



BRIEFING VISIT MINUTES

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| MEETING TITLE: TENDER EVALUATION | The HVAC Systems Refurbishment and Chiller Replacement at George Airport for a period of 18 months - GRJ7650/2024/RFP | |
| MEETING TYPE | In Person Briefing Session | |
| VENUE | George Airport - ACSA Offices, 1st Floor, Terminal Building, Outeniqua Boardroom | |
| MEETING DATE | 09th May 2025 | |
| TIME | 11h00 – 13h00 | |

Present

TPEC members representing Airports Company South Africa

- **Graham Mitchell – SCM**
- **Marclen Stallenberg** - Manager Maintenance Engineering • Maintenance and Engineering Management
- **Fabian Davids** - Electrician • Electrical Maintenance

Bidders

See Attendance Register

Apologies

- **Siphokuhle Xhalisile** - Technician Civil Maintenance • Civil Maintenance

| Item No. | Notes | Actions |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Introduction | GM introduced himself and the rest of the TPEC Team. Bidders were informed about the importance of signing the bids received register (GM). | GM |

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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)



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| | | | | | | | | | | | | |
| <p>Important dates.</p> | <p>Bidders were informed about the anti-corruption hotline (GM). Graham informed bidders about the important dates i.e.: Please see below</p> <p>RFP Timelines</p> <table border="1"> <tr> <td>Tender Number</td> <td>GRJ7650/2024/RFP</td> </tr> <tr> <td>Issue Date</td> <td>24th April 2025</td> </tr> <tr> <td>Compulsory Briefing Session and Site Inspection Date & Time</td> <td> <p>Bidders should visit the permit office at least one-hour prior the site inspection to obtain TEMP PERMIT cards. Every bidder must come to site with the following:</p> <ul style="list-style-type: none"> (a) Reflective jacket (b) Identity Document and your ID (not driver's license) (c) Safety boots <p>09th May 2025 @ 11h00</p> </td> </tr> <tr> <td>Enquiries closing Date and time</td> <td>23rd May 2025 @12h00 CLOSE OF BUSINESS</td> </tr> <tr> <td>RFP submission closing Date and time</td> <td>02nd June 2025 @ 12h00 mid-day</td> </tr> </table> <p>No late submission will be accepted. (GM)</p> | Tender Number | GRJ7650/2024/RFP | Issue Date | 24 th April 2025 | Compulsory Briefing Session and Site Inspection Date & Time | <p>Bidders should visit the permit office at least one-hour prior the site inspection to obtain TEMP PERMIT cards. Every bidder must come to site with the following:</p> <ul style="list-style-type: none"> (a) Reflective jacket (b) Identity Document and your ID (not driver's license) (c) Safety boots <p>09th May 2025 @ 11h00</p> | Enquiries closing Date and time | 23 rd May 2025 @12h00 CLOSE OF BUSINESS | RFP submission closing Date and time | 02 nd June 2025 @ 12h00 mid-day | <p>GM</p> |
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| <p>Administration</p> | | <p>GM</p> | | | | | | | | | | |

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| | <p style="text-align: right;"><small>AIRPORTS COMPANY SOUTH AFRICA</small></p> <p><u>GENERAL ADMINISTRATION</u></p> <ul style="list-style-type: none"> ❖ ENQUIRIES AND CLARIFICATION: To be directed to ctiatender.admin@airports.co.za – ONLY ❖ TENDER BOX ALLOCATION: ACSA Offices, 1st Floor, Terminal Building, Outeniqua Boardroom, George Airport ❖ BID SUBMISSION 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. <p>BID SUBMISSION METHODS: 1 hardcopy (original) and 1 copy of the original to be submitted in a clearly marked envelope/box/file with the appropriate reference GRJ7650/2024/RFP and softcopy on a virus free memory stick</p> <ul style="list-style-type: none"> ❖ NB: RFP Submission checklist in conjunction with Mandatory Requirements Functional/Technical Evaluation criteria, Price, and BBBEE level ❖ NB: Please reference returnable schedule before submitting to ensure correctness of Bid. ❖ SUBMISSION AND CLOSE OF BID: 02ND JUNE 2025 @ 12h00 mid-day ❖ Please note: No bid shall be accepted after the closing time – ZERO CONTACT POLICY <hr style="width: 10%; margin-left: 0;"/> | |
| Process. | <p>Bidders were informed to submit all questions to SCM (GM). ctiatender.admin@airports.co.za</p> <p>The evaluation will look at the following areas. All detail contained in the Bid Pack</p> <ul style="list-style-type: none"> • Mandatory • Functionality/Technical • Price and Preference • Negotiation <p>This is a hurdled/gated evaluation methodology</p> | GM |
| Joint venture | <p>It was explained in detail that there are two types of JV:</p> <ol style="list-style-type: none"> 1. Incorporated – Two organisation submit all documents and Consolidated BBBEE under one incorporated JV. 2. And unincorporated – Organisation submit documents including Consolidated BBBEE as different entities under one JV. | GM |
| Mandatory | <p>All mandatory requirements were explained, these include:</p> | GM |

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| | <p>MANDATORY REQUIREMENTS</p> <p>Mandatory Administration Criteria</p> <p>All bidders are to comply with the following Mandatory requirements:</p> <ul style="list-style-type: none"> a) Fully completed and signed Form of Offer and Acceptance (C1.1), Found in the NEC ECC Contract document. b) Only tenderers with a valid CIDB contractor grading of 4ME or higher are eligible to bid on this initiative. c) Only bidders who attend the Compulsory Site Briefing session will be eligible to bid. d) Tenders must provide proof of COIDA (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA <p>NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).</p> <p>NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.</p> <p>NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)</p> <p>NB: The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner (COIDA).</p> <p>The CIDB requirement was enforced at 4ME or higher and explained threshold requirements</p> <p>It was mentioned that all bidders tax matters need to be up to date and valid.</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> | |
| <p>Functionality/ Technical Evaluation and Scope of work</p> | <p>Functionality and Technical Criteria :</p> | <p>MS and FD</p> |

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| FUNCTIONAL/ TECHNICAL REQUIREMENTS | | | | | |
|------------------------------------|----|---------------------------------------------------------------------------------------------------------|-------------------|------------|--------------------|
| FUNCTIONAL CRITERIA SUMMARY : | | | | | |
| Description of quality criteria | WQ | Sub criteria | Minimum Threshold | Max Score | BIDDERS SELF SCORE |
| | | Quality Score | | | |
| References and experience | 35 | Company Experience | 25 | 35 | |
| Warranties | 10 | A supplier must submit in writing commitment of the duration with regards to warranties on workmanship. | 5 | 10 | |
| Tenderer's Resource Proposal | 55 | Key Staff Resource Experience | 15 | 25 | |
| | | Key Staff Resource Qualification | 15 | 30 | |
| TOTAL | | | 60 | 100 | |

(Summary Above)

MS took the Bidders through the detailed Evaluation Criteria Bidders were informed about scope of work as follows.

Scope of Works was discussed and referred to detail in the bid document.

Presenters referred bidders to the clarification period to ask for any additional questions should the need arise if any part of the bid document be unclear.

Price list or BOQ

Bidders were informed about BOQ/Price list as follows.

MS took the Bidders through the detailed Bill of Quantities

REFER TO THE BID DOCUMENT AND NEC3 CONTRACT. Explained in detail

GM provided and an explanation about Price and BBBEE as per below.

80/20 RULE TO BE USED

ALL

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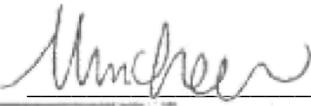
| | <ul style="list-style-type: none"> • 80 to be allocated to points • 20 to preference according to the sliding scale below: <table border="1" data-bbox="422 528 1235 797"> <thead> <tr> <th rowspan="2">Category</th> <th rowspan="2">Specific Goals</th> <th>Score</th> </tr> <tr> <th>20</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Construction</td> <td>51% owned by Black male and Black women and Black youth and People living with disabilities</td> <td>20</td> </tr> <tr> <td>51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)</td> <td>15</td> </tr> <tr> <td>51% owned by Black male or Black women or Black youth or People living with disabilities</td> <td>10</td> </tr> <tr> <td>Less than 51% owned by Black male, Black women, Black youth, People living with disabilities</td> <td>5</td> </tr> <tr> <td>Other</td> <td>0</td> </tr> </tbody> </table> <p>Bidders were referred to send all clarification to the e-mail address below</p> <p>ctiatenders.admin@airports.co.za</p> | Category | Specific Goals | Score | 20 | Construction | 51% owned by Black male and Black women and Black youth and People living with disabilities | 20 | 51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved) | 15 | 51% owned by Black male or Black women or Black youth or People living with disabilities | 10 | Less than 51% owned by Black male, Black women, Black youth, People living with disabilities | 5 | Other | 0 | |
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| | Other | 0 | | | | | | | | | | | | | | | |
| <p>Questions</p> | <p>GM and MS mentioned that Questions and Answers will be addressed by publishing on the www.etenders.gov.za portal Bidders were requested to submit all Technical Questions for the ACSA TEAM to consolidate and respond to after the clarification period.</p> <p>FAQ:</p> <div data-bbox="414 1263 1241 1832"> <p>FREQUENTLY ASKED QUESTIONS :</p> <p>WHAT IF MY SUBMISSION IS LATE (even by 1 minute)? It will be registered as late and disqualified</p> <p>WHAT IS A NON-RESPONSIVE BID? 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>WHAT HAPPENS IF MY DOCUMENTS HAVE EXPIRED? 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>DO I NEED TO MEET EVERY REQUIREMENT IN THE MANDATORY STAGE TO QUALIFY FOR THE FUNCTIONALITY PHASE? Yes – this is a gated/hurdled 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>IS IT COMPULSORY TO SUBMIT A C1 : FORM OF OFFER AND ACCEPTANCE Yes – your submission will be non-responsive – see Mandatory requirements</p> <p>WILL UNRESPONSIVE BIDDERS BE GIVEN AN OPPORTUNITY TO A DE-BRIEFING SESSION? 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 area's of the submission that did not meet the bid criteria – STEP BY STEP.</p> </div> | | | | | | | | | | | | | | | | |

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|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Queries | <p style="text-align: center;">All enquiries to be directed via email to: CTIATender.Admin@airports.co.za</p> | ALL |
| Conclusion | Meeting ended: 13h10 | |

Signature: 

Name: Graham Mitchell

SCM Official: Senior Buyer - Category Management

Date: 09th MAY 2023

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