



Terms of Reference for Panel of Professional Services

(1) REQUEST FOR PROPOSALS

Request for Proposals (RFP) to form part of the panel for professional services for a duration of sixty (60) months for all nine (9) Airports Company South Africa airports. The total project value is limited to R150 million. (All projects above R150 million will be advertised on National Treasury e-tenders) The RFP contains two (2) evaluation stages:

- Stage 1 Mandatory Administrative Requirement and
- Stage 2 Functionality Evaluation Criteria.

Bidders that meet the mandatory administrative requirements will be further evaluated on functionality evaluation criteria. Bidders must achieve minimum points for each functionality sub criterion. Over and above bidders must achieve overall minimum points of 68 points out of 100 to be eligible to form part of the ACSA panel of professional service providers.

The successful service providers will receive appointment letters informing them of inclusion to the ACSA panel. The appointment letters must be accepted and returned to ACSA within five (5) working days of receipt. This will ensure all service providers who are pre-approved for the panel have the same contract start date.

(2) Selection Process - Panel

Successful service providers will be alphabetically arranged by company name on an excel sheet. This is to ensure rotation of service providers and transparency in the invitation process. Service providers who qualify to be in the panel will be invited by Supply Chain Management (SCM) Official to submit quotations for available projects as and when required.

A request from business will initiate the Request for quotations (RFQ) process. Invitations will be sent by SCM official to a minimum of *five (5) company* names on the alphabetically arranged excel list per discipline. If another need arises the *next five (5)* company names on the excel list will be given an opportunity to respond to the RFQ process. This selection method will be verified and approved by the Senior Manager: Category Management and Procurement before invitations are sent.

**Minimum of Five (5) is subject to change based on the outcome of the tender.*



The request for invitations will be sent via email for a minimum of ten (10) working days. Service providers are encouraged to familiarise themselves with the scope of work and quote according to the pricing schedule that will be provided on the RFQ. Mandatory or Non-mandatory briefing session may be necessary to ensure service providers understand the scope of work and deliverables of the project.

Successful service provider will be selected according to the Preferential Procurement Regulations 2022. Service providers will be ranked by applying the preferential point scoring system of 80/20 for bids with the rand value equal to or below R50 million and 90/10 for bids with the rand value above R50 million. A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, of 2000, the contract must be awarded to the tenderer scoring the highest points.

A scorecard/recommendation to award report will be completed by the SCM official and approved in line with ACSA Delegated Levels of Authority. The scorecard/recommendation to award report will show approval of the selection process and proof of all bidders invited to participate in the RFQ process, how many service providers responded to the RFQ and the ranking of the service providers.

A service provider who is successful in the RFQ process will receive a letter of intent to award from the SCM Official, the letter will be signed by the Senior Manager Category and Procurement or duly delegated. A contract document will be signed, uploaded on the Oracle system and a Blanket Purchase Agreement (BPA) communicated.

**Minimum of Five (5) is subject to change based on the outcome of the tender.*



Unsuccessful service providers who participated in the RFQ will also be informed via letters of regret. To ensure transparency, the company name of the successful service provider shall be shared with all service providers who are part of the panel.

(3) Transformation Imperatives

All contracts (Consultant value) below R1m including VAT are to be set aside as part of the request to SCM to:

- a) EME if feasible (BO,WO,YO,PWPDO)

All contracts >R1m<R5m are to be restricted to

- a) EME,QSE if feasible(BO,WO,YO,PWPDO)

If feasible, ACSA shall require **minimum target** sub-contracting for tenders/bids above R30 million. ACSA shall apply sub-contracting to advance designated groups as stipulated in the table below under **minimum targets**. All tenders shall be advertised with this condition and specific goals.

Item	Category	Specific Goals	Minimum Target	Score	
				20	10
1.	Construction	51% owned by Black male and Black women and Black youth and People living with disabilities	30%	20	10
		51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)		15	8
		51% owned by Black male or Black women or Black youth or People living with disabilities		10	6
		Less than 51% owned by Black male, Black women, Black youth, People living with disabilities		5	4
		Other		0	0

The application of the transformation imperatives will be at the discretion of the employer.

(4) Performance of Service Providers.

**Minimum of Five (5) is subject to change based on the outcome of the tender.*



ACSA Contract Manager will manage performance of service providers as per the SCM Performance Management System. Non-performing service provider whose non-performance is documented accordingly will not receive invitations to quote.

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SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

**Minimum of Five (5) is subject to change based on the outcome of the tender.*