

MINUTES

- Date** : **29 April 2024**
- Time** : **12:00 to 13:00**
- Venue** : **Microsoft Teams**
- Presenters:** **Alicia Sekoati**
Sibongile Kotela
Nkululeko Ngwenya
Loretta Mbhele
- Agenda** : **Welcome and Introductions**
Key Dates & Instructions
Background and Scope of Works
Tender Evaluation Criteria
Price and Preference
Attendance Register & Questions

Alicia Sekoati welcomed and thanked everyone for attending the compulsory virtual briefing session for tender ORTIA7402/2024- Request for Proposals for Provision of Emergency Medical Services at Airports Company South Africa's Cluster 1 (O.R Tambo International Airport, Bram Fischer International Airport, and Corporate) for a period of five (5) years.

The objective of the meeting is to share with the bidders the scope requirements as stated in the tender document and indicate how the bid proposals are going to be evaluated. Alicia highlighted the key dates of the document and the instructions for submissions.

Nkululeko Ngwenya took the bidders through the background and scope of work of the tender highlighting key information around the scope of work.

Alicia carried on with the remainder of the presentation and took the bidders through the evaluation criteria. She requested that those in attendance assist their respective colleagues in compiling the tender document to ensure that they stick to the exact requirement of the evaluation criteria.

Failure to achieve any of the minimum scores in the evaluation would result in disqualification, even if the overall minimum total score had been achieved.

Alicia then moved on to the Price and Preference stage of the tender. She stressed the importance of using *only* the provided pricing schedule and no other format as this could lead to the disqualification of the bidder.

Bidders were asked if they had any questions, please find table for questions and answers:

QUESTIONS	ANSWERS
Will ACSA be providing occupational health and safety certificate for the venues in order to assist with licensing or is that responsibility of the service provider	The bidders base of operations will not be at ACSA, you will just be given a room to operate. Therefore, the bidder is required to have a license for their own base of operations within Gauteng. ACSA will not apply for any permit/license.
When does ACSA plan on finalizing this tender process	We plan to start contracting on this process by 1 June 2024.
Will ACSA accept alternate bids	No, no alternate bids will be accepted

There being no further questions Alicia took the attendance register and adjourned the meeting.

Minutes approved by:

Alicia Sekoati

30/04/2024