



Minutes of the Pre-Bid Meeting for RFP: KSIA7756/2025/RFP

Request for Quotation for the Appointment of a Multi-Disciplinary Built Environment Professional Team to Render Joint Monitoring Services (JMT) for the Construction of a Battery Charge Facility for Ground Service Equipment at King Shaka International Airport

Date: Tuesday, 11 March 2025 15:00 - 16:00

Location: MS Teams

Meeting Facilitator: Onkgopotse Boikanyo

End User: Camagu Futshane

Minutes Prepared By: Onkgopotse Boikanyo

Introduction

- This is the second briefing session, as many providers missed the addendum for the initial session, which involved moving the meeting time from **3:00 PM to 1:00 PM**. A scheduling conflict required this adjustment. The end user will be available and will guide bidders through the technical requirements and scope of work, though his time is limited, which is why we attempted to move the session to an earlier slot.
- We are consulting compliance for further guidance on the process and will update both teams on the next steps.
- In the meantime, the briefing session will proceed as planned.
- We assume all bidders have reviewed the posted documents and are familiar with the tender requirements.

Fairness and Compliance

- ACSA adheres to fair administrative processes.

Tel +27 11 723 1400 Fax +27 11 453 9354
Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng,
South Africa, 1632
P O Box 75480, Gardenvue, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Dr S Nogxina (Chairperson), M Mpofu (Chief Executive Officer), L Mbotya (Chief Financial Officer), D Hlatshwayo, A Khumalo, F Zikala-Mvelase, G Mancotywa, Y Pillay, S Sambo, N Siyotula, Dr K Badimo, F Sefara (Company Secretary)



- If at any point you feel this process was unfairly handled, please use the anonymous reporting hotline.

Agenda

1. Tender Requirements
2. Scope of Work
3. Site Information
4. Pricing

Evaluation Process

- Three Phases of evaluations:
 1. **Mandatory (Administrative) Requirements**
 2. **Functionality Evaluation**
 3. **Price & Preference Evaluation**

Phase 1: Mandatory Requirements

- **Form of Offer** must be completed.
- **Attendance of the Compulsory Site Briefing** must be recorded via email.
- If these are not met, the bid will be disqualified.

Phase 2: Functionality Evaluation

- Scored out of 100 points, with a minimum of 60 required to proceed.
- Minimum score for each sub-criterion must also be met.
- Key aspects include:
 - Key personnel experience & qualifications

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- Professional registration
- Company experience

Phase 3: Price & Preference Evaluation

- Scored based on **2022 PPP Regulations**.
 - Points are allocated based on designation:
 - **15 points** if two designations are met (e.g., black male & youth).
 - **10 points** if one designation is met.
 - A score of 0 on preference does not disqualify a bidder.
-

Scope of Work

- Overview of the facility purpose: charging ground service equipment.
- Specific construction and regulatory compliance requirements.
- Structure and design monitoring requirements.
- Pricing must be filled in the Excel file uploaded on the e-Tender portal.

Submission Guidelines

- **Closing Date:** Tuesday, 21 March 2025, at 10:00 AM.
- **Submission Format:** Online only (No physical documents accepted).
- Links are allowed but must remain valid for at least a month.
- If submitting via email:
 - Maximum 20MB per email.
 - Break submission into 4+ attachments.

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Compliance Update

- The ACSA team will consult internal compliance for guidance on the change in briefing time, noting that providers were unaware of the updated time due to the short notice. We will update bidders on whether the bid process will continue as planned.

Next Steps

- **Addendum to be uploaded:** Declaration of Interest confirming that bidders cannot participate in both JMT and Contractor bids.
- **Presentation & Responses:** Will be shared after necessary corrections.
- **Questions & Answers:** Open floor session for bidder inquiries.

Questions and Answers Session

A Q&A session was held to address bidder's queries. The following were discussed:

- **Can we send the file via Microsoft SharePoint?**
A1: Yes.
- **Is there a Geotechnical Investigation report available?**
A2: Any technical questions will be addressed by the end user via email for those that cannot be answered.
- **Is the area and plot location of the building defined?**
A3: Any technical questions will be addressed by the end user via email for those that cannot be answered

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- **May you please show the scope of works slides in the presentation?**

A4: Any technical questions will be addressed by the end user via email for those that cannot be answered

Thank you for your time and participation. Please ensure your contact details are shared in the chat box before we close the session

7. Next Steps

- All interested bidders are requested to submit their bids by the specified deadline.
- Any additional queries or requests for clarification must be submitted in writing before **17th March 2025 @ 10:00 am**

Adjournment: The meeting was adjourned at 15:46 pm

Issued by:

Onkgopotse Boikanyo

Senior Buyer

Onkgopotse.Boikanyo@girpots.co.za

These minutes reflect the key discussions and clarifications provided during the meeting. Bidders are encouraged to review the RFP and ensure their submissions meet all requirements outlined.

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