



BRIEFING SESSION MINUTES FOR THE ONCE OFF REPLACEMENT OF SUBMERSIBLE PUMPS AT KING SHAKA INTERNATIONAL AIRPORT		
BID REF KSIA7227/2023/RFP		
<b>DATE</b>	18 April 2024	
<b>TIME</b>	13:20 to 14:37	
<b>VENUE</b>	MSO Building 4 <sup>th</sup> Floor Ushaka Board Room	
PROCEDURAL MATTERS		
1.	Administration	JM
2	Presentation	JM PD
3	General	All
4	Closure	JM
<b>1</b>	<b>ADMINISTRATION</b>	
	JM welcomed all and thanked all for attending the noncompulsory briefing session. JM recorded the meeting. Bidders completed the attendance register.	
<b>2</b>	<b>PRESENTATION</b>	
	JM started the presentation, and the following were presented: <ul style="list-style-type: none"> <li>Tender purpose and brief description of the work</li> </ul> <b>TENDER NOTICE AND INVITATION</b> <ul style="list-style-type: none"> <li>Bidders were informed that the work was to be done in King Shaka International Airport</li> <li>That the documents were issued on the 8<sup>th</sup> of April and were published in the National Treasury website as well as Airports Company SA Website.</li> <li>That the documents were issued free of charge and were not for sale</li> <li>That the CIDB Grading required is 3ME or higher. CIDB certificate must be valid all the time. That bidders should tender within their CIDB Grading mandate.</li> <li>That that the closing date for enquiries is 26 April 2024</li> <li>That any tender queries must be directed to <a href="mailto:Procurement3.KSIA@airports.co.za">Procurement3.KSIA@airports.co.za</a></li> </ul>	



- That the tender closing date is 10 May 2024 at 11 a.m.
- That the submission address is ACSA, King Shaka International Airport, LA mercy, MSO Building, Ground Floor Reception, near Pickup zone
- That Late submissions, emailed, telephonic and faxed would not be accepted
- That the tender evaluation would be based on 80/20 evaluation: 80 for price points and 20 for maximum BBBEE depending on the bidders BBBEE Grade. That bidders must make sure that their BBBEE/Sworn Affidavits are valid all the time.
- That during the bid evaluation certain bidder/s would qualify for negotiations and those would be informed in due course
- That bidders must inform ACSA for any tender mistakes
- That an addendum would be issued for any material errors
- That bidders should treat as confidential all matters arising in connection with the tender. That bidders should 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.

#### **MANDATORY EVALUATION STAGES**

- That attendance to site meeting was compulsory
- That bidders must complete, sign and submit form of offer. **FORM OF OFFER IS IN THE CONTRACT DOCUMENT**
- That bidders must have a valid CIDB grading of 3ME or Higher.

#### **FUNCTIONALITY EVALUATION CRITERIA**

- That bidders must propose as per functionality evaluation criteria who their key resources are.
- That bidders must submit CVs, qualifications, and proof of experience for the key resources.
- That bidders may propose that their key resources are Millwright and Technical Assistants or bidders may propose Fitter, Electrician and Technical Assistant
- That bidders must submit reference letter/s/Letter of completion or completion certificate in order to prove company experience
- That bidders must pass minimum threshold per criterion in order to pass the functionality evaluation criteria. That it, bidder must pass key personnel qualifications, key personnel experience and company experience. Each of these areas must be passed
- That the total minimum points is 65 and total maximum points is 100

#### **TENDER GOALS**

- That bidders must complete this section in order to claim points. That the bidder must submit valid BBBEE/Sworn Affidavit. Submit valid CSD registration. Submit company registration documents and any other documents that prove the points claimed.


#### **RETURNABLE DOCUMENTS, SCHEDULES AND ESSENTIAL INFORMATION**

- That the bidders must complete the schedules, sign them and submit them
- That bidders must submit essential documents/information
- That all documents that have expiry dates must remain valid all the time during the tender process.



	<ul style="list-style-type: none"> <li>• That all Standard Bidding documents must be completed, signed and submitted, witnessing all those that need to be witnessed.</li> </ul> <p><b>CONTRACT</b></p> <ul style="list-style-type: none"> <li>• That bidders must complete, sign and submit draft contract that was provided with the bid document.</li> <li>• That the Form of Offer is in the Contract document. That bidders must first work out their prices in the Pricing Schedule and transfer their final total to the Form of offer in the contract section.</li> </ul> <p><b>SCOPE OF WORK</b></p> <ul style="list-style-type: none"> <li>• Decommissioning of the existing submersible pumps and handing them over to ACSA</li> <li>• Decommission old control panels.</li> <li>• Removal of existing guide rails, duck foot couplings, and chains</li> <li>• Installation of guide rails, duck foot couplings, and chains</li> <li>• Supply and install new control panels</li> <li>• Supply of fifteen 3 phase submersible pumps with ultrasonic level sensors, two macerator pumps.</li> <li>• Installation of fifteen 3 phase submersible pumps with ultrasonic level sensors, two macerator pumps.</li> <li>• The scope includes all pipe work, sprays, and fittings.</li> <li>• The scope includes all electrical installation, connection and commissioning thereof and provision of the Certificate of compliance (COC)</li> <li>• Testing and Commissioning</li> <li>• Handover</li> </ul> <p>Pump locations, makes, quantities model power and voltage were shown.</p> <p><b>PRICING SCHEDULE.</b></p> <p>This was presented.          That bidders must calculate correctly.          That bidders must price for everything and if not pricing for certain item must put zero, or comment or state not applicable.          That bidders must price according to pricing schedule given.          That bidders must use correct quantities provisional sums as per bid document.</p>
<b>3</b>	<b>GENERAL</b>
	<p>Parking Tickets were signed for those who were parked at Shaded Parking. Bidders were informed that they must take their parking tickets to the Parking Office for validation in order to receive a free of charge exit ticket. This was applicable to those who were parked at Shaded Parking.          Reflective jackets that were lent to the bidders were collected from the bidders.          Temporary daily permits were collected from the bidders.</p>
<b>4</b>	<b>CLOSURE</b>
	Meeting closed at 14:37



<b>6 APPROVALS OF MINUTES</b>			
	<b>ATTENDEES</b>	<b>Initials</b>	<b>SIGNATURE</b>
	Johnson Mji	JM	
	Phumelele Dladla	PD	