BRIEFING VISIT MINUTES

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 where informed about the importance of signing the bids received register (GM).	**GM**

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

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)

AIRPORTS COMPANY
SOUTH AFRICA

<table>
<tr>
<td></td>
<td>

Bidders were informed about the anti-corruption hotline (GM).
</td>
<td></td>
</tr>
<tr>
<td>Important dates.</td>
<td>
Graham informed bidders about the important dates i.e.:
Please see below

<u>RFP Timelines</u>
<table>
<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>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:
(a) Reflective jacket
(b) Identity Document and your ID (not driver's license)
(c) Safety boots
09th May 2025 @ 11h00</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>
No late submission will be accepted.
(GM)
</td>
<td>GM</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td>GM</td>
</tr>
</table>

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

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)

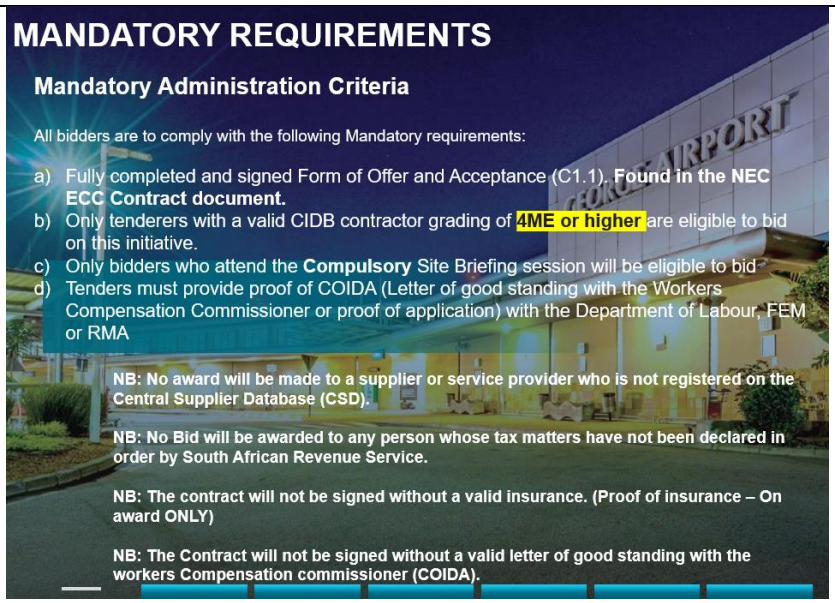
AIRPORTS COMPANY
SOUTH AFRICA

	GENERAL ADMINISTRATION ❖ **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.** **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** ❖ **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**	
Process.	Bidders were informed to submit all questions to SCM (GM). ctiatender.admin@airports.co.za The evaluation will look at the following areas. All detail contained in the Bid Pack • Mandatory • Functionality/Technical • Price and Preference • Negotiation This is a hurdled/gated evaluation methodology	**GM**
Joint venture	It was explained in detail that there are two types of JV: 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	All mandatory requirements were explained, these include:	**GM**

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

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)

AIRPORTS COMPANY
SOUTH AFRICA

	 The CIDB requirement was enforced at 4ME or higher and explained threshold requirements It was mentioned that all bidders tax matters need to be up to date and valid. Bidders were informed that they need insurance cover upon appointment only – the highest point scoring respondent will be appointed Bidders were informed to check all list of returnable and ensure all is covered.	
Functionality/ Technical Evaluation and Scope of work	Functionality and Technical Criteria :	**MS and FD**

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

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)

AIRPORTS COMPANY
SOUTH AFRICA

<table>
<tr>
<td></td>
<td>

FUNCTIONAL/ TECHNICAL REQUIREMENTS

FUNCTIONAL CRITERIA SUMMARY :

Description of quality criteria	WQ	Sub criteria / Quality Score	Minimum Threshold	Max Score	BIDDERS SELF 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.

</td>
<td></td>
</tr>
<tr>
<td>Price list or BOQ</td>
<td>

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

</td>
<td>**ALL**</td>
</tr>
</table>

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

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)

AIRPORTS COMPANY
SOUTH AFRICA

- **80 to be allocated to points**
- **20 to preference according to the sliding scale below:**

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

Bidders were refered to send all clarification to the e-mail address below

ctiatenders.admin@airports.co.za

Questions

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.

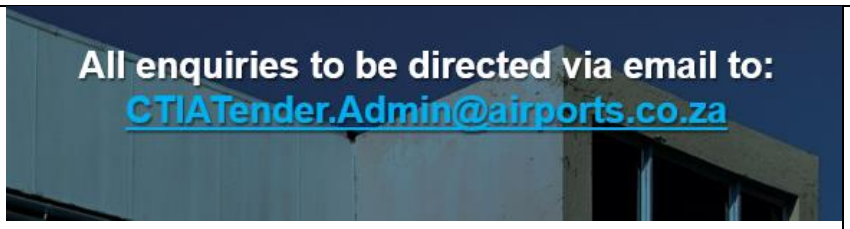
FAQ:

GM and MS

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

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)

AIRPORTS COMPANY
SOUTH AFRICA

Queries		**ALL**
Conclusion	**Meeting ended: 13h10**	

Signature: _____

Name: Graham Mitchell

SCM Official: Senior Buyer - Category Management

Date: 09th MAY 2023

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

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)