



MINUTES OF THE BRIEFING SESSION FOR PEST CONTROL SERVICES FOR A PERIOD OF FIVE YEARS AT KING SHAKA INTERNATIONAL AIRPORT BID REF KSIA7075/2023/RFP		
DATE	3 May 2023	
TIME	11:00 to 13:39	
VENUE	Microsoft Teams	
PROCEDURAL MATTERS		
1.	Administration	JM
2	SCM Presentation	JM
3	Scope of work	NN
4	Questions and Answers	JM NN
5	Closure	JM
1	ADMINISTRATION	
	<ul style="list-style-type: none"> • JM welcomed and thanked all for attending the compulsory briefing session meeting. • JM recorded the meeting. • JM introduced his ACSA colleagues. • JM asked prospective bidders to complete their contact details in the meeting chat. • JM explained the procedure and protocol in the meeting in terms of asking questions, meeting chat etc. 	
2	SCM PRESENTATION	
	<ul style="list-style-type: none"> • Minutes and presentation will be published in the two websites and sent to the bidders that attended compulsory briefing session. • Bid notes will also be sent to the bidders. • Bidders were asked to send more questions before the query closing date. These were questions that were not asked during the briefing session meeting. The questions and answers would be 	



	<p>circulated to all prospective bidders who we have email addresses and would also be published in the two websites.</p> <ul style="list-style-type: none"> • Bidders were informed about the tender closing date. • Bidders must use Procurement3.KSIA@airports.co.za when sending requests for clarity • Bidders were informed that the non-compulsory site meeting was on 04 May 2023 • Telephonic, faxed, emailed and late submissions would not be accepted. • Tender reference number and bid description to appear in the bidder's submission. Packets/Parcels/envelopes neatly and addressed properly. • Submission address and Tender box information was given to the bidders. • Bidders were asked to submit Original and Copy of the original • Bidders were asked to make sure that they met the minimum tender requirements. Please read the published documents for all requirements. • Bidders were informed that tender documents are available from the two websites and will not be issued from the Airport. • Bidders were informed that ACSA tender documents are not for sale and were available from the two websites. Bidders to send request should they be experiencing challenges in accessing bid documents. • JM summarized all the document attachments as published in the websites and reminded bidders to make sure that all those were complete, signed and submitted. • Evaluation criteria stages were shown to the bidders. • Mandatory Evaluation Criteria was presented. • Bidders were informed that the Central Supplier Database (CSD), Tax Affairs and References given must always be in order. • Bidders were informed that bidders must pass the minimum criteria in the functionality and submit CVs, Copies of qualifications, reference letters for key personnel and company experience. • Bidders were informed to claim points on the section that deals with tender goals • A detailed Pricing Schedule was presented to the bidders. • Bidders were informed that briefing session Microsoft team recording could not be shared to the bidders instead bidders could be met at the ACSA board room and recording played for them in the presence of the buyer. • A lengthy ACSA tender approval process was explained to the bidders. Bidders were asked to be patient during this time as the approval process takes time. • Bidders were informed that the tender results would be communicated to the bidders and published in the two websites as well as the CIDB website.
3	SCOPE OF WORK
	<p>Scope of work: Please refer to the Presentation and the bid document.</p>
4	QUESTIONS AND ANSWERS
	<p>Please refer attached questions and answers</p>
5	CLOSURE
	<p>Meeting closed at 13:39</p>



4 APPROVALS OF MINUTES			
	ATTENDEES	Initials	SIGNATURE
	Johnson Mji	(JM)	