

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

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**REQUEST FOR PROPOSALS**

**New Building Feature Walls: Shopfitting**

**RFP Number: RFP/ZD/WALLFEATURESSHOPFITTING/SCM/723/2025-2026**

**Submission deadline: Friday, 16 May 2025, 17h00**

## **1. BACKGROUND**

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the standards and recommended practices (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

## **2. INVITATION TO BID**

### **2.1 The purpose**

SACAA is in a process to move to a newly build building in Centurion, Gauteng and therefore invites companies specialising in corporate and retail shopfitting to submit proposals for the design and installation of feature walls as per the scope below, to be read together with the attached document.

### **2.2 The Scope**

#### **a) Five (5) X 14-Seater Boardrooms: Screen Wall Cladding (design as shown on slide 5 of the attached PowerPoint document)**

- Ideatec Timber Wall Cladding
- Material MDF or Solid Wood with PET backing
- Thickness: 22mm
- Colour: Melamine Nosara
- Panel Sizes 2400x600mm (to be confirmed and aligned with measurements during the onsite briefing)
- Fire Classification: Class B
- Sound absorption: 0.95
- Solid Panel Melamine Nosara

Include:

- Design to match picture
- Delivery and Installation in line with developer's requirements
- Drawings to be provided and approved before manufacturing and installation
- Provide Maintenance and Cleaning guidelines

**b) Seven (7) x 10-Seater Boardrooms: Screen Wall Cladding (design as shown on slide 6 of the attached PowerPoint Document)**

- Ideatec Timber Wall Cladding
- Material MDF or Solid Wood with PET backing
- Thickness: 22mm
- Colour: Melamine Nosara
- Panel Sizes 2400x600mm  
(to be confirmed and aligned with measurements during the onsite briefing)
- Fire Classification: Class B
- Sound absorption: 0.95
- Solid Panel in the Middle:
- Azzano Mela wood Gloss

Include:

- Two wood type variations (to match picture)
- Delivery and Installation in line with developer's requirements
- Drawings to be provided and approved before manufacturing and installation
- Maintenance and Cleaning guidelines

**c) Five (5) x 6-Seater Boardrooms: White boards and Wall Cladding (design as shown on slide 7 of the attached PowerPoint document)**

- Material MDF or Solid Wood with PET backing
- Thickness: 22mm
- Colour: Melamine Nosara
- Panel Sizes: (to be confirmed and with actual measurements during the onsite briefing)
- Fire Classification: Class B
- Sound absorption: 0.95
- Text cutouts of SACAA Values mounted on the top slate (one for each boardroom)

Include:

- Delivery and Installation in line with developer's requirements
- Drawings to be provided and approved before manufacturing and installation

**d) CEO Office – Wall Cladding and Shelving Units (design as shown on slide 8 of the attached PowerPoint Document)**

- Ideatec Timber Wall Cladding
- Material MDF or Solid Wood with PET backing
- Thickness: 22mm
- Colour: Melamine Brookhill and American Walnut finish
- Panel Sizes 2400x600mm  
(to be confirmed and aligned with measurements during the onsite briefing)
- Fire Classification: Class B
- Sound absorption: 0.95
- Old Metalized Brushed Finish Molding Trim, Peel and Stick Strip; Premium Stainless Steel: Crafted from high-quality 201 Stainless Steel

Include:

- Two wood type variations (to match picture)
- Two slate-mounted round single hangers
- Delivery and Installation in line with developer's requirements
- Drawings to be provided and approved before manufacturing and installation
- Maintenance and Cleaning guidelines
- The area size and number of shelves will be confirmed during the site briefing.

**e) Eleven (11) x Executive Offices: Wall Cladding and Shelving Units (design as shown on slide 9 of the attached PowerPoint Document)**

- Ideatec Timber Wall Cladding
- Material MDF or Solid Wood with PET backing
- Thickness: 22mm
- Colour: Melamine Brookhill and American Walnut finish
- Panel Sizes 2400x600mm (to be confirmed and aligned with measurements during the onsite briefing)
- Fire Classification: Class B
- Sound absorption: 0.95

Include:

- Two slate-mounted round single hangers
- Delivery and Installation in line with developer's requirements
- Maintenance and Cleaning guidelines

**f) Conference Centre Foyer (design as shown on slide 3 of the attached PowerPoint Document)**

5 Star hotel like wall feature that brightens the background of grey couches –

Designers to propose options that emphasise the brand theme: Aviation Safety, African, modern, innovative

**Proposals will be selected based on:**

- Brand Relevance
- Aviation Safety Theme, African Resemblance and Modernity
- Degree of Innovation (Uniqueness)
- Price / Affordability

Include:

- Delivery and Installation
- Maintenance and Cleaning guidelines

**Note: Wall size to be confirmed during the site briefing**

**g) Canteen Wallpaper (design as shown on slide 4 of the attached PowerPoint Document)**

Custom Design print as shown (artwork to be provided)

Material: Heavy-duty, fabric-backed vinyl wallcoverings, suitable for commercial settings and can be custom printed

- Weight: Vinyl 400g/square meter or more
- Substrate type: Osnaburg
- Substrate weight: 60g/square meter
- Tensile Strength: MD 80N/cm (nominal) & TD 60N/cm (nominal)
- Tear strength: 8500 mN (nominal)
- Available in large roll sizes
- Fire Rating: Approved by Manufacturer's standards
- Adhesive: Fabric-backed vinyls
- Bacteria Resistance

- Light Fast: ISO approved, LRV = Light reflective value
- Conforms to requirements to quality standards
- Stain/chemical resistance
- Management and production procedures should comply with an internationally recognised quality standard (ISO 9001)
- 5-year warranty against manufacturing defects
- Maintenance - Fully washable, can be scrubbed repeatedly to remove any marks without damaging the product itself. It should withstand the use of chlorine-releasing agent solutions.

### **Signage:**

Premium Black Stainless Steel canteen signage: Runway Café

Size: to be confirmed during the onsite briefing

Include:

- Delivery and Installation
- Maintenance and Cleaning guidelines

### **h) Exams Area Wallpaper (design as shown on slide 2 of the attached PowerPoint Document)**

Custom Design print artwork that depicts an inspiring image with a quote that reminds pilots of the safety aspect of their career.

Material: Heavy-duty, fabric-backed vinyl wall coverings suitable for commercial settings and can be custom printed

- Weight: Vinyl 400g/square meter or more
- Substrate type: Osnaburg
- Substrate weight: 60g/square meter
- Tensile Strength: MD 80N/cm (nominal) & TD 60N/cm (nominal)
- Tear strength: 8500 mN (nominal)
- Available in large roll sizes
- Fire Rating: Approved by Manufacturer's standards
- Adhesive: Fabric-backed vinyl's
- Bacteria Resistance
- Light Fast: ISO approved, LRV = Light reflective value
- Conforms to requirements to quality standards

- Stain/chemical resistance
- Management and production procedures should comply with an internationally recognised quality standard (ISO 9001)
- 5-year warranty against manufacturing defects
- Maintenance - Fully washable, allowing for repeated scrubbing to remove any marks without damaging the product itself. It should withstand the use of chlorine-releasing agent solutions.

Include:

- Delivery and Installation
- Maintenance and Cleaning guidelines

**i) SM's Offices x (23 x 3) and Pause Areas (7 x 4) (design as shown on slide 10 and 11 of the attached PowerPoint Document)**

Locally produced Aluminium Frame

Material: High-grade aluminium with a matt black powder-coated finish

Frame Profile: 35x6mm

Finished Sizes (Edge to Edge)

Size: A2: 421 x 595 mm

Include:

- High Quality Printed Artwork in the same size (Design to be provided)
- Delivery and Installation
- Maintenance and cleaning guidelines

### **3. TERMS OF CONDITIONS OF THE CONTRACT**

- The SACAA will only pay for services that meet the brief discussed, are approved, and are delivered within the agreed-upon time.
- By responding to this RFP, you confirm that your company has the capacity to carry out all the deliverables scoped under 2.2 within the month of May 2025.
- The services provider will be liable for any damage caused during the contract period while performing their duties
- The service provider shall at their own cost maintain public liability insurance for incidents, injury or death of their staff during the execution of its contract
- All personnel allocated to this project should wear professional uniforms with appropriate Personal Protective Equipment (PPE)

#### 4. EVALUATION CRITERIA

SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The set of these bid documents must be completed and submitted. **SACAA reserves the right to request information/additional documents if there are any missing from the bidder(s) submission.** The evaluation criteria will consist of the following three (03) phases:

##### 4.1 Phase 1: SCM Administrative Compulsory Requirements

Document	Comments	Compulsory requirement
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. <b>Please indicate / supply the supplier number.</b>	Yes
SBD 4 (Bidder's Disclosure)	Completed and signed	Yes

##### 4.2 Phase 2: Technical/ Functionality Evaluation

No.	Description	Proof of Evidence	Min Score	Max Score
1.	<b>Bidders Experience</b>  Years of experience in rendering shopfitting services	Provide a company profile clearly stating the number of years in shopfitting services <ul style="list-style-type: none"><li>• More than 10 years in shoplifting services = 40 points</li><li>• 8 to 10 years in shoplifting services = 30 points</li><li>• Less than 8 years in shoplifting services = 0 points</li></ul>	30	40
2.	<b>Portfolio of Evidence</b>	The company must submit a link to its website or portfolio of evidence demonstrating that it specialises in quality shopfitting and has delivered services to well-known brands/entities. <ul style="list-style-type: none"><li>• The company's website or portfolio of evidence features quality shopfitting and clients where bidder has delivered shopfitting services to well-known brands/entities = 30 points</li><li>• The company's website or portfolio of evidence features quality shopfitting but there is no proof</li></ul>	20	30



		of clients where bidder has delivered shopfitting services = 20 points <ul style="list-style-type: none"> <li>The company's website/portfolio does not feature quality shopfitting = 0</li> </ul>		
3.	<b>Reference of similar work done</b>	Reference letters from a minimum of three (3) contactable references on a client letterhead where the bidder has provided shoplifting services. Each reference letter should have the following: <ol style="list-style-type: none"> <li>Company Name,</li> <li>Signature and contact details,</li> <li>Assignment of similar nature rendered to the person giving reference</li> </ol> For the above contactable references, points will be allocated as follows: <ul style="list-style-type: none"> <li>More than 3 reference letters = 30 points</li> <li>3 reference letters = 20 points</li> <li>Less than 3 letters = 0 points</li> </ul>	20	30
<b>TOTAL POINTS</b>			<b>70</b>	<b>100</b>

Bidders who score 70 points or more out of 100 on functionality will be considered for the next phase of evaluations.

#### 4.3 Phase 3: Cost Proposal

All prices must be quoted for in South African Rand (ZAR) covering the detailed scope of services required.

The service provider to state if the price quoted as per above is firm for the duration of the contract or provide details of basis on which price adjustment shall be applied. All additional costs associated with the bidder's offer must be clearly specified and included in the total price.

Payments of invoices will be made within 30 days of the date of the invoice. Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goal

The following PPPFA formula is used to evaluate price:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$P_s$  = Points scored for price of the bid under consideration.

$P_t$  = Rand value of bid under consideration.

$P_{\min}$  = Rand value of lowest acceptable bid.

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

- (a) Price; and
- (b) Specific Goal

The maximum points for this bid are allocated as follows:

	POINTS
Price	80
Specific Goal	20
Total Points for Price and Specific Goal	100

#### POINTS AWARDED FOR SPECIFIC GOAL

In terms of Preferential Procurement Regulations 2022, preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table below.

SACAA will award if the bidder submits their valid BBBEE certificate or a sworn affidavit.

Specific Goal	Number of Points
100% black owned company	20
80% black owned company	18
60% black owned company	16
40% black owned company	14
20% black owned company	12
Not black owned	0

## **5. Site Briefing**

**Compulsory Site Briefing will be held on Monday, 12 May 2025, 11h00 at SACAA Building, Byls Bridge Office Park, Centurion.**

## **6. Submission of Proposal**

**Proposals must be submitted electronically via email to [caaquotes@caa.co.za](mailto:caaquotes@caa.co.za) by Friday, 16 May 2025, 17h00.**

## Annexure A:

### Pricing Schedule: Shopfitting

No.	Description	Unit Price INCL VAT	Total Price INCL VAT
1.	Five (5) x 14-Seater Boardrooms: Screen Wall Cladding (design as shown on slide 5 of the attached PowerPoint document)		
2.	Seven (7) x 10-Seater Boardrooms: Screen Wall Cladding (design as shown on slide 6 of the attached PowerPoint document)		
3.	Five (5) x 6-Seater Boardrooms: White boards and Wall Cladding (design as shown on slide 7 of the attached PowerPoint document)		
4.	CEO Office: Wall Cladding and Shelving Units (design as shown on slide 8 of the attached PowerPoint document)		
5.	Eleven (11) x Executive Offices: Wall Cladding and Shelving Units (design as shown on slide 9 of the attached PowerPoint document)		
6.	Conference Centre Foyer (design as shown on slide 3 of the attached PowerPoint document)		
7.	Canteen Wallpaper (design as shown on slide 4 of the attached PowerPoint document)		
8.	Exams Area Wallpaper (design as shown on slide 2 of the attached PowerPoint document)		
9.	SM's Offices x (23 x 3) and Pause Areas (7 x 4) (design as shown on slide 10 and 11 of the attached PowerPoint document)		
10.	Any Other Costs (Please Specify)		
<b>TOTAL PRICE INCLUSIVE OF VAT</b>			

