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Airports Company South Africa Limited Reg No 1993/004149/06 VAT No 4930138393



Meeting Name: Tender for the supply of electrical equipment midlife replacements at O R Tambo International Airport for a Period of twelve (12) months with reference ORTIA7234/2023/RFP

Meeting Called By: Mochaki Monyela

Venue:

Airports Company South Africa Soc Limited
Tlou Boardroom 1, ACSA North Wings Offices,
O R Tambo International Airport.

Date: Wednesday 02 October 2024

Time: 11:00AM

Present:

Name & Surname	Role
Mochaki Monyela	Chairperson
Kelebogile Meje	Technical

Apologies:

Mmusi Moagi
 Pumelo Mpaka

MEETING MINUTES

ITEM	DISCUSSION POINT	DATE	WHO
	- Mochaki welcomed the attendees to the meeting and introductions were conducted. - Mochaki Presented the commercial requirements of the Bid. - Kelebogile Meje presented the Scope of Work to bidders, functionality Evaluation criteria & Summary of Costs: - Kelebogile Meje and Mochaki presented the following information on the tender document: 6 stages of the evaluation process (Stage 1 Check if all the documents have been received, Stage 2 Mandatory Requirements, Stage 3 Functionality, Stage 4 Price & Preference evaluation, Stage 5 Post tender negotiations (If applicable and stage 6 Security Vetting if deemed necessary - Submission instruction and tender timelines. emphasized that the closing date for submission of queries is 09 October 2024 at (16H00PM) and the closing date for bid submission is 22 October 2024 (10H00AM). No late submissions will be accepted. - Bids to be submitted anytime within the due date, bid documents must be submitted using the following address below. Airports Company South Africa Soc Limited ACSA North Wings Offices, International Terminal Building 3rd Floor, O. R. Tambo International Airport, Tender Box B. Telephonic, telegraphic, telex and facsimile tenders will not be accepted.	Q	ALL

	• Please also send a we-transfer link of your tender documents for backup of the physical submitted tender documents together with the above physical submission. • Tenderers must submit two (two) files, one (01) original and one (01) copy of their tender submission document. - Tenders may only be submitted on the tender documentation that is issued. - Should bidders not submit their bid submission at the set tender closing time and date (22 October 2024 @ 10H00AM, their submission will be considered non-responsive. - Mochaki informed bidders that all queries must be directed to Mochaki.monyela@airports.co.za - The following questions were posed by bidders and answer provided by ACSA SCM Question 1: Why was the tender cancelled and re-issued? Answer1: Initially it included CIDB of which we were advised to exclude it since it's a supply contract. Question 2: Are we supposed to get quotes from the OEM? Answer 2: We need quotations from the bidders and not from the OEM hence this is an open tender process. Questions 3: How long and why is the training over a period of 12 months? Answer 3: Training has to be over a period of 12 months to allow sufficient timelines for all internal resources working on shifts as they cannot be trained at the same time, so anything less than 12 months might not be sufficient for over 58 employees. Question 4: Is it necessary to complete question 2,3 of the SBD 4 form whereas the details are on the CSD report? Answer 4: Yes, it is necessary for transparency purposes, everything needs to be declared.		

ACTIONS

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by	Bidders	09 OCTOBER 2024 @ (16H00PM)
- Bid submission by	Bidders	22 OCTOBER 2024@ (10H00AM)

Conclusion

Meeting was closed at 12h00

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela



Mochaki Monyela (Chairperson)