



Compulsory Briefing Session Minutes for Request for Proposals for the Supply, Delivery, Commissioning and Maintenance of Height Access Equipment for a Period of Five (5) Years at Airports Company South Africa King Shaka International Airport.

BID REF KSIA7273/2023/RFP

DATE	31 May 2024	
TIME	11:00 to 12:19	
VENUE	MSO Building, 4 th Floor, Ushaka Board Room, KSIA	
PROCEDURAL MATTERS		
1.	Administration	JM
2.	Presentation	JM and SZ
3.	Questions and Answers	All
4.	Closure	JM
1	ADMINISTRATION	
	<p>JM welcomed all and thanked all for attending the compulsory briefing Session meeting. Attendance register was completed and signed.</p> <p>JM recorded the meeting. JM informed bidders that recording cannot be shared. Those who are interested in listening to the recording can come to ACSA Boardroom where recorded can be listened at.</p>	
2	PRESENTATION	
	<p>The following was presented:</p> <p>That the purpose of the tender was:</p> <ul style="list-style-type: none"> • Request for Proposals for the Supply, Delivery, Commissioning and Maintenance of Height Access Equipment for a Period of Five (5) Years at Airports Company South Africa King Shaka International Airport. • That bidders must 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.
- JM briefly explained each item in the agenda.
- That bidders must send their queries to Procurement3.KSIA@airports.co.za for attention Johnson Mji
- That late, telephonic, faxed and emailed submissions will not be accepted.
- That the bid submission address is ACSA, King Shaka International Airport, MSO Building (Multi Story Offices) La Mercy, Ground Floor, Reception. Bidders must complete the Bid closing register at ACSA Reception.
- 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 briefing session and signed the register. That such information will also be published in the two websites.
- That the tender closing date is 24 June 2024 at 11 a.m.
- 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. Bid validity period extension process was explained. When tender validity period is being extended bidders must always make sure that documents that have expiry dates must remain valid.
- That bidders must make sure that all essential documents including CSD and Tax information are submitted.
- 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.
- Alternative bid process was explained. Bidders to refer to the bid document for alternative bid requirements.
- Tender stages briefly explained.
- That the evaluation criteria is predetermined.
- That bidders must submit all essential documents as specified in the bid document
- That bidder must complete sign and submit the form of offer. Bidders were informed how to complete the Form of Offer.
- That bidders must submit reference letters/completion certificates for company experience. That bidder must submit Product Brochure. That bidder must submit Certificate of Compliance with SANS OR European Standards on the Height Access Equipment/Platform to be supplied. That the bidder must submit Program and Schedule.
- Tender Goals. That bidder must submit proof of company ownership. An example was given of a BBBEE Certificate or Sworn Affidavit where bidders must select points on how a company is owned and then complete the tender goals. Detailed explanation was given in terms of how bidders can score points on tender goals
- 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 had 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 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.
- Mistakes on the Pricing Schedule were explained and how to correct them.

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

The following points were presented:

The scope of works includes;

Supply, delivery, commissioning, Adhoc Repairs, and annual maintenance of the height access equipment at King Shaka International Airport. In terms of relevant original equipment, manufacturers equipment are to be maintained at certain intervals to prevent failures.

Project Scope Inclusion Part 1: Supply, delivery and commissioning

The scope supply delivery and commissioned of the following relevant approved equipment:
 Articulated Boom Cherry Picker–Diesel Powered. Working height of approximately 40m

Articulated Boom Cherry Picker–Dual power (Diesel and Electric Powered). Working height of approximately 20m

Crawler Cherry Picker–Dual power (Diesel and Electric Powered). Working Height of approximately 20m

Scissor Lift–Electric Powered. Working height of approximately 20m

Push around lift–Electric Powered. Working height of approximately 15m

Project Scope Inclusion Part 2: Annual Maintenance and Adhoc Repairs

Annual Service and Maintenance of the Height Access Equipment for a period of five (5) years

Annual Load testing and certification.

Annual maintenance for all the above supplied equipment including one current machine that is in use at King Shaka International Airport



Attend to reactive maintenance as required.

Tender Closing Process

Bidders were informed of the following:

- That when they submit their bids they must complete the bid closing register.
- That submitted offers will be circulated to the bidders and also published in the websites



	<p>Addendum</p> <ul style="list-style-type: none"> That if there is a need for addendum it will be issued to the bidders and also published in the websites. <p>Evaluation and Adjudication process This was also explained to the bidders. That the Evaluation Committee completes the evaluation and make recommendation to the adjudication Committee who approves award or reject the recommendation to award.</p>		
3 QUESTIONS AND ANSWERS			
	<p>A bidder wanted to know what wouldl happen if there were only two bidders that submitted bids? Answer: if the submitted bids meet all tender requirements as well as budget, an evaluation process will proceed. If the submitted bidders do not meet the above, the tender will be cancelled.</p> <p>Another question was asked by the bidder who wanted to know If they do not have a 20m electric scissor lift available, can they quote on the closest they have available to 20m? Answer, Evaluation criteria predetermined, however will check and revert with the answer.</p>		
4 CLOSURE			
	Meeting closed at 12:19		
5 APPROVALS OF MINUTES			
	ATTENDEES (ACSA REPRESENTATIVES)	Initials	SIGNATURE
	Johnson Mji	JM	
	Sandile Zwane	SZ	
	Sicelo Mdletshe	SM	