



MINUTES

MEETING TITLE: TENDER EVALUATION	Refurbishment of the Electrical Complex and Furniture replacement project at King Phalo Airport for a period of 6 months. ELA7263/2023/RFP	
MEETING TYPE	Briefing session	
VENUE	King Phalo Airport	
MEETING DATE	8th March 2024	
TIME	11h00 – 13h00	

Present

TPEC members representing Airports Company South Africa

- Graham Mitchel TPEC (SCM Chairman)
- Sam Luyenge (Manager Maintenance Engineering)
- Luvo Suka (Electrician)
- Unathi Konzani (Acting Manager: Terminal & Landside Operations)
- Siyanda Ntebe (Supervisor Building & Facilities)

Bidders

See register

Apologies

N/A

Item No.	Notes	Actions
Introduction	GM introduced himself and the rest of the TPEC team. Bidders were informed about the importance of signing the bids received register (GM). Bidders were informed about the anti-corruption hotline (GH).	GM
Important dates.	Graham informed bidders about the important dates i.e.: No late submission will be accepted. (GM)	GM

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www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofo (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatswayo, Dr KH Badimo, F Sefara (Company Secretary)



Administration	<p>GENERAL ADMINISTRATION</p> <p>❖ ENQUIRIES AND CLARIFICATION: To be directed to ctiatender.admin@airports.co.za</p> <p>❖ TENDER BOX ALLOCATION: TENDER BOX - Administrator Office, 66 Settlers way, First floor, East London, 5201</p> <p>❖ BID SUBMISSION METHODS: 1 hardcopy (original) and 1 copy of the original to be submitted in a clearly marked envelope/file with the appropriate reference number title. You may submit an electronic copy on a virus free flash drive as well. ELA7263/2023/RFP</p> <p>❖ NB: RFP Submission checklist in conjunction with Mandatory Requirements Functional/Technical evaluation criteria, Price, CIDB requirements and BBEEE</p> <p>❖ SUBMISSION AND CLOSE OF BID: 8th April 2024 @ 12h00</p> <p>❖ Please note: No bid shall be accepted after the closing time. ZERO CONTACT POLICY</p>	GM
Process.	<p>Bidders were informed to submit all questions to SCM (GM). Ctiatender.admin@airports.co.za</p> <p>The evaluation will look at the following areas.</p> <ul style="list-style-type: none"> • Mandatory • Functionality/Technical • Price and Preference • Objective criteria <p>This is a hurdled/gated evaluation methodology</p>	GM
Joint venture	<p>It was explained in detail that there are two types of JV:</p> <ol style="list-style-type: none"> 1. Incorporated – Two organisation submit all documents and BEE under one incorporated JV. 2. And unincorporated – Organisation submit documents including BEE as different entities under one JV. 	GM
Mandatory	<p>All mandatory requirements were explained, these include:</p>	GM

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	<p>Mandatory Administration Criteria</p> <ul style="list-style-type: none"> • Fully completed and signed form of offer and acceptance (C1.1) (Found in the NEC3 contract document) • Only bidders who attend the Compulsory Site Briefing session will be eligible to bid. • Only tenderers with a valid CIDB contractor grading of 3GB or higher are eligible to bid on this initiative. • Tenderers must complete and sign the declaration of interest form (SBD4) • Tenders must provide proof of COIDA (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA <ul style="list-style-type: none"> • NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD). • NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service. • NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY) • NB: The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner (COIDA). <p style="text-align: right; font-size: small;">AIRPORTS COMPANY SOUTH AFRICA</p> <p>It was mentioned that all bidders tax matters need to be up to date and valid.</p> <p>Bidders were informed that they need insurance cover upon appointment.</p> <p>Bidders were informed to check all list of returnable and ensure all is covered.</p>	
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Scope of work	<p>Bidders were informed about scope of work as follows.</p> <p>FUNCTIONALITY CRITERIA</p> <table border="1" data-bbox="477 568 1150 927"> <thead> <tr> <th>Description of quality criteria</th> <th>WQ</th> <th>Sub criteria Sub criteria</th> <th>Max Score</th> <th>Minimum Threshold</th> <th>Bidders Self Score</th> </tr> </thead> <tbody> <tr> <td>HUMAN RESOURCES</td> <td></td> <td>SKILLED STAFF:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Site Foreman/Supervisor</td> <td>30</td> <td>Qualification</td> <td>15</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Experience</td> <td>15</td> <td>10</td> <td></td> </tr> <tr> <td>Health and Safety Officer</td> <td>30</td> <td>Qualification</td> <td>15</td> <td>10</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Experience</td> <td>15</td> <td>10</td> <td></td> </tr> <tr> <td>COMPANY EXPERIENCE</td> <td>40</td> <td>Portfolio of Evidence</td> <td>40</td> <td>20</td> <td></td> </tr> <tr> <td>SCORE</td> <td></td> <td></td> <td>100</td> <td>60</td> <td></td> </tr> </tbody> </table> 		Description of quality criteria	WQ	Sub criteria Sub criteria	Max Score	Minimum Threshold	Bidders Self Score	HUMAN RESOURCES		SKILLED STAFF:				Site Foreman/Supervisor	30	Qualification	15	10				Experience	15	10		Health and Safety Officer	30	Qualification	15	10				Experience	15	10		COMPANY EXPERIENCE	40	Portfolio of Evidence	40	20		SCORE			100	60		ALL
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Price list or BOQ	<p>Bidders were informed about BOQ/Price list as follows.</p> <p>REFER TO THE BID DOCUMENT AND NEC3 CONTRACT. Explained in detail</p>		ALL																																																
Questions	<p>Clients Questions</p> <p>Are you Brand Specific on the Furniture?</p> <p>Is the Furniture specified on the quality required?</p> <p>Will all the additional information be made clear in the addendum?</p> <p>Electrical & Mechanical work: Does it have specifications?</p>	<p>Noted</p> <p>No</p> <p>It will be discussed with the highest point scoring respondent to the bid</p> <p>Yes, everything will be made clear in the addendum – Attendees to constantly check www.etenders.gov.za</p> <p>It will be discussed with the highest point scoring respondent to the bid – a project plan will be discussed upon award</p>	ALL																																																

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	<p>Do you have drawing of electrical work that will be done?</p> <p>When do you intend to start the contract? After the Tender submission?</p> <p>Question on P&G's, do they bring their own security?</p> <p>Is there a billing for the of Electricity and Water?</p>	<p>No schematics available. This will be discussed on award and with the relevant stake holders.</p> <p>After tender evaluation, and award – works will commence once the contract is signed by both parties and all required permits and statutory documents are verified and approved.</p> <p>No security required. The airport is a National Key Point and has sufficient security protocols and policies. In addition there is an existing relationship with the local SAPS</p> <p>Not yet concluded</p>															
Functionality	Refer to bid document for comprehensive listing.		ALL														
Price & BEE	<p>GM provided and an explanation about Price and BEE as per below.</p> <p>80/20 RULE TO BE USED</p> <ul style="list-style-type: none"> • 80 to be allocated to points • 20 to preference according to the sliding scale: <table border="1"> <thead> <tr> <th>Category</th> <th>Specific Goals</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Construction</td> <td>51% owned by Black male and Black women and Black youth and People living with disabilities</td> <td>20</td> </tr> <tr> <td>51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)</td> <td>15</td> </tr> <tr> <td>51% owned by Black male or Black women or Black youth or People living with disabilities</td> <td>10</td> </tr> <tr> <td>Less than 51% owned by Black male, Black women, Black youth, People living with disabilities</td> <td>5</td> </tr> <tr> <td>Other</td> <td>0</td> </tr> </tbody> </table>		Category	Specific Goals	Score	Construction	51% owned by Black male and Black women and Black youth and People living with disabilities	20	51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	51% owned by Black male or Black women or Black youth or People living with disabilities	10	Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	Other	0	GM
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	<p>All enquiries to be directed via email to: CTIATender.Admin@airports.co.za</p> <p>PLEASE NOTE – ZERO CONTACT POLICY (After bid submission) – 8th April 2024 @ 12h00</p>	
Conclusion	Meeting ended: 13h10	

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