



## **BRIEFING AND SITE VISIT MINUTES**

<b>MEETING TITLE:</b>	<b>TENDER FOR THE FOR THE APPOINTMENT OF A MULTI-DISCIPLINARY BUILT ENVIRONMENT PROFESSIONAL TEAM FOR THE CONSTRUCTION OF THE NEW GROUND SUPPORT EQUIPMENT WORKSHOPS PROJECT AT CAPE TOWN INTERNATIONAL AIRPORT FOR A PERIOD OF 36 MONTHS.</b>	
<b>MEETING TYPE</b>	<b>Compulsory Briefing and Site Visit Session</b>	
<b>VENUE</b>	<b>Cape Town International Airport – Southern Office Block Building – Faranani Boardroom and Site Inspection – GSE workshop site</b>	
<b>MEETING DATE</b>	<b>WEDNESDAY 27TH AUGUST 2025</b>	
<b>TIME</b>	<b>11h00</b>	

### Present

BSC members representing Airports Company South Africa

- **Graham Mitchell : SCM Chairperson**
- **Yanga Jingisa - Senior Project Practitioner – BSC Member**
- **Skhumbuzo Mkhasibe - Project Manager • CIAM Management – BSC Member**
- **Aslam Miller - Senior Manager Infrastructure and Property Development – BSC Member**

**(BSC – Bid Specification Committee)**

### Bidders

**See Attendance Register (Register uploaded on [www.etenders.gov.za](http://www.etenders.gov.za))**

### Apologies

None


### **OVERVIEW:**

<b>Item No.</b>	<b>Notes</b>	<b>Actions</b>
Introduction	GM introduced himself and the rest of the BSC Team.  Bidders were informed about the importance of signing the bids received register (GM).  Bidders were informed about the anti-corruption hotline (GM).	<b>GM</b>
Important dates.	Graham informed bidders about the important dates i.e.: Please see below	<b>GM</b>

**Tel +27 11 723 1400 Fax +27 11 453 9354**  
**Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park,**  
**Gauteng, South Africa, 1632**  
**P O Box 75480, Gardenview, Gauteng, South Africa, 2047**  
**[www.airports.co.za](http://www.airports.co.za)**

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: F Zikalala Mvelase (Interim Chairperson), Dr K Badimo, D Hlatshwayo, A Khumalo, G Mancotywa, L Mbotya (Chief Financial Officer), M Mpofu (Chief Executive Officer), Y Pillay, S Sambo, N Siyotula, F Sefara (Company Secretary)



	<p>No late submission will be accepted. (GM)</p> <p><u>Timelines</u></p> <table><tr><td>Tender Number</td><td>CTIA7892/2025/RFP</td></tr><tr><td>Issue Date</td><td>15<sup>TH</sup> AUGUST 2025</td></tr><tr><td>Compulsory Briefing Session and Site Inspection Date &amp; Time</td><td><p>Every bidder must come to the site with the following:</p><p>(a) Reflective jacket</p><p>(b) Identity Document and a copy of your ID (not driver's license)</p><p>(c) Relevant PPE for site inspection</p></td></tr><tr><td>Enquiries closing Date and time</td><td>FRIDAY 12<sup>TH</sup> SEPTEMBER CLOSE OF BUSINESS</td></tr><tr><td>RFP submission closing Date and Time</td><td>FRIDAY 25<sup>TH</sup> SEPTEMBER 2025 @ 12h00</td></tr><tr><td>HARD COPY Bid Proposals to be delivered to :</td><td><p>ADDRESS:</p><p>CAPE TOWN INTERNATIONAL AIRPORT SOUTHERN OFFICE BLOCK BUILDING GROUND FLOOR, RECEPTION, PROCUREMENT DEPARTMENT</p><p>Tender Box</p><p>(Size of tender box is on page 4)</p></td></tr></table>	Tender Number	CTIA7892/2025/RFP	Issue Date	15 <sup>TH</sup> AUGUST 2025	Compulsory Briefing Session and Site Inspection Date & Time	<p>Every bidder must come to the site with the following:</p> <p>(a) Reflective jacket</p> <p>(b) Identity Document and a copy of your ID (not driver's license)</p> <p>(c) Relevant PPE for site inspection</p>	Enquiries closing Date and time	FRIDAY 12 <sup>TH</sup> SEPTEMBER CLOSE OF BUSINESS	RFP submission closing Date and Time	FRIDAY 25 <sup>TH</sup> SEPTEMBER 2025 @ 12h00	HARD COPY Bid Proposals to be delivered to :	<p>ADDRESS:</p> <p>CAPE TOWN INTERNATIONAL AIRPORT SOUTHERN OFFICE BLOCK BUILDING GROUND FLOOR, RECEPTION, PROCUREMENT DEPARTMENT</p> <p>Tender Box</p> <p>(Size of tender box is on page 4)</p>	
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Administration	<ul style="list-style-type: none"><li>❖ <b>ENQUIRIES AND CLARIFICATION:</b> To be directed to <a href="mailto:ctiatender.admin@airports.co.za">ctiatender.admin@airports.co.za</a> - ONLY</li><li>❖ <b>TENDER BOX ALLOCATION:</b> Tender Box – Procurement Department, Ground Floor – Southern Office Block Building – Cape Town International Airport - Matroosfontein</li><li>❖ <b>BID SUBMISSION</b> to strictly follow BID requirements – do not respond in any other format. Any other format will lead to the disqualification of your submission. All stages of the Bid Document to be responded to in order to be considered for the PRICE and PREFERENCE stage. This will be a hurdled/gated evaluation process.</li><li><b>BID SUBMISSION METHODS:</b> 1 hardcopy (original) and 1 copy of the original to be submitted in a clearly marked envelope/box/file with the appropriate reference CTIA7892/2025/RFP and softcopy on a virus free memory stick</li><li>❖ <b>NB:</b> RFP Submission checklist in conjunction with Mandatory Requirements Functional/Technical Evaluation criteria, Price, and BBEEE level</li><li>❖ <b>NB:</b> Please reference returnable schedule before submitting to ensure correctness of Bid.</li><li>❖ <b>SUBMISSION AND CLOSE OF BID:</b>FRIDAY 25<sup>TH</sup> SEPTEMBER 2025 @ 12h00</li><li>❖ <b>Please note:</b> No bid shall be accepted after the closing time – <b>ZERO CONTACT POLICY</b></li></ul> <div></div>	GM												
Process.	<p>Bidders were informed to submit all questions/clarity to SCM (GM). <a href="mailto:ctiatender.admin@airports.co.za">ctiatender.admin@airports.co.za</a> by Close of Business (17h00) 12<sup>th</sup> August 2025</p>	GM												

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	<p>ACSA BSC TEAM will consolidate responses and publish them on <a href="http://www.etenders.gov.za">www.etenders.gov.za</a></p> <p>The evaluation will look at the following areas. All detail contained in the Bid Pack</p> <p>A staged approach will be followed</p> <ul style="list-style-type: none"> <li>• Mandatory</li> <li>• Functionality/Technical</li> <li>• Price and Preference</li> <li>• Negotiation</li> </ul> <p>This is a hurdled/gated evaluation methodology/ A staged approach will be followed</p>	
Joint venture	<p>It was explained in detail that there are two types of JV:</p> <ol style="list-style-type: none"> <li>1. Incorporated – Two organisation submit all documents and Consolidated BBBEE under one incorporated JV.</li> <li>2. And unincorporated – Organisation submit documents including Consolidated BBBEE as different entities under one JV.</li> </ol> <p>Refer to the Bid document for further clarity and explanation on the requirements for a JV/Consortium and/or Sub Consultancy</p>	<b>GM</b>
Mandatory	<p>All mandatory requirements were explained, these include:</p> <p>The CIDB requirement was enforced as well as the fact that bidders needed to attend both briefing AND site inspection</p> <p><b>The register will be used to confirm both .</b></p> <p><b>Furthermore, the following Mandatory requirements were discussed in detail :</b></p> <ol style="list-style-type: none"> <li>1. Fully completed and signed form of offer and acceptance (C1.1) (Found in the CIDB PSC document).</li> <li>2. Attendance of Compulsory Briefing Session and,</li> <li>3. Attendance of Compulsory Site Inspection.</li> </ol> <p><b>Points to Note :</b></p> <p><b>No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).</b></p> <p><b>No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.</b></p> <p><b>The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)</b></p>	<b>GM</b>

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	<p><b>Please submit All SBD Returnables (fully completed)</b>  <b>The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner COIDA (Compensation for Occupational Injuries and Diseases Act) (Letter of good standing with the Workers Compensation Commissioner) with the Department of Labour, FEM or RMA</b>  <b>Please note the description of the Nature of Business must be relevant to the Tender you are bidding for.</b></p> <p>Bidders were informed that they need insurance cover upon appointment only – the highest point scoring respondent will be appointed</p> <p>Bidders were informed to check all list of returnable and ensure all is covered.</p>	
Functionality/ Technical Evaluation and Scope of work	<p>Functionality and Technical Criteria :</p> <p>The Technical TEAM explained the requirements as well as threshold needed to qualify under each discipline</p> <p>Refer to bid document</p> <p>The functionality will be evaluated per discipline</p> <p>Bidders to complete the fully signed and completed C1.1 Form of Offer and Acceptance in the correct manner and submit it per discipline</p>	<b>ALL</b>
Price list or BOQ	<p>REFER TO THE BID DOCUMENT AND <b>CIDB PSC Contract</b> and Industry requirements and specification.</p> <p>GM provided and an explanation about Price and BBBEE as per below table.</p> <p><b>80/20 RULE TO BE USED</b></p>	<b>GM and YJ</b>

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	<ul style="list-style-type: none"> <li>• 80 to be allocated to points</li> <li>• 20 to preference according to the sliding scale below:</li> </ul> <p><i>Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)</i></p> <table border="1"> <thead> <tr> <th>Specific Goals</th><th>Number of points (80/20 system)</th><th>Bidders Self SCORE</th></tr> </thead> <tbody> <tr> <td>B-BBEE Status Level 1</td><td>5</td><td></td></tr> <tr> <td>B-BBEE Status Level 2</td><td>4.5</td><td></td></tr> <tr> <td>B-BBEE Status Level 3</td><td>4</td><td></td></tr> <tr> <td>B-BBEE Status Level 4</td><td>3</td><td></td></tr> <tr> <td>B-BBEE Status Level 5</td><td>2</td><td></td></tr> <tr> <td>B-BBEE Status Level 6</td><td>0.5</td><td></td></tr> <tr> <td>B-BBEE Status Level 7</td><td>0.3</td><td></td></tr> <tr> <td>B-BBEE Status Level 8</td><td>0.1</td><td></td></tr> <tr> <td>Black youth majority-owned entities</td><td>5</td><td></td></tr> <tr> <td>Black women majority-owned entities</td><td>5</td><td></td></tr> <tr> <td>Entity located in provincial/municipal/ district where services or assets are procured.</td><td>5</td><td></td></tr> <tr> <td>Non-compliant contributor</td><td>0</td><td></td></tr> </tbody> </table> <p><b>Bidders were referred to send all clarification to the e-mail address below</b></p> <p>Yanga explained the BOQ and the pricing regime to be followed – benchmarking against market related costing will be conducted</p>	Specific Goals	Number of points (80/20 system)	Bidders Self SCORE	B-BBEE Status Level 1	5		B-BBEE Status Level 2	4.5		B-BBEE Status Level 3	4		B-BBEE Status Level 4	3		B-BBEE Status Level 5	2		B-BBEE Status Level 6	0.5		B-BBEE Status Level 7	0.3		B-BBEE Status Level 8	0.1		Black youth majority-owned entities	5		Black women majority-owned entities	5		Entity located in provincial/municipal/ district where services or assets are procured.	5		Non-compliant contributor	0		
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Questions	Frequently asked questions as well as learnings were discussed with attendees	<b>ALL</b>																																							

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	<p><b>FREQUENTLY ASKED QUESTIONS :</b></p> <p><b>WHAT IF MY SUBMISSION IS LATE (even by 1 minute)?</b> It will be registered as late and disqualified</p> <p><b>WHAT IS A NON-RESPONSIVE BID?</b> A non-responsive bid is a bid that does not meet the requirements for each stage mentioned in the bid document and/or not supplying the Tender Preparation and Evaluation Committee with the required statutory documents</p> <p><b>WHAT HAPPENS IF MY DOCUMENTS HAVE EXPIRED?</b> If your documents have expired, your tender will be non-responsive, unless you can provide proof of application before the Tender closing date</p> <p><b>DO I NEED TO MEET EVERY REQUIREMENT IN THE MANDATORY STAGE TO QUALIFY FOR THE FUNCTIONALITY STAGE?</b> Yes – this is a gated/multistep evaluation process. A bidder is required to fully comply with every requirement in the Mandatory Stage as well as the Functionality Stage in order to proceed to PRICE AND PREFERENCE</p> <p><b>IS IT COMPULSORY TO SUBMIT A C1.1 FORM OF OFFER AND ACCEPTANCE</b> Yes – your submission will be non-responsive – see Mandatory requirements</p> <p><b>WILL UNRESPONSIVE BIDDERS BE GIVEN AN OPPORTUNITY TO A DE-BRIEFING SESSION?</b> ACSA always promotes the invitation to a de-briefing session – you will be invited to an individual session where the TEAM will take you through the areas of the submission that did not meet the bid criteria – STEP BY STEP.</p> <p><b>LESSONS LEARNT:</b></p> <p>BIDDERS FAILED TO ATTEND BOTH COMPULSORY BRIEFING AND SITE INSPECTION SESSIONS</p> <p>THE FORMATION OF CONSORTIUMS AND JV'S COLLAPSED DUE TO POOR ADHERENCE TO TENDER INSTRUCTIONS</p> <p>BIDDERS FAILED TO FULLY COMPLETE C1.1 FORM OF OFFER AND ACCEPTANCE</p> <p>BIDDERS COMPLETED A SINGLE C1.1 FORM OF OFFER INSTEAD OF PER DISCIPLINE</p> <p>FAILURE TO SUPPLY CORRECT COIDA DOCUMENTATION FOR SPECIFIC DISCIPLINES AND SUBMITTING EXPIRED COIDA DOCUMENTATION</p> <p>FAILURE TO PROVIDE RELEVANT COMPANY EXPERIENCE</p> <p>FAILURE TO PROVIDE RELEVANT RESOURCE QUALIFICATION</p> <p>FAILURE TO PROVIDE RELEVANT RESOURCE EXPERIENCE</p>	
Queries	<p><b>The Following questions were asked during the briefing session and a commitment was made by the TEAM to respond in writing after consolidation of questions :</b></p> <p>1. Is the cost for airport permits and training included in the provided disbursement percentage?</p>	ALL

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	<p>2. If the bidder tenders for more than one discipline but gets to be successful only on one discipline, will they be awarded that one successful discipline?</p> <p>3. During the Design &amp; Build stage, will the role of the Consultants (e.g. Engineers) be limited to review of the drawings received from the Design &amp; Build Contractor?</p> <p>4. Can the bidder provide a list of projects completed projects in varying stages (e.g. Stage 1 – 3) and then another completed stages (e.g. Stages 4 – 6)?</p> <p>5. What is the size of the diesel tank?</p> <p>6. How will the specialist services priced as provisional sums be procured after award?</p> <p>7. Can the same Key Person be assigned as a Key Person in more than one discipline?</p> <p>8. The tender requires listing of the Key Person, however this person will be supported by a number of office resources in the background. Can the support resources be included in the pricing of the service?</p> <p>9. Which correspondence address should the Bidder put in the tender document, noting the requirement for proof of address? Can the bidders place the Head office address (e.g. if not located in Western Cape) for purposes of correspondence or should it be the Western Cape address?</p> <p>10. Is the lease document sufficient as proof of address?</p> <div data-bbox="411 1503 1257 1715"> <p><b>All enquiries to be directed via email to:</b>  <a href="mailto:CTIATender.Admin@airports.co.za">CTIATender.Admin@airports.co.za</a></p> </div>	
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Site Visit	<p>Before leaving the briefing session GM confirmed that all attendees were present to visit the site and confirmed that details recorded on the briefing register were recorded correctly.</p> <p>All briefing attendees commenced to the site for site inspection – Refer briefing session register for list of attendees. All marked as present</p> <p>Visit to the site and walkabout started directly after briefing session. Site inspections were conducted – Attendees were shown the existing structures as well as the Topography and envisaged location of the proposed project and Topographical layout in real time.</p> <p>Attendees were reminded to submit all request for clarity before closing date for clarity period (in writing)</p> <p>The delegation completed the register and then thanked and dismissed</p>	
Conclusion	<b>Meeting ended approximately :</b>	<b>14h00</b>

Signature:

Name:

Graham Mitchell

SCM Official:

Senior Buyer - Category Management

Date:

01 September 2025

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