

Minutes of Compulsory Briefing session for Supply, Delivery, Offloading of Lighting Spares for a period of Forty – Eight (48) months at OR Tambo International Airport

Tender reference number is ORTIA8083/2025/RFP

DATE		28 September 2026	
TIME		10:00 – 11:39	
VENUE		Microsoft Teams	
1.	Administration	JM	
2	Bid Presentation	JM and MN	
3	Questions	Bidders	
4	Closure	JM	
1	ADMINISTRATION		
	JM welcomed all and thanked them for attending the compulsory briefing session. - Bidders were asked to enter the bidding entity name, telephone number, email address and the name of attendee in the meeting chat. They were also asked to write their questions in the Teams Chat - JM introduced ACSA representatives (Johnson Mji and Mlungisi Nyawose) - JM recorded the meeting		
2	BID PRESENTATION		
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Part A SBD 1 Invitation to Bid	Bidders to make sure that this is fully completed and signed. JM emphasized that the TAX and CSD details were entered.
Tender submission	Bidders were informed that the tender must be physically submitted to OR Tambo International Airport. The physical address and directions were given to the bidders.
Document Issue date, Closing date	These were given to the bidders: Issued on 14 September 2026. Briefing session compulsory. Query closing date 5 October 2026. Tender closing date 27 October 2026@12 O'clock noon
Site Inspection	Non-Compulsory on the 1 st of October 2026. Permit requirements were mentioned
Tender Queries	Procurement3.KSIA@airports.co.za for Attention Johnson Mji
Evaluation Criteria	Bidders were informed of the following: Predetermined evaluation criteria. Stage approach to be followed: Mandatory evaluation, Functionality evaluation, Price and Preference and Negotiations (where applicable).
Form of Offer	This was explained in detail. Bidders were shown an example of the Form of Offer. Bidders were informed to complete the BOQ/Pricing, transfer the 4-year total inclusive of VAT to Form of offer. They were informed that the form of offer is in the NEC3 Contract document. They were also informed that the Form of Offer be completed, signed. Must be completed in words and in numbers.
Functionality Evaluation	Bidders were informed that the total points are 100 and that the minimum overall points is 75 points Company Experience: Bidders were informed that references were required and that they were required and must be contactable and verifiable. Qualifications: The Artisan and Coordinator must attach copy of their qualifications. Experience of Key Resources: Submit CVs for these resources. Data Sheets: These must be submitted.
Evaluation of Preference	Bidders were informed that this is 80/20 evaluation. 80 for price points and 20 for preference. Bidders were informed that their BBBEE /Sworn Affidavits be valid all the time in order to score points. Bidders were informed that should these documents and any other documents expire after the tender closing date bidders would be given a chance to submit valid documents. This was for documents that have expiry dates and that were valid at the time of submission before the tender closing date.



Table on page 16 of 39	Several documents and information were presented. Bidders were informed that these must be completed, signed and submitted.
Bidder's Disclosure Form SBD 4	Bidders to declare properly. Declare any existing conflict of interest.
Contract	That this must be completed, signed and submitted. Form of Offer also completed.
Documents	Bidders were informed that they must use published documents in the format required. Bidders to print and complete documents. Bidders can also complete documents online and print them afterwards so that they can physically submit them on or before the closing date and time.
Bill of Quantities/Pricing	Bidders were informed that this must be fully completed with no blank spaces left. Bidders to indicate by putting a comment or zero in areas when they are not quoting. Provisional Sum: Bidders were informed that this was to be used for items not listed in the BOQ as it is difficult to list all items in the BOQ Mark Up: Bidders were informed that this was for third party purchases. Bidders were informed that they must indicate their markup percentages.
Scope of work	This was presented. Bidders to refer to the bid document.
Tender validity period	Bidders were informed that before the tender validity period expires a request to extend will be sent to the necessary committee to approve extension and that extension would be communicated to the bidders.
Joint Venture (JV) and Subcontracting	Bidders were informed that this is allowed. Bidders were informed to submit JV Agreement and indicate who the lead partner is. This is for those who wish to bid using JV or subcontracting.
Foreign bidders	JM informed the bidders that he is not aware of a tender requirement that foreign bidders were not allowed to bid. He informed bidders that such bidders would have to comply with the strict tender requirements.
Negotiations	Bidders were informed that should there be a need to negotiate with certain bidder/s, a request would be sent to the committee for approval to negotiate and bidder/s with whom to negotiate will be informed.
Mistakes in the tender document	Bidders were requested to inform ACSA of any material mistakes in the tender document so that they could be corrected.



3	QUESTIONS		
	Certain bidders listed the following questions in the meeting chat: • Bidder wanted to know if NQF 6 or 7 Level in Engineering, Project Management and Contract Management could be considered as well? • Bidder wanted to know if CIPC and BBBEE will be considered? • If the order has to be split, please advise how many people you will have on the panel of supplying • I wanted to seek clarity on BBBEE is CIPC, BBBEE certificate allow to be used • Can LED options be quoted on in place of the fluorescent lighting? • Fluorescent lighting are being phased out as they have been discontinued. • Where do we sign the attendance register for the briefing sessions • Do we have the technical specification for this supply contract? This will cover a lot of questions • Bill of Quantities Lighting Spares Total per Year should be included of VAT • Can the electrician and logistics coordinator be supplied through a subcontractor or joint-venture partner? • Will references belonging to a formal JV partner count towards functionality? • When can we expect the recording to be shared with us as we need to ensure our legal to also heed what has been discussed. • Are we confirming here on the chat whether we will be attending the site inspection or must we confirm via email? • Is it a must to quote on every item? • If you submit all your documents valid, then some of the documents validity expires within the duration of the evaluation?		
4	Closure		
	Meeting closed at 11:39		
5	APPROVAL OF MINUTES		
		Initials	SIGNATURE
	Johnson Mji	JM	