

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

REQUEST FOR QUOTES

**FOR THE RENTAL, REFILL AND MAINTENANCE OF WATER DISPENSERS TO SACAA
OFFICES FOR A PERIOD OF 36 MONTHS**

RFQ NO.: RFQ/ZD/WATERDISPENSERS/SCM/625/2024-2025

DUE DATE FOR SUBMISSION: WEDNESDAY, 20 NOVEMBER 2024, 11H00

1. Introduction

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the standards and recommended practices (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

The SACAA, as prescribed by the Civil Aviation Act as well as the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) is a Schedule 3A public entity.

2. Purpose

SACAA seeks to appoint a suitably qualified service provider for rental, refill, and maintenance of water dispensers for a period of three (3) years, 01 April 2025 until 31 March 2028. Address: SACAA Building 11, Byls Bridge Office Park, Byls Bridge Boulevard, Centurion.

3. The Scope of Work

3.1 Detail scope or of work

- a) Supply on rental basis, free standing water dispenser, 20L bottom refillable water bottle.
- b) Place each dispenser in an identified are and ensure that all dispensers are commissioned before leaving the SACAA premises.
- c) Deliver / refill water with at least (1) replacement bottle per cooler, per week or as and when requested.
- d) Where weekly delivery is made and the water dispenser in question still contains water, the service provider must leave the full bottle with Facilities department.
- e) Every refill bottle should be delivered sealed from the water purification plant through suitable caps.
- f) The appointed service provider should be able to service the placed watercoolers, in line with the manufacture's guidelines and in compliance with the standards and legislation governing portable water.
- g) Where the manufacture's guidelines dictate longer services intervals, SACAA can request that

the units be serviced once/twice a month to ensure there is no algae build-up and ensure that the water is safe and meets water quality standards for human consumption.

- h) The installation and servicing of the units should be performed by only trained personnel, in full uniform and necessary protective clothing for handling drinking water.
- i) Hygiene signage to be included, placed on each dispenser.
- j) In case of any mechanical default of the unit, it should be replaced free of charge by the service provider.
- k) Monthly service record to be sent to SACAA Facilities department.

3.2 Specification for the Rentable Units

Requirement	Comply	Do Not Comply
20 L Free standing water dispensers		
Bisphenol A (BPA) free water bottle		
Free Standing and ergonomic design		
Bottom Loading Unit		
Dispenses Cold & Hot Water		
Lack of water indicator		
Suitable for commercial use and high traffic areas		
Removable Drip Tray (for cleaning purposes)		
Energy Saving		
Silver or Black in colour		

4. Evaluation Criteria

Bidders will be evaluated in accordance with the Supply Chain Management Policies as well as the Preferential Procurement Policy Framework, 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations of 2022. The evaluation criteria will consist of the following three (3) phases:

4.1 Phase 1: Supply Chain Management (SCM) Administrative Mandatory Requirements

Bids received will be verified for completeness and correctness. SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The complete set of bid documents must be completed and submitted. **(however, the SACAA reserves a right to request additional information for or documents missing at this stage of evaluation from the bidder).**

Bidders are to ensure that they submit the following documentation / information with their bid.

Documents	Comments	Compulsory Requirement
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Prospective bidders must be registered on the CSD prior to submitting their bid. Submit CSD Report or CSD Supplier Number	Yes
SBD 4 (Bidders Disclosure)	Fully Completed and signed	Yes
South African National Bottled Water Association (SANBWA) conformity accreditation	Provide valid proof of accreditation that the Factory/ Plant where water is prepared and bottled conforms to SANBWA	Yes

4.2 Phase 2: Technical / Functionality Evaluation

Assessment of Technical / Functional evaluation of the bid will be done in terms of the criteria as stated in the table below. Bidders should take note of the Criterion, Weighting and Scoring when responding to this bid.

No.	Description	Proof of Evidence	Min Points	Max Points
1.	Company Experience Bidder's number of years in rental, refill, and maintenance of water dispensers in a corporate environment	Provide company profile indicating the number of years in service i.e. rental, refill, and maintenance of water dispensers in a public or private sector and provide portfolio of evidence that show: <ul style="list-style-type: none"> • Five or more projects currently running. = 50 points • Three or four projects currently running = 30 points • Two to three projects currently running = 20 points • Less than two projects currently running = 0 points 	30	50
2.	Contactable References of similar work done The purpose of references is to obtain feedback on the bidder's	Reference letters from a minimum of three (3) companies where the bidder has rented, refill and maintained water	30	50

	ability to manufacture, supply, deliver and install furniture, meeting quality standard as per client's specification	<p>dispensers. Each reference letter should have the following:</p> <ol style="list-style-type: none"> 1. Be in a company letterhead of a referee, 2. Number of rented water dispensers, 3. How long is the contract and 4. Be signed by a contactable referee. <ul style="list-style-type: none"> • 5 or more reference letters = 50 points • 4 reference letters = 30 points • 3 reference letters = 20 points • Less than 3 letters = 0 points 		
TOTAL POINTS			60	100

Bidders who score 60 points or more out of 100 on functionality will be considered for the next phase of evaluations. Any bidder scoring less than minimum 60 points will not be considered further.

4.3 Phase 3: Cost Proposal and Specific Goal Evaluation

4.3.1 Submission of Cost Proposal

All prices must be quoted for in South African Rand (ZAR) and must cover all costs associated with providing the services as required by SACAA as per detailed scope of services.

Service provider to state if the price quoted as per above is firm for the duration of the contract or provide details of basis on which price adjustment shall be applied. All additional cost associated with the bidder's offer must be clearly specified and included in the total bid price.

4.3.2 Price

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goal

The following PPPFA formula is used to evaluate price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of the bid under consideration.

P_t = Rand value of bid under consideration.

P_{\min} = Rand value of lowest acceptable bid.

4.3.3 Points Awarded for Specific Goal

In terms of Preferential Procurement Regulations 2022, preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below. SACAA will award points against the bidder submitted valid BBBEE certificate or an affidavit.

Specific Goal	Number of Points
100% black owned company	20
80% black owned company	18
60% black owned company	16
40% black owned company	14
20% black owned company	12
Not black owned	0

The maximum points for this bid will be allocated as follows:

	POINTS
Price	80
Specific Goal	20
Total Points for Price and Specific Goal	100

5. Submission of Proposals

All bid documents should be submitted PHYSICALLY to SACAA offices, Treur Close, Waterfall Office Park, Bekker Street, Midrand, drop off inside tender box, by Wednesday, 20 November 2024, 11h00.

ANNEXURE A

No	Description of Service	Units	Price per Unit	Year 1 Price	Year 2 Price	Year 3 Price	Total Price
1.	Rental of free-standing water dispenser	30					
2.	20L bottom refillable water bottles	1500					
3.	Maintenance of water dispenser (If maintenance cost is included in the rental price of water dispenser, please indicate as such)	30					
TOTAL PRICE, exclusive of VAT:							
VAT 15% (if applicable)							
Total Inclusive of VAT (where applicable)							

NB: Please note that the quantities used are estimated quantities for evaluation purposes, quantities may vary per month.