

**MINUTES OF COMPULSORY BRIEFING and SITE VISIT
SESSION**

TENDER/BID REFERENCE: RA8034/2025/RFP

**Tender for an Instrument Landing System (ILS) Replacement Joint Monitoring Team of Consultants
for Chief Dawid Stuurman International Airport (CDSIA), CapeTown International Airport (CTIA), and
George Airport (GRJ) for a period of 24 months**

DATES 31ST August 2026

TIME 10h30 for 11h00

VENUE FARANANI BOARDROOM – SOUTHERN OFFICE BLOCK BUILDING - CTIA

1. PROCEDURAL MATTERS

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|----|---|---|
| 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 | Tabane Montwedi - Chief Electrical Engineer |
| 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.
ACSA TEAM in attendance:
- Tabane Montwedi - Chief Electrical Engineer
- 2.2 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.
- Bidders to ensure that they have fully completed the Attendance Register after the site visit as this would be used to confirm



their attendance at the briefing session and site visit 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.
- Etenders will be used as the central repository for all communications between bidders and ACSA. Information presented in this meeting is information that is contained in the bid document and its appendices.
- Bidders were informed to submit all questions to ctiatender.admin@airports.co.za and not to any individual ACSA staff member

Commercial Requirements: (as presented)

GENERAL ADMINISTRATION

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- ❖ **ENQUIRIES AND CLARIFICATION:** To be directed to ctiatender.admin@airports.co.za – ONLY
- ❖ **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 Title and reference number : RA8034/2025/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:** FRIDAY 02nd OCTOBER 2026 @ 12h00 (Mid-day)
- ❖ **Please note:** No bid shall be accepted after the closing time – ZERO CONTACT POLICY


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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 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. Cape Town International Airport is a National Key Point and is highly regulated.
- 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 stages from stage and evaluated against.
- The Evaluation process and criteria were presented as per information in the Presentation and bid document as follows:

3.2 A staged approach will be used to evaluate bids, and the approach will be as follows:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Check if all the documents have been received.	Mandatory Requirements	Evaluate functionality or the technical aspect of the bid.	Evaluate price and Preference.	Post-ender negotiations. <i>If applicable</i>	Security Vetting <i>If deemed necessary</i>



c. Mandatory Requirements (GM)

- Mandatory requirements were confirmed as:

MANDATORY REQUIREMENTS

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STAGE 2 – MANDATORY EVALUATION REQUIREMENTS

- Fully completed and signed form of offer and acceptance (C1.1) (Found in the **CIDB PSC document**).
- Attendance of Compulsory Briefing Session **and**,
- Attendance of Compulsory Site Visit Session for Cape Town International Airport only (Site visits for George Airport and Chief Dawid Stuurman International Airport will be optional)

POINTS TO NOTE :

NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award **ONLY**)

All SBD Returnables

NB: 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.

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d. Functionality Criteria

Functionality Criteria

Stage 2 :Functionality Evaluation Criteria

The points allocated for Functionality shall be evaluated in accordance with the criteria listed below. The total points allocated shall be 100.

Tenderers must score a threshold of 85 out of 100 for the bidder to be successful.

The functionality evaluation will be conducted by the Bid Evaluation Committee (BEC) which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria (refer to the bid document)



e. Activity Schedule, Scope of Works and Technical Requirements TM

- TM 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 – please refer to the 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 (0-20 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. Attendees were requested to send all questions via email. Even the ones posed at the Briefing session by the clarification closing date of: 11th September 2026 - Close of Business

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 and the attendees were escorted to the Site on Airside. The register was signed after the conclusion of the site walk about session at approximately: 14h26

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