

# **COMPULSORY BRIEFING SESSION:**

**APPOINTMENT OF A CONTRACTOR FOR THE  
BULK SERVICES INSTALLATION AND ACCESS  
ROADS PROJECT FOR A PERIOD OF 36  
MONTHS AT CAPE TOWN INTERNATIONAL  
AIRPORT'S PRECINCT 3**

**CTIA7691/2024/RFP**





# CONTENTS

26 MAY 2025

1 | INTRODUCTION AND WELCOME

8 | QUESTIONS

2 | GENERAL ADMINISTRATION

3 | EVALUATION CRITERIA

4 | FUNCTIONALITY EVALUATION

5 | PRICE AND PREFERENCE

6 | PROJECT BACKGROUND

7 | PROJECT SCOPE OF WORK



A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The walkway is flanked by glass walls and various airport signs. The scene is brightly lit with overhead lights.

## 2. GENERAL ADMINISTRATION

**Bidders must write the name of the bidding entity, email address and contact number on the Compulsory Briefing meeting attendance register. Only one representative must complete.**

**This will be used to evaluate attendance of the Compulsory Briefing meeting & Site Inspection at Mandatory Requirements stage.**

- ❖ **ENQUIRIES AND CLARIFICATION:** To be directed to Tshenani Nepfumbada on [tenders.scm@airports.co.za](mailto:tenders.scm@airports.co.za)
- ❖ **TENDER BOX ALLOCATION:** Cape Town International Airport, Southern Office Building (SOB), Ground Floor, Procurement Office
- ❖ **CLOSING DATE AND TIME:** 18 June 2025 (12:00 pm)
- ❖ **BID SUBMISSION METHODS:** 1 hardcopy (original) and 1 copy of the original to be submitted in a clearly marked envelope/box/file with the appropriate reference **CTIA7691/2024/RFP**
- ❖ **VALIDITY PERIOD :** Bid Prices to be valid for a period of **12 weeks (84 days)** from date of bid closure.  
ACSA may request an extension of the validity period if required.
- ❖ **NB:** RFP Submission checklist in conjunction with, Minimum Requirements and Functional/Technical evaluation criteria.
- ❖ **Alterations to Documents:** 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.
- ❖ **Please note:** No bid shall be accepted after the closing time



- Request for clarity or information on the tender may only be requested until the **30<sup>th</sup> May 2025 by close of business.**
- Bidders may not contact any ACSA employee on this tender other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the approval of a recommendation to award this tender. Contact will also be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

Clarification and Communication Name: **Tshenani Nepfumbada**

Designation: **Chairperson: Bid Specification Committee**

Email: [tenders.scm@airports.co.za](mailto:tenders.scm@airports.co.za)

- Response to Queries by ACSA: **On or before 03 June 2025**

A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The walkway is flanked by glass walls and various airport signs. The scene is brightly lit with overhead lights.

### 3. EVALUATION CRITERIA

A staged approach will be used to evaluate bids and the approach will be as follows:

| Stage 1                                       | Stage 2                           | Stage 3                           | Stage 4                       | Stage 5                                     |
|---|-----------------------------------|-----------------------------------|-------------------------------|---|
| Test for Responsiveness (as per clause C.3.8) | Mandatory Administration Criteria | Functionality Evaluation Criteria | Evaluate price and Preference | Post tender negotiations (where applicable) |



## Clause C.3.8 Test for Responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents

## Clause C.3.8 Test for Responsiveness

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation. The detailed Evaluation Process will follow here-after to further determine if the qualifying bidders/tenderers is fully responsive.



## Stage 2 Mandatory Administration Criteria

- ❖ Only tenderers who are a CIDB contractor grading of **8CE** or higher.
- ❖ Attendance of compulsory tender briefing and site inspection.
- ❖ Duly completed and signed Offer and Acceptance document. ). **Found in the Contract document.**
- ❖ Tenders must provide proof of COIDA (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA.
- ❖ Acceptance of the Project's CPG Strategy - Form A14

**A bidder that fails to meet the above-mentioned pre-qualifying criteria at closing date, will be disqualified and not further evaluated**

**NB:** No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).

**NB:** No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.



## 4. FUNCTIONALITY EVALUATION



## SUMMARY OF EVALUATION CRITERIA

The Bidder must score the overall minimum 92 out of 100 points in order to be eligible for further evaluation on Price and Preference

| Functionality Criteria   | Min              | Maximum           |
|--|------------------|-------------------|
| Relevant Company Experience  | 30               | 30 Points         |
| Contract Manager:<br>Professional Registration                       | 10               | 10 Points         |
| Contract Manager:<br>Relevant Project Experience                     | 21               | 25 Points         |
| Construction Manager: Professional<br>Registration and Qualification | 10               | 10 Points         |
| Construction Manager: Relevant Project<br>Experience                 | 21               | 25 Points         |
| <b>Minimum Threshold</b>   | <b>92 Points</b> |                   |
| <b>Total</b>   |                  | <b>100 Points</b> |

## a) TENDERER'S EXPERIENCE

Tenderers are required to list their **relevant project experience**. Relevant shall be defined as works of a similar nature in respect of construction of new roads/ rehabilitation/ upgrade of existing roads, Inclusive of Infrastructure installation (no routine road maintenance projects shall be considered).

### 1. Relevant Company Project Experience (30 Minimum Points; 30 Maximum Points)

- Tenderers shall list only those projects relevant to the bid, that have been successfully completed.
- Contactable client reference letters AND/OR Certificates of Completion are required for the stated projects – If a project listed does not have a certificate of completion or a reference letter, the listed project will not be allocated points.
- Reference letters can be from clients/project lead etc.
- Ensure referees are contactable – ACSA may contact them.
- Complete Forms Project Experience Schedule.



## TENDERER'S EVALUATION CRITERIA

| No. | Criteria and Sub- Criteria   | Min | Max Points |
|-----|--|-----|------------|
| 1.  | <p>COMPANY EXPERIENCE:</p> <ul style="list-style-type: none"> <li>Bidder to provide proof of completed Civil Engineering infrastructure projects within the last 15 years. Each project completed must have comprised of the following. <ul style="list-style-type: none"> <li>construction of new roads/ rehabilitation/ upgrade of existing roads/ upgrade of gravel road to tarred road, Inclusive of Infrastructure installation (sewer, water and stormwater).</li> <li>The minimum construction value of each completed project must be R30 Million (excl. Vat).</li> </ul> </li> </ul> <p>NB: Routine road maintenance (Repairs of Potholes), resurfacing and asphalt overlays will not be considered for evaluation.</p> <p>Points per qualifying project will be allocated as below:</p> <ul style="list-style-type: none"> <li>≥2 Projects - 30 points (Max)</li> <li>&lt;2 Projects - 0 points</li> </ul> | 30  | 30         |
|     | Sub-Total 1  | 30  | 30         |

## b) KEY PERSONNEL'S QUALIFICATION, PROFESSIONAL REGISTRATION & EXPERIENCE

### 1. Relevant Key Personnel Project Experience, Qualification and Professional registration

- Detailed CVs to be provided (Refer to **Form C6** Schedule of CVs for Key Personnel)
- Proof of Qualifications (Refer to **Form C7** Schedule of Proof of Qualification of Key Personnel)
- Relevant Experience should be related to the assigned role.
- Proof of relevant experience (Name of company, project, position, responsibilities and the start and end date) should be included in the resources/personnel's CV).
- Complete Key Personnel Experience Schedule.



## KEY PERSONNEL'S EVALUATION CRITERIA – CONTRACT MANAGER

| No.   | Criteria and Sub- Criteria  | Threshold | Max Points |
|-------|---|-----------|------------|
| 2.1   | <b>CONTRACT MANAGER:</b>  |           |            |
|       | <b>Professional Registration and Qualification</b>  |           |            |
| 2.1.1 | <p>Contract Manager to have a Professional Registration as a Civil Engineer/ Engineering Technologist/ Engineering Technician/ Construction Project Manager/ Construction Manager.</p> <ul style="list-style-type: none"> <li>• Proof of registration as a Professional Engineer (Pr. Eng) or Professional Engineering Technologist (Pr. Tech Eng) or Professional Engineering Technician (Pr. Techni Eng) with the Engineering Council of South Africa (ECSA) OR</li> <li>• Proof of registration as a Professional Construction Project Manager (Pr. CPM) or Professional Construction Manager (Pr. CM) with the South African Council for the Project and Construction Management Professions AND</li> <li>• Proof of Civil Engineering qualification.</li> </ul> <ul style="list-style-type: none"> <li>• Qualification (BEng/ BSc/ BTech/ ND) and Active Professional Registration (Pr. Eng/ Pr. Tech Eng/Pr. Techni Eng/ Pr. CPM/ Pr. CM) (10 Points)</li> <li>• Non-submission of the above proof of qualification and professional registration will lead to zero (0) points and disqualification of the bidder.</li> </ul> | 10        | 10         |
| 2.1.2 | <p><b>Project Experience</b></p> <ul style="list-style-type: none"> <li>• Provide proof of experience as a Contract Manager on completed civil engineering infrastructure projects. The scope of works of each completed project must have comprised of the following. <ul style="list-style-type: none"> <li>○ Construction of new road/ rehabilitation/ upgrade of existing road/ upgrade of gravel road to tarred road, Inclusive of Infrastructure installation (sewer, water and stormwater).</li> </ul> </li> </ul> <p>The minimum construction value of each completed project must be R30 Million (excl. Vat).</p> <p>NB: Routine road maintenance (Repairs of Potholes), resurfacing and asphalt overlays will not be considered for evaluation.</p> <p>Points per qualifying project will be allocated as below:</p> <ul style="list-style-type: none"> <li>• &gt;2 Projects - 25 points (Max)</li> <li>• 2 Projects - 21 points</li> <li>• &lt;2 Projects - 0 points</li> </ul>  | 21        | 25         |
|       | <b>Sub-Total 2 (Contract Manager)</b>   | <b>31</b> | <b>35</b>  |

## KEY PERSONNEL'S EVALUATION CRITERIA – CONSTRUCTION MANAGER

| No.   | Criteria and Sub- Criteria  | Threshold | Max Points |
|-------|---|-----------|------------|
| 2.2   | <b>CONSTRUCTION MANAGER:</b>  |           |            |
| 2.2.1 | <b>Professional Registration and Qualification</b><br><br>Construction Manager to have a Professional Registration as a Civil Engineer/ Engineering Technologist/ Engineering Technician/ Construction Project Manager/ Construction Manager. <ul style="list-style-type: none"> <li>• Proof of registration as a Professional Engineer (Pr. Eng) or Professional Engineering Technologist (Pr. Tech Eng) or Professional Engineering Technician (Pr. Techni Eng) with Engineering Council of South Africa (ECSA) OR</li> <li>• Proof of registration as a Professional Construction Project Manager (Pr. CPM) or Professional Construction Manager (Pr. CM) with South African Council for the Project and Construction Management Professions AND</li> <li>• Proof of Civil Engineering qualification</li> </ul> Qualification (BEng/ BSc/ BTech/ ND) and Active Professional Registration (Pr. Eng/ Pr. Tech Eng/Pr. Techni Eng/ Pr. CPM/ Pr. CM) (10 Points)<br>Non-submission of the above proof of qualification and professional registration will lead to zero (0) points and disqualification of the bidder. | 10        | 10         |
| 2.2.2 | <b>Project Experience as a Construction Manager</b> <ul style="list-style-type: none"> <li>• Provide proof of experience as a Construction Manager on completed civil engineering infrastructure projects, at least one project must have commenced and completed post professional registration. The scope of works of each completed project must have comprised of the following.               <ul style="list-style-type: none"> <li>○ Construction of new road/ rehabilitation/ upgrade of existing road/ upgrade of gravel road to tarred road, Inclusive of Infrastructure installation (sewer, water and stormwater).</li> </ul> </li> </ul> The minimum construction value of each completed project must be R30 Million (excl. Vat).<br>NB: Routine road maintenance (Repairs of Potholes), resurfacing and asphalt overlays will not be considered for evaluation.<br>Points per qualifying project will be allocated as below: <ul style="list-style-type: none"> <li>• &gt;2 Projects - 25 points (Max)</li> <li>• 2 Projects – 21 points (Min)</li> <li>• &lt;2 Projects - 0 points</li> </ul>         | 21        | 25         |
|       | <b>Sub-Total 3 (Construction Manager)</b>   | <b>31</b> | <b>35</b>  |
|       | Total Section 1+2+3   | 92        | 100        |
|       | Threshold   | 92        |            |



## 5. PRICE AND PREFERENCE



## Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA preference point system. Bidders will be ranked by applying the preferential point scoring 90/10 for bids with the rand value above R50 million. A maximum of 90 points is allocated for price based on the following formulae:

$$Ps = 90[1 - (Pt - Pmin) / Pmin]$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

ACSA will score specific goals out of 10 or 20 in accordance with the PP 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 or out of 10. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Paste applicable goal here:

| Specific Goals   | Score |
|--|-------|
|  | 10    |
| 51% owned by Black male and Black women and Black youth and People living with disabilities  | 10    |
| 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 achieved) | 8     |
| 51% owned by Black male or Black women or Black youth or People living with disabilities   | 6     |
| Less than 51% owned by Black male, Black women, Black youth, People living with disabilities   | 4     |
| Other  | 0     |

## **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
- a) Any other supporting information..

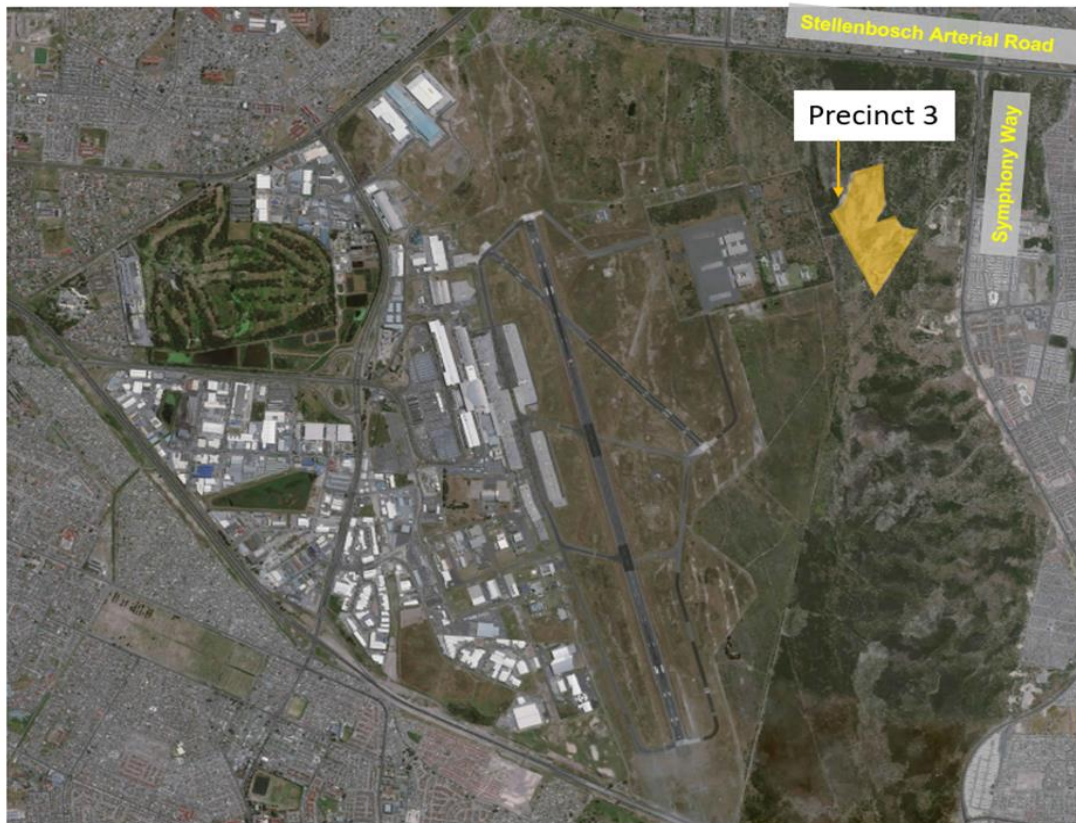
## 6. PROJECT BACKGROUND





Airports Company South Africa Limited (ACSA) intends to implement a Bulk Services Installation and Access Road Project at Cape Town International Airport's Precinct 3. The project scope comprises of civil engineering infrastructure (access road & bulk services (water, sewer & stormwater) and electrical supply.

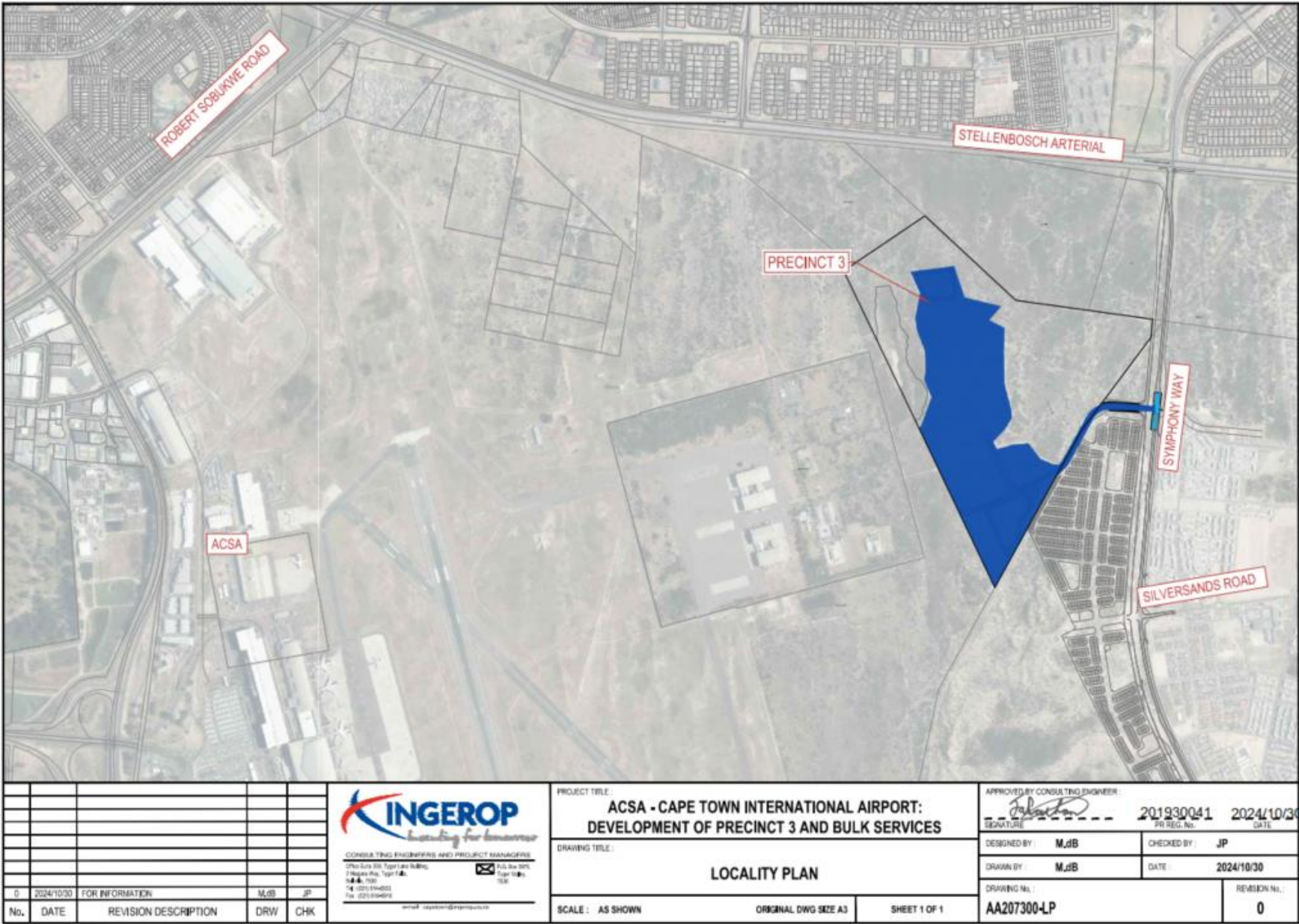
The site is situated between the airport boundary on the east and the planned housing development along Symphony Way. The site is situated on the eastern side of ACSA's property boundary and is bordered by Symphony Way and Stellenbosch Arterial Road



## 7. PROJECT SCOPE







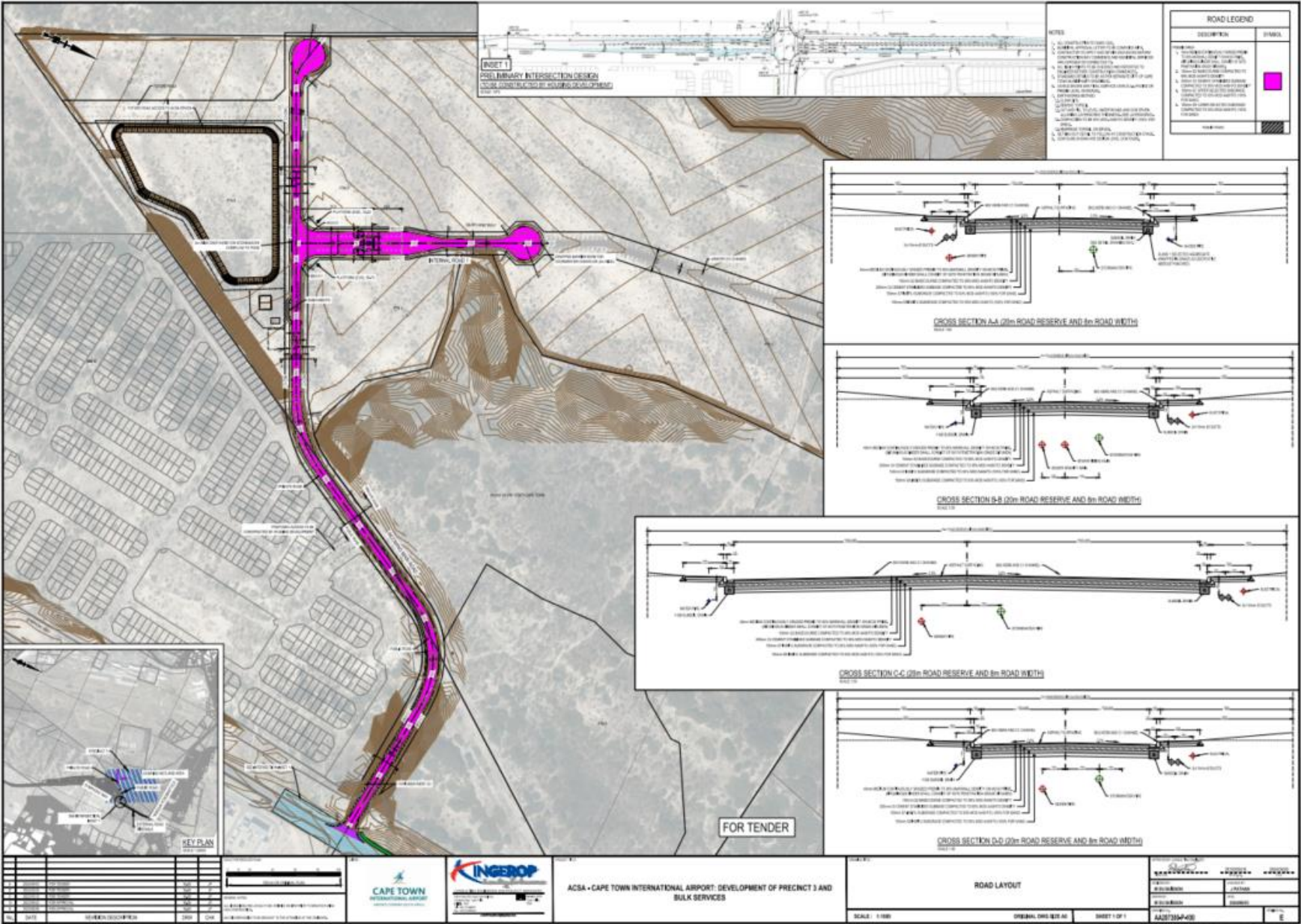
## Internal Works

- Bulk earthworks to raise and shape area for stormwater management
- Access road from Symphony Way and internal roads, with asphalt surface, concrete kerbs, and sidewalks
- Civil services: sewer mains, stormwater pipe culverts and attenuation ponds, water reticulation, and service sleeves
- Sewer pump-station and stormwater pumping facilities
- Electrical supply from Airfranc Substation inside airport to new internal substation, and reticulation.



## **External Works**

- Upgrade Symphony/Baleles intersection, with turning lanes and traffic signals
- Sidewalk to Stellenbosch Arterial along Symphony Way
- Stormwater pipeline from Precinct 3 to Erica Drive
- Sewer link pipe from Precinct 3 to Baleles Road, including HDD
- Water main from Precinct 3 to Baleles Rd, including HDD









—





—



## Transformation Requirements – Contract Participation Goals

| Element   | Target Data   | Weighting | Overall Minimum Target |
|---|---|-----------|------------------------|
| Equity  | Minimum 51% Black Owned   | 40%       | 43.0%                  |
| Management Control and Employment Equity  | Target of 51% Participation of Black People within the Main/Lead Contractor, JV Partners and Sub-Contractors who are Targeted Enterprises | 20%       |                        |
| Enterprise Supplier Development**   | Target of 25% of the Contract Amount spent on engaging Targeted Enterprises and Targeted Suppliers (minimum target of **5% is compulsory) | 50%       |                        |
| Skills Development**  | Minimum 0.25% of the Contract Amount  | 5%        |                        |
| **Represents compulsory compliance elements. Non-Achievement of the target will result in Sanctions / Fines being imposed |   |           |                        |

## Transformation Requirements – Scorecard – Worked Example

| 1. Equity                          | Companies Eligible to Contribute towards the score                                | % Participation*<br>(maximum 100%)              | % Black Ownership    | Effective CPG | Weighting | Weighted CPG | Contract CPG |
|------------------------------------|---|---|----------------------|---------------|-----------|--------------|--------------|
| Proposed Target                    | % of Contract being Executed by the Prime Contractor who is a Targeted Enterprise | 75%   | 51%                  | 38%           | 40%       | 15.30%       | 43%          |
| 51%                                | % of Contract being Executed by Targeted JV Partners                              | 0%  |                      | 0%            |           | 0.00%        |              |
|                                    | % of Contract being Executed by Sub-Contractors who are Targeted Enterprises      | 25%   | 51%                  | 13%           |           | 5.10%        |              |
|                                    | Total CPG: Equity   | 100%  |                      | 51%           |           | 20.40%       |              |
| 2. Management and Control          | Companies Eligible to Contribute towards the score                                | % Participation*                                | % Black Management*  | Effective CPG | Weighting | Weighted CPG |              |
| Proposed Target                    | % of Contract being Executed by the Prime Contractor who is a Targeted Enterprise | 75%   | 51%                  | 38%           | 20%       | 7.65%        |              |
| 51%                                | % of Contract being Executed by Targeted JV Partners                              | 0%  | 0%                   | 0%            |           | 0.00%        |              |
|                                    | % of Contract being Executed by Sub-Contractors who are Targeted Enterprises      | 25%   | 51%                  | 13%           |           | 2.55%        |              |
|                                    | Total CPG: Management and Control   | 100%  |                      | 51%           |           | 10.20%       |              |
| 3. Enterprise Supplier Development | Companies Eligible to Contribute towards the score                                | Actual % Sub-contracted to Targeted Enterprises | % of Target Achieved | Effective CPG | Weighting | Weighted CPG |              |
| Proposed Target**                  | % of Contract being executed by targeted Sub-Contractors                          | 25%   | 100.00%              | 25%           | 50%       | 13%          |              |
| 25%                                |   |   |                      |               |           |              |              |
| 4. Skills Development              | Contribution to Skills Development  | % of Target Achieved                            |                      | Effective CPG | Weighting | Weighted CPG |              |
| Proposed Target                    |   |   |                      |               |           |              |              |
| 0.25% of Contract Amount           | % Contribution of Contract Amount   | 100.00%   |                      | 0.25%         | 5.00%     | 0.013%       |              |

| CALCULATION OF CONTRACT SUM                                   |   |
|---|---|
| 1 PRELIMINARY AND GENERAL                                     | R |
| 2 SITE CLEARANCE  | R |
| 3 SEWERS  | R |
| 4 WATER   | R |
| 5 STORMWATER  | R |
| 6 CABLEDUCTS  | R |
| 7 EARTHWORKS (BULK)   | R |
| 8 KERBING AND CHANNELING                                      | R |
| 9 ROAD SURFACING, SUBBASE AND BASE COURSE                     | R |
| 10 ANCILLARY ROADWORKS  | R |
| SUB TOTAL   | R |
| CONTRACT SKILLS DEVELOPMENT GOAL (0.25% OF TOTAL OF SECTIONS) | R |
| SUBTOTAL  | R |
| CONTINGENCIES (10% OF TOLTAL OF SECTIONS)                     | R |
| SUBTOTAL  | R |
| 15% VALUE ADDED TAX ON SUBTOTAL                               | R |
| ALL INCLUSIVE CONTRACT SUM                                    | R |



## 8. QUESTIONS