



BRIEFING SESSION MINUTES FOR MAINTENANCE OF MEDIUM VOLTAGE SYSTEM AT KSIA FOR A PERIOD OF 6 MONTHS BID REF KSIA7183/2023/RFP		
DATE	17 October 2023	
TIME	11:00 to 12:42	
VENUE	MSO Building, 4 th Floor, Ushaka Board Room, King Shaka International Airport	
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. JM recorded the meeting.	
2	PRESENTATION	
	The following was presented. <ul style="list-style-type: none"> • Welcoming of guests • ACSA introduction • JM Mentioned that the briefing session was compulsory. Questions and Answers <ul style="list-style-type: none"> • Informed bidders that questions and answers will be circulated to the bidders and will also be published. JM asked bidders to be patient during the question session as ACSA will go through the questions and try and answer them. 	

**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.

Submission Address

- Bidders were informed as to where to submit: Airports Company SA SOC, King Shaka International Airport, MSO Building, La Mercy, Ground Floor, Reception, near Pick Up Zone
- Tender box address was also explained.
- Signing of the register at reception was also explained.
- Files to be submitted were also explained.

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.

Late submission

- Bidders were also informed that late submission will not be accepted.

Stages of submission

JM presented all 7 stages.

Mandatory Requirement

- Completed and signed Offer. Explained where to find the Offer and explained how to complete the offer.
- Compulsory briefing session
- Submit Valid CIDB grading.
- Complete, sign, witness and submit Declaration of Interest
- Complete, sign, witness and submit Non-Disclosure Agreement



Bidders were also reminded to submit the following documents as well:

- Tax Affairs to always be in order.
- CSD (Central Supplier Database registration and validity)
- Insurance documents
- Letter of Good Standing



	<p>Functionality Evaluation requirements</p> <ul style="list-style-type: none"> • Reference letters • CVs for key personnel • Certified certificates for key personnel • Bidder to submit Preliminary Programme <p>Bidders were informed that the documents/information must be submitted.</p> <p>Price and Preference</p> <p>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.</p> <p>Scope of Work</p> <p>Maintenance and repairs of the items Maintenance requires spares for a particular device. Purchase equipment and do repairs.</p> <p>Pricing Schedule</p> <ul style="list-style-type: none"> • 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. <p>The following was explained in detail to the bidders:</p> <ul style="list-style-type: none"> • Evaluation process • Recommendation process • Adjudication process • Award process • Publishing tender outcome • Informing bidders of the tender outcome
4	QUESTIONS AND ANSWERS
	<p>Will the tender be awarded to one bidder?</p> <p>Yes</p>



4 CLOSURE			
	Meeting closed at 12:42		
6 APPROVALS OF MINUTES			
	ACSA ATTENDEES	Initials	SIGNATURE
	Johnson Mji	JM	
	Sandile Zwane	SZ	
	Mluleki Hlengwa	MH	