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Airports Company South Africa Limited Reg No 1993/004149/06 VAT No 4930138393



Meeting Name: TENDER FOR THE MAINTENANCE OF FIRE WATER PUMP STATIONS, FIRE SPRINKLERS, FIRE HOSE REELS AND FIRE HYDRANTS FOR A PERIOD OF FIVE (05) YEARS AT O R TAMBO INTERNATIONAL AIRPORT WITH REFERENCE ORTIA7658/2024/RFP

MEETING CALLED BY: MOCHAKI MONYELA

VENUE:

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
 MEDIA BOARDROOM, NEXT TO THE POST OFFICE,
 O R TAMBO INTERNATIONAL AIRPORT.

Date: FRIDAY: 12 SEPTEMBER 2025

Time: 11:00AM

Present:

Name & Surname	Role
Mochaki Monyela	Chairperson
Gideon Dibane	Technical
Nhlanhla Khanyi	Technical

Apologies:

Edwin Tema

MEETING MINUTES

ITEM	DISCUSSION POINT	DATE	WHO
	- Mochaki welcomed the attendees to the meeting and introductions were conducted. - Mochaki Presented the commercial requirements of the Bid. - Gideon Dibane presented the Scope of Work to bidders, functionality Evaluation criteria & Summary of Costs: - Gideon Dibane and Mochaki presented the following information on the tender document: 4 stages of the evaluation process (Stage 1 Mandatory Requirements, Stage 2 Functionality, Stage 3 Price & Preference evaluation, Stage 4 Post tender negotiations (If applicable)) - Submission instruction and tender timelines. emphasized that the closing date for submission of queries is 19 September 2025 at (16H00PM) and the closing date for bid submission is 08 October 2025 (12H00PM). No late submissions will be accepted. - Bids to be submitted anytime within the due date, bid documents must be submitted using the following address below.	Q	ALL
	Airports Company South Africa Soc Limited		

	ACSA North Wings Offices, International Terminal Building 3rd Floor, O. R. Tambo International Airport, Tender Box B. Telephonic, telegraphic, telex and facsimile tenders will not be accepted. • Please also send a we-transfer link of your tender documents for backup of the physical submitted tender documents together with the above physical submission. • Tenderers must submit two (two) files, one (01) original and one (01) copy of their tender submission document. - Tenders may only be submitted on the tender documentation that is issued. - Should bidders not submit their bid submission at the set tender closing time and date (08 October 2025 12H00PM), their submission will be considered non-responsive. - Mochaki informed bidders that all queries must be directed to Mochaki.monyela@airports.co.za - Briefing session presentation, minutes of the meeting and attendance register will be uploaded on e-tenders together with the revised RFP document with correction of the tender description under part T1.1 on page 5 of the document. The following questions were posed by bidders and answers provided by ACSA SCM Question 1: The employee's objective says the tender period is six months, is this correct? Answer 1: An addendum will be issued with the correct duration of 60 months and not 06 months. Question 2: Description of the tender on page 5 of the RFP is different to the scope? Answer 2: The RFP has been updated with the correct description and re-uploaded on e-tenders as discussed in the site brief meeting. Question 3: How do you want the reference letter to be? Answer3: Please refer to page 13 of the RFP document as it clearly states how the letters should be. Question 4: You mentioned provision of spares so in the case where the budget gets depleted in the second year of the contract, how will ACSA cater for the remaining three years? Answer 4: The spares amount is included in the five years and increases yearly in accordance with the CPI. Question 5: Does form A have to be signed by ACSA? Answer 5: No, the attendance register will be used as proof that the bidders attended the site brief session.		

ACTIONS

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by	Bidders	19 September 2025 at (16H00PM)
- Bid submission by	Bidders	08 October 2025 @ 12H00PM

<u>Conclusion</u>
Meeting was closed at 12h00

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela

Mochaki Monyela (Chairperson)