



CONTRACTOR APPOINTMENT FOR SUPPLY, DELIVERY, OFFLOAD, INSTALLATION AND COMMISSIONING OF SIX (6) X 1MVA DRY – TYPE TRANSFORMERS FOR A PERIOD OF TWO (2) YEARS AT KING PHALO AIRPORT.

BID REF ELA7225/2023/RFP

DATE	23 October 2023
TIME	11:00 to 13:00
VENUE	ACSA Offices, First floor, Admin Offices, King Phalo Airport No.66 Settlers Way, Greenfields, East London

PROCEDURAL MATTERS

1.	Administration	JM
2	Presentation	All
3	Question and Answer	All
4	Closure	JM
1	ADMINISTRATION	
	JM welcomed all and thanked all for attending the briefing session meeting. Attendance registers were completed and signed. ACSA team introduced themselves.	
2	PRESENTATION	
	<p>The following was presented.</p> <ul style="list-style-type: none"> • Bidders were informed that they must sign the register when submitting their proposals. • That they must make sure that their parcels/files are neatly labelled with tender number and bid description appearing on their submissions. • Tender issue, closing and questions closing dates were explained to the bidders • The tender contact details were explained to the bidders • The reasons for tender cancellation was explained to the bidders 	



- JM mentioned that the briefing session and site meeting were compulsory.
- Tender Data was explained to the bidders. Please refer to the presentation sent to you as well as bid document for tender data
- Bidders were informed that should there be a need to issue an addendum, bidders must acknowledge such addendum, complete it, sign and return it.
- Evaluation stages were also explained to the bidders

Mandatory Evaluation Criteria

- Bidders were informed that they must complete, sign and submit form of offer. Bidders were informed that the form of offer and acceptance is in the contract section.
- Bidders were also informed that a valid CIDB grading of 5EP or higher must be submitted. Bidders were informed that this grading must be valid all the time. Bidders were also reminded not to exceed their CIDB Grading level limit as that is not permissible.
- Attendance to compulsory briefing and site meeting

Bidders were informed that all documents/information that has validity dates must always be kept valid and up to date including CSD, Tax affairs and Letter of good standing.

Public Opening

- Bidders were informed that there will be a public opening. Bidders were informed that after the public opening the bid opening register/received register will be circulated to the bidders who have submitted the bids and would also be published in the two websites.

Query Session

Bidders were reminded that the questions and answers must be reduced to writing and sent to the Procurement3.KSIA@airports.co.za. Bidders were asked to stick to the closing date of the questions.

80/20 Evaluation

Bidders will be ranked in the score card and bidder who scores the highest points will be awarded tender unless there are provided that they comply and meet all the criteria as specified in the tender document,

Negotiations

Those bidders who meet negotiation criteria will be informed in due course so that they can prepare for the negotiations,

Eligibility and cost of tendering.

Bidder/s must make sure that they comply with the tender criteria and are not restricted from tendering. The cost of tendering is for the bidder's expense.

Mistakes in the tender document

Please notify the employer for any errors in the tender document. The employer will issue an addendum for material errors in the bid document. Bidder must complete, sign, submit such an addendum,


Confidentiality and copy right of documents.

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.

Contact details of bidding entity must appear in the attendance register.

Bidder to email request for clarity. Response will be shared with all the bidders. Such response will also be published in the two websites,

Public Opening

Bidders to note that there will be a public opening for the received bids. Such information will also be published in the two websites and shared with the bidders who submitted bids.

Tender Evaluation stages

This will be based on stages specified on page 11 of 140

Contract and Other Essential Documents/Information/Schedules

- Bidders were informed that there is a draft contract in the bid document which must be completed, signed and returned with the bidder's submission.
- Bidders were also informed that they must complete and sign schedules, submit all required essential documents and information.

Functionality Evaluation requirements

- Reference letters
- CVs for key personnel
- Certified certificates for key personnel
- Valid letter off support from any OEM
- Site Supervisor or Site Manager, Electrician and Assistance electrician experience and qualifications. Please submit CV and copy of qualification/s as specified. Assistance Electrician requires CV

Bidders were informed that the documents/information must be submitted.

Price and Preference

This was explained and how points and preference will be calculated.

Bidders were informed that they must complete the Price and Preference Table Goal and submit a proof of how they claimed the points.

Pricing Schedule

- Bidder to fully complete the pricing schedule.
- Do calculations correctly.
- Make comments on areas where bidder would not be quoting for



- Bidder to use our document when pricing and not to create their own document.
- Provisional Sums and formulas were explained. Bidders were advised to please use percentages when using the provisional sums and add them on the provisional sums.

SCOPE OF WORK



Please refer to the Bid document for the detailed Scope of Work

4 QUESTIONS AND ANSWERS

The client must emphasize the SANS 780 compliance standard to ensure other bidders are not buying these Transformers from China as they might explode.	Bidders were informed that the answer for this would follow soon
Is there a date requirement for reference letter to be valid?	No, the reference letters must have the key information requested by the client.
There are very few reputable companies/OEMs who will not be able to support their infrastructure installation. A warranty statement or a guaranteed statement might be the only document readily available at the time of submission. Therefore, I am asking for clarity if it's acceptable for us to submit warranty statements from OEM rather than support letter? This requirement as it stands seems to prefer companies who have installed Dry-Type transformers in the past. We cannot go and approach manufactures of oil-immersed transformers for support letters for Dry-Type Transformers- it is not possible.	Bidders were informed that the answer for this would follow soon
The reference letters format is difficult to comply with because most of the letters to be submitted were prepared in the past e.g. 10 years	There is no validity period specified on the reference letters. All reference letters must contain the key information as stipulated by the client (ACSA).
May we remove the Transformer scrapping price as the value of the transformer will be subject to valuation?	Bidders were informed that this item cannot be removed from the pricing Schedule.
On the point about supplying a valid OEM letter with submission, our feeling is that this requirement will be difficult to satisfy because at the time of tendering, we as bidders would have only received quotations from the OEM. To ask the OEM to supply a letter of support to guarantee support, might be very difficult to	Service Providers can provide either OEM letter or Warranty Statement, however, these shall be on the OEM letterhead.

Bidders proceeded to the site for site inspection.



4	CLOSURE		
	Briefing Session and Site Meeting closed at 13:00 and 14:30 respectively.		
5	APPROVAL OF MINUTES		
	ACSA ATTENDEES	Initials	SIGNATURE
	Johnson Mji	JM	
	Luvo Suka	LS	
	Pumelo Mpaka	PM	