



MINUTES OF THE COMPULSORY BIDDERS BRIEFING SESSION FOR RFQ RR60948/25-26 – THE APPOINTMENT OF A SERVICE PROVIDER TO COMMISSIONING A TEMPERATURE AND HUMIDITY CONTROLLED/ CLEAN ROOM AT ARMSCOR DOCKYARD, SIMON’S TOWN held on THURSDAY, 12 FEBRUARY 2026 at 11:00 in WEAPON’S ROOM.

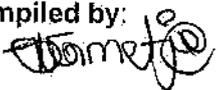
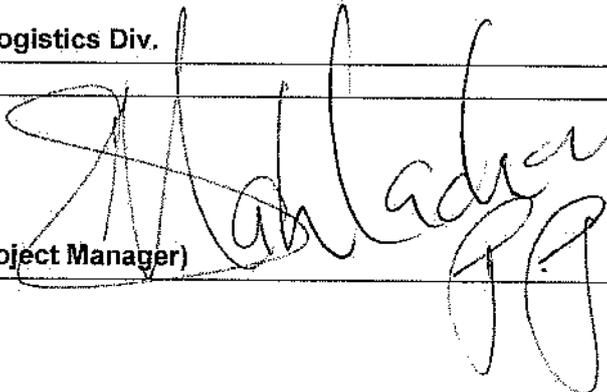
Present

As per the attendance register kept in the project file.

Item	Discussion/Decision
1.	Welcome and Introduction
1.1	The chairperson opened the meeting at 11H20 and welcomed everyone present.
1.2	The attendance register was circulated for everyone to sign.
2.	Apologies
2.1	None
3.	Approval of the agenda
3.1	None
4	Approval of the minutes of the previous meeting
4.1	N/A
5	Matters arising from previous meeting
5.1	N/A
6	Purpose of the meeting
6.1	The purpose of the meeting was to elaborate on the requirements for bids related to RFQ number RR60948/25-26 – THE APPOINTMENT OF A SERVICE PROVIDER TO COMMISSIONING A TEMPERATURE AND HUMIDITY CONTROLLED/ CLEAN ROOM AT ARMSCOR DOCKYARD, SIMON’S TOWN.
7	Discussion
7.1	The bid closes on the 27 February 2026 at 11h00. All bids to be submitted with email at Procurementdy@armscordy.co.za
7.2	The bid validity period is 60 days from closing date.
7.3	Companies need to register on the Armscor Supplier database before any order will be issued to them. It may be advantageous, if they are not already registered, to do so now, especially if they propose to do business with Armscor in the future.
7.4	It was emphasized that all bidders who have downloaded the bid document from National Treasury or obtained it through any other means than the Armscor website must inform

7.5	<p>Procurementdy@armscordy.co.za (as per the contact details provided in the bid document) in order to be added on the list of the Prospective Bidders. This is critical to ensure that all prospective bidders receive all possible bid related correspondence.</p>
7.6	<p>All communication pertaining to this bid with Armscor, during this advertising phase, shall be conducted as per the bid document, all communication shall be directed to Procurementdy@armscordy.co.za.</p>
7.7	<p>Price breakdown needs to be provided as complete and accurate as possible.</p>
7.8	<p>The BEE affidavits submitted in support of the B-BBEE information needs to bear the same date, both by the Bidder and the Commissioner of Oaths. Should these dates not match, the bid will not score points out of 80/20 principle. Furthermore, it is the Bidder's responsibility to ensure that the Commissioner of Oaths utilizes the correct stamp, that being of commissioning the document (affidavit) and not that used to certify a document as a true copy.</p>
7.9	<p><u>The Mandatory Requirement was covered.</u> It is a condition of bid that the successful bidder <u>must</u> be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.</p>
7.10	<p>The <u>mandatory criteria</u> were discussed.</p>
7.11	<p><u>Criterion 1 – CIDB Registration</u></p> <p><u>Requirement</u> The bidder shall be registered with the Construction and Industry Development Board (CIDB) as a General Building or Mechanical Engineering contractor grading designation of 3GB or 3ME or higher.</p> <p><u>Compliance Evidence:</u> The bidder shall submit with the bid a valid CIDB registration letter/status indicating a unique CIDB CRS number. The bidder's registration must be valid 6GB grading or higher at the closing date of the bid.</p> <p>If the bidder is a Joint Venture, then the bidders shall submit a combined valid CIDB registration letter/status indicating a unique CIDB CRS number(s). Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> 1. every member of the joint venture is registered with the CIDB; 2. the lead partner has a contractor grading designation in the 3GB grading or higher class of construction work or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status; 3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 6GB grading or higher class of construction work or a value determined in accordance with Regulation 25 1 B) or 25 7 A) of the Construction Industry Development Regulations.

7.12	<p><u>Criterion 2: Relevant Experience</u></p> <p><u>Requirement:</u> The bidder must have completed at least one relevant installation and commissioning of a steel and glass panels with HVAC system room within the last 5 years.</p> <p><u>Compliance Evidence:</u> The Bidder shall submit with the bid at least one client reference letter or completion certificate signed by the duly authorized client representative or Principal Agent, with contact details, confirming the following: (a) The name of the bidder, (b) Confirmation of repair or installation of roofs project and (c) Project completion date.</p> <p>Should the completion certificate or reference letter not indicate repairs or installation of roofs, then the bidder shall submit with the bid, additional supporting documents, issued by the client or principal agent, confirming repairs or installation of roofs.</p>
7.13	<p><u>CLARIFICATIONS</u></p> <p>The Project Manager highlighted the following information to the bidders:</p> <ul style="list-style-type: none"> ➤ HVAC, please refer to par 3.1.1 of the scope of work and note it can be installed on the nearest window from installation (outside the 5th floor). ➤ The building is confirmed not Heritage building. ➤ The plug distribution point, will use current points. ➤ The air quality must comply, please refer to par 3 of the scope of work. ➤ There is no need for a gas line requirement. <p><u>The site visit proceeded hereinafter.</u></p> <p><u>No further questions were noted during the site briefing</u></p>
8	Closure
8.1	With the purpose of the meeting having been met, the chairperson closed the proceedings at 13h00.

<p>Compiled by:</p>  <p>Ms. S Mamejja Procurement and Logistics Div.</p>	<p>Date</p> <p>17/02/2026</p>
<p>Approved by:</p>  <p>Ms. S Sikhakhane Operations Div. (Project Manager)</p>	<p>Date</p> <p>17/02/2026</p>