



## MINUTES NON-COMPULSORY BRIEFING SESSION

**BID REFERENCE: COR7901/2025/RFP**  
**ACQUISITION OF LOUNGE OPERATORS FOR A PERIOD OF FIVE (5) YEARS AT O R TAMBO  
 INTERNATIONAL AIRPORT, CAPE TOWN INTERNATIONAL AIRPORT AND KING SHAKA  
 INTERNATIONAL AIRPORT.**

<b>DATE</b>	25 July 2025	<b>TIME</b> : 10h00 am
<b>VENUE</b>	Virtual via Microsoft (MS) Teams	
<b>ATTENDEES</b>	Maliga Gounden (MG) Alinee Padayachee (AP) Jacob Nare (JN) PLUS refer Attendance Register for other attendees	

### PROCEDURAL MATTERS

- |    |                                    |         |
|----|------------------------------------|---------|
| 1. | Administration                     | MG      |
| 2. | Presentation of tender information | MG & AP |
| 3. | Closure                            | MG      |

### 1. ADMINISTRATION

- 1.1 The Chairperson (MG) welcomed the attendees.
- 1.2 ACSA personnel introduced themselves

### 2. MATTERS

- 2.1 Prior to commencement and during the online MS Teams briefing session, MG requested that attendees enter their names, their company names and e-mail addresses in the Chat section.
- 2.2 MG flighted and presented the SCM related information for the briefing session.
- 2.3 AP presented the scope.
- 2.4 MG presented the pricing information.
- 2.5 MG opened the floor for questions. AP/JN/MG addressed most questions from chat section and those that were verbally raised. AP/JN advised that some of the questions raised are best placed in writing. MG indicated that the written responses to the queries will supersede the verbal responses if there is a difference in response.
- 2.6 MG advised that should bidders have any queries further to the briefing session, same must be placed in writing to the dedicated e-mail address [tenders.scm1@airports.co.za](mailto:tenders.scm1@airports.co.za) by the query closure date and ACSA's response will be uploaded on National Treasury's website [www.etenders.gov.za](http://www.etenders.gov.za) and sent to bidders, where e-mail addresses are at hand.

### 3. CLOSURE

- 3.1 MG thanked everyone for attending the meeting and declared it closed at 11h25.

Maliga Gounden  
Chairperson