

GATE KEEPING CRITERIA AND BID CONDITIONS

1. GATEKEEPING CRITERIA

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

1.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document.

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.

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).

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)

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)

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**

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;

2.5.1 Certified copy of the accreditation certificate from the leasing company

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**

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

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

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

2.9 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;

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

3. **SPECIFIC GOALS (THE PREFERENTIAL POINT SYSTEM)**

- 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.
- 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
- 3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise or more.
- 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)

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

Criteria	Weight	Sub-criteria
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:
Specific Goal		Scores
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

Criteria	Weight	Sub-criteria
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:
Specific Goal		Scores
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
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Note: Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20/10 for the specific goals but zero (0) point will be scored.

5. Compliance Documents

Bidders must submit the below documents for compliance purposes.

5.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit CSD full report that is valid in terms of Tax compliant

5.2 Tax compliance requirements

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

The tax compliance requirements as follows:

- 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.

5.3 Bidders must complete and submit SBD4

5.4 Bidders must complete and submit SBD1

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