

Subject	Specifications
Business Unit	Logistics
Project Name	Supply of Domestic Air Cargo Services for SAPO
Reference	RFP/21/22/22/ Supply of Domestic Air Cargo Services for SAPO/RM



1. BACKGROUND

The South African Post Office (SAPO) requires a service provider(s) to supply air cargo services per route between various domestic airports within South Africa as indicated in Addendum A.

2. OBJECTIVE

To appoint a service provider/s to provide air cargo services per route to move airfreight consignments between the various national domestic airports for a period of 1 year.

Note: Bidders are required to bid for routes, applicable to the bidder, as per pricing schedule. The bid will be evaluated and awarded per route.

3. SCOPE OF WORK

The service provider will be required to:

- 3.1 Provide the appropriate air cargo service per route to move airfreight between the various domestic airports as per agreed times and route schedules.
- 3.2 Provide tracking of shipments.
- 3.3 Provide hard copy of the Proof of Delivery (POD) on request.
- 3.4 SAPO will deliver cargo to the bidder's premises and verify the quantity of the bags and the weight of the bags in the presence of the service provider's representative.
- 3.5 SAPO will label all loose freight and handover to the service provider for the different routes with the relevant documentation.
- 3.6 Service provider/s to provide SAPO with flight schedules.

4. ROUTES

Addendum A contains all the Domestic Courier routes.

5. AIRCRAFT

The Service Provider(s) must ensure that the aircraft utilized for this contract complies with all relevant domestic Air Cargo Legislation, namely: South African Civil Aviation Authority (SACAA) regulations, part 135 or part 121 and/or Foreign Operator's Permit (FOP) issued by Department of Transport (DOT).

6. SERVICE FREQUENCIES PER ROUTE

SAPO does not guarantee volumes however the volume requirements will be reviewed by SAPO and the service provider.

7. LIABILITY

- 7.1 The service provider must provide comprehensive aviation liability insurance cover of not less than R1 000 000.00 per individual flight. Should SAPO require this cover to be increased for a specific trip, the service provider will be notified in writing 24 hours before the time of this requirement.
- 7.2 Bidders to provide proof of public liability cover as evidence that they are covered for any such air incident or eventuality of not less than R100 000 000.

8. COMMUNICATION

- 8.1 The Service Provider must immediately inform (telephonic and in writing) SAPO of any delays exceeding 30 minutes impacting on the service delivery.
- 8.2 The service provider must inform SAPO (telephonic and in writing) of any operational changes at least four hours before the scheduled time of departure.
- 8.3 Any change exceeding two weeks in scheduled flight times (Addendum A) must be communicated to SAPO at least one month ahead of the changes.

9. PRICE

- ✓ Bidders are required to bid for routes, applicable to the bidder, as per pricing schedule.
- ✓ The bid will be evaluated based on Total Cargo Rate and will be awarded per route.
- ✓ Every column must be completed. If there is no charge please indicate as Zero (0) in the applicable column.
- ✓ Incomplete pricing schedules will not be accepted.

10. OPERATING FACILITIES

- 10.1 The Service Provider(s) is/are expected to operate domestically and to have facilities at the airports mentioned below in 10.4 for the routes the service provider(s) is/are bidding for (to ensure optimal lodging and delivery, transfer, security and handling of cargo).
- 10.2 The facilities must be accredited in terms of Air Operators Certificate (AOC) issued by South African Civil Aviation Authority (SACAA).
 - 10.2.1 The bidder(s) must submit a certified copy of the accreditation certificate to confirm that the facilities are accredited in terms of the Air Operators Certificate (AOC) issued by South African Civil Aviation Authority (SACAA) or
 - 10.2.2 If the bidder is currently hiring or leasing the facilities (clause 10.2) or the bidder intends to lease or hire facilities the following documents must be submitted;

10.2.2.1 Certified copy of the accreditation certificate from the leasing company (Air Operators Certificate AOC).

10.3 The operating facilities and apron facilities must have CCTV coverage. Successful bidders must allow for video footage to be provided on request.

10.4 **Operating airports:**

- a) O.R Tambo Airport (Johannesburg)
- b) Cape Town International Airport(Cape Town)
- c) King Shaka International Airport (Durban)
- d) Port Elizabeth Airport (Port Elizabeth)
- e) East London Airport (East London)
- f) Bloemfontein Airport (Bloemfontein)

11. PART 108 COMPLIANCE

11.1 The bidder(s) must comply with the requirements of Part 108 of the South African Civil Aviation Act 2009 as amended.

11.2 The bidder(s) to provide a copy of certified certificate from South African Civil Aviation Act 2009 as amended (SACAA) in respect of part 108 compliance or

11.2.1 If the bidder is currently using an agent for the above (clause 11.2) requirement the following documents must be submitted;

11.2.1.1 Certified copy of the agent's accredited certificates.

12. OPERATORS LICENSE

12.1 The service provider(s) must comply with the laws, regulations and requirements of Air Services Licensing Act 115 of 1990 (as amended).

12.2 The bidder must provide a copy of their Air Operators License or

12.2.1 If the bidder is currently hiring or leasing the aircraft or the bidder intends to lease or hire the aircraft, the following documents must be submitted;

12.2.1.1 Certified copy of the Air Operators License from the leasing company.