



## **Annexure D**

### **SPECIFICATION**

**RFQ No.23/24/41/Supply of Domestic Air Cargo Services  
for Docex/RM**

## 1. BACKGROUND

Docex requires a service provider(s) to supply air cargo services per route between various domestic airports within South Africa as indicated in Addendum A.

## 2. OBJECTIVE

To appoint a service provider/s to provide air cargo services per route to move airfreight consignments between the various national domestic airports for a period of 6 months.

**Note:** Bidders are required to bid for routes, applicable to the bidder, as per pricing schedule. The bid will be evaluated and awarded per route.

## 3. SCOPE OF WORK

**The service provider will be required to:**

- 3.1 Provide the appropriate air cargo service per route to move airfreight between the various domestic airports as per agreed times and route schedules.
- 3.2 Provide tracking of shipments.
- 3.3 Provide hard copy of the Proof of Delivery (POD) on request.
- 3.4 Docex will deliver cargo to the bidder's premises and verify the quantity of the bags and the weight of the bags in the presence of the service provider's representative.
- 3.5 Docex will label all loose freight and handover to the service provider for the different routes with the relevant documentation.
- 3.6 Service provider/s to provide Docex with flight schedules.

## 4. ROUTES

**Addendum A** contains all the Domestic Courier routes.

## 5. AIRCRAFT

The Service Provider(s) must ensure that the aircraft utilized for this contract complies with all relevant domestic Air Cargo Legislation, namely: South African Civil Aviation Authority (SACAA) regulations, part 135 or part 121 and/or Foreign Operator's Permit (FOP) issued by Department of Transport (DOT).

## **6. SERVICE FREQUENCIES PER ROUTE**

Docex does not guarantee volumes however the volume requirements will be reviewed by Docex and the service provider.

## **7. LIABILITY**

- 7.1 The service provider must provide comprehensive aviation liability insurance cover of R1 000 000.00 per individual flight. Should Docex require this cover to be increased for a specific trip, the service provider will be notified in writing 24 hours before the time of this requirement.
- 7.2 Bidders to provide proof of public liability cover as evidence that they are covered for any such air incident or eventuality.

## **8. COMMUNICATION**

- 8.1 The Service Provider must immediately inform (telephonic and in writing) Docex of any delays exceeding 30 minutes impacting on the service delivery.
- 8.2 The service provider must inform Docex (telephonic and in writing) of any operational changes at least four hours before the scheduled time of departure.
- 8.3 Any change exceeding two weeks in scheduled flight times (Addendum A) must be communicated to Docex at least one month ahead of the changes.

## **9. PRICE**

- ✓ Bidders are required to bid for routes, applicable to the bidder, as per pricing schedule.
- ✓ The bid will be evaluated based on Total Cargo Rate and will be awarded per route.
- ✓ Every column must be completed. If there is no charge please indicate as Zero (0) in the applicable column.
- ✓ Incomplete pricing schedules will not be accepted.

## **10. OPERATING FACILITIES**

- 10.1 The Service Provider(s) is/are expected to operate domestically and to have facilities at the airports mentioned below in 10.4 for the routes the service provider(s) is/are bidding for (to ensure optimal lodging and delivery, transfer, security and handling of cargo).
- 10.2 The facilities must be accredited in terms of Air Operators Certificate (AOC) issued by South African Civil Aviation Authority (SACAA).
  - 10.2.1 The bidder(s) must submit a certified copy of the accreditation certificate to confirm that the facilities are accredited in terms of the Air Operators Certificate (AOC) issued by South African Civil Aviation Authority (SACAA) **or**

10.2.2 If the bidder is currently hiring or leasing the facilities (clause 10.2) or the bidder intends to lease or hire facilities the following documents must be submitted;

10.2.2.1 Certified copy of the accreditation certificate from the leasing company

10.3 The operating facilities and apron facilities must have CCTV coverage. Successful bidders must allow for video footage to be provided on request.

**10.4 Operating airports:**

- a) O.R Tambo Airport (Johannesburg)
- b) Cape Town International Airport(Cape Town)
- c) King Shaka International Airport (Durban)
- d) Port Elizabeth Airport (Port Elizabeth)
- e) East London Airport (East London)
- f) Bloemfontein Airport (Bloemfontein)

## **11. PART 108 COMPLIANCE**

11.1 The bidder(s) must comply with the requirements of Part 108 of the South African Civil Aviation Act 2009 as amended.

11.2 The bidder(s) to provide a copy of certified certificate from South African Civil Aviation Act 2009 as amended (SACAA) in respect of part 108 compliance **or**

11.2.1 If the bidder is currently using an agent for the above (clause 11.2) requirement the following documents must be submitted;

11.2.1.1 Certified copy of the agent's accredited certificates.

## **12. OPERATORS LICENSE**

12.1 The service provider(s) must comply with the laws, regulations and requirements of Air Services Licensing Act 115 of 1990 (as amended).

12.2 The bidder must provide a copy of their Air Operators License **or**

12.2.1 If the bidder is currently hiring or leasing the aircraft or the bidder intends to lease or hire the aircraft, the following documents must be submitted;

12.2.1.1 Certified copy of the Air Operators License from the leasing company.

## **13. Evaluation Criteria**

**The bid will be evaluated as follows:**

- ✓ Phase 1: Gatekeeping Criteria
- ✓ Phase 2: Bid Conditions
- ✓ Phase 3: Preferential Point -specific goals and Commercial –Price (90) and specific goals (10) or Price (80) and specific goals (20)
- ✓ Phase 4: Compliance Documents

### 13.1 Gatekeeping Criteria

Bidders must submit the following mandatory documents Failure to comply will result in the disqualification of the bidder.

13.1.1 Completed Pricing schedule (Annexure F)

### 13.2 Conditions to bid

**Bidders must submit the following documents. Should the bidder fail to submit at the time of closing of the bid, bidders will be requested to submit the outstanding or clarification documents within three (3) working days. Failure to comply will result in the disqualification of their bid.**

13.2.1 Bidders must submit a signed letter (on their company letterhead) that they will comply with the DOCEX requirements as indicated in specification document (Annexure D).

13.2.2 Bidder must submit comprehensive aviation liability insurance cover of R1 000 000 per individual flight or per individual route indicated in clause 7.1 of **Annexure D** (Specification)

13.2.3 Bidders must submit proof of public liability cover as evidence that they are covered for any such air incident or eventuality as indicated in clause 7.2 of Annexure D (Specification)

13.2.4 The bidder(s) must submit a certified copy of the accreditation certificate to confirm that the facilities are accredited in terms of the Air Operators Certificate (AOC) issued by South African Civil Aviation Authority (SACAA) **or**

13.2.5 If the bidder is currently hiring or leasing the facilities or the bidder intends to lease or hire facilities the following documents must be submitted;

13.2.5.1 Certified copy of the accreditation certificate from the leasing company

13.2.6 The bidder(s) must provide a copy of certified certificate from South African Civil Aviation Act

2009 as amended (SACAA) in respect of part 108 compliance **or**

13.2.7 If the bidder is currently using an agent for the above requirement the following documents must be submitted;

13.2.8 Certified copy of the agent's accredited certificates (part 108 compliance)

13.2.9 The bidder must provide a copy of their Air Operators License **or**

13.2.10 If the bidder is currently hiring or leasing the aircraft or the bidder intends to lease or hire the aircraft, the following documents must be submitted;

13.2.11 Certified copy of the Air Operators License from the leasing company.

### 13.3 Specific Goals (The Preferential Point System)

13.3.1 The specific goal that for this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned or more.

13.3.2 Bidder must submit the below proof that the bidder is 51% black owned or more

- BBBEE Certificate
- Or Sworn Affidavit

✓ Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.

- ✓ Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.

13.3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise or more

13.3.4 The Preferential Point System that will be used for this RFQ are -20/80 (20 Specific Goals and 80 Pricing) or 10/90 (10 Specific Goals and 90 Pricing)

**Note:** Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score point out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

#### **Commercial (Price (80) and Specific Goals (20) or (Price (90) and Specific Goals (10)**

<b>Criteria</b>	<b>Weight</b>	<b>Sub-criteria</b>
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
<b>Specific Goal</b>		<b>Scores</b>
Bidding Company is an EME with a 51% Black ownership or more		20
Bidding Company is not an EME with a 51% Black ownership or more		0

**OR**

<b>Criteria</b>	<b>Weight</b>	<b>Sub-criteria</b>
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
<b>Specific Goal</b>		<b>Scores</b>
Bidding Company is an EME with a 51% Black ownership or more		10
Bidding Company is not an EME with a 51% Black ownership or more		0

#### **13.5 Compliance Documents**

Bidders must submit the below documents for compliance purposes.

13.5.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit proof that they are registered on CSD

13.5.2 Tax compliance requirements are as follows

DOCEX will not do business with a supplier who is not tax compliant.

- Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

13.5.3 Bidders must complete and submit SBD4

13.5.3 Bidders must complete and submit SBD1

**Note: DOCEX shall disqualify bidders that are in the National Treasury list of restricted supplies.**