

**Meeting Name:** Compulsory Briefing session: Maintenance of Elevators at O R International Airport  
(ORTIA7122/2023/RFP)

**Meeting Called By:** Motlhabane Molamu (MM) and Gideon Dibane (GD)

**Venue:** Kudu Boardroom (3rd Floor, North Wing) ACSA Offices, 3rd Floor, North Wing O R Tambo International Airport

**Date:** 04 September 2023

**Time:** 10H00am

**Attendance:** As per attendance register

## MEETING MINUTES

ITEM	DISCUSSION POINT	DATE	WHO
	<ul style="list-style-type: none"> <li>- Motlhabane Molamu (MM) welcomed the attendees to the meeting and introduction were conducted</li> <li>- MM informed bidders that the briefing session is compulsory and form part of the mandatory requirements evaluations</li> <li>- MM highlight the important dates as follow:               <ul style="list-style-type: none"> <li>o Clarification and Enquiries closing date is 18<sup>th</sup> September 2023. Clarifications will be responded on a weekly basis until the closing of the tender. Responses will be sent to all bidders that attended the briefing session and will be uploaded on e-tenders</li> <li>o Tender closing is 02<sup>nd</sup> October 2023 (10H00am). No late Tenders will be accepted.</li> </ul> </li> <li>- MM and GD presented the following information on the tender document:               <ul style="list-style-type: none"> <li>o 4 stages of the evaluation process (Stage 1 Test for responsiveness, Stage 2 Mandatory Requirements, Stage 3 Functionality, Stage 4 Price and Preference, Stage 5 Acceptability of Offers, Stage 6 Objective criteria evaluation) Note: Addendum 1 to be issued for the correct the parts of the functional evaluation criteria and inclusion of NEC X5 clause on the contract</li> <li>o Submission instruction and tender timelines. MM emphasized that the closing date for submission of queries is 18 September 2023 (Close of business)</li> </ul> </li> <li>- MM highlighted that bidders must submit the original bid document and a copy of the original. The copy must include all documents in the original bid document and a soft copy by means of a memory stick /CD</li> <li>- MM informed bidder that all queries must still be directed to <a href="mailto:Motlhabane.molamu@airports.co.za">Motlhabane.molamu@airports.co.za</a></li> <li>- GD presented the Scope of Work as outlined in the RFP</li> <li>- GD presented the Pricing BOQ as outlined in the RFP</li> </ul> <p><b>Note: Addendum 1 to be issued as follows:</b></p> <ul style="list-style-type: none"> <li>- Parts of the functional evaluation criteria</li> <li>- Inclusion of NEC X5 clause on the contract</li> <li>- Measurements</li> </ul> <p><b>Questions and Answers:</b></p> <p><b>Question:</b> Bidders that are not interested in subcontracting, are they allowed to bid <b>Answer:</b> Bidders that do not subcontract will be disqualified at Objective Criteria evaluations</p> <p><b>Question:</b> Can the bidders have access to the measurements of the equipment</p>		ALL

	<p><b>Answer:</b> Yes, the measurements will be uploaded on etenders</p> <ul style="list-style-type: none"> <li>- <b>Question:</b> Which Escalators have water problems and will require an automated sump pump <b>Answer:</b> Yes, the information will be provided with the measurements</li> <li>- <b>Question:</b> What are the implications if the contact person on the reference letter has left the entity <b>Answer:</b> The reference for the company remains regardless of the resource leaving the entity. Bidders must engage the resource that has taken over the position to obtain the letter and must be reachable to verify the reference letter. Note: The email address of the contact must be for the entity. Gmail, Hotmail etc will not be accepted.</li> </ul>		
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**ACTIONS**

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Clarifications and queries	ACSA	Weekly

<u>Conclusion</u>
Meeting was closed at 11h00

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS



Mothabane Molamu (Chairperson)