

Briefing session Minutes for Provision of Cleaning and Hygiene Services for a period of Three Years at King Shaka International Airport.

Bid reference number KSIA7845/2025/RFP

DATE		18 June 2025	
TIME		10:00 to 13:20	
VENUE		ACSA, King Shaka International Airport, Ebukhosini	
AGENDA MATTERS			
1.	Welcome and Introduction		JM
2	Administration		JM
3	Presentations		JM, NM &NN
4	Questions and Answers.		JM and NN
5	Closure		JM
1	WELCOME AND INTRODUCTION		
	JM welcomed all in the meeting. JM introduced ACSA representatives: Please refer to the Presentation for the ACSA representatives.		
2	ADMINISTRATION		
	<p>Attendance registers were circulated and were also signed by the bidders.</p> <p>Recording of Meeting</p> <p>Meeting was recorded</p>		

3	PRESENTATIONS
	<p>The following were presented. For detailed information please refer to the bid document and meeting presentation.</p> <p>ISSUE DATE AND WEBSITES Tender issued on the 9th of June 2025. Uploaded in the Etenders and ACSA Websites. www.etenders.gov.za and www.airports.co.za</p> <p>QUERIES</p> <p>Bidders to note that tender queries close on 30/06/2025. Bidders to send their queries on to procurement3.ksia@airports.co.za That questions and answers would be circulated to bidders using email addresses from the attendance registers. Those questions would also be advertised in the above websites.</p> <p>BRIEFING SESSION AND SITE MEETING</p> <p>These are compulsory</p> <p>TENDER CLOSING DATE</p> <p>14 July 2025 @ 12:00(Mid-day)</p> <p>SUBMISSION ADDRESS</p> <p>Airports Company SA SOC Ltd King Shaka International Airport MSO Building (Multi Story Office Block), Ground Floor, near pickup zone Ground Floor Reception Near Pickup zone La Mercy</p> <p>Bidders were informed that they must complete and sign the bid closing register on submission of their documents. This register is at the above address.</p> <p>Bidders were informed that the following submissions would not be accepted: Late submissions, Telephonic, emailed and faxed submissions. Prospective bidders must physically submit their tenders to the above address.</p> <p>BID VALIDITY PERIOD</p> <p>120 Working/Business days</p> <p>Bidders to make sure that their documents remain valid all the times more especially during the tender time.</p>

CONFIDENTIALITY AND COPYRIGHT 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.

EVALUATION CRITERIA

Predetermined and based on the following criteria:

- Mandatory evaluation Criteria: Attend compulsory meeting. Complete, sign and submit **Form of Offer**. Form of Offer available from the Contract Document. Bidder to fully complete the pricing schedule and transfer the total from the **Pricing Schedule to the Form of Offer**.
- Bidder to be evaluated on Functionality Evaluation Criteria. Bidders to submit valid reference letters not older than 15 years. Bidders **MUST** complete the table provided indicating duration of service, value of service as well as contact details of the contactable referee. Table Reference: Table 1 page 45 of 61. Reference letters and/or contactable referees will be used to verify duration of services and value. ACSA reserves the right to verify any information submitted by a bidder. Bidders must complete all the other tables for the information required in the functionality evaluation. Copies of certificates and qualifications to be submitted.
- Pricing to be fully completed.
- All other Returnable documents, Information and Schedules to be completed, signed and submitted
- The Contract document to be completed and submitted.
- Bidders declaration of interest was briefly explained and clarified. Please refer to the bid document

SCOPE OF WORK.

Presented. Please refer to the bid document for detailed scope of work. The scope of work had also been summarized in the Presentation document.

4 QUESTIONS AND ANSWERS

A complete list of questions and answers has previously been circulated to bidders. It was also published in the two websites. Please refer to the information published in the two websites.

5 CLOSURE

Meeting closed at 13:20

6 APPROVAL OF MINUTES

		Initials	SIGNATURE
	Johnson Mji	JM	