

**Meeting Name:** Non-Compulsory Briefing Session: The Provision of Transformers Replacement at the Bram Fischer International Airport: BFN6682/2021/RFP

**Meeting Called By:** Sekwati Nkwana

**Venue:** The Meeting was held via Microsoft Teams

**Date:** 06 October 2021

**Time:** 10:00am

**Present:**

Name & Surname	Role
Sekwati Nkwana	Chairperson
Tshego Ntombela	Technical
Siseko Tshangana	Technical
Ryan Smith	Technical

## MEETING MINUTES

ITEM	DISCUSSION POINT	DATE	WHO
1	<ul style="list-style-type: none"> <li>- Sekwati welcomed the attendees to the meeting and introductions were conducted</li> <li>- Sekwati informed bidders to forward him their email addresses and make sure that their e-mail addresses are clear as they will be needed for further communication</li> <li>- Sekwati presented the following information on the tender document:                             <ul style="list-style-type: none"> <li>o 3 stages of the evaluation process (Stage 1 Pre-Qualification Criteria, Stage 2 Mandatory Requirements and Stage 3 Price and BBB-EE evaluation)</li> <li>o Submission instruction and tender timelines emphasized that the closing date for submission of queries is the 18<sup>th</sup> of October 2021 and the closing date for bid submissions is the 26<sup>th</sup> of October 2021 at <b>(12H00 PM)</b>. No late submissions will be accepted. Sekwati made it clear that bid submissions must be done electronically via his email address which is provided in the tender document.</li> <li>o Sekwati also highlighted to bidders that they must SUBMIT IN PDF FORMAT AND BIDDERS MUST NOT SEND THEIR SUBMISSION AS ONE BIG ATTACHMENT. THEY MUST BREAK THEIR SUBMISSION IN AT LEAST 4 OR MORE ATTACHMENTS OF 4MB EACH.</li> </ul> </li> <li>- Sekwati informed bidders that all queries must still be directed to <a href="mailto:sekwati.nkwana@airports.co.za">sekwati.nkwana@airports.co.za</a></li> <li>- Tshego and Siseko presented the following to bidders in detail:                             <ul style="list-style-type: none"> <li>o Scope of Work, Functionality Criteria, and the Pricing BOQ</li> </ul>                             The following questions were posed by bidders and answers provided by ACSA Technical and SCM:                         </li> </ul>		ALL



	<ol style="list-style-type: none"><li>1. <b>Question:</b> Can we submit our submissions via WeTransfer? - <b>Yes. That will be acceptable.</b></li><li>2. <b>Question:</b> Can the BOQ be sent to bidders in excel format? – <b>Yes. It will be provided to all bidders and uploaded on the ACSA tender bulletin as well as Etenders.</b></li><li>3. <b>Question:</b> Would you please provide a single line diagram? <b>Yes. It will be provided to all bidders and uploaded on the ACSA tender bulletin as well as Etenders.</b></li><li>4. <b>Question:</b> Do you want the key personnel experience or the number of the projects they have done? <b>Key personnel experience must stipulate which projects they have worked on as well as relevant projects that they worked on. It must be HV transformers and switchgear experience.</b></li><li>5. <b>Question:</b> Do the key personnel sign for the accuracy of the information they have provided on the CV or the person who has the authority to sign? <b>The person who has authority to sign on the tender document.</b></li><li>6. <b>Question:</b> For Warrantees under functionality item no.3 are you referring to the letter of warranty from the OEM? <b>The warranty you get from the OEM you must still take accountability for it and still sign it. There must be a level of ownership from the bidder.</b></li><li>7. <b>Question:</b> Is there a sequence in terms of the different sectors or will they be done in parallel or one after another? This is related to the program. <b>Please refer to the single line diagram to get a better understanding.</b></li><li>8. <b>Question:</b> In terms of the scope is the 100KV for the generator? <b>It is a provisional sum for the hiring of the generator for 48hrs for the duration of the outage to keep continuity of supply for the shutdown. But it is not to supply but only a provisional sum.</b></li><li>9. <b>Question:</b> Will it be sufficient if the workmanship is on a letter head regarding the cables? <b>Yes. It will be sufficient.</b></li><li>10. <b>Question:</b> For completion certificates can it be a letterhead from the client, invoice proof of payment or a signed delivery note? <b>Completion certificates must be signed by the client. If they can't give you a completion certificate, they must provide you with a letter of recommendation that you have indeed done the work, completed the work and of satisfactory quality. It must be signed by the client.</b></li><li>11. <b>Question:</b> Must all the key personnel qualifications be certified? <b>Yes, as stipulated in the tender document they must be certified.</b></li><li>12. <b>Question:</b> For the safety training certificate can you be more specific about which certificate you are asking for? <b>Any safety officer certificate from institutions that are credible. E.g., NOSA is applicable. But the person must be certified to be a safety officer.</b></li><li>13. <b>Question:</b> Do you want the entire tender document or just the returnables? <b>You must submit the entire document with all the relevant documents that we have asked for in the tender document.</b></li></ol>		
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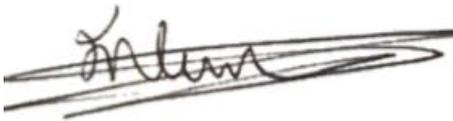
**ACTIONS**

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by the 18 <sup>th</sup> of October 2021 <b>(16H00)</b>	Bidders	18 October 2021
- Bid submission by the 26 <sup>th</sup> of October 2021 <b>(12H00pm)</b>	Bidders	26 October 2021

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<u>Conclusion</u>
Meeting was closed at 11:05am

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS



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Sekwati Nkwana (Chairperson)