

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

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**REQUEST FOR PROPOSALS**

**New Building Feature Walls: Shopfitting**

**Submission deadline: Monday, 26 May 2025, 17h00**

## **1. INVITATION TO BID**

### **1.1. The purpose**

The SACAA invites companies specialising in retail shopfitting to provide proposals for the design and installation of feature walls within the scope.

### **1.2. The Scope**

Detailed specifications are in the attached PDF document.

#### **1.2.1. Provision, delivery and Installation of wall cladding**

1.2.1.1. 5 X 14-Seater Boardrooms – Screen Wall Cladding

1.2.1.2. 7 X 10-Seater Boardrooms – Screen Wall Cladding

1.2.1.3. Office – Wall Cladding and Shelving Units

1.2.1.4. Office – Wall Slated Panel

1.2.2. Wall preparation of a fully painted wall with a maximum capacity to carry up to 250kg per square meter.

1.2.3. Installation/Mounting of 8 x LCD Screens (to be provided by SACAA) on the clad walls.

1.2.4. Delivery and Installation, including wall preparation can only be implemented outside working hours.

1.2.5. Maintenance and Cleaning Guidelines to be included

## **2. Proposal submissions**

Each submission must contain:

2.1. A link to the service providers' website

2.2. The price proposal/quotation

## **3. Terms of Conditions of the contract**

3.1. The SACAA will only pay for services that meet the brief discussed, are approved, and are delivered within the agreed-upon time.

3.2. By responding to this RFP, you confirm that your company has the capacity to deliver all the scoped deliverables under 1.2 within the next month (June 2025).

## **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 2017. The evaluation criteria will consist of the following three (03) phases:

#### 4.1. Phase 1 - Mandatory requirements (Non-compliance leads to automatic disqualification)

- 4.1.1. Prospective bidders must register on the Central Supplier Database (CSD) before submitting bids. Please provide the CSD supplier number.
- 4.1.2. Fully signed bidders' disclosure (SBD 4)

#### 4.2. Phase 2 - Technical/ Functionality Evaluation

Table 1 below outlines the criteria that will be used for accumulating points. This is critical to the evaluators and will be a benchmark against your submission as per section 5. (1) of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations, 2017. Bidders are advised to break down their submission, taking into consideration the scope (see section 3.2) and functionality below.

- 4.2.1. Bidders who score 70 points or more out of 100 on functionality will be considered for the next phase.
- 4.2.2. User department and Bid Evaluation Committee members may request a detailed presentation of the proposals.

**TABLE 1: FUNCTIONALITY EVALUATION**

No.	Description	Proof of Evidence	Min Score	Max Score
1.	<b>Bidders Experience</b>  Bidder's number of years in the manufacturing of office furniture	Provide a company profile clearly stating the number of years in the shopfitting services <ul style="list-style-type: none"><li>• More than 10 years in shoplifting services = 40 points</li><li>• 8 to 10 years in shoplifting services = 30 points</li><li>• Less than 8 years in shoplifting services = 0 points</li></ul>	20	30
2.	<b>Portfolio of Evidence</b>	The company must submit a link to its website or portfolio demonstrating that it specialises in quality shopfitting and has delivered services to well-known brands. <ul style="list-style-type: none"><li>• The company's website features quality shopfitting and has delivered services to well-known brands – 30</li></ul>	30	40

		<ul style="list-style-type: none"> <li>The company's website features quality shopfitting – 20</li> <li>The company's website/portfolio does not feature quality shopfitting - 0</li> </ul>		
3.	<b>Reference to similar work done</b>	<p>Reference letters from a minimum of three (3) companies where the bidder has provided shoplifting services. Each reference letter should have the following:</p> <ol style="list-style-type: none"> <li>Be on a company letterhead,</li> <li>Mention an assignment of a similar nature,</li> <li>Be signed by a contactable referee.</li> </ol> <ul style="list-style-type: none"> <li>3 letters or above = 30 points</li> <li>2 reference letters = 20 points</li> <li>Less than 3 letters = 0 points</li> </ul>	20	30
<b>TOTAL POINTS</b>			<b>70</b>	<b>100</b>

Only submissions with a score above 70 will be selected for the next evaluation stage.

### 2.3 PHASE 3 –PRICE AND SPECIFIC GOAL (B-BBEE) EVALUATION

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 No. 5 of 2000.

For this bid, **80** points will be allocated for Price and **20** points for the specific goals in the form of a BBBEE status level of the contributor.

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included); therefore, the 80/20 preference point system shall be applicable.

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.

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) B-BBEE Status Level of Contributor.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Specific Goal (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	20
Total points for Price and B-BBEE	100

**NB: Please send your submission (requirements on phase 1, phase 2 and phase 3) to [caaquotes@caa.co.za](mailto:caaquotes@caa.co.za) by Monday, 26 May 2025, 17h00.**