


MINUTES for Provision of Cleaning and Hygiene Services for a Period of Six (6) Months at Airports Company South Africa King Shaka International Airport. Bid Number KSIA/7443/2024/RFP.

DATE	26 March 2024	
TIME	11:05 to 12:10	
VENUE	Microsoft Teams	
PROCEDURAL MATTERS		
1.	Administration	JM
2	Introduction	JM
3	Presentations	JM and Nolan
4	Questions and Answers	All
5	Closure	
1	ADMINISTRATION	
	JM welcomed all and thanked all for attending the meeting. JM recorded the meeting	
2	INTRDODUCTION	
	JM introduced ACSA representatives	
3	PRESENTATION	
	JM presented the following: <ul style="list-style-type: none"> • That both meetings were noncompulsory. • That the tender was published in the National Treasury website and ACSA website • That bidders must download from those website/s • That documents will not be issued from ACSA instead bidders must download from the website/s • That documents were not for sale. • That the bid query closing date is 8 April 2024. That bidders must send questions to Procurement3. KSIA @airports.co.za 	



- That all tender information after the meeting will be published on the website/s.
- That additional information will be emailed to those bidders who have submitted email addresses.
- That bidders must visit the website/s to see new information regarding this tender
- That the bid closing date is 18 April 2024 11 a.m.
- That the submission venue is Airports Company SA SOC Ltd, MSO Building, King Shaka International Airport, Ground Floor, Reception. That the bidder must complete the bid closing register when submitting.
- That late, telephonic and faxed submissions will not be accepted.
- That the evaluation criteria is predetermined
- Tender stages mentioned.
- Mandatory evaluation criteria: bidder must complete, sign and submit form of offer
- Bidder must submit reference letters/completion certificates for functionality evaluation.
- Tender Goals: Bidders Must submit proof when claiming tender goals points. A BBBEE certificate/Sworn Affidavit together with company registration and CSD will assist the bidder in order to see points that they can claim. Please submit these documents
- That bidders must complete, sign, and submit draft contract.
- That the Form of Offer and Acceptance is in the draft contract. The offer must be completed signed and submitted together with the contract document.

PRICING SCHEDULE

- That the bidders must use the pricing schedule that was published. Fully complete it leaving no spaces not completed. If the bidder is not pricing for a certain item, bidder must put zero or a dash, state not applicable, or make any comment. ACSA would not know if the bidder had made a mistake by not putting a number or a comment.
- That the bidder must calculate properly, check additions and multiplications.
- The provisional sums given must be used as they are and not changed.
- That bidders must use published quantities and not change them.
- That bidders must then take the total amount of the pricing schedule and transfer it to the form of offer.

SCOPE OF WORK was also presented.

Bidders are requested to refer to the presentation and most importantly refer to the Bid Document for the detailed scope of work.


4 QUESTIONS AND ANSWERS

Please note that answers are provided in blue

Please can we have the square meters of the building/floor.

The approximate square meterage of the facility appears in the tender document.

Minimum number of employees?

Number of employees required on site are stated on the BOQ

Bidders are to be aware that it is a 24 hour a day operation. Therefore numbers reflected indicate numbers required on site every day of the week. This will mean that there will be a pool of cleaners for rotation purposes.

As an example: The 06:00am to 18:00pm shift requires 38 cleaners on site 7 days a week. This means the contractor will need to rotate in different cleaners through the week to ensure cleaners work the appropriate number of hours per month.

About the medicals Sir, do we submit them with the tender or you submit once you have been appointed

Medicals will only be required by the appointed contractor.

Bidders must make allowance in their pricing for medicals. This is normally done in the provision for OHS costs.

How much toilet paper used?

ACSA will direct the quantity of consumables purchased on a monthly basis.

All chemicals and consumables will be procured through the 3rd party procurement provision in the BOQ.

Rope access and Facade cleaning - How often do you require that work carried out?

This work will be done on a continuous basis throughout the 6 month contract period as directed by ACSA

Are the high level cleaning to be done on daily basis or weekly or monthly basis?

The work will be done on a continuous basis as directed by ACSA.



Is the bidder to provide the Hygiene Equipment or is it existing equipment belonging to the airport?

- Female Sanitary (SHE) Bins- Serviced Twice Weekly – Bins are ACSA owned and in use. The contractor will be required to service, clean, sanitize and provide the consumable for SHE bins. All waste will need to be suitably disposed of as hazardous waste and certificates of safe disposal must be provided for each and every disposal. All in line with applicable regulation and legislation.
- Air Fresheners service - Replenish refills to existing units - Serviced Twice Monthly – Air freshener units are ACSA owned and in use. The contractor will be required to replenish this includes the aerosol as well as the batteries as they deplete.
- Seat Sanitizer Dispenser including consumable in the form sachet – The contractor will provide both the Dispenser and the consumable required.
- Nappy Bins Serviced Twice Weekly - Bins are ACSA owned and in use. The contractor will be required to service, clean, sanitize and provide the consumable for the nappy bins. All waste will need to be suitably disposed of as hazardous waste and certificates of safe disposal must be provided for each and every disposal. All in line with applicable regulation and legislation.
 Note: General cleaners deployed to ablutions will need to be trained to attend to nappy bins in between the twice weekly services to ensure Nappy bins are always kept clean.

Reference letters can this be substitute with purchase orders?

No. Bidders must adhere to the requirements as stated in the functionality criteria.

With regards to the consumables, do you have quantity required, eg, no of bales of toilet paper, qty of 5lt hand soap,? sizes of the refuse bags required,

Quantities of consumables required to be purchased each month will be directed by ACSA. All chemicals and consumables needed will be purchased through 3rd party procurement provisioned in the BOQ.

Is the Cherry picker to be supplied by bidder or does the airport have their own ?

- ACSA will hire access equipment such as cherry pickers, scaffolding etc through the contract via 3rd party procurement, or
- Should ACSA owned access equipment be available, then ACSA will issue such equipment for use on the service

Note: It is required that contractor has a trained cherry picker operator.



	<p>May I please ask the payment terms?</p> <p>Within the department we work on 30 days from invoice. Typically a claim is submitted at the end of the first month and paid at the end of the 2nd month. Please also note that payment terms will be finalised with the winning bidder.</p>		
5	CLOSURE		
	Meeting closed at 12:10		
6	APPROVALS OF MINUTES		
		Initials	SIGNATURE
	Johnson Mji	JM	