submissions will not be accepted 	



- That the bid submission address is ACSA North Wing Offices, International Terminal Building, 3rd Floor, OR Tambo International Airport. Tender BOX A. That tender box will be open from two days prior to the tender closing date and that such date also be confirmed.
- That the documents were issued free of charge and must be downloaded from Etenders or Airports Company SA Website. That the tender documents were not for sale.
- That bidders must visit these websites to see additional information/addendum and that such additional information/addendum would be circulated to bidders who have attended compulsory meetings and signed the register. That such information will also be published in the two websites.
- That the tender closing date is 02 May 2024 at 12 P.M.(During the day)
- That bidders must make sure that when they tender, they use documents provided and follow instructions as per bid document.
- That bidders must set an out of office notification should they be absent during the tendering period so that ACSA would be able to send the update information to the person/email indicated in the out of office notification.
- That bidders are not allowed to make changes on the tender submission after the closing date and time unless otherwise requested to do so.
- That bidders must not violate tender rules and regulations by bidding against each other in JV arrangements or sub-contractor relationships. That collusion in the tender space is not allowed.
- That tender validity period is 120 working days
- That bidders Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
- That the evaluation criteria is predetermined.
- That bidders must submit all essential documents as specified in the bid document
- That documents must remain valid all the times
- That attendance to site meeting and briefing session is compulsory. That bidders must submit valid Scheduled Activity Permit issued by Ekurhuleni Municipality in the name of the bidding entity
- That bidders must submit reference letters/completion certificates for company experience. That bidders must indicate who their key resources are and submit certified copies of qualifications for their key personnel and also submit CVs for those resources. Organograms must indicate who does what from those resources.
- That the functionality evaluation criteria is 100 points and in total and that 60 minimum points. That the bidder must pass the minimum threshold per criterion in order to proceed to the next phase.
- That the bid is based on an 80/20 evaluation where bidders are expected to complete the tender goals table and submit the valid BBBEE Certificate/Sworn Affidavit, CSD, Company registration documents in order to claim preference points.
- That the proposed contract has been published which bidders must complete, sign and submit. In the contract there is a Form of Offer and Acceptance. Bidders must complete the Pricing Schedule and the total for Three years be transferred to the Form of Offer in the Contract document.
- That the pricing schedule must be properly completed, properly calculated with proper quantities, rates, additions, and multiplications and that no blank spaces should be left in the Pricing Schedule. That if bidder would not be pricing for certain line items there must be a comment in that regard or a zero, dash or not applicable. That bidders must use a CPI estimate of 5% when they calculate their three-year prices and that the 5% CPI is applicable in the second and third year.
- That on the anniversary of the contract a prevailing CPI would be used and entering into negotiations for the CPI difference.

Scope of Work was presented. Bidders are requested to refer to the detailed scope in the bid document.



3	QUESTIONS AND ANSWERS
	<p>Bidder wanted to know if ACSA would still use expired documents after the bid validity period had expired. Bidder stated that since it would have been ACSA's fault to let the bid validity period expire, then ACSA would have to continue evaluating the tender with bidder's expired documents. Bidder mentioned that ACSA had in the past continued evaluations after the tender had expired.</p> <p>JM informed the meeting that should the bid validity period be about to expire before the evaluation and adjudication is finalized the evaluation committee would seek approval from the authorized committee to extend bid validity period. Such extension would then be communicated to the bidders. Should bidder/s oppose such extension the notification would have instructed the bidder what to do. JM stated that ACSA is not allowed to continue with the bid evaluation if the tender validity period has expired and that no extension had been granted. JM informed the meeting that the onus is on the bidder to make sure that the essential documents remain valid all the time. Bidders must also note that documents which expire in ACSA's possession, ACSA is required by law to ask bidders to urgently resolve those documents within limited time as required by the law. It is also worth noting that bidders would not be awarded tenders on certain documents that have expired.</p> <p>ACCEPTANCE BY MANDATARY</p> <p>Bidder wanted to know if they were expected to submit Mandatary WCA /Federated mutual number?</p> <p>Answer, Bidders were expected to complete, sign and submit Mandatary Agreement with required documents. JM also informed they ACSA will check on the requirements of this document and see what is required. JM asked the bidder to send that question in writing quoting page number and necessary subject so that a question could be understood properly.</p> <p>Clarity on Company Experience</p> <p>Bidder wanted to know if a company has only worked as a subcontractor.</p> <p style="background-color: #cccccc;">Would that count as acceptable experience when we evaluating company experience?</p> <p>Answer</p> <p>If it could be proven to us in the format that we are requesting under the functionality. we suppose we would consider, but it must comply with the requirements of the company experience that we had published. A required proof of company experience must be shown and bidder must refer to the requirements as stipulated in the bid document.</p> <p>Bidders were informed that evaluation criteria was predetermined and could not be altered to suit certain requirements that are not published.</p>



Reference letters/ Purchase order.

Bidder wanted to know if Purchase orders were allowed to be used in the absence of a reference letter. The answer was no. Purchase Orders were not allowed.

Question

Number of sorters

Answer

The line item for sorters will be deleted and ACSA stick to the name of General Workers. The number of general workers will be amended in the document.

Permit costs

Answer

Both AIT and AVOP permit costs have been added in the document.

Must we include total disposal cost of fluorescent tubes and lights

Answer

ACSA Electrical has a contractor that disposes fluorescent tubes and lights. Therefore this scope has been removed from the document.

What are vehicle costs for different sizes of vehicles

Answer

Yes, all vehicles are charged at same price at the Permit Office. The price has been given in the Pricing Schedule.

Who is doing the Pest Control at Or Tambo International Airports Company South Africa

Answer



ACSA has appointed a Pest Control service provider, therefore this is not part of the scope for waste management.

Who is doing Landscaping?

Answer

ACSA has appointed a land scaping contractor on site, and this is not part of the waste management scope.

We see that ACSA has made it a mandatory requirement that bidders must submit valid Scheduled Activity Permit issued by Ekurhuleni Municipality in the name of the bidding entity, why only Ekurhuleni municipality?

Answer

OR Tambo International Airport is situated in Ekurhuleni Municipality

4 CLOSURE

Meeting closed at 11:55

5 APPROVALS OF MINUTES

	ATTENDEES (ACSA REPRESENTATIVES)	Initials	SIGNATURE
	Johnson Mji	JM	
	Yvonne Mangoenyane	YM	