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



Meeting Name: Request for Proposals for the Tender for the provision of cleaning and hygiene service at Chief Dawid Stuurman International Airport for a period of five (05) years with reference no PEA7364/2023/RFP

Meeting Called By: Mochaki Monyela

Venue:

ACSA offices, Main Boardroom, ACSA Aeropark Office Block A, First floor, Allister Miller Drive, Walmer Chief Dawid Stuurman International Airport, Gqeberha 6501

Date: Tuesday, 20 February 2024

Time: 11:00 AM

Present:

Name & Surname	Role
Mochaki Monyela	Chairperson
Mandla Hadebe	Technical
Louwrens Scheepers	Technical
Nwabisa Mandla	Technical

Apologies:

N/A

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. - Mandla Hadebe presented the Scope of Work to bidders: - Mandla Hadebe and Mochaki presented the following information on the tender document: - o 7 stages of the evaluation process (Check if all the documents have been received, Mandatory Requirements, Evaluate on functionality or the technical aspect of the bid, Evaluate price and Preference, Objective Criteria, Post tender negotiations (If applicable) & Security Vetting if deemed necessary). - o Submission instruction and tender timelines. emphasized that the closing date for submission of queries 27 February 2024 at (16H00PM) and the closing date for bid submission is 12 March 2024 (12H00 PM). No late submissions will be accepted. - o Bids to be submitted anytime within the due date, bid documents must be submitted using the following address below. Tender box: ACSA Aeropark Office Block A, First floor, Allister Miller Drive,	Q	ALL

	Walmer Chief Dawid Stuurman International Airport, Gqeberha 6501 - 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 (12 March 2024 @ 12:00PM), 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 and Technical: - ACSA SCM and Technical: - o Question 1: You mentioned Carpet Cleaning but there is no machinery mentioned on the document? - o Answer1: an addendum will be issued. - o Question 2: How long is the validity of permits for? - o Answer 2: Its valid for 2 years - o Question 3: On the form of offer should we include the amount inclusive of VAT? - o Answer 3: You should include both exclusive and inclusive of VAT. - o Question 4: What if the yearly CPI increase is ,5 and you specified 4,5 on the document? - o Answer 4: Lets stick to the 4,5 increase as per in the document. - o Question 5: Pest Control is not included in the document, does it form part of this tender? - o Answer 5: An addendum will be issued including this. - o Question 6: Pest Control is not included in the document, does it form part of this tender? - o Answer 6: An addendum will be issued including this.		
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ACTIONS

Description	Responsibility	Due date
- Bidders to submit queries by	Bidders	27February 2024 at (16H00PM)
- Bid submission by	Bidders	12 March 2024 at (12:00PM)

Conclusion
Meeting was closed at 12h00

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela



Mochaki Monyela (Chairperson)