

Minutes of the Compulsory Site meeting and compulsory briefing session for Refurbishment of Media Room in Terminal B Building at ORTIA Domestic Terminal. Bid Ref ORTIA8094/2025/RFP
DATE

31 August 2026

TIME

10:00 – 11:50

VENUE

OR Tambo Media Room and Microsoft Teams

PROCEDURAL MATTERS

1. Administration

2. SCM Presentation

3. Technical Presentation

4. Questions and Answers

5. Closure

1 ADMINISTRATION

Bidders were welcomed and thanked for attending the compulsory meetings.

- Attendance register was completed and signed.
- Meeting was recorded

2 SCM PRESENTATION

The following matters were presented:

- Bidders were informed that they must complete and sign SBD(Invitation to bid) and submit all necessary documentation.
- Bidders were informed that the required CIDB Grading is 5GB or higher. That this grading must be active and complaint. Bidders were given detailed explanation of JV requirements. Bidders were informed that Potential Emerging Contractors would not be accepted.
- Tender issue date, query closing date and tender closing dates were mentioned.
- Tender submission details were given. Bidders were informed that on the day when they submit their bids, they must complete the tender closing register available at the tender box B. Bidders were



	informed that the tender closing date is 30 September at 12 o'clock noon (during the day) and that late submissions would not be allowed/accepted. • Tender obligations and employer obligations were presented. • Bidders were informed that addendum would be issued for material errors and that this addendum would be circulated to the bidders using the email addresses completed in the attendance register. They were also informed that such an addendum would also be published in the etender website. Bidders were requested to inform the employer for errors in the bid documents. • Form of Offer requirements were mentioned and that bidders must complete their pricing /BOQ schedules fully and transfer the final totals inclusive of VAT to Form of Offer and Acceptance in the NEC3 Contract section. • Functionality evaluation requirements were mentioned. Bidders were informed that certain documents must be certified. Key personnel requirements and company experience requirements were mentioned. Bidders were informed that award letters, appointment letters and purchase orders would not be accepted. That bidders must submit verifiable reference letters. That reference letters must not be false. • They were also informed that they must submit valid BBBEE certificates or valid sworn affidavits in order to score preference points. • Bidders were informed that they must go through all the returnable documents, complete and submit them. • Bidder Disclosure and Non-Disclosure Agreements were presented to the bidders.
q	TECHNICAL PRESENTATION
	CONTRACT AND SCOPE OF WORK The following were presented: 1. That the bidders must please complete contract document in its entirety 2. That the bidders must please make sure that you have completed and signed the Form of Offer and Acceptance that is in the contract document 3. That the grand total from the BOQ must be carried over to Form of Offer and Acceptance page 4. That bidders must please sign and submit the contract 1. That the works is for refurbishment of media room at terminal B of OR Tambo Airport 2. Condition assessment 3. Design phase 4. Structural and architectural works 5. Electrical and mechanical works 6. Audio visual systems 7. IT & Network systems 8. Furniture 9. Finishing and quality assurance 10. Handover and documentation
4	QUESTIONS AND ANSWERS
	Q. Do You have a floor plan? A. Yes. That it would be shared with the winning bidder. Q. Can BOQ be completed in black ink or can it be typed. A. Yes. Complete it online and print it.



	Q. Can bidders take pictures. A. No. Send an email request for what is required. Q. The telephone number given in the tender document is not working. A. Bidders must use procurement3.ksia@airports.co.za for all tender queries. Q. Bidders wanted to know how will questions be answered A. Questions and Answers will be circulated to bidders appearing in the attendance register and also published in the etenders website. Q. Because this is a turn key project, will the professional team come from the service provider? A: Yes. Q.At what stage will the designs 3D be required by the client? A:After the appointment at the timeframe stipulated by the contract Q. Do we know where electrical DB boards are located? A: Yes the internal Acsa electrical team is there to assist contractor with location of all DB boards Q.Will design stage be rolled in phases? A: Yes the design stage will be rolled out in phases and presented to Acsa Project Manager for approval all the time. Q.Will there be dedicated decision makers available all the time to respond to all required approvals within reasonable turn around times? A: Yes there is a full time Project Manager dedicated to this project ensuring all decisions are taken on time. Q. Are there any available drawing plans for the media room? A: Yes they are available and reason why they were not shared with a bid document was to ensure protective disclosure is signed before circulating an internal confidential document.		
5	CLOSURE		
	Meeting closed at 11:50		
4	APPROVAL OF MINUTES		
		Initials	SIGNATURE
	Johnson Mji	JM	