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



MEETING NAME: AUTOMATED WEATHER OBSERVATION SYSTEM UPGRADE AT KING PHALO AIRPORT AND KING SHAKA INTERNATIONAL AIRPORT FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

MEETING CALLED BY: MOCHAKI MONYELA

VENUE:

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
KING SHAKA INTERNATIONAL AIRPORT,
LA MERCY,
MULTI STOREY OFFICES (MSO BUILDING),
USHAKA BOARDROOM, 4TH FLOOR.

Date: 24 June 2024

Time: 11:00AM

Present:

Name & Surname	Role
Mochaki Monyela	Chairperson
Sandile Dlamini	Technical
Pumelo Mpaka	Technical

Apologies:

Mduduzi Sikhakhane
 Sandile 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. - Pumelo presented the Scope of Work to bidders, functionality Evaluation criteria & Summary of Costs: - Pumelo and Mochaki presented the following information on the tender document: - o 7 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 6 Objective Criteria, stage 6 Post tender negotiations (If applicable and stage 7 security vetting if deemed necessary. - o Submission instruction and tender timelines. emphasized that the closing date for submission of queries 31 May 2024@ (16H00PM) and the closing date for bid submission is 11 June 2024 (12H00PM). No late submissions will be accepted.	Q	ALL

	○ 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 Airports Company South Africa Soc Limited King Shaka International Airport Multi Storey Offices (MSO), Ground Floor, Reception Area Telephonic, telegraphic, telex and facsimile tenders will not be accepted. • 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 (11 June 2024@ 12H00PM, their submission will be considered non-responsive. - Mochaki informed bidders that all queries must be directed to Mochaki.monyela@airports.co.za		

ACTIONS

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by	Bidders	31 May 2024 at (16H00PM)
- Bid submission by	Bidders	11 June 2024 @ 12H00PM

<u>Conclusion</u>
Meeting was closed at 12h00

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela

Mochaki Monyela (Chairperson)