

## Minutes of Compulsory Briefing Session

**Tender Number:** ORTIA8179/2026/RFP  
**Tender Description:** Refurbishment of Staff Restrooms for a Period of 12 Months at OR Tambo International Airport  
**Date:** 7 October 2026 @ 10:00AM  
**Venue:** Media Room OR Tambo International Airport  
**Chairperson:** Alicia Sekoati  
**Presenter(s):** Alicia Sekoati and Yvonne Mangoenyane and Makungu Mathebula

### 1. Welcome and Introduction

Ms Alicia Sekoati welcomed all attendees and thanked them for their participation in the compulsory briefing session. She explained that the objective of the meeting was to share with bidders the scope requirements as contained in the tender document and to provide guidance on how bid submissions would be evaluated.

### 2. Key Dates and Tender Submission Instructions

Ms Sekoati took attendees through the key dates and submission requirements contained in the tender document. The following dates were highlighted:

- Closing date for queries: **19 October 2026**
- Closing date for tender submissions: **4 November 2026 at 12:00 PM**

Bidders were advised that tender submissions must be deposited in Tender Box A at OR Tambo International Airport, ACSA Offices, 3rd Floor, during the period stipulated in the tender document. She reiterated that no submissions would be accepted after the closing date and time.

The compulsory nature of both the briefing session and site visit was emphasized, and attendees were reminded to sign the relevant attendance registers.

Ms Sekoati further stressed that all tender updates, amendments, clarifications, and notices would be published on the National Treasury eTenders Portal. Bidders were reminded that it remains their responsibility to regularly monitor the portal for updates until the tender closes.

### 3. Background and Scope of Work

The Ms Yvonne Mangoenyane presented the background and scope of work for the project. She explained that the tender relates to the refurbishment of approximately 35 ACSA staff restrooms at OR Tambo International Airport. The need for the project arises from aging facilities, recurring maintenance

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issues, inadequate ventilation and lighting, deteriorating finishes, and the requirement to maintain acceptable occupational health and safety standards.

Attendees were taken through the key scope requirements, including but not limited to:

- Site establishment and preliminaries
- Detailed design and engineering
- Demolition and strip-out works
- Building and structural repairs
- Plumbing and drainage installations
- Electrical works
- Ventilation and HVAC works
- Refurbishment of restrooms, shower facilities, kitchen areas, and locker rooms
- Carpentry and joinery
- Fire and safety compliance
- Cleaning, quality assurance, handover, and project deliverables.

Ms Mangoenyane encouraged bidders to familiarize themselves fully with the detailed scope requirements contained in the tender document before compiling their submissions.

#### **4. Tender Evaluation Criteria**

Following the technical presentation, Ms Sekoati continued with the remainder of the briefing and provided bidders with an overview of the evaluation methodology.

##### **4.1 Mandatory Requirements**

Bidders were advised that failure to submit any mandatory documents at tender closing would result in disqualification. Mandatory requirements include:

- CIDB grading of **7GB or higher**;
- Fully signed Form of Offer and Acceptance;
- Attendance of the compulsory briefing session and site visit.

##### **4.2 Functionality Evaluation**

Ms Sekoati explained that bidders would be evaluated on functionality, with a total of 100 points available. A minimum threshold of 80 points out of 100 must be achieved in order to proceed to the Price and Preference evaluation stage.

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The functionality criteria comprise:

| Criteria                | Weight     |
|-------------------------|------------|
| Resource Experience     | 40         |
| Resource Qualifications | 40         |
| Company Experience      | 20         |
| <b>Total</b>            | <b>100</b> |

Ms Sekoati requested attendees to assist their colleagues who would be responsible for compiling the tender response to ensure that all submission requirements are addressed accurately and in full. She advised bidders to:

- Carefully read the evaluation criteria and respond to the requirements exactly how they have been written
- Submit all required supporting documentation.
- Clearly label and organize their responses.
- Ensure that documentation is submitted in a logical and easily traceable manner to facilitate evaluation.

## 5. Price and Preference Evaluation

Ms Sekoati then presented the Price and Preference stage of the evaluation process. Attendees were informed that the tender would be evaluated using the 90/10 Preferential Procurement Point System, comprising:

- Price: 90 points
- Preference: 10 points

Particular emphasis was placed on the pricing requirements. Bidders were advised that they must use only the official pricing schedule provided in Section C2.2 of the NEC contract when preparing their financial proposals. Ms Sekoati cautioned that the use of any alternative pricing format may result in the disqualification of the tender submission.

The preference point allocation and supporting documentation requirements relating to B-BBEE status and specific goals were also explained. Bidders were reminded to provide the required B-BBEE verification documentation or sworn affidavits, as applicable.

## 6. Questions and Closure

Attendees were afforded an opportunity to raise questions and seek clarification on the tender requirements, they were also advised to send the same questions via email for a formal response. Responses were provided during the session and, where necessary, bidders were advised that any further clarifications would be issued through the eTenders Portal in accordance with the tender process.

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There being no further business, the briefing session concluded, and bidders proceeded to the compulsory site visit.

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