

Confidential

MEETING NAME: REQUEST FOR BIDS FOR THE APPOINTMENT OF THE AIR QUALITY MONITORING CONTRACTOR AT KING SHAKA INTERNATIONAL AIRPORT FOR A PERIOD OF THREE (03) YEARS WITH REFERENCE KSIA8103/2026/RFP

MEETING CALLED BY: MOCHAKI MONYELA

VENUE:

**Airports Company South Africa Soc Limited
 King Shaka International Airport
 Multi Storey Offices (MSO), Ground Floor, Reception Area**

Date: Wednesday: 01 July 2026

Time: 11:00AM

Present:

Name & Surname	Role
Mochaki Monyela	Chairperson
Siphiwe Msimango	Technical
Sanele Zuma	Technical
Joseph Majoe	Technical

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. - Siphiwe presented the Scope of Work to bidders, functionality Evaluation criteria & Summary of Costs: - Siphiwe 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 25 September 2026 at (16H00PM) and the closing date for bid submission is 09 October 2026 at (12H00PM). No late submissions will be accepted. - 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 B.	Q	ALL

	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 (09 October 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 discussed addendum will be uploaded on e-tenders bidders have been advised to check for this documents on e-tenders.		

ACTIONS

<u>Description</u>	<u>Responsibility</u>	<u>Due date</u>
- Bidders to submit queries by	Bidders	25 September 2026 at (16H00PM)
- Bid submission by	Bidders	09 October 2026 @ 12H00PM

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

MINUTES CONFIRMED AS A TRUE REFLECTION OF THE PROCEEDINGS

MLS Monyela

Mochaki Monyela (Chairperson)