

MINUTES

Date : 30 May 2025

Time: 12:00 to 13:00

Venue : Microsoft Teams

Presenters: Alicia Sekoati
Ntokozo Mazibuko
Deborah Francis

Agenda : Welcome and Introductions
Key Dates & Instructions
Background and Scope of Works
Tender Evaluation Criteria
Price and Preference
Attendance Register & Questions

Alicia Sekoati welcomed and thanked everyone for attending the compulsory virtual briefing session for tender COR7834/2025- Request for bids for the provision of Communications and PR Management services for a period not exceeding 3 years at the Airports Company South Africa.

The objective of the meeting is to share with the bidders the scope requirements as stated in the tender document and indicate how the bid proposals are going to be evaluated. Alicia highlighted the key dates of the document and the instructions for submissions.

Ntokozo Mazibuko took the bidders through the background and scope of work of the tender highlighting key information around the scope of work.

Alicia carried on with the remainder of the presentation and took the bidders through the evaluation criteria. She requested that those in attendance assist their respective colleagues in compiling the tender document to ensure that they stick to the exact requirement of the evaluation criteria. Bidders are reminded to label their responses clearly and logically.

Failure to meet the minimum threshold of 76 points out of 95 will result in disqualification. Bidders to note the addendum published around the technical criteria.

Alicia then moved on to the Price and Preference stage of the tender. She stressed the importance of using *only* the pricing schedule provided and no other format as this could lead to the disqualification of the bidder.

Bidders were asked if they had any questions, please find table for questions and answers:

QUESTIONS	ANSWERS
If a bidder provided different types of services on one project for a client, would it be acceptable to submit the same reference letter in response to more than 1 of the Company Experience criterion types.	The tender does not specify that the reference letters should be from different clients. Therefore, you may submit the same reference letter in response to more than 1 of the Company Experience criterion types.
With regard to technical criteria 4.2 Digital communication demonstration, is the expectation for the bidders to submit a technical written proposal outlining the methodology and the approach taken on the demonstration or are you expecting to have a visual campaign.	A visual campaign concept. No further details will be given for the brief, bidders must use their creativity.
Are Technical criteria 1 to 3 based on the bidders past work and requirement 4 (demonstration) based on a proposal to ACSA.	Yes, all the Company Experience criteria are based on the bidders past work. The Demo requirements are based on the proposal to ACSA.
Is the monthly retainer basically determined by taking into account the entire scope excluding third party, Video printing, social media, media buying and provide a monthly figure.	Yes, the monthly retainer should exclude everything listed in the SBD3.3 exclusion list. We expect the bidders to apply a mark-up for the items on the exclusion list only if the bidder does not perform these services in-house. All other scope requirements should be included in the retainer.
Does it matter if the resources provided in response to the bid do not currently hold the positions within their respective organizations that are required in the tender document but still meet the tender requirements.	You do not need to provide resources that hold the same titles as those in the tender document, however, you are required to provide resources that meet the requirements of each title stated in the tender document.
Will bidders who attended the briefing session without registering be permitted to bid.	No, the criteria requires both the registration and attendance to the briefing session.

There being no further questions Alicia took the attendance register and adjourned the meeting.