

Evaluation Criteria

1. Phase 1: Gatekeeping Criteria

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

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

2. Conditions to bid

The bidders must provide the following documentation with their bid proposals:-

- 2.1 Bidders must submit a signed letter (on their company letterhead) that they will comply to the SAPO requirements as indicated in specification document (Annexure D).
- 2.2 Bidder must submit comprehensive aviation liability insurance cover of not less than R1, 000, 000.00 per individual flight or per individual route.
- 2.3 Bidders must submit proof of public liability cover as evidence that they are covered for any such air incident or eventuality of not less than R100,000,000.00.
- 2.4 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
- 2.5 If the bidder is currently using an agent for the above requirement the following documents must be submitted;
 - 2.5.1 Certified copy of the agent's accredited certificates (part 108 compliance)
- 2.6 The bidder must provide a copy of their Air Operators License **or**
- 2.7 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;
 - 2.7.1 Certified copy of the Air Operators License from the leasing company.

2.8 CSD Compliance requirements:

Bidders must submit their Full CSD Report.

2.9 Tax Compliance requirements

Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax's profile and status.

2.10 BBEE Compliance requirements.

- 2.10.1 Bidders must submit proof of B-BBEE status level of contributor
 - a) **Tenderers who qualify as Exempted Micro Enterprise(EME's) must submit the following**

- ✓ Sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths.
- ✓ B-BBEE certificate issued by the Companies and Intellectual Property Commission.

b) Tenderers other than Exempted Micro Enterprise(EME's) must submit the following

- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS.

2.10.2. The proof includes valid B-BBEE status level Verification Certificates together with their tenders to substantiate their B-BBEE rating claims

2.10.3 A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender

2.10.4 Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

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.

3 Commercial Evaluation

The bid will be evaluated on 80/20 or 90/10 preferential points.

Price (80) and BBBEE (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBBEE	20/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below:
BBBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		14
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non-compliant Contributor		0

OR

Price (90) and BBBEE (10)

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to BBBEE	10/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below:
BBBEE LEVELS		SCORES
Level 1		10
Level 2		9
Level 3		6
Level 4		5
Level 5		4
Level 6		3
Level 7		2
Level 8		1
Non-compliant Contributor		0