

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)

Tender Number: : COR6051/2019/RFP

Issue Date : 11 June 2019

Closing Date : 11 July 2019

Briefing Session Date and Time : 18 June 2019, 10:00 AM

Bid Validity : One hundred and twenty (120) calendar days

SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

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

1.2. Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Procurement department where the bid will close. The submission envelope must be clearly marked "**Psychometric Testing Services**".

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 tender documents. Bid documents must be submitted **STRICTLY** on or before **12:00 PM on 11 July 2019 using the following method:**

1.2.1. Tender box:

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

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

1.2.2. 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.

1.3. Late Bids

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

1.4. Clarification and Communication

Name: Portia Motsieloa

Designation: Specialist Category Management

Email: Portia.Motsieloa@airports.co.za

1.4.1. Request for clarity or information on the tender may only be requested until the **05 July 2019**. 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.

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

1.5. A Non-Compulsory Briefing Session

A non-compulsory briefing session will be held on **18 June 2019, TIME 10 00am**. The session will be held at the following location:

Airports Company South Africa (Airports Company South Africa
SOC Limited) Corporate Office

The Corporate Wheels Up and Corporate Aerodrome Boardroom

24 Johnson Road, Riverwoods Office Park

Bedfordview

1.6. Bid Responses

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

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consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

1.7. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.7.1. Award the whole or a part of this tender;
- 1.7.2. Split the award of this tender;
- 1.7.3. Negotiate with all or some of the shortlisted bidders;
- 1.7.4. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
- 1.7.5. To reject the lowest acceptable tender received; and/or
- 1.7.6. Cancel this tender.

1.8. Validity Period

- 1.8.1. ACSA requires a validity period of one hundred and twenty (120) calendar days for this tender.
- 1.8.2. 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.

1.9. Confidentiality of Information

- 1.9.1. ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought.
- 1.9.2. ACSA will not disclose the names of bidders until the tender process has been finalised.

1.10. 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

Free Fax: 0800 00 77 88



AIRPORTS COMPANY
SOUTH AFRICA

Email: acsa@tip-offs.com

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Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1. Background

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 recruitment and talent acquisition purposes, as well as identification of potential for development purposes. 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.

2.4. Specification or Scope

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 from twenty-three (25) to seventy-five (75) across the organization but not limited to these ranges.

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 if 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 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

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2.4.1.2 Leadership Assessments: Assessment Centres

- a) These will have to be based on job-specific and leadership requirements provided by ACSA for talent acquisition and developmental purposes.
- b) 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.
- c) The Bidder will be required to provide a proposal for Assessment Centres as stipulated in table 2 below.

Table 2: Assessment Centres (AC)

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

2.4.1.3 Reports

- a) 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.
- b) 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.
- c) A transition and handover plan should be presented to ACSA to ensure records are accurately handed over at the termination of the contract period.
- d) 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.
- e) 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	
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	

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2.4.2 Assessment process and Turnaround Times

- a) 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.
- b) 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.
- c) 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.
- 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 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.

SECTION 3: PREFERENCE POINTS AND PRICE

3.1. Preference Points Claims

3.1.1. In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference. The preferential point systems are as follows:

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

3.1.1.2. The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

3.1.2. The value of this bid is estimated will not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

3.2. The maximum points for this bid are allocated as follows:

	Points
3.2.1. Price	80
B-BBEE Status Level of Contribution	20
Total Points for Price and B-BBEE must not Exceed	100
3.2.2. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. In other words, such a bidder (subject to 3.2.3 below) will be awarded 0 points for B-BBEE status level of contribution.	
3.2.3. ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.	

3.3. Definitions

3.3.1. “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;



- 3.3.2. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 3.3.3. **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 3.3.4. **“Black People”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 3.3.5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);
- 3.3.6. **“Designated Group”** means:
- 3.3.6.1. Black Designated Groups;
 - 3.3.6.2. Black People;
 - 3.3.6.3. Women;
 - 3.3.6.4. People with disabilities; or
 - 3.3.6.5. Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 3.3.7. **“Consortium or Joint Venture”** 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;
- 3.3.8. **“EME”** means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;;
- 3.3.9. **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 3.3.10. **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 3.3.11. **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;

- 3.3.12. **“Person”** includes a juristic person;
- 3.3.13. **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 3.3.14. **“Price”** means all applicable axes less all unconditional discounts;
- 3.3.15. **“QSE”** means a qualifying small business enterprises in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act
- 3.3.16. **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 3.3.17. **“Rural Area”** means:
- 3.3.17.1. a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or
 - 3.3.17.2. an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 3.3.18. **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 3.3.19. **“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 3.3.20. **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;
- 3.3.21. **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person; and
- 3.3.22. **“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

3.4. Adjudication Using A Point System

- 3.4.1. The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.
- 3.4.2. Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts
- 3.4.3. Points scored will be rounded off to the nearest 2 decimal places.

3.5. Award of Business where Bidders have Scored Equal Points Overall

- 3.5.1. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 3.5.2. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
- 3.5.3. Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

3.6. Points Awarded for Price

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

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

3.6.1. Points Awarded for B-BBEE Status Level of Contribution

3.6.1.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below.

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 3.6.1.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.
- 3.6.1.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 3.6.1.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 3.6.1.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 3.6.1.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 3.6.1.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.6.1.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

3.7. Bid Declaration

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

3.7.1.(B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 3.2.1)

B-BBEE Status Level of Contribution: _____ = _____(maximum of 10 or 20 points)

3.7.2.(Points claimed in respect of paragraph 3.7.1 must be in accordance with the table reflected in paragraph 3.6.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit is permissible in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises).

3.8. Sub-Contracting

3.8.1. Will any portion of the contract be sub-contracted? YES / NO (**Delete whichever is not applicable*)

3.8.2. If yes, indicate:

3.8.2.1. The sub-contracted percentage is: _____%

3.8.2.2. The type of ownership is as follows in terms of percentage out of 100:

3.8.2.2.1. black ownerships is: _____

3.8.2.2.2. black youth ownership is: _____

3.8.2.2.3. black women ownership is: _____

3.8.2.2.4. black people with disabilities ownerships is: _____;

3.8.2.2.5. black people in rural areas, underdeveloped areas or townships ownerships is: _____

3.8.2.2.6. black ownership of the co-operative is: _____

3.8.2.2.7. black people who are military veteran ownership is: _____

3.8.2.2.8. Combined ownership of any of the above is: _____.

3.8.3. The tendering condition must specify that the tenderer may only subcontract to an EME or QSE listed above if the EME or QSE has a B-BBEE status level that is equal to or more than that of the bidder.



3.8.3.1. The name of the sub-contractor is: _____

3.8.3.2. The B-BBEE status level of the sub-contractor is: _____

3.8.3.3. The sub-contractor is an EME: YES / NO (*Delete *whichever is not applicable*)

3.8.4. A bidder may not sub-contract any portion of the tender after award without the written approval a delegated ACSA representative.

3.9. Declaration with Regard to the Bidder

3.9.1. **Name of bidding entity**

3.9.2. **VAT Registration**

3.9.3. **Company registration number:**

3.9.4. **Type of company / firm:**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

3.10 Describe principal business activities

3.11 Company Classification

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transportation, *etcetera*.

[TICK APPLICABLE BOX]

3.12 Total numbers of years the company / firm has been in business:

3.13 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in this bid of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 3.13.1 The information furnished is true and correct;
- 3.13.2 The preference points claimed are in accordance with the General Conditions as indicated in this Section;
- 3.13.3 In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- 3.13.4 If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
 - 3.13.4.1 Disqualify the person from the bidding process;
 - 3.13.4.2 Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 3.13.4.3 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;
 - 3.13.4.4 Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

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3.13.4.5 Forward the matter for criminal prosecution.

Witnesses:

1. _____

Signature(s) of bidder(s)

2. _____

Date : _____

Address: _____

SECTION 4: EVALUATION CRITERIA

4.1 Evaluation Criteria

- 4.1.1 ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for pre-qualifying criteria/ local production and content/ Supplier Development, objective criteria and compulsory sub-contracting/ functionality/ Price and B-BBEE. 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 tender process.
- 4.1.2 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.

4.2 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
Check if Bidders meet the pre-qualification criteria	Mandatory Administrative Criteria (Check if all the documents have been received and minimum requirements have been met)	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE)	Post tender negotiations

4.3 Pre-qualification Evaluation Criteria

In terms of the PPPFA Regulation 4, an organ of state can apply pre-qualifying criteria to advance certain Designated Groups.

Accordingly, the following prequalification criteria will apply:

Only bids from bidders with a minimum **B-BBEE status level 1,2 and 3** will be considered. *(Please provide proof in the form of CIPC documents, BBEEE certificates and any other relevant documentation)*

To advance designated groups in line with Preferential Procurement Regulations of 2017, all tenderers must comply with the following:

Subcontract a minimum of 10% total budget to an EME or QSE which is 51% owned by black people. Indicate the services that will be subcontracted to an EME or QSE and provide evidence that the services will be given to a 51% black owned Company. Provide a memorandum of understanding or contract to support your Submission

4.4 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:

- a) Proof of professional registration with HPCSA of staff that will be managing this account (paid up membership of members);
- b) Bidders acceptance of terms and conditions of bid;
- c) Proof of Bidder's registration on the National Treasury Central Supplier Database

4.5 Functionality

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

4.5.1 Threshold

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **62 points out of a total of 100 points** on the functional/technical 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.**

Phase 2: Functionality Evaluation Criteria

	FUNCTIONAL CRITERIA	Minimum	Maximum
1.	Company Positioning and Capacity	5	10
	<p>Bidders must submit a detailed Company Profile that indicates the organizational structure, core business function and the company footprint. Considering the footprint within South Africa to provide psychometric assessments across all the regions where ACSA is currently represented.</p> <ul style="list-style-type: none"> - No Provision of Structure for Psychometric Assessments and services = 0 - Average Structure: The bidder is able to demonstrate sufficient proof of facilities including infrastructure whether it be own or subcontracted and the ability to provide services to three (3) major Airports and a minimum of four (4) of the regional Airports; resources to provide the full spectrum of psychometric assessments as per the scope but covers the three (3) major Airports and four(4) regional Airports and able to demonstrate how the service will be provided to <u>all airports</u> as per the scope = 5 - Complete Structure: the bidder is able to demonstrate sufficient proof of facilities including infrastructure whether it be own or subcontracted and the ability to provide services to three (3) major Airports and all six (6) regional Airports; resources to provide the full spectrum of psychometric assessments as per the scope but covers the three (3) major Airports and all six (6) regional Airports = 10 	5	10
2.	Proposed Project Team Technical capability	15	25
	<p>Administrative support structure – minimum two (2) Staff members to ensure that the assessment process is administered efficiently, and that account management, invoicing and record keeping are done accurately and timeously. (Curriculum Vitaes of staff members to be provided)</p> <ul style="list-style-type: none"> - Less than satisfactory: No Administrative Support = 0 - Satisfactory: Two (2) Administrative Support = 5 - Excellent: More than two (2) Administrative Support = 10 	5	10
	<p>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.</p> <ul style="list-style-type: none"> - Evaluation of the credentials of the required four (4) key personnel that will be allocated to manage the ACSA account. Bidders must specify qualifications, HPCSA registration categories and years of relevant experience of Psychologists/Psychometrists intended to manage this account. - Less than satisfactory: Four (4) Staff Members with relevant formal qualifications and registration with the HPCSA with less than 2 years' experience = 0 - Satisfactory: Four (4) Staff Members with relevant formal qualifications and registration with the HPCSA with 3 - 5 years' experience = 5 - Excellent: Four (4) Staff Members with relevant formal qualifications and registration with the HPCSA with more than 5 years' experience = 10 	5	10
	<p>Research team in line with the scope of the RFP to perform statistical and trend analysis and deliver reports that will enhance decision-making in relation to the psychometric assessment tools applied.</p> <ul style="list-style-type: none"> - No completion of appendix 7 = 0 - Fully Completed = 5 	5	5

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3.	Verifiable Experience	27	41
	<p>a) Provision of assessments across all defined levels. Bidder must provide a sample of individual reports for assessments done on each of the following Occupational Levels. As per paragraph 2.4.1.1, “Technical Specifications” page 8.</p>		
	<ul style="list-style-type: none"> ▪ Entry level/Semi-skilled - No report =0 - Basic (Summary) Report =3 - Comprehensive Report (Detailed) =5 	3	5
	<ul style="list-style-type: none"> ▪ Skilled/Technical/Administrators Supervisors - No report =0 - Basic (Summary) Report =3 - Comprehensive Report (Detailed) =5 	3	5
	<ul style="list-style-type: none"> ▪ Academically qualified/Junior Managers/Graduates ▪ Professionally qualified/Specialists/Middle Managers - No report = 0 - Basic (Summary) Report =3 - Comprehensive Report (Detailed) =5 	3	5
	<ul style="list-style-type: none"> ▪ Senior Managers ▪ Executive Managers - No report = 0 - Basic (Summary) Report = 3 - Comprehensive Report (Detailed) =5 	3	5
	<p>b) Bidders to submit sample of research and latest trend analysis reports for clients.</p> <ul style="list-style-type: none"> - 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=5 	3	5
	<p>c) Reasonable accommodation for Persons with Disabilities. Bidders to demonstrate the accessibility for persons with disabilities aligned to relevant standards.</p> <ul style="list-style-type: none"> - Less than Satisfactory: No accommodation=0 - Satisfactory: Provides accommodation for disabilities=3 	3	3
	<p>d) Capacity to provide psychometric assessments. Bidders to provide proof demonstrating an established and secure IT systems exist to administer and store Online Assessments, Computer facilities available in each region as 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.</p> <ul style="list-style-type: none"> - Less than Satisfactory: No established and secure IT System=0 - Satisfactory: Established and secure system provided=3 	3	3
	<p>e) Bidders to demonstrate the electronic solution by providing detailed workflow and system screenshots</p>	6	10

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	<ul style="list-style-type: none"> - 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 <p>Please note: Bidders might be required to provide a live demonstration of their systems / presentation.</p>		
4.	Reference Letters	5	10
	<p>Minimum of two (2) Reference Letters from existing clients, and a list of contactable clients not older than 3 years – services must have been rendered within the last 3 years detailing the requirements listed below. Bidders must complete appendix 8.</p> <ul style="list-style-type: none"> - No submission or partial submission =0 - Submission of two (2) references and table on appendix 8 =5 - More than two (2) references and table on appendix 8 =10 	5	10
5.	Service Delivery Plan across categories of service as specified below	7	10
	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
	Ability to Administer assessments within 72 hours once requested. Bidders must complete appendix 8. <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - Less than Satisfactory: more than 72 hours=0 - Satisfactory :72 hours= 1 - Excellent :48 hours=2 	1	2
6.	Competency Modelling and Assessment Centre Design Experience	3	4
	a) Bidders must submit a detailed Portfolio of Evidence for each category listed below which will be considered to allocate points. Bidders to submit detailed process of Competency Modelling <ul style="list-style-type: none"> - Less than Satisfactory: The Bidder does not have a Competency Model=0 - Satisfactory: The Bidder can apply competency modelling processes to align competency definitions to inherent job requirements. The Bidder does not have a Competency Model that is scientifically validated=1 	3	4

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	<ul style="list-style-type: none">- Excellent: The Bidder has a Competency Model and/or structured framework that is scientifically validated; with competency descriptors, definitions that can be easily aligned to inherent job requirements. Bidders can translate their competencies into the ACSA Competency Model=2b) Assessment Centre's designed and facilitated to assess leadership competencies. Bidders to submit proposed methodology to design assessment centres in line with the stipulated occupational levels- Less than Satisfactory: No Existing or proposed methodology stipulated per occupational level=0- Satisfactory: The Bidder has designed or supplied a detailed proposed methodology. Provide assessment centre examples inline with your proposed methodology=2		
	Total	62	100



4.6 Price and B-BBEE

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**. Price will amount to **80** points, whilst preference will be **20** points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the tender, *etcetera*. The pricing schedule to be completed is as follows:

SECTION 5: ADMINISTRATIVE & PROCEDURAL RFP REQUIREMENTS

The following information must be provided as requested in the Appendices in order to have the bid considered by Airports Company South Africa. Any individual, partnership, joint venture or close corporation submitting a bid must meet the minimum administrative and procedural requirements in order to have its bid considered.

5.1 Bid Submission:

5.1.1 Responses to the request for specific information in this section should be provided in full and numbered consistently with the numbering as per the RFP file provided to prospective Bidders.

5.1.2 The bid shall consist of the following documents in response to the RFP in the sequence shown below. Each part of the bid submission should be adhered to and inserted as per the RFP for ease of reference, and applicable signatures attached where applicable:

5.1.2.1 Acceptance of Airports Company South Africa's terms and conditions of RFP- must be completed and signed and submitted with the bid;

5.1.2.2 Covering Letter - A covering letter must be provided to properly identify the bid and to highlight other general information that the Bidder has included regarding, for instance, the business and/or organisation;

5.1.2.3 Company Background and Executive Summary and Organogram - An executive summary of the bid should include all salient features. Bidders should include the bid information requested in the Appendices such as:

Full name, address, fax and telephone numbers, including the full citation of Bidder, and registration number (in the case of a company or close corporation) exactly as the company or close corporation is registered. If the Bidder is an entity other than a natural person, please provide the name of an individual who is authorised to represent the Bidder;

5.1.2.4 Description of Bidder (i.e. Corporation, Joint Venture, or Sole Proprietorship) –

- a) If an Incorporated Entity: List the date of incorporation and the names of all persons or entities owning 10% or more of the Bidders voting shares.
- b) If a Partnership: List the date of commencement of the partnership and the name, address, and share of each partner and also include a copy of the partnership agreement.
- c) If a Joint Venture: List date of commencement of the agreement. Also list the name and address of each member of the joint venture, including a copy of the agreement recording such a joint venture.
- d) If a Sole Proprietorship: List all the business names under which such proprietor has done business during the last two (2) years, address/es, and the duration of the contract/project.
- e) Provide a brief history of the Bidder and its experience. State the number of persons the Bidder presently employs. Also indicate any changes in the Bidders name and ownership structure and any trading names under which the Bidder has been doing business.

5.1.2.5 Skills Required - Bidders are required to engage, demonstrate and prove skills set which will enable them to provide the solution and services required in the RFP, CV's must be attached;

5.1.2.6 Proof of experience in the specific service- The Bidder is to detail the nature of the Bidder's experience and listing of at least two (2) recent or existing contract of a similar nature to the services contemplated in this RFP. The Bidder must have at least three (3) years recent experience;

5.1.2.7 Experience - Original letters of references/methods/best practices / tools, if any, etc. Also list minimum two (2) similar services you have provided indicating to whom, when, and the approximate financial value of each project;

5.1.2.8 References – Provide references for the two (2) largest clients within last three (3) years where you are providing or have provided similar services. Briefly describe the service and provide contact details for each reference (Name, Position, Landline Phone number and e-mail address) and inform these references in advance that Airports Company South Africa may contact them during the evaluation period as per the time lines provided. Note that this is an important component of the evaluation;

5.1.2.9 Partner Status – Bidders must provide original letters of partner status with the technology or the vendor (where applicable).

5.1.2.10 B-BBEE particulars - Bidders must submit a valid B-BBEE verification certificate and report issued by a verification agency for recognition of the B-BBEE status as determined in accordance with the Codes of Good Practice. B-BBEE information must be detailed confirming the BEE ownership and attach hereto, a certified copy of the identity documents of all owners. In the case of a Company (Pty) Limited, submit CM29 or equivalent and in the case of a Close Corporation CK1 or CK2.

5.1.2.11 Valid, Original Tax Clearance Certificate- The Bidder must submit a valid, original tax clearance certificate from the South African Revenue Services together with the bid.

5.1.2.12 Financial Information - The financial statements of the actual bidding entity (e.g. not the holding company) must be submitted. In the case of a joint venture, include the audited financial statements of each member of the joint venture.

5.1.2.13 Declaration of Solvency - A statement declaring whether the Bidder or any Director or member of the Bidder has ever been declared insolvent or liquidated or whether, either the Bidder or member has ever filed an application for sequestration or liquidation as the case may be.

5.1.2.14 Annual Financial Statements—the Bidders must provide audited financial statements for the last three financial year statements certified by their Auditors.

5.1.2.15 Credit References - Name, addresses, e-mail and telephone numbers of at least two (2) current credit references and a minimum of one (1) current banking reference

5.1.2.16 Proof of Joint Venture – Formal Agreement of JV or partnership with the JV's BBBEE certificate where applicable

5.1.2.17 Service Delivery Plan/Approach - Bidders are to submit a detailed service delivery plan/approach on how the Services will be successfully carried out as per proposed by Airports Company South Africa. This Plan should contain at least the following, in the order as set out below:

a) Overview - clearly indicating the type of resourcing model that the Service Provider adheres to and the advantages and disadvantages of this model;

b) Resourcing - specifically stating the names of the proposed individuals and if they are your permanent employees, independent contractors and/or supplied by sub-contractors;

c) Skills Transfer – indicate your offering’s involvement in skills transfer or training, and how you plan to assist Airports Company South Africa with this;

d) Availability – specify the lead times of the resources, possible commencement date for each resource, how the Service Provider intends to deal with, annual leave, sick leave, stand-in, etc. in respect of the resources and how the Service Provider intends to manage the availability of resources if they are only required on an as and when basis as opposed to a full-time basis or a services based contract;

e) Capacity– stop gap/ ad hoc based resources if they are only required on an as and when needed basis;

f) Business Knowledge – Describe any experience with Airports Company South Africa or similar sized organisations or experience in providing internal and/ or forensic services according to this model;

g) Value add - the value that your organisation can add in addition to that offered by the named resources (for e.g. Technical/Functional training services);

h) Flexibility – indicate how your bid will allow for Airports Company South Africa to increase and decrease capacity supplied;

i) Efficiency – indicate if or how you can structure any additional terms, such as financial incentives to reduce the costs for Airports Company South Africa and any other terms that may be proposed to improve efficiency and costs;

j) Capability Statement – Provide a description in terms of education/training/ certification, work experience, capabilities/responsibilities that your company would use to categorise your human resources assigned to this assignment (for e.g. Junior, Intermediate and Senior resources).

5.1.2.18 Proof of membership- Bidders are requested to submit, as applicable, proof of registration with or any membership to a recognised professional body related to the services provided.

5.1.2.19 Schedule of Rates/Price and Bid–This is also as per the scope of service in Section 3 of this RFP.



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5.1.2.20 Additional Information - Bidders are requested to indicate any additional information they deem relevant to strengthen their bid.

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SECTION 6: RETURNABLE DOCUMENTS

6.1 Mandatory Returnable documents

ACSA may disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. 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]
Bid form fully completed. The following is the list of section that bidders must complete and returnable with bids documents: <ul style="list-style-type: none"> • B-BBEE Certificate • Names and identity numbers of Directors • Certificate of Incorporation • Declaration of Interest Form • Declaration of Forbidden Practices Form • Valid, Original Tax Clearance Certificate/Pin 	
Bidder's Previous Experience (Bidder provided a profile showing their previous experience relevant to the scope for at least 2 clients in the past 3 years)	
Bidder's provided at least 2 contactable references with proof of their experience (Contact number and email address). ACSA will endeavour to contact the references (Telephone we will attempt Three (3) times, Email (1 email and 1 Follow email)	
Organisational profile and footprint	
Proof of membership to a recognised professional body related to the service provided	
Bidder's pricing proposal	
Joint Venture (JV) Agreement (if applicable)	
Subcontracting agreement and documentation (if applicable)	



Schedule of company current experience	

6.2 Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this tender remains valid for the duration of the contract period. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.



SECTION 7: SUBMISSION CHECKLIST

ITEM	DOCUMENT	INCLUDED	
		YES	NO
1	Acceptance of Request for Proposal Terms & Conditions and Bidders Particulars		
2	Covering Letter		
3	Company background & Executive Summary & Organogram (Organizational Structure illustrating the composition and reporting relationship of the team)		
4	Names and identity numbers of Directors		
5	Certificate of Incorporation		
6	Joint Venture (JV) Agreement (If Applicable)		
7	Schedule of Staff available for the services		
8	Bidders relevant Experience, Bidders Contract References and List of References to the services		
9	Original B-BBEE Certificate from approved certification body		
10	Valid, Original Tax Clearance Certificate		
11	Declaration of Insolvency or Liquidation, Latest Audited Financial Statements, Credit References and Banking Reference		
12	Service Delivery Plan/Approach		
13	Work plan giving comprehensive description of the work activities and time schedule etc.		
14	Declaration of conflict of interest and Declaration Form		
15	Declaration of forbidden practises		
16	Proof of Bidder's registration on the National Treasury Central Supplier Database		

APPENDIX 1: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDERS PARTICULARS

TO: The Airport Manager
Airports Company South Africa Limited.

Proposal No:

1. Bidder's Name and Contract Details

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

2. Proposal Certification

We hereby submit a Proposal in respect of the [INSERT PROPOSAL DETAIL] 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,
- We have read, understand and agree to be bound by the content of all the documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Tender Board's decision is final and binding.
- 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 project only; it has no impact, influence or effect on any other project for which a Proposal may be submitted.
- 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 Tenderer 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		2019
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Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	



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APPENDIX 2: COVER LETTER

NOTE: A covering letter must be provided to properly identify the bid and to highlight other general information that the Bidder has included regarding, for instance, the business and/or organisation.

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APPENDIX 3: COMPANY BACKGROUND, EXECUTIVE SUMMARY & ORGANOGRAM

- Provide an executive summary and organogram including the highlights of your bid and the price for the implementation. This must be signed by a duly authorised representative. (Please limit this to one page).
- Your company's profile, including a brief background and outlining the number of people it employs, stability and capacity of your fund management offering, and the period for which you have been providing these services.
- A schematic representation of the structure of the bidding company needs to be supplied. If you are responding as a joint venture or consortium, please submit an organogram for each of the companies involved, and one to illustrate the composition of the joint venture or consortium.



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APPENDIX 4: NAMES AND IDENTITY NUMBERS OF DIRECTORS

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APPENDIX 5: CERTIFICATE OF INCORPORATION

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APPENDIX 6: SIGNED, CERTIFIED COPY OF THE JOINT VENTURE AGREEMENT OR MEMORANDUM OF UNDERSTANDING (IF APPLICABLE)

(Attach here)

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APPENDIX 7: SCHEDULE OF HUMAN RESOURCES AVAILABLE FOR THE SERVICES

a) Human Resources available (quantities):	Number of Full-time employees
Office Manager	
Office Administrator	
Professionals	
Consultants/Senior Consultants	
Managers/Senior Managers	
Researchers	
Other (Specify)	

Provide a two or three page resume for each proposed resources named below indicating relevant experience.

Name and Surname of Employee	Position/ Job Title	Related Experience (years)	Qualifications	Professional Registration	Full time/Part time	Indicate Specialist knowledge /skills	Proof and abridged CV attached Yes



APPENDIX 8: BIDDER'S RELEVANT EXPERIENCE AND LETTERS OF REFERENCES NOT OLDER THAN 3 YEARS

(MOST RECENT CONTRACTS)

Company	Headcount	Details of Services Provided. Please tick below box	Delivery Timelines for the following services			Ave No. of assessments per month	Value of Contract	Period / Term of Contract	Contact Name	Contact Details
			Administration of assessments	Integrated reports	Feedback					
1.		Talent Acquisition	24 Hours	24 Hours	24 Hours					
			48 Hours	48 Hours	48 Hours					
		Development Programmes	72 hours	72 hours	72 hours					
		Assessment Centres								
2.		Talent Acquisition	24 Hours	24 Hours	24 Hours					
			48 Hours	48 Hours	48 Hours					
		Development Programmes	72 hours	72 hours	72 hours					
		Assessment Centres								
3.		Talent Acquisition	24 Hours	24 Hours	24 Hours					
			48 Hours	48 Hours	48 Hours					
		Development Programmes	72 hours	72 hours	72 hours					
		Assessment Centres								
4.		Talent Acquisition	24 Hours	24 Hours	24 Hours					
			48 Hours	48 Hours	48 Hours					
		Development Programmes	72 hours	72 hours	72 hours					
		Assessment Centres								

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APPENDIX 8 CONTINUES: REFERENCE LETTER TEMPLATE

(REFERENCE TO BE PRINTED ON LETTER HEAD OF REFEREES)

Attn.: Airports Company South Africa SOC Limited Supply Chain Management - Corporate

Airports Company South Africa Limited

E-mail: Procurement.Corp@airports.co.za

Facsimile (086 535 9125)

Date:

To Whom It May Concern

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED: RFP REFERENCE No. :

I hereby confirm that:

- The Bidder: _____ performed _____ work for our Company.
- The work was completed to our satisfaction and successfully implemented at our Company.
- The estimated value of the contract with the Bidder was R_____.
- The Bidder performed the specified work for our Company

From _____ To _____
MM/YYYY **MM/YYYY**

Note to referee: If any other work was done, please explain the relationship with your company below:

Yours faithfully

NAME & SURNAME

POSITION

Tel +27 11 723 1400 Fax +27 11 453 9354

The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008

P O Box 75480, Gardenview, Gauteng, South Africa, 2047

www.airports.co.za



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APPENDIX 9: B-BBEE

(Attach valid B-BBEE verification certificate with “actual score” to claim B-BBEE points and supporting BEE details)

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APPENDIX 10: VALID, ORIGINAL TAX CLEARANCE CERTIFICATE

(Attach here)

Tel +27 11 723 1400 Fax +27 11 453 9354
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APPENDIX 11: FINANCIAL INFORMATION: DECLARATION OF SOLVENCY OR LIQUIDATION

(Attach here using bidder's letterhead)

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APPENDIX 11 CONTINUES: LATEST AUDITED FINANCIAL STATEMENTS

(Attach latest audited Financials here)

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**APPENDIX 11 CONTINUES: NAME, ADDRESS AND TELEPHONE NUMBERS OF AT LEAST ONE (1)
CREDIT REFERENCES**

(Bidders are required to attach original letters of good standing to confirm past credit track records)

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APPENDIX 11 CONTINUES: A MINIMUM OF ONE (1) BANKING REFERENCE

(Attach here)

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APPENDIX 12: SERVICE DELIVERY PLAN/APPROACH

(Detail an abridged service delivery plan on how the important milestones of services will be successfully carried including turn-around times).

(Attach here)



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APPENDIX 13: WORK PLAN GIVING COMPREHENSIVE DESCRIPTION OF THE WORK ACTIVITIES AND TIME SCHEDULE ETC.

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APPENDIX 14: DECLARATION OF CONFLICT OF INTEREST

Full details of directors, shareholders, members, partners, trustees, sole proprietors or any other person with a right or entitlement to share in profits, revenues or assets of the bidding entity should be disclosed in the table below:

Table A

Full Name	Designation (Whether shareholder / director or both)	Identity Number	Tax Reference Number	% Interest in the bidding entity

Declaration of Business Interests

- A. Are any persons listed in the table (A) above employees of Airports Company South Africa? Yes / No
- B. Are any employees of the bidding entity employees of Airports Company South Africa? Yes / No
- C. Are any family members of persons listed in the table (A) above employees of Airports Company South Africa? Yes / No

Details of persons connected with the bidding entity who are employees of Airports Company South Africa shall be disclosed below:

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Table B

Full Name	Identity Number	Role within Airports Company South Africa	Relationship to bidder	% Interest

- D. Is the bidding entity or its principle listed on the National Database as a company or person prohibited from doing business with the Public Sector? Yes / No
- E. Is the bidding entity or its principles listed on the National Treasury register for Tender Defaulters in terms of S29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? Yes / No
- F. If 'Yes' to C or D above, were you informed in writing about the listing on the database of Restricted Suppliers or Register of Tender Defaulters by National Treasury? Yes / No
- G. Was the entity or persons listed in table A above convicted for Fraud or Corruption during the last five years in a court of law (including a court of law outside of the Republic of South Africa)? Yes / No

Duly Authorised Representative to Depose an Affidavit

This form should be signed by a duly authorised representative of the bidding entity before a commissioner of oaths.

I, hereby swear / affirm that the information disclosed above is true and accurate;

that I understand the content of the document;

the entity undertakes to independently arrive at any offer at any time to Airports Company South Africa without any consultation, communication, agreement or arrangement with any competitor.

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In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the products or services of the Institution.

That the bidding entity or its representatives are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the award of the contract.

Signed on this day.....Month.....20.....

Name:

Position:

Witnessed:

Commissioners Stamp:

Name:

Position:

APPENDIX 14 CONTINUES: DECLARATION FORM

Making a Declaration

Any legal person or persons having a relationship with persons employed by Airports Company South Africa SOC Limited, 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 Airports Company South Africa SOC Limited employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to Airports Company South Africa SOC Limited employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, Airports Company South Africa SOC Limited requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

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

I/We certify that there is a / no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner with any Airports Company South Africa SOC Limited employee or official.

Where a relationship exists, please provide details of the Airports Company South Africa SOC Limited employee or official and the extent of the relationship below



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

Full Name	Identity Number	Personal Income Tax Reference Number

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 Airports Company South Africa SOC Limited 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, Airports Company South Africa SOC Limited may disqualify our bid or terminate a contract we may have with Airports Company South Africa SOC Limited where we are successful in this tender.

Signature

Date

Position

Name of bidder

APPENDIX 15: DECLARATION OF FORBIDDEN PRACTICES

I/We hereby declare that we have not/been found guilty of any illegal activities relating to corruption, fraud, B-BBEE fronting, anti-competitive practices and/or blacklisted by an organ of State-Owned Company, etc. and/or any other forbidden practices.

I/We declare the following:

	Description	Penalty	Organ of State / State Owned Company
a)			
b)			

Furthermore, I/We declare that to the best of my/our knowledge there is /are no further practices to be declared or which are in the process of being finalised. The following are alleged practices which have not yet been finalised.

	Description	Organ of State / State Owned Company
a)		
b)		

This declaration was signed on _____ of _____ 201_____

Name:

Designation:

Signature:



AIRPORTS COMPANY
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**APPENDIX 16: PROOF OF BIDDER'S REGISTRATION ON THE NATIONAL TREASURY CENTRAL
SUPPLIER DATABASE**

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