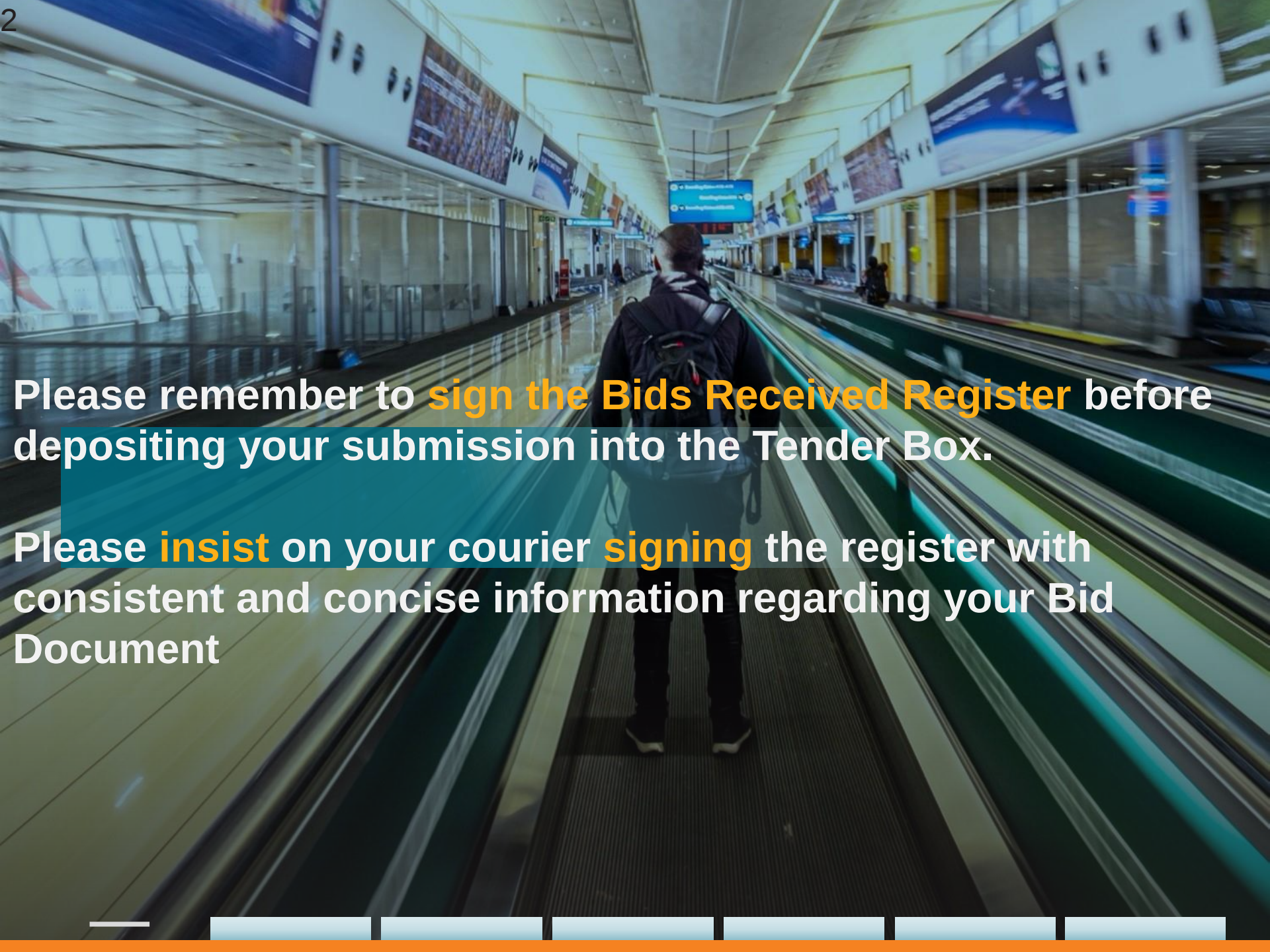




WELCOME





Please remember to **sign the Bids Received Register** before depositing your submission into the Tender Box.

Please **insist** on your courier **signing** the register with consistent and concise information regarding your Bid Document

**Tender for Maintenance and Repairs of Access
Control Assets at King Shaka International Airport
for a period of 36 months**

KSIA7161/2023/RFP

08th September 2023 @ 11h00



Terminals



Toilets

Shops



Banks



AIRPORTS COMPANY
SOUTH AFRICA

ANTI-CORRUPTION HOTLINE

Report Fraud and Corruption using our Anti-Corruption Hotline, which is operational 24 hours a day, 7 days a week, 365 days a year.

Free Call: 0800 00 80 80

Email: acsa@thehotline.co.za

Visit: www.thehotline.co.za

**SAY NO TO
CORRUPTION**



AIRPORTS COMPANY
SOUTH AFRICA



Toilets

Shops



Banks

AIRPORTS COMPANY
SOUTH AFRICA

AGENDA

1



WELCOME AND INTRODUCTIONS

2



IMPORTANT DATES

3



PRE-QUALIFICATION N/A

4



MINIMUM REQUIREMENTS

5



MANDATORY REQUIREMENTS

6



SCOPE OF WORK

7



EVALUATION CRITERIA

8



QUESTIONS



AIRPORTS COMPANY
SOUTH AFRICA



IMPORTANT DATES

RFP Timelines

Bid Invitation	29th August 2023
Compulsory Briefing Session	08th September 2023 @ 11h00
Enquiries closing Date and time	15th September 2023 @12h00
RFP submission closing Date and time	03rd October 2023 @ 12h00

COMMERCIAL REQUIREMENTS

GENERAL ADMINISTRATION

- ❖ **ENQUIRIES AND CLARIFICATION:** To be directed to ctiatender.admin@airports.co.za
- ❖ **TENDER BOX ALLOCATION:**
 - TENDER BOX - King Shaka International Airport**
 - (La Mercy in KZN)**
 - ACSA Reception**
 - Ground Floor - Multi Storey Office Block**
 - Located in the Pick-Up Zone area**
- ❖ **BID SUBMISSION METHODS:** 1 hardcopy (original) and 1 copy of the original to be submitted in a **clearly marked envelope/box/file** with the appropriate reference
KSIA7161/2023/RFP
- ❖ **NB:** RFP Submission checklist in conjunction with CIDB requirements, Mandatory Requirements and Functional/Technical evaluation criteria Price and BBEEE
- ❖ **SUBMISSION AND CLOSE OF BID:** 03rd October 2023 @ 12h00
- ❖ **Please note:** No bid shall be accepted after the closing time – **ZERO CONTACT POLICY**

GENERAL ADMINISTRATION

Tender Documents:

Add Tender Documents:

Choose Files No file chosen

Uploaded Documents:

Delete	CTIA ACSAAD.pdf
Delete	ENVIRONMENTAL ANNEXURE.pdf
Delete	T010P EMS Policy Statement 2021.pdf
Delete	BID DOCUMENT incl NEC Contract 2023 .pdf
Delete	PBBNEWBid_Advertisement_Form_- SCM0023 (002).pdf



STAGES OF EVALUATION

A staged approach will be used to evaluate tenders.

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7
Test for Responsiveness As per Clause C3.8	Mandatory Requirements	Check if minimum local content and production thresholds have been met (if applicable)	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference.	Post tender negotiations if applicable.	Security Vetting If deemed necessary

MANDATORY REQUIREMENTS

- A Fully completed and signed form of offer and acceptance (C1.1) (Found in the NEC3 contract document)
- Only bidders who attend the **Compulsory** Site Briefing session will be eligible to bid.
- Only tenderers with a valid CIDB contractor grading of **3ME** or higher are eligible to bid on this initiative.
- Tenderers must complete and sign the declaration of interest form (SBD4)
- Tenders must provide proof of COIDA (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA

NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)

NB: The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner (COIDA).

TECHNICAL REQUIREMENTS

FUNCTIONALITY CRITERIA

- The functionality / technical evaluation will be conducted by the Tender Preparation and Evaluation Committee (TPEC), which comprises of various skilled and experienced members from diverse professional disciplines.
- The criteria are as follows:
- Threshold: The functional / technical evaluation will be based on a threshold, where bidders which fail to achieve the Threshold Points per criteria **AND** the minimum of 60 points on the functional / technical stage will not be considered for further evaluation.
- Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **60 points out of 100 must** be achieved for the tender to be eligible for further evaluation on Price and B-BBEE. Bidders who also fail to achieve the minimum score per criteria will be disqualified and not be eligible for further evaluations.

Description of quality criteria	WQ	Sub criteria	Max Score	Minimum Threshold	Bidders Self Score
		Sub criteria			
HUMAN RESOURCES		SKILLED STAFF:			
Artisan	30	Qualification	15	10	
		Experience	15	10	
Technical Assistant	30	Qualification	15	10	
		Experience	15	10	
COMPANY EXPERIENCE	40	Portfolio of Evidence	40	20	
SCORE			100	60	

TECHNICAL REQUIREMENTS

QUALIFICATIONS (30)

Role	Qualification	Score	Bidder Self-Score
Artisan Please provide: Comprehensive CVs for each member of the team to demonstrate technical skills and projects worked on. Please ensure that the correct supporting CV is included in the submission.	SAQA accredited Millwright trade test plus N3 Mechanical Qualification	15	
	SAQA accredited Millwright trade test	10	
	Neither of the above	0	
Maximum Score		15	
Minimum Score		10	

NB: All minimum threshold per resource must be met to be evaluated further

Role	Qualification	Score	Bidders Self-Score
Technical Assistant Please provide: Comprehensive CVs for each member of the team to demonstrate technical skills and projects worked on. Please ensure that the correct supporting CV is included in the submission.	N3 Mechanical Qualification or Higher OR Mechanical Trade Test	15	
	N2 Mechanical	10	
	Neither of the above	0	
Maximum Score		15	
Minimum Score		10	

TECHNICAL REQUIREMENTS

HUMAN RESOURCES

EXPERIENCE (30)

(Proof of similar or relevant experience should be included in the resources' CV)

Role	Experience	Score	Bidders Self-Score
Artisan	Three or more years' post trade test experience in maintenance and/or installation of industrial shutter doors	15	
	Two years' post trade test experience in maintenance and/or installation of industrial shutter doors	10	
	Less than two years' experience	0	
Maximum Score		15	
Minimum Score		10	

NB: All minimum threshold per resource must be met to be evaluated further

Role	Experience	Score	Bidders Self-Score
Technical Assistant	Two Years' or more experience in maintenance of mechanical equipment	15	
	Minimum of one Year experience in maintenance of mechanical equipment	10	
	Less than one Year experience	0	
Maximum Score		15	
Minimum Score		10	

NB: All minimum threshold per resource must be met to be evaluated further

TECHNICAL REQUIREMENTS

COMPANY EXPERIENCE (40)

Criteria	Sub-Criteria	Score	Bidders Self-Score
The bidding entity must provide: a minimum of two (2) relevant trade reference letters for works done on Maintenance and/or Repairs of sliding doors or roller doors in a high traffic area References should be on the relevant company letterhead and contact details of the referee contained therein	Provide less than two relevant reference letters.	0	
	Provide two relevant reference letters.	20	
	Provide more than two relevant reference letters.	40	
Maximum Score		40	
Minimum Score		20	

NB: All minimum threshold per resource must be met to be evaluated further.

PRICE AND PREFERENCE

3.5.2. 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

$$80/20$$

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

Where:

P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration
P_{min}	=	Price of lowest acceptable tender

NB: The Form of Offer C1.1 will be the single reference to determine the Price and Preference portion of the bid

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- Open and record tender offers received.
- Determine whether or not tender offers are complete.
- Determine whether or not tender offers are responsive.
- Evaluate tender offers.
- Determine if there are any grounds for disqualification.
- Determine acceptability of preferred tenderer
- Prepare a tender evaluation report.
- Confirm the recommendation contained in the tender evaluation report.

Evaluation of Preference

ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023.

(PPPFA Regulation 2022/2023 will be included as an addendum to this bid – it is the bidder's responsibility to ensure that the bidder understands the new regulation when applying the submission of claiming preference points) 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:

(Note to organs of state: Where the 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.) (Delete the columns that are not applicable depending on the budget of the tender)

The specific goals/preference point allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by Black male and/or 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 be 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	

C1.1 FORM OF OFFER

C1.1 Form of Offer and Acceptance

OFFER



The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the **Bidder** under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	
Value Added Tax @ 15% is	
The offered total of the Prices inclusive of VAT is	
(in words)	

SCOPE OF WORK

20

- Airports Company South Africa would like to acquire a service provider that will conduct Maintenance and Repairs for Automatic Sliding Doors and Roller Shutter Doors for a period of three (3) years King Shaka International Airport.
- The sliding doors are located mainly in the terminal building
- The roller shutter doors are located in the terminal building, maintenance buildings and the Fire Station on the airside

SLIDING DOORS

#	Area	Number
1.	Multi Storey Offices	1
2.	Multi Storey Parking	1
3.	Drop Off Area	6
4.	TMB Ground Floor	4
5.	Domestic and International Meet and Greet	4
6.	Domestic Bussing Gate	4
7.	International Bussing Gate	4
8.	Alpha Apron	7
9.	International Arrivals/ Departures	12
	TOTAL	43

ROLLER DOORS

#	Area	Number
1	Fire Station	17
2	Maintenance Buildings	7
3	Terminal Building	21
TOTAL		45

FREQUENCY OF SERVICE

SLIDING DOORS – TWICE A YEAR

ROLLER DOORS – ANNUALLY

CORRECTIVE MAINTENANCE – AS AND WHEN NEEDED













PRICING SCHEDULE/ BILL OF QUANTITY

PRICING DATA

Permits and Safety File A

1	Permits (Including Vehicle Permit and Airside Induction Training Costs)	R10 000
2	Safety File	R5 000
Total		R 15 000

CALL OUT FEE

NOTE:

All rates for all activities including diagnostic and repair shall include all required tools, software, hardware and consumables (including all applicable specialized tools and software, hardware and consumables) Onus is on the contractor to price correctly).

All *call out* shall include all applicable travelling, all personnel insurance, holidays with pay, incentive bonuses etc. Labour laws and all applicable laws shall be followed by the contractor.

The contractor will be compensated according to the contractor's rate provided in the below tables.

Table B: Call outs + Labour

Description	Quantity	Call out fee- (Contractor to fill in)	Total/ 12 months – (Contractor to fill in)
Call Out			
*Call out Fee which includes first hour on site and travelling fee (after hours, weekends and holidays)	48	R	R
Total call out fee			R

BILL OF QUANTITY

Preventive Maintenance: C

Asset Description	Rate/Door	Quantity	Frequency	Total
Sliding Door	R	43	2	R
Roller Doors	R	110	1	R
TOTAL				R

Mark-up (third party procured items/services) D

Bidder to complete

Value of Item or Services	**Mark-up (Contractor to fill in) (Y)	Spares amount for budget purposes *Z*	Total mark-up values to be budgeted- (Contractor to fill in) = (*Z* x Y)
R0 - R2,000	%	R20 000.00	R
R2,001 - R5,000	%	R30 000.00	R
R5,001 - R10,000	%	R50 000.00	R
R10,001 - R50,000	%	R70 000.00	R
Sub-total D (Third party Mark-up) (Note: Should be part of the form of offer and acceptance)			R

BILL OF QUANTITY

Item	Description	Normal hours(R/hour)	After hours(R/ hour)	
			Saturday	Sunday/public holiday
1	Technician			
2	Technician assistant/ Semi-skilled Labour			

Pricing Schedule E is not to be included in the **Pricing** Summary.

Contract value

Below, the guide that must be used in estimating the contract value. This amount must be reported as the Contract Value in the corresponding schedules. Tenderers are reminded that this amount is for illustrative purposes only and that ACSA will not be under any obligation to expend the full or any portion of this amount. Monthly contract expenditure will be strictly calculated according to the Activity Schedule as provided above.

Summary Pricing Schedule

Description		Price
A	Permits and Safety File	R
B	Call Outs	R 15 000
C	Preventive Maintenance	R
D	Provision for Third Party Items/Services	R
Total		R

BILL OF QUANTITY

SUMMARY OF PRICING SCHEDULE FOR A PERIOD OF 36 MONTHS	PRICE
Pricing Schedule Year 1	R
Pricing Schedule Year 2 including 6% CPI	R
Pricing Schedule Year 3 including 6% CPI	R
TOTAL PRICE EXCLUDING VAT	R
VAT @15%	R
TOTAL PRICE INCLUDING VAT <i>(Carry over to Form of Offer and Acceptance)</i> This should be the same numerical value as the C1.1 Offer and Acceptance in the Contract	R

In addition, averaged CPI (6%) will only be granted on the portion of Scope that is delivered in Y2 and Y3 according to the index of the particular year. On the anniversary of the contract both parties will have the opportunity to review the CPI percentage and negotiate a favourable outcome for Y2 and Y3 respectively.

Please note – the 6% CPI is an indicative escalation and used as fair comparison for bidding purposes.



All enquiries to be directed via email to:
CTIATender.Admin@airports.co.za

**PLEASE NOTE – ZERO CONTACT POLICY (After
bid submission) – 03rd October 2023 @ 12h00**

Thank you!

