MINUTES OF COMPULSORY BRIEFING SESSION

TENDER/BID REFERENCE: CTIA8059/2025/RFP

Tender for the Maintenance and Management of Vegetation and Bush Clearing at Cape Town International Airport for a period of 60 months (5 years)

DATES	23rd October 2026
TIME	10h00
VENUE	MEDIA CENTRE - CTIA

1. PROCEDURAL MATTERS

1.	Opening & Welcome	Graham Mitchell (GM) Senior Buyer Category Management
2.	SCM Presentation	Graham Mitchell (GM)
3.	Scope/Functionality Presentation and BOQ/Costing Schedule/Contract	Ntomboxolo Danti (ND)- Manager Civil Maintenance Ntomboxolo Danti (ND) - Manager Civil Maintenance
4.	Mandatory Stage	Graham Mitchell (GM)
5.	Price and Preference	Graham Mitchell (GM)
6.	Questions & Answers	Bidders & ACSA Representatives
7.	Closure	Graham Mitchell (GM)

2. OPENING & WELCOME

2.1 GM welcomed all the bidders and introduced the ACSA team.

ACSA TEAM in attendance:

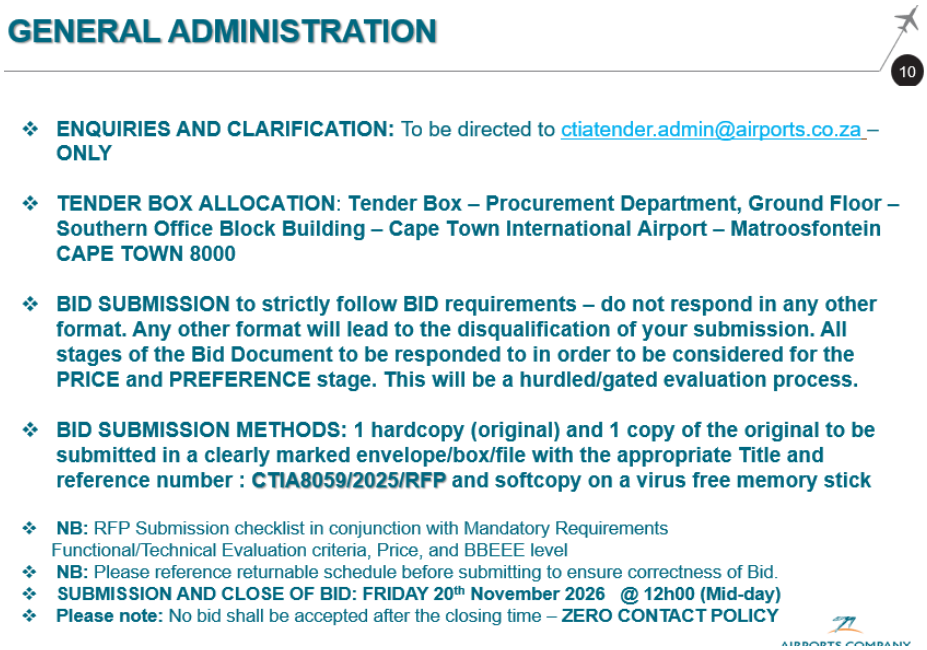
- Ntomboxolo Danti - Manager Civil Maintenance
- Nkosidumile Somzana - Civil Maintenance Engineer

2.2 ACSA highlighted and that bidders must sign the bid received register before submitting their bids. Bidders sending their bids via courier companies were reminded to inform the company details in the register and not the details of the courier company do avoid challenges associated with correctly identifying the companies that submit bids to ACSA.

Bidders to ensure that they have fully completed the Attendance Register before leaving the briefing session
A notification will be uploaded on www.etenders.gov.za for confirmation of a non-compulsory site inspection if required

- Bidders were informed that ACSA has an anti-corruption hotline that they can contact should they become aware of any suspicious activity at any time during the procurement process.
- www.etenders.gov.za will be used as the central repository for all communication between bidders and ACSA. Information presented in this meeting is information that is contained in the bid document and its appendices.
- Bidders were informed to submit all questions to ctiatender.admin@airports.co.za and not to any individual ACSA staff member

Commercial Requirements: (as presented) (GM)



3. SCM PRESENTATION

a. Tender Notice & Invitation to Tender (GM)

- The dates, query communication, validity period, availability & submission of bid document were highlighted.
- All clarifications to be directed to CTIAtender.admin@airports.co.za
- GM indicated that the presentations (SCM, Scope, Technical Specifications etc.) highlight the areas in the bid document and that the bidders must read the bid document including all appendices etc. in its entirety.
- Bidders were advised to allow sufficient time to ensure their bids being timeously submitted by the closing

date and time, as late bids will not be accepted.

- Submission of bid documents – the manner in which bids need to be submitted was explained and a zero-contact policy following the submission of bid documents was emphasized.
- Bidders were informed that they need to make sure that their staff members have clean police clearance records as any finding during the permitting process could result in the personnel being refused access to the airport precinct. The Aerodrome is divided into two sections – Airside (permits required for this restricted area) and Landside – where works will also take place. Cape Town International Airport is a National Key Point and is highly regulated.
- The JV requirement for incorporated and unincorporated JV was explained to the bidders and how to submit the accompanying statutory and supporting documents. The lead partner in a JV for calculating a consolidated CIDB grading was explained.
- The CIDB grading rationale was explained including the requirement in accordance with the CIDB Act of 2000 – the requirement for this Tender is **5SH** which is an annualized amount for the duration of the contract

SH	The development, extension, installation, maintenance, renewal, removal, alteration or dismantling, as relevant, of landscaping, irrigation and horticultural works.

- GM took the bidders through each stage of evaluation that their submissions will be subjected to until the successful bidder is appointed.

b. Evaluation Process (GM)

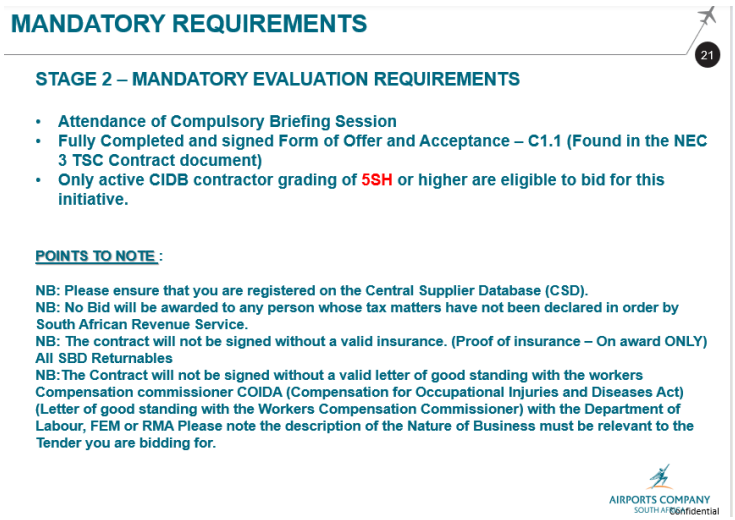
- GM took the bidders through the various stages from stage and evaluated against.
- The Evaluation process and criteria were presented as per information in the Presentation and bid document as follows:

3.2 A staged approach will be used to evaluate bids, and the approach will be as follows:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Check if all the documents have been received.	Mandatory Requirements	Evaluate functionality or the technical aspect of the bid.	Evaluate price and Preference.	Post-ender negotiations. *If applicable*	Security Vetting *If deemed necessary*

c. Mandatory Requirements (GM)

- Mandatory requirements were confirmed as:



d. Functionality Criteria

Functionality Criteria (ND)

Stage 3: Functionality Evaluation Criteria

Functionality is the terminology used to define the technical ability of the Tenderer, based on experience to deliver the required product in accordance with the specialised quality, reliability and functionality.
Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below.
An overall qualifying threshold of **75 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE

e. Activity Schedule, Scope of Works and Technical Requirements (ND)

- ND presented the Activity Schedule for the airport together with the scope of works for the technical sections of the tender as per information in the contract and appendices – please refer to the briefing presentation and bid Pack.

- Comprehensive detail contained in the Bid Pack as well as Presentations which are shared on www.etenders.gov.za

Price and Preference:

It was explained that the C1.1 Form of Offer and Acceptance **must be fully completed** and aligned to the BOQ.

BBBEE – Specific Goals

Specific goals were explained in detail and bidders were taken through the allocation of points for their BBBEE/Preference standing.

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Evaluation of Preference

ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the specific goals as outlined in the table below and submits proof, the bidder will score zero (0) out of 20. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Note to tenderers: The tenderer must indicate how they claim points for specific goals

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	

4. QUESTIONS & ANSWERS AT BREIFING SESSION

4.1 As indicated in the Briefing session, please send though official questions to: ctiatender@airports.co.za in order for the TEAM to respond officially. Attendees were requested to send all questions via email. Even the ones posed at the Briefing session by the clarification closing date of: 04th November 2026 - Close of Business

4.2 All questions and answers will be communicated via the www.etenders.gov.za portal

4.3 If any queries are omitted or there are additional questions, bidders are requested to place question/s in writing to CTIAtender.admin@airports.co.za by the Query Closure Date.

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5. CLOSURE

5.1 GM thanked everyone for attending the compulsory briefing session.

5.3 The briefing session meeting ended at approximately 12h30

Graham Mitchell

Graham Mitchell

Graham Mitchell

Senior Buyer | Category Management | ACSA SCM – Cape Town International Airport


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