

DIA 6764/2021/RFP: REQUEST FOR PROPOSALS FOR A CONTRACTOR APPOINTMENT FOR ALTERATIONS AND TENANT FITOUT TO EXISTING MULTI STOREY OFFICE BUILDING: 3RD FLOOR AT KING SHAKA INTERNATIONAL AIRPORT

25 MARCH 2022

↑ ✈ Terminals

↑ 🚻 Toilets

Shops ↑

↑ 🏧 Banks



AIRPORTS COMPANY
SOUTH AFRICA

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AIRPORTS COMPANY
SOUTH AFRICA

ANTICIPATED BID SCHEDULE

Activity	Date
Bid Advertisement (www.e-tenders.gov.za)	18 March 2022
Bid documents issued	18 March 2022
Non-Compulsory Briefing Session	25 March 2022 11:00hrs
Site Walk	N/A
Enquiries and clarification	14 April 2022 – 16:00hrs
Tender Closing date	21 April 2022 – 12:00hrs

GENERAL ADMINISTRATION

➤ **ENQUIRIES AND CLARIFICATION:** To be directed to Lesego.Pitse@airports.co.za

➤ **TENDER BOX LOCATION:** The Tender Box is located at:
King Shaka International Airport,
MSO Building
Reception

Please request for box location at the information desk

➤ **BID SUBMISSION METHODS - 1 hardcopy (original) and 1 copy of the original**

The following details should be clearly written/marked on the outside;

- the bidder's return address,
- the full description of the tender,
- tender reference number and
- the details of the Tender Management Office/Procurement department where the bid will close;

- The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder;
- The bottom of each page of the bid documents must be signed/initialled or stamped with the bidder's stamp as proof that the bidder has read the entire bid document

➤ **Please note: No bid shall be accepted after the closing time**

SCOPE OF WORKS

1 EXTENT OF THE WORKS

- **1.1 EMPLOYERS OBJECTIVES/ OVERVIEW OF THE WORKS**
- **Completion of works for the alteration of the existing Multi Storey Office Building on the 3rd floor.**
- **This project was initiated to accommodate future staff headcount on the Multi Storey Office (MSO) 3rd and 4th floor at the King Shaka International Airport (KSIA).**
- **The 3rd and 4th floor previously had cellular offices and the scope is to convert cellular offices to open plan offices inline with the ACSA Office Design Manual. The 4th floor scope was completed in September 2020 and it is currently being utilized by ACSA staff.**
- **The 3rd floor work commenced in October 2020 but it was not completed.**

SCOPE OF WORKS

1.2 OVERVIEW OF THE WORKS:

- **The remaining scope on the 3rd floor includes the following:**
 - **Installing glass shop fronts and doors for managers offices and boardrooms.**
 - **Electrical work: Changing the existing lights to LED lights as specified by ACSA and fire detection**
 - **Fitting new furniture and associated docking stations as per the ACSA Office Design Manual.**
 - **Painting of walls and partitions**
 - **IT Works**
 - **Skirting**
 - **Complete the installation of carpets and deep clean.**

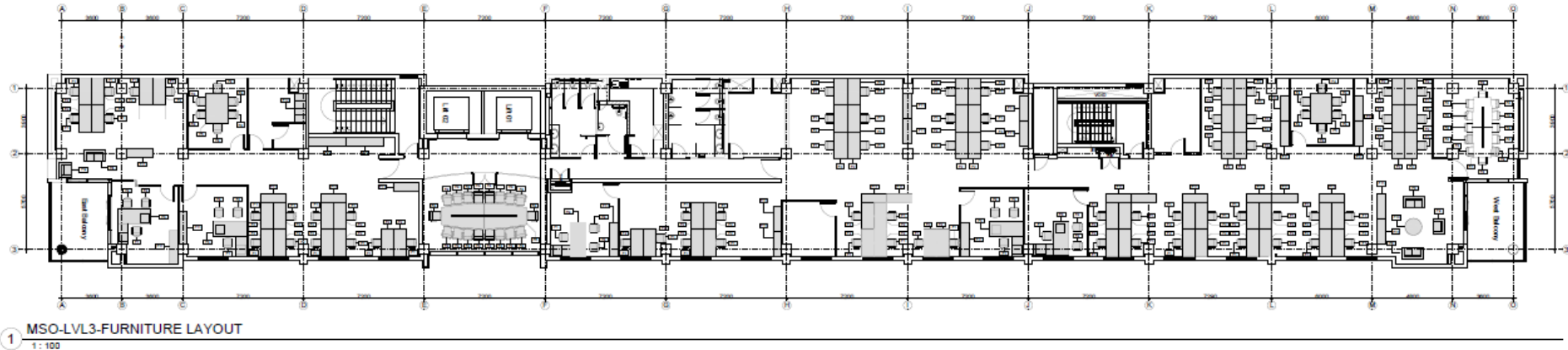
SCOPE OF WORKS

1) SITE ESTABLISHMENT/ LOCATION OF SITE CAMP



SCOPE OF WORKS

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- **SITE ESTABLISHMENT/ LOCATION OF SITE CAMP**
- **ACCESS TO SITE: PASSENGER LIFT**
- **TO BE NOTED:**
 - PROXIMITY TO PUBLIC PICK UP AREA OF SITE
 - LIVE AIRPORT ENVIRONMENT
 - OTHER FLOORS ARE OCCUPIED
 - NOISE/ DUST/ INTERRUPTIONS TO BE MINIMISED

SCOPE OF WORKS

Furniture requirements

The type of furniture required is as follows:

- Office chairs
- Modular desks
- Workstations
- Boardroom chairs
- Meeting Tables
- Double seater sofas
- Single Seater sofas
- Filing cabinets
- Steel lockers

Furniture currently On Site:

- 2x 1seater black couches
- 8x Visitors Chairs
- 10x Office Chairs
- 1x coffee table
- 4x pedestals.

**Furniture to be stored to
minimise damage.**

Please disregard furniture legend in drawing pack.

Note: For uniformity, the kind of furniture and quality that was supplied for the 4th floor is required for the 3rd Floor.

SCOPE OF WORKS

- **SITE: 3rd FLOOR**



SCOPE OF WORKS

- **SITE: 3rd FLOOR**



SCOPE OF WORKS

- EXISTING/ COMPLETED 4th FLOOR



EVALUATION CRITERIA – STAGED APPROACH

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Evaluate on the pre-qualification criteria	Check that all the documents have been received and mandatory requirements have been met	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE)	Post tender negotiations (if necessary)

STAGE 1: PRE-QUALIFICATION CRITERIA

In terms of the PPPFA Regulation 4, an organ of state can apply pre-qualifying criteria to advance certain Designated Groups.

Only bidders with a minimum **B-BBEE status Level 1 or 2** are eligible to bid.

Please note in the event of a joint venture (JV) a valid consolidated BBBEE verification in the name of the JV shall be submitted. Please refer to returnable document **Form C3**.

Bidders must meet all above requirements before being evaluated further for Mandatory

STAGE 2: MANDATORY ADMINISTRATION CRITERIA

To be recognised as being responsive, bidders are required to satisfy the following Mandatory requirements:

1. Completed in Full and signed Form of offer C1.1
2. Valid CIDB contractor grading of 4GB or higher
3. Bidders must complete in full and sign ACSA's Terms and conditions of Tender. Refer to Form A13

No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service. No award will be made to any supplier or service provider who is not registered on the Central Supplier Database

Bidders must meet all above requirements before being evaluated further for Functionality

STAGE 3: FUNCTIONAL EVALUATION

Functionality is the terminology used to define the technical ability of the Tenderer, based on experience, to deliver the required product in accordance with the specialized quality, reliability and functionality

This is the hurdle phase - Bids **MUST** obtain Minimum qualifying score in **each** of the **evaluation subsections** as well as a minimum of **60** points out of **100** points and proceed to next stage.

FUNCTIONAL EVALUATION

Refer to the functionality evaluation requirements in the tender document

STAGE 4: PRICE AND PREFERENCE

- PPPFA preference point system of 80/20
 - 80 – Price
 - 20 – B-BBEE

- In order to qualify for B-BBEE recognition, ACSA will only accept DTI criteria as proof of B-BBEE status. i.e. Valid B-BBEE certificate issued by SANAS accredited institution or a sworn affidavit for EMEs and QSEs

STAGE 4: PRICING INSTRUCTIONS

- Only items listed in the BOQs may be billed to the Employer
- Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification.
- **PLEASE NOTE: : The bidder should quote in accordance with the bill of quantities outlined in this pricing schedule. Evaluation and selection of the successful bidder will be based on pricing received for the bill of quantities outlined herein. However, in consideration of constantly changing business and operational requirements, ACSA reserves the right to revise the bill of quantities at any time, after closing the tender or after giving notice to the contractor.**

STAGE 4: PRICING INSTRUCTIONS

- The rates and extensions must be completed in black ink
- Should a tenderer make a mistake with the rate and extension then a line must be drawn over the uncorrected rate and insert the new rate and extension above the old rate and initial next to it
- Where there are corrections in the pricing, the tenderer must initial next to each correction
- Under no circumstances must correction fluid be used to correct mistakes
- Under no circumstances must the quantities inserted in the document be changed. This will result in immediate disqualification
- The tenderer must double check the document before inking the final amount onto the offer page
- Please note that the final offer submitted takes precedence of the BOQs.



QUESTIONS



CLOSING REMARKS

Instruction for bidders who submit bids that involve JV partners.

- Letter of authority to be issued by the JV, giving the JV Partner authority to complete and sign the returnable schedules / forms on its behalf;
- ✓ JV agreement must be submitted;

Thank you!

