

COMPULSORY BRIEFING SESSION MINUTES FOR INTEGRATED WASTE MANAGEMENT SERVICES AT KING SHAKA INTERNATIONAL AIRPORT FOR A PERIOD OF FIVE YEARS		
BID REF KSIA7261/2023/RFP		
DATE	07 November 2023	
TIME	11:00 to 13:00	
VENUE	ACSA, King Shaka International Airport, 4 th Floor, Ushaka Board Room	
PROCEDURAL MATTERS		
1.	Administration	JM
2	Presentation	JM NN CM
3	Questions and Answers	All
4	Closure	JM
1	ADMINISTRATION	
	JM welcomed all and thanked all for attending the meeting. JM circulated the Attendance register and Permit applications forms to be completed and signed.	
2	PRESENTATION	
	The following matters were presented: • Introduction of ACSA guests • JM informed bidders that briefing session was compulsory, and that site inspection was not compulsory. • JM informed bidders that those who would be interested in site inspection must complete the temporary application permit forms and pay nonrefundable permit application fee of R179.55. bidders were informed that this fee is nonrefundable and is payable at ACSA Permit office. • Agenda was shown to the bidders. • Tender issue date, websites where bid had been issued were also mentioned to the bidders. Bidders were reminded that they needed to download tender documents from these websites: www.etenders.gov.za and www.airports.co.za. • Bidders were informed that the bid documents are not for sale.	



- Bidders were reminded that they must sign and witness certain sections in the tender document.
- The query closing date, closing date and parking area were mentioned to the bidders.
- The tender box, tender submission address and bid closing register were presented. Bidder to submit to ACSA, King Shaka International Airport. La Mercy, MSO Building, Reception, Ground Floor. Tender box is inside Reception Ground Floor. Bidders were advised that they must complete and sign the bid closing register.
- Bidders were reminded to ensure that their parcels/submissions are neatly labelled with tender reference number and tender description appearing on their parcels.
- Bidders were reminded that the bid validity period is 120 working days.
- The following was also mentioned to the bidders: ACSA disclaimers, Tip Off Anonymous and confidentiality of information.
- Bidders were informed that telephonic, emailed/faxed, and late submissions would not be accepted.

Mandatory requirements

- Attendance to compulsory briefing session
- Completion, signing and submission of Form of Offer and Acceptance
- Submission of valid Scheduled Activity Permit (SAP) issued by eThekweni municipality in the name/s of the bidding entity.

Other Returnable documents/information/declarations

- Tax clearance information
- BBBEE certificate/Sworn affidavit.
- Declaration of interest
- Confidentiality and non-Disclosure Agreement
- Declaration of Interest form and politically exposed persons
- Central Supplier database registration
- Verifiable medical certificate of report as proof of disability (for preference claims)
- Names and identity numbers of Directors, / Trustees / Members / Shareholders and Senior management
- Certificate of Incorporation of the bidding entity showing ownership split.
- Letter of intent from proposed landfill disposal and recycling sites that will accept waste streams (Proof of agreement and relevant permits will be requested at award stage)
from general waste landfill, unless this stream is repurposed. If repurposed/remediated, the repurposing/remediation entity shall issue letter of intent. From hazardous waste landfill, unless this stream is repurposed/remediated. If repurposed / remediated, the repurposing/remediation entity shall issue letter of intent. From recycling facilities for the various waste streams included in the scope of this service.

Bidders were informed that JVs are allowed, and bidders must make sure that JV agreement must be submitted for the bidders who would tender as Joint Ventures (JVs). Bidders to avoid conflict of interest. Bidders in the JV to make sure that they do not bid against each other.

Tender Goals

Presented. Bidders to make sure that they submit proof on how they claimed points.

Functionality evaluation criteria

- Bidders to make sure that they submit CVs, copies of required certificates for key personnel.
- Bidders to also make sure that they submit traceable reference letters for bidder's previous experience.

Mistakes in the bid submission

Can be corrected before the tender closes. The onus would be on the bidder to ensure that the corrected document reaches ACSA before the closing time.

Contract Document

- Bidders were informed that they must complete, sign and submit the contract together with their bid submission.

Evaluation Process

Bidders were informed that the following will be performed during the evaluation:

- Evaluation committee evaluates the bid.
- Seek clarity from bidders for areas that need clarity.
- Request permission from authorities to negotiate (where necessary)
- Evaluation committee prepares recommendation report.
- ACSA SCM Senior manager reviews the recommendation report and make comments.
- Evaluation committee addresses those comments and make submission to the adjudication committee.
- Adjudication committee awards or rejects the submission.

Tender outcome

- Winning bidder informed and finalizes award and contract.
- Unsuccessful bidders informed with reasons shared to them.
- Bid results published in the website.

SCOPE of Work

Key Lessons:

The SAP must clearly state the above points, if it does not state the above clearly. The onus is on the bidder to obtain the necessary support information to verify the inclusions of the SAP.

King shaka international airports aim is to procure services of a waste management contractor that will manage the integrated waste management service at King Shaka International Airport

The service required includes.

Waste collection within the airport precinct.

Sortation of the various waste streams and preparing for offsite disposal/recycling.

Transport off site and disposal of waste at an appropriate landfill/disposal/recycling/repurposing site(s)

Ad-hoc works as may be needed.

The key objective for this programme is to

- Sort, store, transport, recycle waste in line with legal requirements.
- Ensure reduction of waste transported to landfill/ disposal site(s).
- Ensure that there are sufficient facilities for handling and disposal of waste within the airport.
- Ensure that the Airport waste is disposed of in a responsible manner i.e., at an approved landfill/disposal/reuse/recycling site.

Ensure that the Airport's waste is disposed of in a responsible manner, i.e., at approved landfill/disposal/reuse/recycling sites.

☐ Ensure that waste streams do not result to a nuisance to Airport users.

☐ Ensure scalability of monetary amounts payable depending on waste generated per month

Labour and Management

Labour:

Suitably qualified and experienced contract manager (Being site based is not mandatory)

Experienced site supervisor –7 days a week (Site based is mandatory)

Trained staff (7 days a week) -for waste collection, waste sorting, waste storage, waste disposal, cleaning and any other activity called for in the specifications.

Equipment:

All necessary equipment and machinery required in order to achieve the service level required.

Vehicle and related equipment suited to waste collection and disposal.

Refer to scope of works for a full list of required machinery and equipment.

The service includes 5 routes for collection of waste.

Route 1 (Daily Collection) -MSO, Terminal North, and Basement South

Route 2 (Collected -Every Alternate Day) Airside Areas

Route 3 (Collected -Three Times Weekly) –Landside Satellite Areas

Route 4 (Daily Collection) -Airside Domestic Area

Route 5 (Daily Collection) -Foreign Object Debris (FOD) bins

Pricing Schedule

- Contract is for five (5) years and bidders must price accordingly.
- Bidders must price using 5% escalation from year two.
- Bidders must price fully leaving no gaps. Where a bidder is not pricing for certain items a note must be made in that regarding stating not applicable or putting zero or a dash or saying already priced elsewhere.
- Bidder to double check their calculations

3 QUESTIONS AND ANSWERS

Questions	Answers
A question was raised around the approach to general waste disposal. Some bidders queried the option of separating transport and disposal. Where transport could be measured per lift and disposal cost measured separately per ton	ACSA's price schedule consolidates the transportation and disposal into a single rate per ton.
Bidder queried number of staff required and wanted to know if it was 8 or 4	We informed that we require 8 resources per day.
Bidder raised a query on the solid hazardous waste line item clarifying why it was consolidated	It was advised that ACSA's approach is to streamline the disposal process and consolidate to a single line item where possible, however the matter has been reviewed following further queries received and the BOQ has now separated the different hazardous waste streams. The revised price schedule will be shared in an addendum.



	A query was raised regarding permits for a second operational vehicle and who would be liable for the cost of the second permit	It was advised that at contract startup it would be agreed the number of vehicles that would be allowed permits where ACSA would cover the cost of the permit. Should the contractor increase or change vehicles during the course of the contract then those costs would be for the account of the contractor.	
	Bidders queried the CPI provision and how would a regulated cost be dealt with	ACSA advised as follows: • 5% is used in the main summary to account for CPI and standardizes the CPI provision across all bidders. • The regulated labor increases if informed by change in law would be addressed on a case-by-case basis and with the necessary support information. • Any other increases such as third-party increase is at the contractor's risk.	
4 CLOSURE			
	Meeting closed at 13:00		
5 APPROVALS OF MINUTES			
	ACSA ATTENDEES	Initials	SIGNATURE
	Johnson Mji	JM	
	Celiwe Mabuyakhulu	CM	
	Narandrin Nagiah	NN	