

MINUTES OF COMPULSORY BRIEFING SESSION

TENDER/BID REFERENCE: RA7419/2024/RFP
Professional Service Providers for the Terminal Expansion Project at George Airport

DATE	19 April 2024
TIME	11h00
VENUE	George Airport, Wimpy Boardroom, Terminal Building, 1 st Floor

PROCEDURAL MATTERS

1.	Opening & Welcome	Maliga Gounden (MG)
2.	SCM Presentation	Maliga Gounden (MG)
3.	Scope Presentation (End-User)	Skhumbuzo Mkhasibe (SM)
4.	Questions & Answers	Bidders & ACSA Representatives
5.	Closure	Maliga Gounden (MG)

1. OPENING & WELCOME

- 1.1 A roll call was done and it was noted that some bidders' representatives were not in attendance , even though they signed the attendance register prior to the commencement of the briefing meeting.
- 1.2 MG welcomed all the bidders and introduced the ACSA team.
- 1.3 ACSA Tender Scam/s was highlighted and that bidders must be aware of this. It was advised that ACSA does not have a "-" in it's e-mail address. Also ACSA tenders are advertised on ACSA & National Treasury websites.
- 1.4 Information presented in this meeting is information that is contained in the bid document and its appendices.

2. PRESENTATIONS: SCM (MG) & SCOPE etc (SM)

2.1 Tender Notice & Invitation to Tender (MG)

- The dates, query communication, validity period, availability & submission of bid document etc were highlighted.
- MG indicated that the presentations (SCM, Scope etc) highlight some of the areas in the bid document and that the bidders must read the bid document including all appendices etc in its entirety.
- Bidders must ensure their bids are timeously submitted by the closing date and time, as late bids will not be accepted under any circumstance.
- Submission of bid documents – the manner in which bid documents need to be submitted was explained.
- Refer attached presentation for more information that was shared at the Compulsory Briefing Session.

2.2 Scope of Works (SM)

- SM elected to present this after all SCM information was presented.
- MG continued with SCM presentation.



2.3 Evaluation Process (MG)

- The Evaluation process and criteria was presented as per information in the Presentation and bid document:
Stage 1 : Test for Responsiveness
Stage 2 : Mandatory Criteria
Stage 3 : Functionality Criteria
Stage 4 : Price & Preference
Stage 5 : Objective Criteria
- Bidders were advised that each stage had to be passed before progressing to be evaluated in the next.
- It was emphasized that each of the 7 disciplines would be evaluated separately irrespective of the bidder's format of bidding (JV, Consortium etc).

2.4 Scope of Works, Scope of Service, Pricing Instruction and Pricing Schedule (SM)

- SM presented the above as per information in the contract and appendices - refer attached presentation.

3. QUESTIONS & ANSWERS AT BRIEFING SESSION

3.1 Refer Attached – Batch 1 Question and Answers

3.2 Where there is discrepancy, the attached ACSA response takes precedence and replaces the briefing session response.

3.3 If any questions were omitted or there are additional questions, bidders to place question/s in writing to tenders.scm1@airports.co.za by the Query Closure Date.

4. CLOSURE

5.1 MG did another roll call of those companies that were missing at the beginning of the briefing meeting and found that nos. 29, 30 & 38 on the attendance register were still not present.

5.2 MG thanked everyone for attending the compulsory briefing session.

5.3 The meeting was closed at 12h55.

A handwritten signature in black ink, appearing to read "M Gounden".

M Gounden
ACSA - SCM