



MEMORANDUM

To: Anastasia Chellan , Procurement Manager:
From : Kgomotso Monyeki, Senior Procurement Buyer
Date 06 February 2025
Subject: Request to update the Evaluation criteria min and max in time of submission
Tender Number: COR76212024RFP
Tender Description: Professional Service for reward and recognition services at Airports Company South Africa's (ACSA) for period of sixty (60) months.

Dear Anastasia

Background

The Tender, COR76212024RFP for Professional Service for reward and recognition services at Airports Company South Africa's (ACSA) was published on 31 January 2025. The Bid Specification committee discovered an error on Evaluation Criteria on the minimum and maximum points not matching the elements under **Key Personal and Detailed Annual Project Proposal** criteria.

The TPEC members agreed to rectify the error by matching the minimum and maximum points with the criteria elements and here follows the change on the evaluation criteria requirements:

EVALUATION CRITERIA		
1. Relevant Company Experience	MIN	MAX
Proof that company has experience in administering tailored Innovation Rewards and recognition programmes. • Less than 2 Years' Experience = [0 points] • 2 - 3 Years' Experience = [10 points] • 3.1 Years and above = [20 points] NB: Reference Letters will be used to evaluate Experience	10	20

Tel +27 11 723 1400 Fax +27 11 453 9354
 Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng,
 South Africa, 1632
 P O Box 75480, Gardenvue, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: F Zikalala Mvelase (Interim Chairperson), Dr K
 Badimo, D Hlatshwayo, A Khumalo, G Mancotywa, L Mbotya (Chief Financial Officer), M Mpofu (Chief Executive Officer), Y Pillay, S Sambo, N Siyotula, F
 Sefara (Company Secretary)



2. Attached References		
References, with contact details from previous similar types of projects providing services to minimum 1500 employees. The Reference letter must contain contact details of the client (Telephone, Email), number of employee serviced, period when service was provided and type of service provided. • 1 or Less Contactable References submitted = [0 points], • 2 Contactable References submitted = [10 points], • 3 Contactable References submitted = [15 points], • 4 Or More Contactable References submitted = [20 points],	10	20
3. Rewards Systems and National Footprint rewards partners		
3.1 Submission of proof of a rewards system and rewards partners nationally. Proof of system will be in the form of a specification of technology and functionality of the technology List of partners and their locations	20	20
4. Key Personnel		
4.1 Project Manager Submission of detailed CV as proof that the Project Manager has experience administering Rewards and recognition programmes. • Less than 5 years of Experience = [0 Points] • 5.1 - 6 Years' Experience = [5 points] • 6.1 Years and above ' Experience = [10 points]	5	10
4.2 Project Team x 2 Proof that the Project Team has experience administering Rewards and recognition programmes (Detailed Cv's indicating experience in Reward and Recognition programmes). The experienced requested is combined for the two resources. • Less than 5 years of Experience = [0 Points] • 5.1 - 6 Years' Experience = [5 points] • 6.1 years and above ' Experience = [10 points]	5	10
5. Detailed Annual Project Proposal		
Detailed proposals indicating how the work will be carried out, including report structures, meeting schedules, and road shows. • Company Profile • Dedicated Team composition to ACSA including Organogram	20	20

Tel +27 11 723 1400 Fax +27 11 453 9354
 Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng,
 South Africa, 1632
 P O Box 75480, Gardenvue, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: F Zikalala Mvelase (Interim Chairperson), Dr K Badimo, D Hlatshwayo, A Khumalo, G Mancotywa, L Mbotya (Chief Financial Officer), M Mpofu (Chief Executive Officer), Y Pillay, S Sambo, N Siyotula, F Sefara (Company Secretary)



• Specification of the Technology to be deployed and its functionality • Methodology on how the program is rolled out • List of Partnership with a national footprint • Detailed Cost breakdown of proposed Services • Detailed annual project proposal submitted = [20 Points] • Failure to submit Project proposal will result in disqualification of bid.		
TOTAL	70	100

SIGNED

7 February 2025

DATE

Anastasia Chellan

SIGNED

07 February 2025

DATE

Tel +27 11 723 1400 Fax +27 11 453 9354
 Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng,
 South Africa, 1632
 P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: F Zikalala Mvelase (Interim Chairperson), Dr K
 Badimo, D Hlatshwayo, A Khumalo, G Mancotywa, L Mbotya (Chief Financial Officer), M Mpofu (Chief Executive Officer), Y Pillay, S Sambo, N Siyotula, F
 Sefara (Company Secretary)