

Tel +27 11 723 1400 Fax +27 11 453 9354
 The Maples, Riverwoods, 24 Johnson Road,
 Bedfordview, Gauteng, South Africa, 2008
 P O Box 75480, Gardenvue,
 Gauteng, South Africa, 2047
 www.airports.co.za

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



MEETING NAME: TENDER FOR THE APPOINTMENT OF THE PROVISION OF WAYFINDING SIGNAGE PHASE 1 AT O R TAMBO INTERNATIONAL AIRPORT FOR A PERIOD OF TWELVE (12) MONTHS WITH REFERENCE NUMBER ORTIA8115/2026/RFP

MEETING CALLED BY: MOCHAKI MONYELA

VENUE:

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/343363983720352?p=SFTF8Bq2KrIIY6XYa1>

Meeting ID: 343 363 983 720 352

Passcode: B3ih9Gz2

Date: Tuesday: 06 August 2026

Time: 11:00AM

Present:

Name & Surname	Role
Mochaki Monyela	Chairperson
Dumisani Ndlozi	Technical
Loretta Martin	Technical

Apologies:

Faith Zwane

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. - Dumisani Ndlozi presented the Scope of Work to bidders, functionality Evaluation criteria & Summary of Costs: - Dumisani Ndlozi and Mochaki presented the following information on the tender document: - The evaluation process (Stage 1 Mandatory Requirements, Stage 2 Functionality, Stage 3 Price & Preference evaluation and Stage 4 Post tender negotiations (If needed)) - Submission instruction and tender timelines. emphasized that the closing date for submission of queries is 13 August 2026 at (16H00PM) and the closing date for bid submission is 25 August 2026 at (12H00PM). No late submissions will be accepted.	17 July 2026	ALL

	○ Bids to be submitted anytime from the 24 August 2026 to 25 August 2026, 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 A. Telephonic, telegraphic, telex and facsimile tenders will not be accepted. • 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 (25 August 2026 12H00PM), their submission will be considered non-responsive. - Mochaki informed bidders that all queries must be directed to Mochaki.monyela@airports.co.za - Briefing session presentation, minutes of the meeting and addendums if any will be uploaded on e-tenders therefore bidders have been advised to check for these documents on e-tenders no later than Thursday 13 August 2026, 16:00PM. The following questions were posed by bidders and answers provided by ACSA SCM: None but bidders were encouraged to send any queries should there be any at a later stage to Mochaki.monyela@airports.co.za.		

ACTIONS

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by	Bidders	13 August 2026 at (16H00PM)
- Bid submission by	Bidders	25 August 2026 @ 12H00PM

Conclusion

Meeting was closed at 12h00

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela



Mochaki Monyela (Chairperson)