

Tel +27 11 723 1400 Fax +27 11 453 9354  
 The Maples, Riverwoods, 24 Johnson Road,  
 Bedfordview, Gauteng, South Africa, 2008  
 P O Box 75480, Gardenvue,  
 Gauteng, South Africa, 2047  
 www.airports.co.za

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



**MEETING NAME:** TENDER FOR THE MAINTENANCE AND REPAIRS TO MEDIUM VOLTAGE ELECTRICAL INFRASTRUCTURE: SWITCHGEARS, POWER FACTOR CORRECTION SYSTEM, TRANSFORMERS, RING MAIN UNITS, MINI- SUBSTATIONS, CABLES AT O.R TAMBO INTERNATIONAL AIRPORT FOR A PERIOD OF THREE (03) YEARS WITH REFERENCE ORTIA7997/2025/RFP

**MEETING CALLED BY:** MOCHAKI MONYELA

**VENUE:**

Media room, Next to the post office, central terminal building,  
 ground floor OR Tambo International Airport, Gauteng

**Date:** Friday: 13 February 2026

**Time:** 11:00AM

**Present:**

Name & Surname	Role
Mochaki Monyela	Chairperson
Yanga Ralarala	Technical

**Apologies:**

Kelebogile Meje

Rutherford Makhoba

**MEETING MINUTES**

ITEM	DISCUSSION POINT	DATE	WHO
	<ul style="list-style-type: none"> <li>- Mochaki welcomed the attendees to the meeting and introductions were conducted.</li> <li>- Mochaki Presented the commercial requirements of the Bid.</li> <li>- Yanga Ralarala presented the Scope of Work to bidders, functionality Evaluation criteria &amp; Summary of Costs:</li> <li>- Yanga Ralarala and Mochaki presented the following information on the tender document:               <ul style="list-style-type: none"> <li>o The evaluation process ( Stage 1 Test for Responsiveness (as per clause C.3.8), Stage 2 Mandatory Requirements, Stage 3 Functionality, Stage 4 Price &amp; Preference evaluation and Post tender negotiations (If needed)</li> <li>o Submission instruction and tender timelines. emphasized that the closing date for submission of queries is 20 February 2026 at (16H00PM) and the closing date for bid submission is 04 March 2026 at (12H00PM). No late submissions will be accepted.</li> <li>o Bids to be submitted anytime from the 02 March 2026 to 04 March 2026, bid documents must be submitted using the following address below:</li> </ul> </li> </ul>	Q	ALL
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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.

- 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 (04 March 2026 @ 12H00PM, their submission will be considered non-responsive.
- Mochaki informed bidders that all queries must be directed to [Mochaki.monyela@airports.co.za](mailto:Mochaki.monyela@airports.co.za)
- Briefing session presentation, minutes of the meeting and addendum 1 will be uploaded on e-tenders bidders have been advised to check for this documents on e-tenders no later than Friday 20 February 2026, 16:00PM.

The following questions were posed by bidders and answers provided by ACSA SCM

**Question 1:** Are we required to submit a signed certificate of attendance?

**Answer 1:** No, attendance register will be used as proof of attendance. Contractors must ensure that they sign the attendance register which will be uploaded on e-tenders.

**Question 2:** Tender box – can we make a separate file?

**Answer 2:** Yes.

**Question 3:** Who is responsible for Switching/ Isolating?

**Answer 3:** ACSA.

**Question 4:** Is this a panel of contractors or single contractor?

**Answer 4:** Single contractor.

**Question 5:** The issue of a car model for Airside is it still applicable?

**Answer 5:** Yes, normally at airside the car model must not be more than 3 years old.

**Question 6:** Is ECSA mandatory for test technician?

**Answer 6:** No.

**Question 7:** You looking for how many resources?

**Answer 7:** The contractor is responsible for providing adequate and necessary resources to meet and complete the requirements of this scope, i.e. skilled, general worker employees, and machinery/ tools  
The airport operates 24 hours a day, 7 days a week, 365(6) days a year and the successful contractor is expected to be able to respond to breakdowns and ACSA requirements throughout the year.

**Question 8:** Is it allowed to hire tools and equipment?

**Answer 8:** The contractor must own some of the tools as per the score card. If you don't own those tools, you will not be able to score enough points to be awarded the works. Tools and equipment are the backbone for maintenance and repairs; lack of

	tools exposes ACSA to extended breakdowns. Prolonged downtime increases operational costs and can affect airline schedules, passenger experience, and revenue streams.		

**ACTIONS**

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by	Bidders	20 February 2026 at (16H00PM)
- Bid submission by	Bidders	04 March 2026 @ 12H00PM

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

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela



Mochaki Monyela (Chairperson)