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MEETING NAME: REQUEST FOR BIDS FOR THE APPOINTMENT OF THE AIR QUALITY MONITORING CONTRACTOR AT KING SHAKA INTERNATIONAL AIRPORT FOR A PERIOD OF THREE (03) YEARS WITH REFERENCE KSIA8103/2026/RFP

MEETING CALLED BY: MOCHAKI MONYELA

VENUE:

**Airports Company South Africa Soc Limited
 King Shaka International Airport
 Multi Storey Offices (MSO), Ground Floor, Reception Area**

Date: Wednesday: 01 July 2026

Time: 11:00AM

Present:

Name & Surname	Role
Mochaki Monyela	Chairperson
Phumla Zungu	Technical
Phumelele Dladla	Technical
Nontokozo Nzama	Technical

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. - Phumla Zungu presented the Scope of Work to bidders, functionality Evaluation criteria & Summary of Costs: - Phumla Zungu and Mochaki presented the following information on the tender document: - o The evaluation process (Stage 1 Mandatory Requirements, Stage 2 Functionality, Stage 3 Price & Preference evaluation and Stage 5 Post tender negotiations (If needed)) - o Submission instruction and tender timelines. emphasized that the closing date for submission of queries is 08 of July 2026 at (16H00PM) and the closing date for bid submission is 21 of July 2026 at (12H00PM). No late submissions will be accepted. - o Bid documents must be submitted using the following address below: Airports Company South Africa Soc Limited ACSA North Wings Offices, International Terminal Building 3rd Floor, O. R. Tambo International Airport, Tender Box B.	Q	ALL

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	Telephonic, telegraphic, telex and facsimile tenders will not be accepted. • 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 (21 of July 2026@ 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 discussed addendum will be uploaded on e-tenders bidders have been advised to check for this documents on e-tenders. The following questions were posed by bidders and answers provided by ACSA SCM Question 1: In terms of reference If you had a contract with a client and each year you keep on renewing it will that be considered? Answer 1: Yes, that will be considered, as you would have reviews on how you performed before the extension, as long as it not an ongoing project. Question 2: what if we have two concurrent projects in terms of reference, one for six months and the other for another six months with different entities, will that be considered? Answer 2: The Bid evaluation committee can be lenient to consider that. Question 3: On the maintenance does it have to be every week as generally its every fortnight as on the unit it says weekly? Answer 3: You need to keep on checking if its working as intended. Question 4: Is What is the logging system currently in place in the ambient station, do you have the logging system, as with the logging system there will be some annual server fees, so we need to know what type of system is it and who do we contact as we need to know the analyzers in the station? Answer 4: Yes, we do have the logging system, it's Envea. Question 5: On reporting how should it be done? Answer 5: Appendix A indicates how it should be done, the split. Question 6: The station is it linked to SAAQIS ? Answer 6: No?		
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	Question 6: The description refers to sweepers? Answer 6: It's a mistake the service required is for the Air Quality Monitoring and not sweepers? Note: <i>All the changes discussed on the BOQ please refer to the revised BOQ which is on addendum one (1) document uploaded as discussed in the site brief meeting, for any other questions please refer them to Mochaki.monyela@airports.co.za</i>		

ACTIONS

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by	Bidders	08 of July 2026 at (16H00PM)
- Bid submission by	Bidders	21 of July 2026 @ 12H00PM

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

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela

Mochaki Monyela (Chairperson)