

MINUTES

Date : 5 October 2026

Time : 12:00PM

Venue : Microsoft Teams

Presenters: Alicia Sekoati

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

Alicia Sekoati welcomed and thanked everyone for attending the non-compulsory virtual briefing session for tender ORTIA8263/2026/RFP - MAINTENANCE OF AIRFIELD GROUND LIGHTING FIELD WORKS FOR A PERIOD OF FIVE (05) YEAR AT O.R. TAMBO AND BRAM FISHER INTERNATIONAL AIRPORTS

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. **All tender updates will be shared on the E-tenders portal, and it is the responsibility of the bidder to keep checking for updates until the tender is closed.**

The technical expert 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.

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.