



**MINUTES  
NON-COMPULSORY BRIEFING SESSION**

**BID REFERENCE: COR8075/2025/RFP  
ACQUISITION OF VALET PARKING OPERATORS FOR A PERIOD OF THREE (3) YEARS AT  
AIRPORTS COMPANY SOUTH AFRICA'S, O R TAMBO INTERNATIONAL AIRPORT,  
CAPE TOWN INTERNATIONAL AIRPORT AND KING SHAKA INTERNATIONAL AIRPORT**

<b>DATE</b>	4 March 2026	<b>TIME</b> : 10h00 am
<b>VENUE</b>	Virtual via Microsoft (MS) Teams	
<b>ATTENDEES</b>	Maliga Gounden (MG) Alina Feleti (AF) Phindile Mbazini (PM) PLUS refer Attendance Register for other attendees	

**PROCEDURAL MATTERS**

- |    |                                    |         |
|----|------------------------------------|---------|
| 1. | Administration                     | MG      |
| 2. | Presentation of tender information | MG & AF |
| 3. | Closure                            | MG      |

**1. ADMINISTRATION**

- 1.1 The Chairperson (MG) welcomed the attendees.
- 1.2 ACSA personnel introduced themselves

**2. MATTERS**

- 2.1 Prior to commencement and during the online MS Teams briefing session, MG requested that attendees enter their names, their company names and e-mail addresses in the Chat section.
- 2.2 MG requested that questions be placed in the Chat section as well.
- 2.3 MG flighted and presented the SCM related information for the briefing session.
- 2.4 The Commercial lead for this tender (Manasseh Ndwambi) had IT technical issues and could not join to present the scope. He joined via phone but was not very clear and therefore requested his colleague AF to present the scope on his behalf. AF presented the scope.
- 2.5 MG presented the pricing information.
- 2.6 MG indicated that as the Commercial lead was not present at the briefing session, all queries raised will be responded to in writing.
- 2.7 MG advised that should bidders have any queries further to the briefing session, same must be placed in writing to the dedicated e-mail address [tenders.scn1@airports.co.za](mailto:tenders.scn1@airports.co.za) by the query closure date and ACSA's response will be uploaded on National Treasury's website [www.etenders.gov.za](http://www.etenders.gov.za) and sent to bidders, where e-mail addresses were provided.

**3. CLOSURE**

- 3.1 MG thanked everyone for attending the meeting and declared it closed at 11h35.

Maliga Gounden  
Chairperson