



# REQUEST FOR BIDS

Briefing Session

**ACQUISITION OF LOUNGE OPERATORS FOR A PERIOD OF FIVE (5) YEARS AT O R TAMBO INTERNATIONAL AIRPORT, CAPE TOWN INTERNATIONAL AIRPORT AND KING SHAKA INTERNATIONAL AIRPORT.**

**TENDER NUMBER: COR7901/2025/RFP**



Terminals



Toilets

Shops



Banks

AIRPORTS COMPANY



# CONTENTS

1



WELCOME &amp; INTRODUCTION

2



TENDER NOTICE &amp; INVITATION TO TENDER

3



SCOPE OF WORKS

4



EVALUATION PROCESS

5



QUESTIONS AND ANSWERS



# TENDER NOTICE AND INVITATION TO TENDER

Confidential



AIRPORTS COMPANY SOUTH AFRICA

3

<b>Non-Compulsory Briefing Session</b>	25 July 2025 at 10h00 via MS Teams
<b>Non-Compulsory Site Visits at mid-day</b>	6 October 2025 at 12:00am – King Shaka International Airport 8 October 2025 at 12:00am – Cape Town International Airport 10 October 2025 at 12:00am – O R Tambo International Airport

<b>Site Visit Requirements:</b>	
<p>a) Bidders to send a <b>maximum of two (2) representatives</b> for each site meeting.</p> <p>b) Bidders to <b>arrive early</b> (at least 2-4 hours before meeting) in order to obtain their permits prior to start of the site meeting/s.</p> <p>c) <b>RSA CITIZENS: Original</b> Identity Document (ID) / ID Smartcard /Passport or Original Valid Temporary ID (Original and copy of front and back of ID/passport). <b>Driver's Licence is <u>Not Acceptable</u>.</b></p> <p>d) <b>FOREIGN NATIONALS – Following process applies to foreign nationals who intend attending the site meeting/s:</b></p> <ul style="list-style-type: none"><li>• Bidder to e-mail by <b>8 August 2025</b>, a copy of Foreign National's passport plus the background check from country of origin and indicate which airport site visit to <a href="mailto:tenders.scm1@airports.co.za">tenders.scm1@airports.co.za</a>.</li><li>• All Foreign Nationals will require approval from South African Civil Aviation Authority (SACAA) to access restricted areas at the airport. This will be any area that requires access at any Security Screening Point.</li><li>• SACAA will inform Security Management via an official letter that the Permit Office is allowed to issue a permit to the foreign national/s.</li><li>• <b>Once permission is given by SACAA, Foreign National to bring their Original Passport with VISA</b> (Original and copy) <b>PLUS</b> background check report or Clearance Certificate from country of origin to the site meeting.</li></ul> <p>e) <b>Reflective Jackets</b> to be worn by all bidders' representatives.</p>	

# SITE VISIT REQUIREMENTS CONTINUED

Confidential



AIRPORTS COMPANY SOUTH AFRICA

4

## **KING SHAKA INTERNATIONAL AIRPORT on 6 October 2025 at 12:00 (mid-day)**

**Assembly point:** PERMIT OFFICE

(Pass the Spur, then pass Mugg & Bean towards the Taxi staging area – Permit Office located in building across)

**Cost for Permit:** Non-refundable Site visit permit cost = R180 (CASH)

**Parking:** Parking costs will be for bidder's account.

## **CAPE TOWN INTERNATIONAL AIRPORT on 8 October 2025 at 12:00 (mid-day)**

**Assembly point:** INFORMATION DESK – Ground Floor, Central Terminal building.

**Cost for Permit:** Non-refundable Site visit permit cost = R300

**Parking:** Parking costs will be for bidder's account.

### **SPECIAL SITE VISIT REQUIREMENTS FOR CTIA:**

**All Bidders to e-mail ID/passport copy** (in addition, include background check report for foreign individuals) of their representative **prior to site meeting**.

## **O R TAMBO INTERNATIONAL AIRPORT on 10 October 2025 at 12:00 (mid-day)**

**Assembly point:** PERMIT OFFICE (Located in - Terminal B Departure lower roadway; there is Permit Office signage just outside the office).

**Cost for Permit:** Non-refundable Site visit (day) Permit Cost = R600 (card payment)

**Parking:** Parking costs will be for bidder's account.

# TENDER NOTICE AND INVITATION TO TENDER

Confidential



AIRPORTS COMPANY SOUTH AFRICA

5

Query Closure	24 October 2025
Queries in writing to:	<a href="mailto:tenders.scm1@airports.co.za">tenders.scm1@airports.co.za</a>
Response to Queries by ACSA	On or before 29 October 2025
Bid Closure Date and Time	<b>14 November 2025 at 12h00 (mid-day)</b> <b>LATE BID SUBMISSIONS WILL NOT BE ACCEPTED</b>
Bid Documents	<p>Bid documents are available at no cost from the following websites:</p> <ul style="list-style-type: none"><li>• ACSA (<a href="http://www.airports.co.za">www.airports.co.za</a>) Select Tender Bulletin, select Current Tenders, download relevant bid information.</li><li>• National Treasury (<a href="http://www.etenders.gov.za">www.etenders.gov.za</a>)</li></ul>
Submission of Bid Document	<p>O R Tambo International Airport (Kempton Park, Johannesburg) Terminal 'A' Building (en route to the Viewing Deck; ACSA Offices North wing) Terminal 'A' Building - 3<sup>rd</sup> Floor <b>TENDER BOX "A"</b></p> <p>Complete the Bid Deposit Register</p>



## TENDER NOTICE AND INVITATION TO TENDER

### Bid submissions

1. Submit 1 Original, 1 Copy in printed format and 1 electronic format USB Flash Drive.
2. The printed original will be legal and binding
3. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder.
4. The bottom of each page of the bid documents to be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents.
5. The Bid document must be completed and or signed and returned in its entirety together with the necessary supporting information.
6. Anti-Competitive behaviour will not be tolerated.
7. No bidder or any of its consortium / joint venture members may have an interest in any other bidder / consortium / joint venture participating in this bid.
8. Ensure that the packaging of the tender document is not a large box but a leverarch file size package that can fit in the tender box insertion point.
9. Bidders address and contact details must be reflected on the back of the envelope/package.
10. There will be a register at the Tender Box, which is to be completed by the person depositing the tender (Name, Contact name and contact details of bidding entity)
11. Please arrive early at the airport in order to avoid being late to the tender box/closing.





## TENDER NOTICE AND INVITATION TO TENDER



Joint Venture(JV), Partnerships, Consortiums, Trusts and Sub-Contractors	<ul style="list-style-type: none"> <li>• B-BBEE Certificate - A Joint Venture/Partnerships/Consortium 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.</li> <li>• CSD Registration – for a JV, CSD registration for the JV.</li> <li>• All parties to the bid (JV Partners and sub-contractors) to submit all the required returnable documents as indicated in the bid document.</li> </ul>
Validity Period	<ul style="list-style-type: none"> <li>• Bid Prices to be valid for a period of 120 working days from date of bid closure.</li> <li>• ACSA may request an extension of the validity period if required.</li> </ul>
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.



# Addenda and Q&A

PRESENTED BY SCM

THE FOLLOWING ADDENDA AND QUESTIONS WERE UPLOADED ON NATIONAL TREASURY'S E-TENDERS WEBSITE :

- a) ADDENDUM 1
- b) RE-NAMING OF DRAWING 1
- c) BATCH 1 QUESTIONS AND ANSWERS

ANY FURTHER ADDENDA, QUESTIONS/ANSWERS AND INFORMATION WILL BE UPLOADED ON NATIONAL TREASURY'S E-TENDER WEBSITE - [www.etenders.gov.za](http://www.etenders.gov.za).





# SCOPE

## PRESENTED BY LINE DEPARTMENT

### SCOPE OF OPPORTUNITY (FROM PAGE 14 OF BID DOCUMENT)

INDICATE WHICH OPPORTUNITY YOU ARE SUBMITTING YOUR BID FOR BY TICKING THE BOX PROVIDED. EACH OPPORTUNITY MUST BE TENDERED FOR SEPARATELY AND WILL BE EVALUATED AND AWARDED ACCORDINGLY.

### TENDERS FOR EACH OPPORTUNITY WILL BE AWARDED SEPARATELY

No.	Site	Location	Lounge No.	ü
1	Cape Town International Airport (CTIA) Cape Town, South Africa	Domestic Departures	404 and 404a	
2	King Shaka International Airport (KSIA) Durban, South Africa	International Departures	AL 26	
3	King Shaka International Airport (KSIA) Durban, South Africa	Domestic Departures	AL04A	
4	O R Tambo International Airport (ORTIA) Johannesburg, South Africa	International Departures	IDL 05 and IDL 06	
5	O R Tambo International Airport (ORTIA) Johannesburg, South Africa	International Departures	PDL01	
6	O R Tambo International Airport (ORTIA) Johannesburg, South Africa	Domestic Departures	L4, L9	
7	O R Tambo International Airport (ORTIA) Johannesburg, South Africa	Domestic Departures	L4, L33	



# SCOPE

## PRESENTED BY LINE DEPARTMENT

**A SUCCESSFUL BIDDER WILL ONLY BE AWARDED A MAXIMUM OF ONE OPPORTUNITY PER AIRPORT FOR DOMESTIC DEPARTURES AND A MAXIMUM OF ONE OPPORTUNITY PER AIRPORT FOR INTERNATIONAL DEPARTURES.**

**TO AVOID INSTANCES OF CROSS-SHAREHOLDING IN MULTIPLE BIDDING ENTITIES, THE NUMBER OF OPPORTUNITIES AWARDED TO A SUCCESSFUL BIDDER WILL SIMILARLY BE LIMITED IN TERMS OF ITS SHAREHOLDERS TO A MAXIMUM OF ONE OPPORTUNITY PER AIRPORT FOR DOMESTIC DEPARTURES AND A MAXIMUM OF ONE OPPORTUNITY PER AIRPORT FOR INTERNATIONAL DEPARTURES (I.E. THE INDIVIDUAL SHAREHOLDERS WILL BE RESTRICTED TO THE SAME MAXIMUM OF ONE OPPORTUNITY PER AIRPORT FOR DOMESTIC DEPARTURES AND A MAXIMUM OF ONE OPPORTUNITY PER AIRPORT FOR INTERNATIONAL DEPARTURES).**



# EVALUATION PROCESS

## ***SCM & LINE DEPARTMENT TO PRESENT INFORMATION FROM THE BID DOCUMENT***

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Mandatory Requirements	Evaluate on Functionality or the technical aspect of the bid	Evaluate Price and Preference	Objective Criteria	Post tender negotiations (where applicable)	Vetting (Security / Credit etc ) Where required

**ALL RETURNABLE DOCUMENTS /INFORMATION WILL BE CHECKED FOR ACCEPTANCE.**



# EVALUATION PROCESS

## ***SCM & LINE DEPARTMENT TO PRESENT INFORMATION FROM THE BID DOCUMENT***

### **STAGE 1: MANDATORY CRITERIA (Page 18 of Bid doc)**

- BIDDER TO COMPLETE THE PRICING SCHEDULES PROVIDED IN THE BID DOCUMENT.

### **STAGE 2: FUNCTIONALITY CRITERIA (From Page 19 of Bid doc)**

Bidders who fail to score the minimum threshold points of 70/100 points will be disqualified.

### **STAGE 3: PRICE AND PREFERENCE (From Page 25 of Bid doc)**



## Evaluation of Preference :

ACSA will score specific goals out of 20 or 10 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined in the tables below and to submit proof, the bidder will score zero (0) out of 20 or 10. ACSA will not disqualify the bidder.

See below Specific goals that must be achieved for this bid:



## SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIMED ARE INDICATED PER THE TABLES BELOW.

**Table 1a: 80/20 preference point system, following will apply:**

Specific Goals	Number of points (80/20 system)
B-BBEE Status Level 1	5
B-BBEE Status Level 2	4.5
B-BBEE Status Level 3	4
B-BBEE Status Level 4	3
B-BBEE Status Level 5	2
B-BBEE Status Level 6	0.5
B-BBEE Status Level 7	0.3
B-BBEE Status Level 8	0.1
Black youth majority-owned entities	5
Black women majority-owned entities	5
Company majority owned by people with disabilities	5
Non- compliant contributor	0



## SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIMED ARE INDICATED PER THE TABLES BELOW.

**Table 1b: 90/10 preference point system, following will apply:**

Specific Goals	Number of points (90/10 system)
B-BBEE Status Level 1	5
B-BBEE Status Level 2	4.5
B-BBEE Status Level 3	4
B-BBEE Status Level 4	3
B-BBEE Status Level 5	2
B-BBEE Status Level 6	0.5
B-BBEE Status Level 7	0.3
B-BBEE Status Level 8	0.1
Black women majority-owned entities	5
Non- compliant contributor	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 OF OBJECTIVE CRITERIA

***SCM & LINE DEPARTMENT TO PRESENT INFORMATION FROM THE BID DOCUMENT***

### **STAGE 4: OBJECTIVE CRITERIA (From Page 35 of Bid doc)**

- **BIDDER MUST NOT HAVE AN OUTSTANDING DEBT (MORE THAN 30 DAYS) WITH ACSA.**
- **A NEGATIVE OUTCOME ON CREDIT VETTING.**



# EVALUATION PROCESS



**WHERE REQUIRED, THE FOLLOWING STAGES OF EVALUATION WILL BE CONDUCTED:-**

**STAGE 5: POST TENDER NEGOTIATIONS (WHERE APPLICABLE)**

**STAGE 6: VETTING (SECURITY / CREDIT ETC ) WHERE REQUIRED**



# EVALUATION PROCESS



## RETURNABLE DOCUMENTS – (From Page 36 of Bid doc)

**A BIDDER WHO PRESENTS ANY FALSIFIED INFORMATION WILL BE LIABLE FOR DISQUALIFICATION.**



# THANK YOU

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

## QUESTIONS AND ANSWERS

