

**Request for Proposals for the Provision of Auditing Team for the Re-Certification of ACSA'S ISO14001:2015 Environmental Management Systems for a Period of Three (3) years for all nine Airports Company South Africa Airports.**

**Tender Number:** : RFP 46616/2020 (Re-Issue)

**Issue Date** : 13<sup>th</sup> OCTOBER 2020

**Closing Date** : 10<sup>TH</sup> NOVEMBER 2020 @13H00

**Briefing Session Date and Time** : N/A

**Site Inspection** : N/A

## 1. SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1. Access to RFP documents

Tenders are available on [www.etenders.gov.za](http://www.etenders.gov.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 Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **13h00 PM** on **10<sup>th</sup> of NOVEMBER 2020** using the following method.

#### 1.2.1. ALL BIDS ARE TO BE SUBMITTED AS FOLLOWS:

VIA E-MAIL CORRESPONDANCE at:

[MPHO.MAPHANGA@AIRPORTS.CO.ZA](mailto:MPHO.MAPHANGA@AIRPORTS.CO.ZA)

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**THE BID FORMS AND ALL THE SUPPORTING  
DOCUMENTS TO BE SEND TO THE ADDRESS ABOVE  
NOT LATER THAN 13H00 ON THE 10<sup>TH</sup> NOVEMBER  
2020**

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### 1.3. Late Bids

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

### 1.4. Clarification and Communication

Name: Mpho Maphanga

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Designation: Buyer

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Tel: 011 723 1400

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Email: [MPHO.MAPHANGA@AIRPORTS.CO.ZA](mailto:MPHO.MAPHANGA@AIRPORTS.CO.ZA)

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Fax: N/A

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- 1.4.1. Request for clarity or information on the tender may only be requested until **04<sup>TH</sup> of NOVEMBER 2020 at 16h00**. 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/Quotation/Information invitation.
- 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. **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 consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

#### 1.6. **Disclaimers**

It must be noted that ACSA reserves its right to:

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

#### 1.7. **Validity Period**

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

#### 1.8. **Confidentiality of Information**

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- 1.8.1. 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. Furthermore,
- 1.8.2. ACSA will not disclose the names of bidders until the tender process has been finalised.
- 1.8.3. Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to ACSA **with the bid**.

## 1.9. **Hot – Line**

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: [acsa@tip-offs.com](mailto:acsa@tip-offs.com)

## 2. **SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK**

### 2.1. **Background and Purpose**

Due to the unforeseen constraints of COVID-19 there are five airports that were not operational at the time of their certification lapsing, King Shaka International Airport, Bram Fischer Airport, Kimberley Airport, George Airport, and OR Tambo International Airport.

Now that Level 1 of the lockdown has commenced, with the airports becoming fully operational once more, ACSA wishes to procure the services of a certification body to undertake the required audits.

- 2.1.1. Since inception approximately 20 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented. The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport, Kimberley Airport and the Corporate Office.

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- 2.1.2. The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.
- 2.1.3. ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa

## 2.2. Scope of Work

The ACSA Environmental Management Policy stipulates the commitment from the CEO for all airports to maintain an Environmental Management System based on the Environmental Management Standard: ISO 14001. During the last three years all nine airports have been certified to the updated version of the ISO 14001 standard which was published in 2015.

In order to remain certified to this standard each airport needs to be audited by an external certification body. The auditing cycles operate in a three-year phased manner, with a re-certification audit, then two surveillance audits.

The successful bidder will be required to perform the certification/surveillance audits for all nine airports, once per year, for a period of three years.

### 1. Deliverables

Twenty-seven (27) audits in total, including but not limited to the following:

- Pre-planning in terms of document requirements
- Opening and closing meetings
- Site inspection and document review
- Audit reports identifying any deficiencies/non-conformances, as well as opportunities for improvement.
- Provision of a valid ISO 14001:2015 Certificate for each airport that meets the requirements of the standard.

### 2. Audit schedule

The airports have been certified in a phased manner, so that there are groups of audits that need to be undertaken throughout the year. The table below indicates when the audits needs to be completed by. The successful bidder will be required to arrange with each airport for the most suitable date to conduct the audit, to minimise operational disruption while ensuring maximum exposure to relevant personnel.

Table 1: Audit Schedule

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Airport	Audits must be completed by the following date		
	Re-certification	Surveillance audit 1	Surveillance audit 2
Bram Fischer International Airport	Lapsed 26-Apr-20	26-Apr-21	26-Apr-22
Kimberley Airport	Lapsed 26-Apr-20	26-Apr-21	26-Apr-22
King Shaka International Airport	Lapsed 26-Apr-20	26-Apr-21	26-Apr-22
George Airport	Lapsed 04-Sep-20	04-Sep-21	04-Sep-22
OR Tambo International Airport	Lapsed 04-Sep-20	04-Sep-21	04-Sep-22
East London Airport	10-Nov-20	10-Nov-21	10-Nov-22
Port Elizabeth International Airport	13-Nov-20	13-Nov-21	13-Nov-22
Upington International Airport	13-Nov-20	13-Nov-21	13-Nov-22
Cape Town International Airport	11-Dec-20	11-Dec-21	11-Dec-22

It must be noted that the dates highlighted in red were the dates the certificates lapsed for the five airports in question. The bidders will need to advise if they can certify these airports, given that they were not able to be audited as part of the National Lockdown, or whether these sites need to commence with a full re-certification process from scratch. Further to this, the bidders must advise on those airports that may lose their certification while the tender is in process.

### 2.3. Minimum Requirements

Only bidders meeting the following criteria will be considered for this tender:

- a) Proof of accreditation
- b) Signing terms and conditions of Bid
- c) Company Experience and key personnel experience

## 3. 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:

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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 to exceed/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. <b>Price</b>	<u>80</u>
B-BBEE Status Level of Contribution	<u>20</u>
<b>Total Points for Price and B-BBEE must not Exceed</b>	<b>100</b>

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.

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 regarding 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 enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act
- 3.3.16. **“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 considering 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.

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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

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

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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

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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:**

(B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 3.2)

B-BBEE Status Level of Contribution: \_\_\_\_\_ = \_\_\_\_\_ (maximum of 10 or 20 points),  
(Points claimed in respect of paragraph 0 must be in accordance with the table reflected in paragraph 3.6.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

## 4. 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:

<b>Stage 1</b>	<b>Mandatory / Administrative Requirements</b>
<b>Stage 2</b>	<b>Evaluate on functionality or the technical aspect of the bid</b>
<b>Stage 3</b>	<b>Evaluate price and Preference (B-BBEE)</b>
<b>Stage 4</b>	<b>Post tender negotiations (if applicable)</b>

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#### 4.3. Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information

4.3.1. ACSA will only consider bidders which have or can demonstrate their accreditation to ISO 17021: Conformity assessment – requirements for bodies providing audit and certification of management systems for the auditing of ISO 14001:2015 Environmental Management Systems.

4.3.2. Acceptance of ACSA terms and Conditions of Bid (SBD Forms)

#### 4.4. Functionality

4.4.1. 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. Threshold

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **55 points out of 100** on the functional stage will not be considered further in the evaluation.

Table 2: Functional criteria and scores

Description	Total points	Minimum score	Actual score						
<p><b>Methodology</b></p> <p>Methodology/plan of action to be submitted including:</p> <ul style="list-style-type: none"> <li>• Actions to address the need of the scope (10 points)</li> <li>• Timelines per year (5 points)</li> <li>• A COVID-19 auditing plan that outlines measures to reduce risk of transmission while the audits are being undertaken. (5 point)</li> <li>• Human Resource allocation (10 points)</li> <li>• Contingency plan for the five airports that have had their certification lapse due to the National Lockdown from COVID-19 (10 points)</li> </ul> <p>(This should not be a simple repetition of the scope)</p> <p>Each of the four sections will be rated according to the following scoring system:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Points (Max 10)</th> </tr> </thead> <tbody> <tr> <td>Not addressed</td> <td>0</td> </tr> <tr> <td>Partially addressed</td> <td>5</td> </tr> </tbody> </table>	Description	Points (Max 10)	Not addressed	0	Partially addressed	5	40	25	
Description	Points (Max 10)								
Not addressed	0								
Partially addressed	5								

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Fully addressed	10																			
The explanation of the rating above are as follows:																				
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Partially addressed	There is some evidence in the document that covers the need. This could include a brief proposal on how to address a requirement																			
Fully addressed	There is a proposal with full information and substantiation on how the requirement will be addressed.																			
<p><b>Experience Company</b></p> <p>(Provide a maximum of three reference letters from the 5 years. These must include the following:</p> <ul style="list-style-type: none"> <li>• The nature of service rendered</li> <li>• The rating of service (positive/neutral/negative)</li> <li>• Contactable reference</li> </ul> <p><b>*NOTE THAT IF ONLY A LIST OF PROJECTS IS SUBMITTED, THIS WILL SCORE ZERO POINTS*</b></p> <table border="1"> <thead> <tr> <th>Description per letter of reference</th> <th>Points (Max 4)</th> </tr> </thead> <tbody> <tr> <td>Nature of service is specific to project (ISO 14001 certification within the Transport Sector)</td> <td>4</td> </tr> <tr> <td>Nature of service is related to project (ISO 14001 certification)</td> <td>2</td> </tr> <tr> <td>Nature of service is irrelevant to project</td> <td>0</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Description per letter of reference</th> <th>Points (Max 4)</th> </tr> </thead> <tbody> <tr> <td>Rating of service is positive</td> <td>4</td> </tr> <tr> <td>Rating of service is neutral</td> <td>2</td> </tr> <tr> <td>Rating of service is negative</td> <td>0</td> </tr> </tbody> </table>		Description per letter of reference	Points (Max 4)	Nature of service is specific to project (ISO 14001 certification within the Transport Sector)	4	Nature of service is related to project (ISO 14001 certification)	2	Nature of service is irrelevant to project	0	Description per letter of reference	Points (Max 4)	Rating of service is positive	4	Rating of service is neutral	2	Rating of service is negative	0	30	10	Letter 1
Description per letter of reference	Points (Max 4)																			
Nature of service is specific to project (ISO 14001 certification within the Transport Sector)	4																			
Nature of service is related to project (ISO 14001 certification)	2																			
Nature of service is irrelevant to project	0																			
Description per letter of reference	Points (Max 4)																			
Rating of service is positive	4																			
Rating of service is neutral	2																			
Rating of service is negative	0																			
				Letter 2																
				Letter 3																

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Description per letter of reference	Points (Max 2)											
Contains contact details of reference	2											
Contains no contact details of reference	0											
<b>Experience of Lead Auditor</b> (Proof will be in the submission of CV of the lead auditor)		30	20									
<table border="1"> <thead> <tr> <th>Description</th> <th>Points (Max 30)</th> </tr> </thead> <tbody> <tr> <td>&lt;5 years' experience in performing an ISO 14001 certification audit within the aviation industry</td> <td>10</td> </tr> <tr> <td>Between 5- and 6-years' experience in performing an ISO 14001 certification audit within the aviation industry</td> <td>20</td> </tr> <tr> <td>&gt;6 years' experience in performing an ISO 14001 certification audit within the aviation industry</td> <td>30</td> </tr> </tbody> </table>		Description	Points (Max 30)	<5 years' experience in performing an ISO 14001 certification audit within the aviation industry	10	Between 5- and 6-years' experience in performing an ISO 14001 certification audit within the aviation industry	20	>6 years' experience in performing an ISO 14001 certification audit within the aviation industry	30			
Description	Points (Max 30)											
<5 years' experience in performing an ISO 14001 certification audit within the aviation industry	10											
Between 5- and 6-years' experience in performing an ISO 14001 certification audit within the aviation industry	20											
>6 years' experience in performing an ISO 14001 certification audit within the aviation industry	30											
<b>Total</b>		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:

Bidders are required to fill in the pricing schedule for the audits and disbursements. Please note that the costs inputted must cover all the required activities to undertake the deliverables in Section 2. No extra costs can be invoiced outside of those stated in the pricing schedule (this includes items such as report writing, travel, airport shuttle transfers, etc). It must be noted that no lunch will be provided to the auditors/audit teams.



**Table 3: Pricing Schedule**

Description	Cost (Year 1)	Cost (Year 2)	Cost (Year 3)	Total
<b>Bram Fischer International Airport</b>				
-Audit				
-Disbursements				
<b>Kimberley Airport</b>				
-Audit				
-Disbursements				
<b>King Shaka International Airport</b>				
-Audit				
-Disbursements				
<b>George Airport</b>				
-Audit				
-Disbursements				
<b>OR Tambo International Airport</b>				
-Audit				
-Disbursements				
<b>East London Airport</b>				
-Audit				
-Disbursements				
<b>Port Elizabeth International Airport</b>				
-Audit				
-Disbursements				
<b>Upington International Airport</b>				
-Audit				
-Disbursements				

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<b>Cape Town International Airport</b>				
-Audit				
-Disbursements				
Total (Excluding VAT)				
Vat Portion (15%)				
Total (Including VAT)				

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

## **5. SECTION 5: RETURNABLE DOCUMENTS**

### **5.1. Mandatory Returnable documents**

ACSA will 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:

### **5.2. Other Returnable Documents and information**

<b>MANDATORY RETURNABLE DOCUMENTS AND INFORMATION</b>	<b>SUBMITTED [Yes or No]</b>
Priced offer	
Declaration of Interest Form – SBD Forms	
Non-Disclosure Agreement	
Company ISO Certification	
Curriculum Vitae (CV) of the Lead Auditor	

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Qualification of the Lead Auditor	
Three (3) Contactable References – Reference Letters	

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

<b>OTHER RETURNABLE DOCUMENTS AND INFORMATION</b>	<b>SUBMITTED [Yes or No]</b>
Certified copy of B-BBEE Certificate or Affidavit	
Certified copy of SARS Tax Clearance Certificate or Tax letter with pin number (ACSA will not award a tender to a bidder whose tax affairs have not been declared to be in orders by SARS)	
Names and identity numbers of Directors	
Certificate of Incorporation	
Recent CSD report and the unique number	
Letters of reference	
Methodology and approach	

***NB: The certified copied should not be less than 6 months***

5.4. 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.

## **6. SECTION 6: DECLARATION FORM**

### **6.1. Making a Declaration**

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Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

**6.2. 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 ACSA employee or official.

Where a relationship exists, please provide details of the ACSA employee or official and the extent of the relationship below

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**6.3. Full Names of Directors / Trustees / Members / Shareholders of the bidding entity**

Full Name	Identity Number	Personal Income Tax Reference Number




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

**Declaration:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder

**7. SECTION 7: 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 \_\_\_\_\_ 2020

Name:

\_\_\_\_\_

Designation:

\_\_\_\_\_

Signature:

\_\_\_\_\_



### **ANNEXURE A: Experience Template**

<b>Client Name</b>	<b>Project Name</b>	<b>Duration/ Period</b>	<b>Value</b>	<b>Status (Completed/ On-Going)</b>

**Please refer to the Functionality Criteria for key Staff as per Clause 4.5.**



**ANNEXURE B: Reference Contact Details Table**

<b>Client Name (Company)</b>	<b>Contact Person</b>	<b>Designation</b>	<b>Contact Details (Tel no. and Email)</b>

**Please refer to the Functionality Criteria for key Staff as per Clause 4.5.**

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## **ANNEXURE C: CV of Key staff (Lead Auditor)**

**Please refer to the Functionality Criteria for key Staff as per Clause 4.5.  
Your CV must address the functionality criteria.**

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## **ANNEXURE D: Methodology and approach**

**Please refer to the Functionality Criteria for Methodology as per Clause 4.5**

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## **ANNEXURE E: Certified Tax Clearance Certificate**

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## **ANNEXURE F: Certified BBEE**

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## **ANNEXURE G: Central Supplier Database (CSD) REPORT**

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## **ANNEXURE H: Names and identity numbers of Directors**

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## **ANNEXURE I: Certificate of Incorporation**

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