



REQUEST FOR PROPOSALS

Compulsory Briefing Session

REF: RA7419/2024/RFP






PROFESSIONAL SERVICE PROVIDERS FOR THE TERMINAL EXPANSION PROJECT AT ACSA'S GEORGE AIRPORT.

Number	Services	Indicate which you are tendering for
1	Project Manager (Lead Consultant)	
2	Architect	
3	Quantity Surveyor	
4	Civil and Structural Engineers	
5	Electrical and Electronic Engineers	
6	Mechanical and Fire Engineers	
7	Occupational Health and Safety Agent	





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1. Welcome & Introduction

2. General Info: Tender Scam

- Bidders to be aware of false ACSA tenders.
- E-mail address does not have “-” in them e.g name.surname@airport-s.co.za
- All ACSA tenders are advertised on National Treasury and ACSA websites.
- Contact ACSA to verify if unsure if tender/RFQ is authentic.



Compulsory Briefing Session	19 April 2024 at 11h00am
Non-Compulsory Site Visit	<p>Immediately after the Briefing Session</p> <p>Requirements for site visit:</p> <ul style="list-style-type: none"> (a) Reflective jacket (b) Original Identity Document/Passport (<u>not</u> driver's license) (c) Foreign passport with a valid work and business permit and visa marked business or section 21 stamp. (d) A maximum of 2 representatives per company will be allowed for the site visit. <p><i>A Roll Call will be taken at the end of site meeting.</i></p>
Venue	George Airport, Terminal Building 1 st Floor, Wimpy Boardroom
Query Closure Queries in writing to:	<p>26 April 2024</p> <p>tenders.scm1@airports.co.za</p>
Response to Queries by ACSA	On or before 3 May 2024
Bid Closure Date and Time LATE BIDS WILL NOT BE ACCEPTED	<p>13 May 2024 at 10h00am</p> <ul style="list-style-type: none"> • Bid documents may be submitted Monday to Friday(excluding weekends and public holidays) between 9am and 3pm as there may not be anyone to receive your submissions outside these days and times.
Bid Documents	<p>Bid documents are available at no cost from the following websites:</p> <ul style="list-style-type: none"> • ACSA (www.airports.co.za) Select Tender Bulletin, select Current Tenders, download relevant bid information. • National Treasury (www.etenders.gov.za)



TENDER NOTICE AND INVITATION TO TENDER



Submission of Bid Document	<p>GEORGE AIRPORT ACSA Offices 1st Floor Terminal Building Tender Box at Outeniqua Boardroom</p> <ul style="list-style-type: none"> • Bidders must complete the Bid Submission Register which will be at the Tender Box. • Where 3rd party companies are used to submit the bid, please ensure that they complete the register.
Bid submissions	<ol style="list-style-type: none"> 1. 1 Original, 1 Copy in printed format and 1 electronic format USB Flash Drive. 2. Seal in a clearly marked envelopes / packages and indicate which is “Original” and which “Copy” 3. Bidders address and contact details must be reflected on the back of the envelope/package 4. Anti-Competitive behaviour will not be tolerated. 5. No bidder or any of it’s consortium / joint venture members may have an interest in any other bidder / consortium / joint venture participating in this bid. 6. Ensure that bid submission includes the fully completed bid document as well as the returnables / bid requirements. 7. Submit printed returnable documents separately as follows: <ul style="list-style-type: none"> • Generic information pertaining to the tender (Original and Copy) (e.g The tender and contract documents fully completed and signed together with the necessary/relevant returnable documents and schedules) • Specific Information for Each Discipline (Original and Copy): Each Discipline file to include completed, signed returnable information specific to the discipline being tendered for. (e.g Functionality Requirements and Returnable documents/schedules, Scope of service, Pricing Instruction and Schedule, Separate Form of Offer for each discipline C1.1 in contract document etc...)



TENDER NOTICE AND INVITATION TO TENDER

<p>Joint Venture(JV) Partnerships</p>	<ul style="list-style-type: none"> • B-BBEE Certificate - A Joint Venture bid must be accompanied by a consolidated JV B-BBEE Certificate from a SANAS accredited B-BBEE Verification Agency in the name of the Joint Venture plus B-BBEE Report. • All parties to the bid (JV Partners) must submit all the required returnable documents. • A company cannot be part of a JV and/plus bid on it's own for the same Discipline – both bids will be disqualified.
<p>Sub-Consulting/Contracting</p>	<p>Where bidders choose to sub-contract, the sub-consultants information must be provided as well.</p> <p>Bidders must not sub-contract more than 30% of their services in each discipline.</p>
<p>Validity Period</p>	<ul style="list-style-type: none"> • Bid Prices to be valid for a period of 120 working days from date of bid closure. • ACSA may request an extension of the validity period if required.
<p>Alterations to Documents</p>	<p>Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.</p>
<p>Late Submissions</p>	<p>Bids received after the closing date and time will not be accepted.</p>



EVALUATION PROCESS

STAGE 1: TEST FOR RESPONSIVENESS

DOCUMENTS OUTSIDE THE DETAILED EVALUATION STAGES WILL BE CHECKED IN THIS STAGE.

DOCUMENTS RELATING TO THE MANDATORY, FUNCTIONALITY, PRICE/PREFERENCE AND OBJECTIVE CRITERIA STAGES WILL BE CHECKED IN THOSE STAGES AND EVALUATED ACCORDINGLY.

THE DETAILED EVALUATION WILL FOLLOW



EVALUATION PROCESS

STAGE 2: MANDATORY CRITERIA

- a) Attendance to compulsory briefing session at George airport (will be *verified against the attendance register*)
- b) Bidders must complete and acknowledge bidder's disclosure form SBD4.
- c) Complete the pricing schedules as per format provided (refer attached separately for each discipline)
- d) Complete and sign form of offer and acceptance for each discipline - Contract Part C1 - C1.1.

(Print, complete and return Contract Part C1.1 for each discipline)

Bidders who do not satisfy the Mandatory Criteria will be disqualified accordingly





EVALUATION PROCESS



SCM TO PRESENT INFORMATION FROM THE BID DOCUMENT

STAGE 3: FUNCTIONALITY CRITERIA (From Page 13 of Bid doc)

Bidders who fail to score the minimum threshold points per criteria and the overall 65/100 points will be disqualified.



EVALUATION PROCESS

SCM AND LINE DEPT. TO PRESENT INFORMATION

STAGE 4: PRICE AND PREFERENCE

The 80/20 Preference Point System will apply.

- **PRICE: 80 Points**

Pricing Instructions & Schedules – Refer Appendices for each Discipline

- **PREFERENCE: 20 Points**

As per Preferential Procurement Regulations 2022, organs of state must determine their own preferential procurement policies and implement it for procurement.

NB: The level of B-BBEE contributor status cannot be used for Preference Points.

The following points will be allocated for specific goals.

Bidders must provide proof in order to claim these specific goal points.





Evaluation of Preference :

ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Specific Goals	Score Out of 20
51% owned by Black male and Black women and Black youth and People living with disabilities	20
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 be achieved)	15
51% owned by Black male or Black women or Black youth or People living with disabilities	10
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5
Other	0





Evaluation of Preference cont.



BIDDER TO PROVIDE PROOF TO SUPPORT THE PREFERENCE POINTS BEING CLAIMED.

- A) PROVIDE ORIGINAL OR CERTIFIED COPY OF VALID SWORN AFFIDAVIT OR**
- B) VALID B-BBEE CERTIFICATE FROM A SANAS ACCREDITED RATING AGENCY (TOGETHER WITH B- BBEE REPORT)**
 - IF BIDDER IS A JOINT VENTURE (JV) – A CONSOLIDATED B-BBEE CERTIFICATE FROM A SANAS ACCREDITED AGENCY MUST BE PROVIDED(TOGETHER WITH B-BBEE REPORT) AS PRESCRIBED BY THE B-BBEE ACT AND ITS RELEVANT/MOST RECENT CODES OF GOOD PRACTICE**
- C) ANY OTHER SUPPORTING INFORMATION..**

IN ORDER TO SCORE FOR PREFERENCE POINTS, BIDDER MUST PROVIDE SUPPORTING INFORMATION (PROOF) THAT IS RELEVANT TO THE SPECIFIC GOALS.





EVALUATION PROCESS

STAGE 5: OBJECTIVE CRITERIA

The objective criteria chosen and advanced in this RFP is as follows:

- *The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province :*

ACSA REQUIRES PROFESSIONAL SERVICES CONSULTANTS THAT ARE BASED IN THE WESTERN CAPE FOR THIS TENDER.

Where bidders choose to sub-contract/consult, the sub-contractors/consultants must also be based in the Western Cape Province and the relevant proof below must be provided.

BIDDER TO PROVIDE PROOF OF BUSINESS ADDRESS : OPTIONS OF PROOF DOCUMENTS

1. LEASE DOCUMENT – a lease that has been in place for at least one (1) year before tender publication date, OR
2. MUNICIPAL BILL/RATES ACCOUNT/ETC – Latest three (3) months statements , OR
3. If your company operates from a location owned or leased by a third party (i.e., the address proof is not in your company's name), the bidder must provide the following:
 - a) The Confirmation of Entity Business Address Affidavit (Appendix 1) - completed by the owner/renter/lessor of the premises and signed in the presence of a Commissioner of Oaths;
AND
 - a) The lease agreement (must be in place at least one year before tender publication date) or municipal account (Latest three months statements) of the property owner/renter/lessor.

ACSA may verify the address of the bidder as presented.

A bidder who presents falsified information will be liable for disqualification





SCOPE OF WORK

SCOPE OF WORKS, SCOPE OF SERVICE, PRICING INSTRUCTIONS AND PRICING SCHEDULES

PRESENTED BY LINE DEPARTMENT – SKHUMBUZO MKHASIBE

AS PER BID APPENDICES AND CONTRACT DOCUMENT.

REFER BID DOCUMENT AND APPENDICES FOR COMPREHENSIVE INFORMATION





THANK YOU

BIDDERS TO REFER TO BID DOCUMENT/INFORMATION IN IT'S ENTIRETY WHEN COMPILING THEIR SUBMISSION.

QUESTIONS AND ANSWERS

