



## **Request for Interest for the Procurement of Luggage Trolleys and Roll Tainers at King Shaka International Airport**

**Tender Number:** : KSIA 7101/2023/RFI

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**Issue Date** : 24 March 2023

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**Closing Date** : 05 May 2023

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**LIST OF ACRONYMS**

Term	Definition
ACSA	Airports Company South Africa (SOC) Ltd
KSIA	King Shaka International Airport
OEM	Original Equipment Manufacturer
RFI	Request for Expression of Interest

**GLOSSARY**

Term	Definition
Client	Airports Company South Africa SOC Limited.
Solution	The solution requires the supply and deliver of Luggage trolleys and roll tainers.
Supplier	This is the entity that will provide all the services and products required for scope of works. This supplier could include sub-contractors.



## **1 BACKGROUND**

Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented.

The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Chief David Stuurman, King Phalo Airport, George Airport, Kimberley Airport and the Corporate Office.

The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.

ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa.

The trolley operators at KSIA use trolley movers and motrecks to move a bulk of trolleys around to the respective operational environments. The trolley movers are a productivity-enhancing tool, which will be most effective when well maintained and used responsibly.

The contract will be for supply and deliver of locally manufactured Luggage trolleys and Roll tainers.



## **2 OBJECTIVES**

This Request for Expression of Interest is to source a qualified, competent and experienced service provider to manufacture, supply and deliver an estimate of 995 Luggage trolleys and four (4) Roll tainers for the facilitation of larger groups of travellers. This will allow the Business Unit to continually improve the service standards and create good passenger experience when travelling at the airport.

This number has been reduced noting the current financial state of the organization and to further align with the recover and sustain organization strategy, whilst trying not to compromise the passenger facilitation at the airport, noting that the airports are the gateways of the country.

## **3 SCOPE OF WORK**

The Scope of Work with respect to this RFI requires:

Locally manufacture, supply and delivery of 995 airport luggage trolleys and 4 roll -tainers (large luggage cages) be delivered with the original documents at KSIA:

- All 995 airport luggage trolleys and 4 roll -tainers (large luggage cages) to be commissioned and tested at KSIA before handed over to trolley operations. Service provider to always avail critical spares for trolley and should provide a warranty of 3 years. It should be noted that the trolleys should come with the warranty of 3years.
- Trolleys should be flexible to travel around the airport and on the uneven surfaces.
- Trolleys must have a carrying capacity of at least 200 to 300kg for luggage's, as we are African region working with a ratio of 2:1, 2 bags per passenger.

**Trolleys need to have anti- static material and anti -bacterial handles. The trolleys must have a material that is resistant to corrosion. See specifications and pictures below:**

Handle Height	106 cm
Handle	Must be anti-bacterial and anti-corrosion
Length	117cm
Width	70cm
Weight	Between 30kg to 50kg
Basket Height:	15 cm
Width:	46 cm
Depth:	7.5" (19 cm)
<b>Advertising Panel</b>	
Panel size	(50 cm) by (62cm)
Depth	1.3 cm thick high-impact Polystyrene
<b>Casters/Wheels</b>	6" (15cm) diameter front swivel caster, 8" (20cm) diameter rear wheels
Frame	(2.54 cm) tubular stainless steel with TIG welds and an electropolish finish. (Anti - corrosion)
Nesting	11" (28 cm)
Performance	<p>Brakes that will securely hold a cart load of (200kg- 300kg) on a 10-degree slope.</p> <p>Cart that will not tip when placed on 10-degree slope in any position with 15kg in the basket. Cart will not tip or allow items to fall off platform while transitioning a 15cm curb.</p> <p>The baggage cart should automatically brake by releasing the push handle.</p>



<b>Specification for 4 Roll-tainers (large luggage cages)</b>	<ul style="list-style-type: none"> <li>• All 4 wheels should have equal diameter approximately 15cm.</li> <li>• Two front wheels must swivel for maneuvering and have brakes.</li> <li>• Two Rear wheels should be non-swivel.</li> <li>• Roll-tainer Dimensions: Length (150 cm) X Width (75cm) X Height (175cm including wheel diameter(15cm)</li> <li>• Material should be hot galvanized steel.</li> <li>• Material must be anti - corrosion</li> <li>• The trolley must be foldable</li> <li>• The trolley must have two handles to hold and control the cage</li> <li>• Lockable gate</li> </ul>
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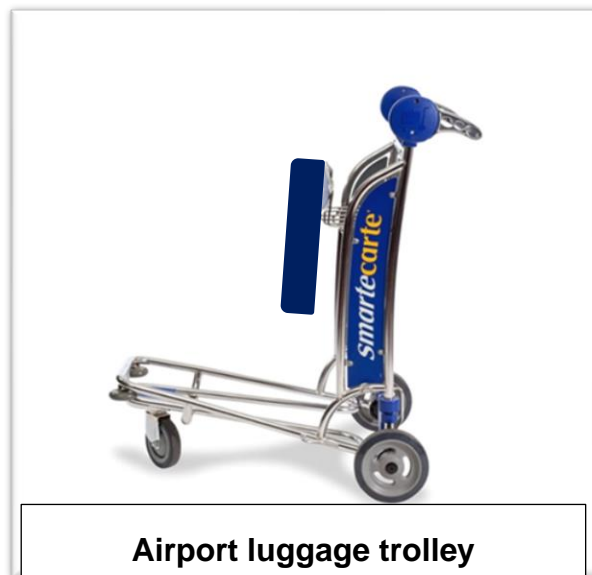
**The response should include, at a minimum, the following information:**

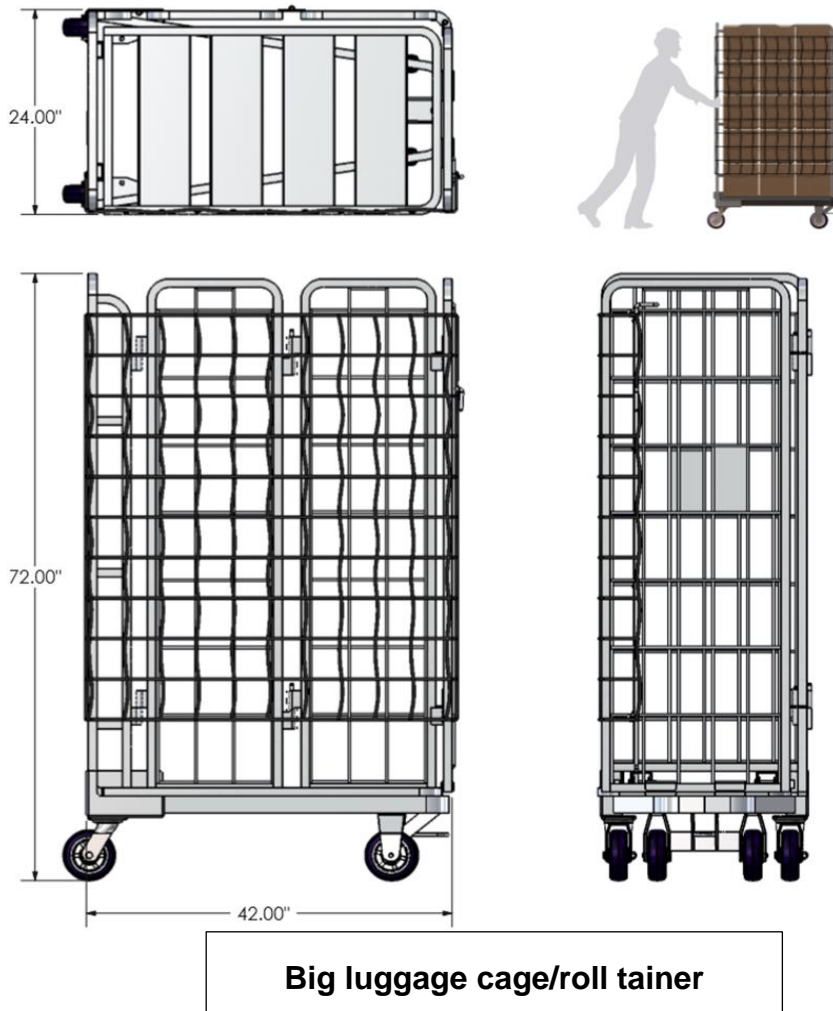
- A description of product offering and features
- a comprehensive project plan with timelines
- OEM Warranty (proof thereof)
- A summary of relevant experience for which similar services are currently/were previously being provided. Include at least three reference clients (including key contact names and telephone numbers) where you are/were providing similar services to other clients.
- Indication of local material and import parts including value addition (Refer to Annexure A attached).



**The cost should include the following:**

- I. Supply and Delivery of 995 airport luggage trolleys as per specification above. (Cost per trolley)
- II. Supply and Delivery of 4 Roll tainers as per specification above. (Cost per roll- tainer)
- III. Provision for Critical Spares (cost per item) and lead-times
- IV. Delivery
- V. Insurance
- VI. Other (please specify)





### Procurement timelines

Ideally ACSA requires the potential service provider to manufacture, supply and deliver Luggage trolleys and Luggage roll-tainers within four (4) months after appointment.

Potential respondents are advised to read through all the information provided carefully to obtain a thorough understanding of the nature and complexity of this project.



#### 4 INSTRUCTIONS TO RESPONDENTS

The following should be noted in terms of this RFI process and submission:

##### **Clarifications**

Formal enquiries and clarifications with respect to this RFI should be submitted to this email [Dineo.mathabatha@airports.co.za](mailto:Dineo.mathabatha@airports.co.za)

Clarifications by potential respondents may be submitted to ACSA until the **28 April 2023** at **16h00** (CAT).

##### **RFI Closing Date and Time**

The RFI closing time and date is **05 May 2023** at **12h00** (CAT).

Responses should be submitted to the following address on or before the closing date and time.

##### **a) Electronic Submission:**

The requested Information must be emailed to [Dineo.mathabatha@airports.co.za](mailto:Dineo.mathabatha@airports.co.za) before the closing date and time.

No late submissions will be considered. Respondents are therefore advised to submit their responses on time.

Responses should be clearly marked as – Request for Expression of Interest for **Procurement of Trolleys and Roll tainers** “[KSIA 7101/2023/RFI]” and emailed to Dineo Mathabatha.

##### **RFI Document**

The RFI tender document will be published on the National Treasury Website and ACSA tender bulletin as the National Treasury Regulations and SCM Policies and Procedures.

##### **Structure of The Response Document**

Respondents should ensure that the document is structured in a logical manner giving solution on the section in the technical information and specification of the scope of works.



## General Information

ACSA reserves the right to request any respondent to provide a presentation on their proposed solution at short notice. Respondents are required to respond to any queries that ACSA may have in terms of the respondent's document within 48 hours of receipt.

## 5 ENQUIRIES

Enquiries can be directed to the email address [Dineo.mathabatha@airports.co.za](mailto:Dineo.mathabatha@airports.co.za)

## 6 TERMS AND CONDITIONS

The following terms and conditions are applicable to this RFI process.

- ❖ Costs are estimates for budget purposes only. There is no commitment on the part of either the vendor or ACSA; or any obligation by ACSA to the vendor. The information provided must be presented in a format that corresponds to and references sections outlined within this RFI. This will allow ACSA to more easily formulate a budget based on a comparison and extraction of information from all respondents. Unlike an RFP where a single vendor is selected, each RFI response will be a potential contributor to part of the overall specification formulation, budget and other.
- ❖ All responses will be kept confidential and not be available for public knowledge.
- ❖ Any irregularities or lack of clarity in the RFI should be brought to ACSA's attention as soon as possible so that corrective addenda may be furnished to prospective respondents.
- ❖ Alterations, modifications, or variations to a proposal may not be considered unless authorized by the RFI or by addendum or amendment.
- ❖ Proposals may be withdrawn by written notice received prior to RFI closure.
- ❖ In addition to the terms and conditions stipulated, potential respondents should ensure that they have relevant experience and capacity to embark on a project of this nature with contactable references/sites.
- ❖ ACSA reserves the right to stop this process.



## ANNEXURE A

This contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

The South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.2. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where:

x is the imported content in Rand.

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedtic.gov.za/industrial\\_development/ip.jsp](http://www.thedtic.gov.za/industrial_development/ip.jsp) at no cost.**

- 1.3. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
2. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods

Stipulated minimum threshold:

**Luggage trolley and roll tainers (luggage cages**

**100%**



3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
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- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.2 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTIC must be informed accordingly in order for the DTIC to verify and in consultation with the AO/AA provide directives in this regard.



**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):  
 .....

**NB:**

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedtic.gov.za/industrial\\_development/ip.jsp](http://www.thedtic.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),

do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	



If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_