



Request for Proposals for the Provision of Psychometric Assessment Services for a Period of Three (3) years at Airports Company South Africa SOC Limited (ACSA)

Bid Number: : COR7550/2024/RFP

Issue Date : 26 July 2024

Query Closing Date : 23 August 2024

Briefing Session Date : 06 August 2024

Bid Closing Date and Time : 26 August 2024

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www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofu (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatswayo, Dr KH Badimo, F Sefara (Company Secretary)

Tender Submission to include NB. to be Labelled and tabbed as per table below.

TAB	DOCUMENT	INCLUDED	
		YES	NO
A	Proof of Registration with HPCSA of staff that will be managing this account (paid up membership of members)		
B	Bidder's Letters of References		
C	List of proposed Sub-contractors/ Joint Ventures/Partners Agreement including details of company shareholders and the percentage shareholding. (If Applicable)		
1	Covering Letter		
2	Company Profile - Company background & Executive Summary & Organogram		
3	Bidders relevant experience		
5	Price Offer		
6	QSE or EME Sworn affidavit or B-BBEE Certificate from approved certification body (SANAS) / Sworn Affidavit		
7	Tax Clearance Pin		
8	Latest Financial Statements		
9	ID documents of Directors or Shareholders, and the service team		
10	Central Supplier Database Summary report		
11	CIPC Registration Documents		
12	Curriculum Vitae of dedicated team		
13	Additional information (Specify)		

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

Tenders are available on www.etenders.gov.za and www.airports.co.za. Kindly print and complete.

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be **signed or stamped** with the bidder's stamp as proof that the bidder has read the bid documents. Bid documents must be submitted on or before **10am on Monday 26 August 2024** on using the following method(s):

a) Hand delivery:

The bid document must be hand delivered to the Tender Management Office located at the address below:

Tender box B:

The Tender Box B is located at:

Airports Company South Africa SOC Limited Offices

North Wing

3rd Floor

OR Tambo International Airport

Proposals must be in duplicate (an original printed copy and a printed copy of the original) together with an electronic copy of the bid documents using a compact disc or flash drive. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence.

b) Electronic Copy

In addition to the hard copy submission – please e-mail an electronic copy to Portia.Motsieloa@airports.co.za and please let us know that you have submitted using both methods. The e-mail submission should be parcelled into 4MB/attachment.

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Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the bid invitation. However, for this bid alternative bids will be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this bid invitation, an offer which materially complies with the requirements of this bid. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this bid document.

1.2. Late Bids

Bids which are submitted after the closing date and time will not be accepted.

1.3. Clarification and Communication

Name:	Portia Motsieloa
Designation:	Specialist Category Management
Email:	Portia.Motsieloa@airports.co.za

1.3.1. Request for clarity or information on the bid may only be requested until **Friday 23 August 2024**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Bid /Information invitation.

1.3.2. Bidders may not contact any ACSA employee on this bid other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the acceptance of the letter of award bid. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this bid.

1.4. Non-Compulsory/Compulsory Briefing/Site Inspection Session

A non-compulsory briefing session will be held on **Tuesday 06 August 2024 at 11h00am**. The session will be held at the following location:

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Table 1: Non-Compulsory Briefing / Clarification Session

Non-Compulsory Briefing / Clarification Session Location (Potential bidders are invited to attend the Briefing / Clarification session set on the date below)		
Location	Briefing Session Date and Time	
Virtual Microsoft Teams Only companies that have registered through the following e-mail address: Portia.Motsieloa@airports.co.za	Tuesday 6 August 2024	11h00am – 12h00midday

- Bidders are encouraged to virtually attend the briefing / clarification session.
- Bidders are advised to study this document prior to the briefing / clarification session and to have all their questions ready.

All communication thereafter will be done through the e-tenders website (www.etenders.gov.za). Bidders must use the tender reference number to search. All interested Bidders to send clarification questions via e-mail to the address below:

1.5. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this bid document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this bid document. Changes to the bidder's submission will NOT be allowed after the closing date of the bid. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

1.6. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.6.1. Award the whole or a part of this bid;
- 1.6.2. Split the award of this bid;
- 1.6.3. Negotiate with all or some of the shortlisted bidders;
- 1.6.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;
- 1.6.5. To reject the lowest acceptable bid received; and/or

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1.6.6. Cancel this bid.

1.7. Validity Period

1.7.1. ACSA requires a validity period of hundred and twenty (120) business/working days for this bid. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

1.8. Confidentiality of Information

1.8.1. ACSA will not disclose any information disclosed to ACSA through this bid process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,

1.8.2. ACSA will not disclose the names of bidders until the bid process has been finalised.

1.8.3. Bidders may not disclose any information given to the bidders as part of this bid process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the bid, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

1.9. Hot – Line

ACSA subscribes to fair and just administrative processes. ACSA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

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SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background and/or Purpose of this Bid

Airports Company South Africa SOC Ltd (the Company) owns and manages nine South African airports. The Company is involved in equity investments abroad and provides technical advisory and consultancy services to other airports nationally and worldwide.

Our majority shareholder is the South African Government (74.6%). In line with the government's objectives, we focus on creating sustainable value that positively impacts our business, our people and society, and our environment. These elements are the core tenets of our Sustainability Framework.

The company has the South African Government through the Department of Transport as a major shareholder and thus regarded as a state-owned company (SOC) in terms of the Public Finance Management Act (PFMA). The company is legally and financially autonomous and operates under commercial law.

2.2 Purpose of this Tender

Airports Company South Africa SOC Limited hereby invites proposals for the provision of Psychometric assessment services for talent acquisition, and developmental purposes as well as the provision of competency base interview guide platform. ACSA's terms and conditions shall apply in accordance with the distinct agreements which shall be concluded with the preferred service provider(s) once the contract(s) is awarded.

The Airports Company South Africa SOC Limited (ACSA) would like to appoint a Service Provider/s for the Provision of the Psychometric Assessment Services in all its regions. It is ACSA's intention to source potential bidder/s for a period of three (3) years.

2.3 Objective of ACSA

The aim is to obtain proposals from service providers in respect of the relevant scope of services, and to evaluate these in order to appoint a Service Provider(s) who will fulfil the requirements set out in this RFP. Upon the appointment of the Service Provider(s), a contract shall be concluded with the preferred Service Provider(s). ACSA may terminate the contract or postpone or delay all or any part of the contract upon written notice to the selected service provider(s) in line with the prescribed process.

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2.4 Scope of Work

The potential service providers will be engaged by Airports Company South Africa to provide psychometric and competency-based assessments using the service provider platform to make bookings, invite candidates, administer tests, score, generate reports and provide feedback to line managers, People business partners and candidates.

In addition, the service provider should also provide a digital platform with competency-based interview questions. The digital interview guide builder should allow hiring teams to choose from a range of competency-based questions (motivation, behavioural, situational, and skills-based questions) to create an interview guide for the position being recruited for.

Below is an overview of the scope of services for the provision of competency-based interview questions via an online platform (digital interview guide builder), provision of psychometric and competency-based assessments, as well as the Assessment Platform to make bookings, invite candidates, administer tests, score, and generate reports and provide feedback to line managers, People business partners and candidates.

COMPETENCY-BASED INTERVIEW GUIDE ONLINE SYSTEM AND INTERVIEW GUIDE LIBRARY ALIGNED TO AIRPORTS COMPANY SOUTH AFRICA COMPETENCY FRAMEWORK

The objective of implementing a competency-based interview guides online platform and interview questions library is to ensure that the Human Resources Management teams have access to the online platform to create, compile and generate interview guides which will ensure consistency and standardisation of the interviewing process.

The appointed service provider needs to ensure that the interview guides' library/interview questions database solutions or services offer the following:

- The use of a highly structured interview guide creation process that focuses on competencies needed for the job.
- Easy to access behavioural, technical, and functional competency-based interview questions designed according to various levels of complexity of the position; aligned to the Airports Company South Africa competency framework.
- Delivery of a consistent interview experience that gives every candidate an equal opportunity to discuss their suitability for the job. Irrespective of who the interviewer is.
- Train and empower People Management teams and hiring managers to be able to process the data that is collected during the interview to ensure objectivity and reduce bias.

In terms of the competency-based digital (interview guide builder) platform to be procured, below is a brief overview:

- The service provider aligns competencies to the Airports Company South Africa competency framework.
- Design a digital platform that has a varied database of behavioural and technical interview questions across all job grade levels.
- The digital platform should have the functionality to consolidate panel interview feedback which will feed into the applicant tracking system.
- Provide competency-based interview skills training across hiring managers and people management teams.
- Ensure that the platform has user access controls to avoid leaking interview questions/interview guides.

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- f) Prior experience in implementing the interviewing guide solution at similar size organisations as Airports Company South Africa is required.
- g) Demonstrated Project management and change management expertise in implementing the solution is also a prerequisite. This will be in partnership with the Airports Company South Africa Change management team.
- h) The service provider must provide a detailed transition and handover exit plan to ensure records are accurately handed over at the end of the contract period.

PSYCHOMETRIC ASSESSMENTS FOR TALENT ACQUISITION AND DEVELOPMENT

The scope of the psychometric assessments will mainly provide for talent acquisition as well as employee development input. The psychometric assessment results and input will be relevant to all occupational levels ranging from entry level to Executive Management level positions as stipulated in Table 1 below. The estimated average number of candidates assessed per month varies.

The intent is to assess the following psychological attributes: Personality; Leadership; Potential where applicable; Cognitive ability and Integrity. The use of psychometric assessments in the organization will be uniquely specified per occupational level, relevant to the purpose of the assessment. The outcomes should be focussed to guide in making informed decisions based on scientifically validated psychometric assessment tools that are reliable, valid; culture-fair; and registered by the Health Professions Council of South Africa (HPCSA) as required by the Employment Equity Act no.55 of 1998 as amended.

Airports Company South Africa proactively recognises and responds to new developments in the industry therefor ACSA would like bidders to provide information regarding new, innovative and cost-effective psychometric assessments batteries for all levels and provide a detailed proposal around these assessment batteries including samples of reports.

The service must be electronically managed from ordering to feedback stage and allow for assessments to be administered electronically. Provision should also be made for paper and pencil assessments where required. Providers must indicate how they can provide for reasonable accommodation for Persons with Disability as and when required.

The tables below stipulate the psychometric assessment tools required for application in each occupational level. These assessment tools should guide the presentation of assessment costs per person.

It is specifically stated that the instruments for quotation in terms of ACSA's current instruments. ACSA will however reserve the right to amend the instruments together with the provider, noting industry movements and changes in business needs.

2.4.1 Technical Specification

2.4.1.1 Assessment Batteries per occupational level

Table 1: (Providers to propose assessments relevant for Talent Acquisition, development / learning potential instruments)

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proposed on each level. It should distinguish between technical and administrative potential identification).

Occupational Levels	Personality	Cognitive Ability	Integrity	Risk Interviews	Proposed Learning Potential	Integrated Report
Entry Level	None	None	IP200			Individual Report
Semi-skilled	None	None	IP200			Individual Report
Skilled Technical/ Administrators	OPQ	Numerical; Verbal; and Checking	IP200			Integrated Management report
Supervisors	OPQ	Numerical; Verbal; and Checking	IP200			Integrated Management report
Academically qualified /Junior Managers/ Graduates	OPQ	Numerical; Verbal; and Abstract Reasoning	IP200			Integrated Management report
Professionally qualified/ Specialists/Middle Manager	OPQ	Numerical; Verbal and Critical Reasoning	IP200			Integrated Management report
Senior Managers	OPQ	Numerical; Verbal and Critical Reasoning	IP200			Integrated Management report
Executive Managers	OPQ	Numerical; Verbal and Critical Reasoning	IP200			Integrated Management report

2.4.1.2 Leadership Assessments: Assessment Centres

- These will have to be based on job-specific and leadership requirements provided by ACSA for talent acquisition and developmental purposes.
- In cases where job-specific assessment centres are required, the same Assessment Centre exercises should be applied for positions within the same level irrespective of location, unless specified otherwise.
- The Bidder will be required to provide a proposal for Assessment Centres as stipulated in table 2 below.

Table 2: Assessment Centres (AC)

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Occupational Level	AC Design proposal	AC Administration specifications	AC Report specifications
Senior Managers			
Executive Managers			

2.4.1.3 Reports

- The Service Provider will be expected to furnish ACSA with a report for each assessments tool included in the battery of assessments to be utilized; and an integrated report indicative of the candidate's profile in relation to the inherent job requirements and developmental requirements.
- ACSA will develop a repository for all records to be stored electronically. Service Providers are expected to provide back-up storage for the full duration of the contract period, noting the requirements of the POPI Act.
- A transition and handover plan should be presented to ACSA to ensure records are accurately handed over at the termination of the contract period.
- On a quarterly basis, the Service Provider will be expected to present trends emerging from the assessment results by position/occupational level and other requirements deemed necessary by ACSA.
- The Service Provider will be expected to present research results in relation to the assessment tools utilized as requested by ACSA on a quarterly basis.

2.4.1.4 Feedback

The Service Provider should be available to provide feedback to candidates when required. In such cases, integrated reports for each candidate should be provided as and when requested. The content of the reports should focus on the strengths and development areas of the individual; and include recommendations for developmental areas.

The Bidder will be required to provide a proposal for Candidate Feedback as stipulated in table 3 below.

Table 3: Candidate Feedback

Occupational Levels	Personality	Cognitive Ability	Integrity	Proposed Learning Potential	Integrated Report	Proposed Feedback Method
Entry Level	None	None	IP200		Integrated Candidate report	

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Semi-skilled	None	None	IP200		Integrated Candidate report	
Skilled Technical/ Administrators	OPQ	Numerical; Verbal; and Checking	IP200		Integrated Candidate report	
Supervisors	OPQ	Numerical; Verbal; and Checking	IP200		Integrated Candidate report	
Academically qualified /Junior Managers/ Graduates	OPQ	Numerical; Verbal; and Abstract Reasoning	IP200		Integrated Candidate report	
Professionally qualified/ Specialists/Middle Manager	OPQ	Numerical; Verbal and Critical Reasoning	IP200		Integrated Candidate report	
Senior Managers	OPQ	Numerical; Verbal and Critical Reasoning	IP200		Integrated Candidate report	
Executive Managers	OPQ	Numerical; Verbal and Critical Reasoning	IP200		Integrated Candidate report	

2.4.2 Assessment process and Turnaround Times

- ACSA will send a Request to the Service Provider for the shortlisted candidates to be assessed. The Service Provider should make arrangements with the candidates to be assessed, noting the candidates will be informed by ACSA of the intention to do assessments. The Service Provider should be in a position to administer assessments within 24 to 72 hours once the request has been made by ACSA. The turnaround time and quality within which the Service Provider can administer assessments will be ranked.
- After the assessment process has been concluded, the Service Provider should have 24 to 72 hours to integrate reports and send these to ACSA in preparation for feedback to the selection panel. A standard report template should be used in this case as agreed with ACSA. The turnaround time and quality within which the Service Provider can administer assessments will be ranked.
- Service Providers will be expected to extrapolate inherent job requirements from the job adverts sent by ACSA; and align these with ACSA job-related competencies to increase the level of clarity and understanding when providing feedback to selection panels and candidates. The Service Provider will not be expected to forward raw reports to ACSA for feedback purposes.

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- d) Feedback to the selection panel is done internally. However, Service Providers may be expected to provide feedback to the selection panel on an ad-hoc basis.
- e) The Service Provider should provide candidate feedback within 24 to 72 hours once requested by ACSA.

2.4.3 Capacity and Experience

ACSA seeks to engage a Service Provider whose organization has the capacity to deliver on the following:

- a) Has a sufficient number of experienced Psychologists and Psychometrists registered with the Health Professions Council of South Africa (HPCSA) to deliver in terms of the scope and technical requirements as set out in this document;
- b) Has the capacity to deliver required services within reasonable time frames as follows:
 - Competency modelling by extrapolating inherent job requirements and align these to ACSA job-specific competencies when preparing integrated reports;
 - Well established IT systems to accommodate electronic ordering to feedback stage and allow for the administration of online assessments;
 - Information technology and capacity to safely and securely store the reports - provide a proposal in terms of relevant legislation including POPI Act and how the ACSA data and reports will be securely stored and protected;
 - The provider will be required to provide adequate facilities to administer up to 10 electronic/ paper and pencil assessments at a time if so required;
 - The provider will be required to prove that they have made reasonable accommodation to meet the requirements of persons with disabilities at their premises and which disabilities can be accommodated;
 - Administrative Support team to ensure that the assessment process is administered efficiently;
 - Administer psychometric assessments and assessment centres within 24 hours to 72 hours after receiving a request from ACSA;
 - Deliver integrated reports indicating strengths and development areas of candidates within 72 hours after assessment administration;
 - Deliver specific learning potential reports where specified and required.
 - Provide candidate feedback within 24 to 72 hours once requested by ACSA. Deliver feedback report including recommended areas of development;
 - Has a proven track-record of providing assessments across all occupational levels, not only on a project basis but as a continuous contract;
 - Has a Research team to perform statistical and trend analysis on a quarterly basis. Deliver the reports that will enhance decision-making in relation to the psychometric assessment tools employed.
 - Renders end-to-end psychometric services for talent acquisition and developmental purposes as their core business

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function;

- Has the capacity to advise and report in such a way that ACSA can deploy relevant amended tools for psychometric assessments based on business needs.
- The provider should be able to lay out the plan and process pertaining to account management, invoicing and record keeping.

2.5 Pricing Schedule

Job Grade (Peterson)	ACSA Battery	Unit Price ex VAT	Unit Price Inc VAT	Grade Level Total
A and B	IP200			
C1 - C3	CTB2			
	OPQ			
	IP200			
C4 - C5	GRT2			
	OPQ			
	IP200			
D1 - D3	CTTB			
	OPQ			
	IP200			
D4 - D5	CPP			
	OPQ			
	IP200			
	Mid-Level in Basket			

Bidders must only price in accordance with the pricing schedule above, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification. Disbursements will be reimbursed at actual cost. The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g. three star hotel, bed and breakfast, telephone cost, reproduction cost, etcetera). On basis of these particulars, certified invoices will be checked for correctness.

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SECTION 3: EVALUATION CRITERIA

3.1 Evaluation Criteria

- 3.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider **mandatory administrative, functionality/ Price and Preference, objective criteria**. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.
- 3.1.2 The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to disqualify bidders without requesting any outstanding document/information.

3.2 A staged approach will be used to evaluate bids and the approach will be as follows:

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 (If Necessary)	Security Vetting (If Necessary)

3.3 Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information ACSA will only consider bidders which have:

- Proof of professional registration with HPCSA of staff that will be managing this account (paid up membership of members);
- Bidders' acceptance of terms and conditions of bid;

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3.4 Functionality

The functionality evaluation will be conducted by the end-user/operations/the Tender Preparation and Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria. The criteria will be as follows:

3.4.1 Functionality Criteria

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **65 %** on the functional stage will not be considered further in the evaluation. **It should be further noted that a minimum qualifying score per criteria must be met as set out in the table below.**

The thresholds on each element of the evaluation are as follows:

Phase 2: Functionality Evaluation Criteria

	FUNCTIONAL CRITERIA	Minimum	Maximum
1.	Company Positioning and Capacity	3	8
	Bidders must submit a detailed Company Profile that indicates the organizational structure, core business function and the company footprint. The Company Profile should show that the Company has a minimum of three (3) years' experience in providing psychometric assessments. Reference letters will also be referenced to verify the three (3) years company experience. Services must have been rendered within the last 3 years detailing the requirements listed below. Overlapping years will be considered as one year. NB: A valid reference letter should be on a client letterhead, indicate scope of services rendered, value of the transaction, name of contact person and contact details of contact person (phone number and email address). Reference letters missing above key information may be rendered invalid and may not be considered. • < 3 years = 0; • 3– 5 years =3; • More than 5 years= 8;	3	8
2.	Proposed Project Team Technical capability	15	30
	Administrative support structure – minimum four (4) Staff members to ensure that the assessment process is administered efficiently and that account management, invoicing and record keeping are done accurately and timeously. Bidders are required to submit curriculum vitae and qualifications of staff members as well as completion of the Table on appendix 7. - Less than satisfactory: No Administrative Support or less than Four (4) and less than one (1) year experience for each resource = 0	5	10

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	- Satisfactory: Four (4) Administrative Support and one (1) year experience for each resource = 5 - Excellent: More than Four (4) or more Administrative Support and more than one (1) year experience for each resource = 10 NB: It must be noted that completion of the table on appendix 7 is compulsory.		
	Professional team in line with the scope of the RFP – minimum four (4) Staff Members to provide system support with interview guide library. - Evaluation of the credentials of the required four (4) key personnel that will be allocated to manage the ACSA account. Bidders must submit curriculum vitae, and qualifications of the Professional Team, which indicates the years of relevant experience providing similar support and expertise. - Less than satisfactory: Less than Four (4) Staff Members with relevant formal qualification and less than 3 years' experience for each resource = 0 - Satisfactory: Four (4) Staff Members with relevant formal qualification and 3 - 5 years' experience for each resource = 5 - Excellent: More than Four (4) Staff Members with relevant formal qualifications and HPCSA registration and 5 or more years' experience for each resource = 10 NB: It must be noted that completion of the table on appendix 7 is compulsory.	5	10
	Professional team in line with the scope of the RFP – minimum four (4) Staff Members and Associates to administer psychometric assessments and assessment centres and deliver integrated reports and provide candidate feedback. - Evaluation of the credentials of the required four (4) key personnel that will be allocated to manage the ACSA account. Bidders must submit qualifications, HPCSA registration categories and years of relevant experience of Psychologists/Psychometrists intended to manage this account. - Less than satisfactory: Less than Four (4) Staff Members with relevant formal qualifications and registration with the HPCSA with less than 3 years' experience for each resource = 0 - Satisfactory: Four (4) Staff Members with relevant formal qualifications and registration with the HPCSA with 3 - 5 years' experience for each resource = 5 - Excellent: Four (4) Staff Members with relevant formal qualifications and registration with the HPCSA with more than 5 years' experience for each resource = 10	5	10

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	NB: It must be noted that completion of the table on appendix 7 is compulsory.		
3.	Verifiable Experience	34	41
	a) Provision of assessments across all defined levels. Bidder must provide a sample of individual reports for assessments done on <u>each of the following Occupational Levels</u>. As per paragraph 2.4.1.1, "Technical Specifications" page 8.	12	16
	▪ Entry level/Semi-skilled - No report =0 - Basic (Summary) Report =3 - Comprehensive Report (Detailed) =4	3	4
	▪ Skilled/Technical/Administrators ▪ Supervisors - No report =0 - Basic (Summary) Report =3 - Comprehensive Report (Detailed) =4	3	4
	▪ Academically qualified/Junior Managers/Graduates ▪ Professionally qualified/Specialists/Middle Managers - No report = 0 - Basic (Summary) Report =3 - Comprehensive Report (Detailed) =4	3	4
	▪ Senior Managers ▪ Executive Managers - No report = 0 - Basic (Summary) Report = 3 - Comprehensive Report (Detailed) =4	3	4
	b) Bidders to submit sample of research and latest trend analysis reports for clients. - Less than Satisfactory: No Submission or indication of trend analysis conducted=0 - Satisfactory: The Bidder conducts research and trend analysis to indicate the effectiveness of assessment tools applied in the organisation and latest trends in the industry =3 - Excellent: The Bidder conducts research and trends analysis to indicate the effectiveness of assessment tools applied in the organisation, latest trends in the industry and recommends relevant organisational interventions=4	3	4
	c) Capacity to provide psychometric assessments. Bidders to provide an established and secure IT systems exist to administer and store Online Assessments, per the scope of the RFP and provision of a detailed transition and handover plan exist to ensure record are accurately handed over at the termination of the contract period. - Less than Satisfactory: No established and secure IT System=0 - Satisfactory: Established and secure system provided=3	3	3
	d) Bidders to demonstrate the electronic solution by providing detailed workflow and system screenshots for the psychometric assessment platform	8	10

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	- Requesting of candidate assessments =2 - Candidate registration process easy to use =2 - Monitoring the completion status of assessments=2 - How is the accessibility of the electronic reports managed=2 - Indicate how the restricted access will be managed, noting raw reports =2 Please note: Bidders might be required to provide a live demonstration of their systems / presentation.		
	e) Bidders to demonstrate the electronic solution by providing detailed workflow and system screenshots for the interview guide library platform - Creation of interview guide =2 - Sharing of interview guide with the requester =2 - Saving and assessing role specific interview guides =2 - How is the accessibility of created interview guides managed=2 - Indicate how the restricted access will be managed =2 Please note: Bidders might be required to provide a live demonstration of their systems	8	8
4.	Reference Letters	5	10
	Minimum of four (4) Reference Letters for Psychometric assessment Project and development of interview guides worked on. Reference Letters must be from existing clients, not older than 3 years and Bidders must complete appendix 8. - No submission and or partial submission of the reference letters and table on appendix 8 =0 - Submission of four (4) references, two (2) for psychometric assessments and two (2) for developing role specific interview guides and table on appendix 8 =5 - More than four (4) with a minimum of two (2) references each and table on appendix 8 =10 NB: It must be noted that completion of the table on appendix 8 is compulsory.	5	10
5.	Service Delivery Plan across categories of service as specified below	8	11
	Provision of Psychometric Assessments for Talent Acquisition purpose No Submission=0	1	1
	Provision of Psychometric Assessments for Selection of Candidates into Developmental Programmes No Submission=0	1	1
	Provision of job-specific Assessment Centres design and facilitated by the Service Provider No Submission=0	1	1
	Provision of role specific interview guides No Submission=0	1	1

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	Ability to Administer assessments within 72 hours once requested. Bidders must complete appendix 8. - Less than Satisfactory: more than 72 hours=0 - Satisfactory :72 hours=2 - Excellent :48 hours=3	2	3
	Ability to deliver Integrated reports within 72 hours once requested. Bidders must complete appendix 8. - Less than Satisfactory: more than 72 hours=0 - Satisfactory: 72 hours=1 - Excellent: 48 hours=2	1	2
	Ability to provide Feedback within 72 hours once requested. Bidders must complete appendix 8. - Less than Satisfactory: more than 72 hours=0 - Satisfactory :72 hours= 1 - Excellent :48 hours=2	1	2
	Total	65	100

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3.5.1. Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA preference point system. Bidders will be ranked by applying the preferential point scoring 80/20 for bids with the rand value equal to or below R50 million. A maximum of 80 points is allocated for price based on the following formulae (delete formula not applicable):

$$80/20$$

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

Income Generating tenders to use the following formula

This is the final stage of the evaluation process and will be based on the PPPFA preference point system. 80/20 preference point system. Bidders will be ranked by applying the preferential point scoring 80/20 for bids with the rand value equal to or below R50 million. A maximum of 80 is allocated for price based on the following formulae

$$80/20$$

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where:

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

Evaluation of Preference

ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Paste applicable goal here:

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Item	Category	Specific Goals	Score
			20
1.	Goods & Services	51% owned by Black male and Black women and Black youth and People living with disabilities	20
		51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15
		51% owned by Black male or Black women or Black youth or People living with disabilities	10
		Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5
		Other	0

3.5.2. Objective Criteria

3.5.2.1. In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals (Preference) justify the award to another bidder or ACSA splits the award or cancels the bid, or commercial risks *etcetera*. After price and Preference evaluation, the Bids must be checked to determine compliance with prescribed objective criteria. Objective criteria that will be used in the evaluation of this Bid must be disclosed in the published Bid document and evaluated, failing which ACSA will be bound to award the Bid to the highest points earner on Price and Preference.

3.5.2.2. Prescribed objective criteria for this bid

The objective criteria chosen and advanced in this RFP are as follows:

- 3.5.2.2.1. The promotion of South African owned enterprises; bidders are required to submit proof of business residents

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SECTION 4: RETURNABLE DOCUMENTS

4.1 Mandatory Returnable documents

ACSA will disqualify from the bid process any bidder that has failed to submit mandatory returnable documents and information. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not. The mandatory documents and information are as follows:

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>Priced offer</i>	
<i>Declaration of Interest Form and Politically Exposed Persons</i>	
<i>SBD 4 Bidder's Disclosure Form</i>	
<i>SBD 6.1 Preference Points Claim Form</i>	
<i>Confidentiality and Non-Disclosure Agreement</i>	
<i>Add other mandatory requirements specific to this bid. Delete if not applicable.</i>	

4.2 Other Returnable Documents and information

These types of documents and information are required but are not mandatory or are only mandatory at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time or might already have them on the system. Where a document or information is only mandatory at a specific stage in the process, ACSA may only disqualify a bidder for non-submission at that stage and after reasonable efforts were made to request the document from the bidder. The documents are as follows:

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OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>BEE Certificate and Scorecard or BBBEE QSE/EME Affidavit</i>	
<i>Verifiable medical certificate of report as proof of disability(For preference claims)</i>	
<i>Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in orders by SARS)</i>	
<i>Names and identity numbers of Directors, / Trustees / Members / Shareholders and Senior management</i>	
<i>Certificate of Incorporation of the bidding entity showing ownership split</i>	
<i>Central Supplier Database Report (CSD)</i>	
<i>Add other returnable documents specific to this bid. Delete if not applicable.</i>	

4.3 Validity of submitted information

Bidders must ensure that all conditions, documents and information which has been submitted in pursuance to this bid remains valid for the duration of the contract period. In the event where a validity document expires an updated document must be submitted. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

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SECTION 5: RETURNABLE DOCUMENTS

5.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids.

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) also known as Domestic Prominent Influential Persons (DPIP) in their organisation. See below definition of PEP/DPIP.

Politically Exposed Persons or DPIP are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

5.1.1 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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I/We certify that there is / no PEP/DPIP conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

Where a relationship or PEP/DPIP conflict of interest exists, please provide details of the ACSA employee or official and the extent of the relationship below:

PEP/DPIP Declaration

DPIP/PEP Declaration for self/family member or close associate:

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number

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5.1.2. I/We declare that we have not acted in any manner which promotes unfairness, contravenes any law or is against public morals. We further certify that we will in full compliance of this tender terms and conditions as well as ACSA policies in the event that we are successful in this tender.

Declaration:

I/We the undersigned _____ (Name) hereby certify that the information furnished in this tender document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this tender, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this tender.

Signature

Date

Position

Name of bidder

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FORM 5.2: INVITATION TO BID**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	COR7409/2024/RFP	CLOSING DATE:	05 August 2024	CLOSING TIME:	10h00 am
DESCRIPTION	Request for Proposals for the Appointment of a Panel of Dealers				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Portia Motsieloa		CONTACT PERSON	Portia Motsieloa	
TELEPHONE NUMBER	011 723 - 1521		TELEPHONE NUMBER	011 723 - 1521	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Portia.Motsieloa@airports.co.za		E-MAIL ADDRESS	Portia.Motsieloa@airports.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

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www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofu (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatwayo, Dr KH Badimo, F Sefara (Company Secretary)

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

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FORM 5.3 BIDDER'S DISCLOSURE FORM SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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FORM 5.4 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals / Preference.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS / PREFERENCE	
Total points for Price and SPECIFIC GOALS	100

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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

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Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system

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will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals/preference point allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by Black male and Black women and Black youth and People living with disabilities	10	20		
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	8	15		
51% owned by Black male or Black women or Black youth or People living with disabilities	6	10		
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	4	5		
Other	0	0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

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4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side)

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- rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

	
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

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FORM 5.5: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

(“Airports Company”)

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(“_____”)

of

[Service Providers Address]

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Issue: 2

Issue Date: 30/09/2022

1. **INTERPRETATION**

In this agreement -

- 1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
 - 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of confidential nature of the disclosing party, in whatever form it may be;
 - 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
 - 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
 - 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
 - 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
 - 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
 - 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below; but does not include information which -
 - 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
 - 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
 - 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
 - 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement; is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the

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requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

For the purposes of this agreement the party, which discloses confidential information, shall be referred to as “the disclosing party” and the party, which receives the confidential information, shall be referred to as “the receiving party”.

- 1.2 ““affiliate” –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person “controls” another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;
- 1.3 “disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.4 “receiving party” – the party receiving confidential information in terms of this agreement;
- 1.5 “the parties” – the Airports Company and _____.

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the

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receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.

- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3 USE OF CONFIDENTIAL INFORMATION

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

4 NON-DISCLOSURE

- 4.1 THE RECEIVING PARTY undertakes that –
- 4.1.1 it will treat the disclosing party's confidential information as private and confidential and safeguard it accordingly;
- 4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party's confidential information falling into the hands of unauthorised persons or entities;
- 4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -
- 4.1.4 unless it is strictly necessary for the purposes referred to in 2.1 above; and
- 4.1.5 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement, and, in such event, the receiving party hereby indemnifies the disclosing party

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Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofu (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatwayo, Dr KH Badimo, F Sefara (Company Secretary)

against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

- 4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. **COPIES**

- 5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".
- 5.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –
- 5.2.1 where copies of the confidential Information are held;
 - 5.2.2 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held; and
 - 5.2.3 the names and addresses of the persons to whom confidential information has been disclosed and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

6. **THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY**

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the "**Company IP**") for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.

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- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the **[INTERNAL NOTE:Portia.Motsieloa@airports.co.za]**. Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

7. **DURATION**

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5 years** ("the term"), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. **TITLE**

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:
- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. **RELATIONSHIP BETWEEN THE PARTIES**

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties

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or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein

- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

10. **ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.
- 10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. **DOMICILIUM**

- 11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.
- 11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicilium to any other address which is not a post office box or poste restante.

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- 11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.
- 11.4 Any notice given and any payment made by one party to the other ("the addressee") which:
- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
- 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
- 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.
12. **GENERAL**
- 12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.
- 12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.
- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.
- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.

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- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at _____ on _____ day of _____ 202__

**AIRPORTS COMPANY SOUTH AFRICA SOC
LIMITED**

the signatory warranting that he is duly authorised
thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

SIGNED at _____ on _____ day of _____ 202__

[NAME OF SERVICE PROVIDER]

the signatory warranting that s/he is duly authorised
thereto.

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Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

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FORM 5.6: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

TO: Airports Company South Africa SOC Limited (ACSA)

Airports Company South Africa Limited.

Proposal No: _____

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Proposal Certification

We hereby submit a Proposal in respect of the [**COR7550/2024/RFP**] in accordance with Airports Company South Africa's requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,

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- We have read, understand and agree to be bound by the content of all the conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.
- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airport Company South Africa or its agent.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.

Thus done and signed at		on this the		day of		2024
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Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

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