

MINUTES OF COMPULSORY BRIEFING SESSION

TENDER/BID REFERENCE: CTIA7995/2025/RFP

Tender Maintenance and Minor Refurbishment of Mechanical Conveyor Machinery for the Baggage Handling System at Cape Town International Airport for a period of 5 years

DATES	FRIDAY 06 TH March 2026
TIME	10h00
VENUE	FARANANI BOARDROOM – CONFERENCE CENTRE – SOUTHERN OFFICE BLOCK BUILDING AT CAPE TOWN INTERNATIONAL AIRPORT.

1. PROCEDURAL MATTERS

1.	Opening & Welcome	Graham Mitchell (GM) Senior Buyer Category Management
2.	SCM Presentation	Graham Mitchell (GM)
3.	Scope Presentation Functionality Presentation and BOQ/Costing Schedule/Contract	Thulani Vanqua (TV) Charmaine Ntshangase (CN)
4.	Mandatory Stage Price and Preference	Graham Mitchell (GM)
5.	Questions & Answers	Bidders & ACSA Representatives
6.	Closure	Graham Mitchell (GM)

2. OPENING & WELCOME

- 2.1 GM welcomed all the bidders and introduced the ACSA team. A roll call was carried out to verify attendees. 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.
- 2.2 Bidders to ensure that they have fully completed the Attendance Register as this would be used to confirm their attendance at the briefing session only
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.
- 2.3 Etenders will be used as the central repository for all communications between bidders and ACSA.
- 2.4 Information presented in this meeting is information that is contained in the bid document and its appendices.
- 2.5 Bidders were informed to submit all questions to SCM (GM). only

Commercial Requirements:

GENERAL ADMINISTRATION



- ❖ **ENQUIRIES AND CLARIFICATION:** To be directed to ctiatender.admin@airports.co.za – **ONLY**
- ❖ **IMPORTANT TO NOTE:** *It is advised that the representative that will be attending the Compulsory Briefing session is directly involved in the compilation of the Bid Document submission. During the briefing session, we offer key instructions on the requirements that are to be observed when compiling your bid submission. It would be in the bidding entities best interest to send a representative that will understand and action the key instructions given during the briefing session*
- ❖ **TENDER BOX ALLOCATION:** Tender Box – Procurement Department, Ground Floor – Southern Office Block Building – Cape Town International Airport – Matroosfontein CAPE TOWN 8000
- ❖ **BID SUBMISSION** to strictly follow **BID** requirements – do not respond in any other format. Any other format will lead to the disqualification of your submission. All stages of the Bid Document to be responded to in order to be considered for the **PRICE** and **PREFERENCE** stage. This will be a hurdled/gated evaluation process.
- ❖ **BID SUBMISSION METHODS:** 1 hardcopy (original) and 1 copy of the original to be submitted in a clearly marked envelope/box/file with the appropriate reference **CTIA7995/2025/RFP** and softcopy on a virus free memory stick
- ❖ **NB:** RFP Submission checklist in conjunction with Mandatory Requirements Functional/Technical Evaluation criteria, Price, and BBEEE level
- ❖ **NB:** Please reference returnable schedule before submitting to ensure correctness of Bid.
- ❖ **SUBMISSION AND CLOSE OF BID: TUESDAY 31ST MARCH 2026 @ 12h00 (Mid-day)**
- ❖ **Please note:** No bid shall be accepted after the closing time – **ZERO CONTACT POLICY**

3. SCM (GM) 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 of 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 record 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.



- The JV requirement for incorporated and unincorporated JV were 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.
- 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 stage from stage 1 to stage 6 that they submissions will be subjected to until the successful bidder is appointed. The Evaluation process and criteria was presented as per information in the Presentation and bid document as follows:
- Bidders were advised that each stage had to be passed before progressing to be evaluated in the next.

STAGES OF EVALUATION

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Test for Responsiveness As per Clause C3.8	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference	Post tender negotiations, if applicable.	Security Vetting, if deemed necessary

c. Mandatory Requirements (GM)

- Mandatory requirements were confirmed as:

MANDATORY REQUIREMENTS



STAGE 2 – MANDATORY EVALUATION REQUIREMENTS

1. Attendance of Compulsory **Briefing** Session
2. Fully Completed and signed Form of Offer and Acceptance – C1.1 (**Found in the NEC 3 Contract document**)
3. Only active CIDB contractor grading of **4ME or higher** are eligible to bid on this initiative.

Points to Note :

- No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).
- No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.
- The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)
- Please submit All SBD Returnables
- The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner COIDA (Compensation for Occupational Injuries and Diseases Act) (Letter of good standing with the Workers Compensation Commissioner) with the Department of Labour, FEM or RMA Please note the description of the Nature of Business must be relevant to the Tender you are bidding for.

d. Functionality Criteria CN and TV

Functionality Criteria

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum on each functional stage will not be considered further in the evaluation. The criteria of the evaluation are expressed in the table below.

Points allocated for Functionality shall be evaluated in accordance with the criteria listed below. Total points allocated should be 100 points.

Tenderers must score threshold points for each sub criteria and an overall threshold of 90 points out of 100 points which is required for the bidder to progress to price and preference and be evaluated further.

A bidding entity that fails to meet one of the sub criteria will be disqualified.

Table 2 of T1.2

Description of quality criteria	WQ	Sub criteria	Total Points Score
Tenderer's resource proposal	70	Qualifications	40
		Years of experience in similar works	30
Company References	30	Company References	30
Total			100

e. Activity Schedule, Scope of Works CN and Technical Requirements TV

- CN and TV 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 - refer briefing presentation and bid Pack.
- Comprehensive detail contained in the Bid Pack as well as Presentations which is 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.

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 (BOQ 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 BRIEFING SESSION

4.1 As indicated in the Briefing session, please send through official questions to :

ctiatender@airports.co.za in order for the TEAM to respond officially in black and white.

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.

5. CLOSURE

5.1 GM thanked everyone for attending the compulsory briefing session.

5.3 The briefing session meeting ended approximately at 12h30

A handwritten signature in black ink, appearing to read "Graham Mitchell", written over a horizontal line.

Graham Mitchell

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