



REQUEST FOR PROPOSALS FOR THE MANUFACTURE, SUPPLY, DELIVERY AND STOCKHOLDING OF WORK FOOTWEAR OVER A PERIOD OF FIVE (5) YEARS AT AIRPORTS COMPANY SOUTH AFRICA'S SOC LIMITED (ACSA) NINE (9) AIRPORTS AND CORPORATE OFFICE.

Tender Number: : **COR6675/2021**

Issue Date : **29 SEPTEMBER 2021**

Closing Date : **8 NOVEMBER @ 12:00PM**

Non- Compulsory Briefing Session Date and Time : **11 OCTOBER 2021 @ 12:00PM**

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

The documents are available on www.etenders.gov.za and www.airports.co.za from **29 September 2021**. Electronic copies of the tender documents will be available for download on the National Treasury website during the same period. No bid documents will be available at the briefing session.

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 can be submitted on the **8th of November 2021 @ 12:00pm** using the following method:

- Bidders should submit their proposals via email to Alicia.Sekoati@airports.co.za only.
- Please note that the email incoming message size limit is 35MB, please ensure that you do not exceed this limit as your bid will not be received. If you submit your bid in several emails, please clearly label (by numbering) the emails in the subject line so that I know how many emails to expect (E.g. COR6675/2021: XXX LTD email 1 of 7). Also, if you submit your bid in several emails, please ensure that all of your emails are sent/received before the deadline of **8th of November 2021 @ 12:00pm**.
- No physical submissions will be accepted
- ACSA will only evaluate the information sent/received before deadline. No excuses.
- Acknowledgement of receipt emails will be sent to bidders by **9 November 2021 @ 16:00pm**. If you have not received one by that date and time, please follow up. The deadline for following up on acknowledgement of receipt is **11 November 2021 @ 16:00pm**.

1.3. Late Bids

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

1.4. Clarification and Communication

Name: Alicia Sekoati

Designation: Senior Buyer

Tel: 011 723 2649

Email: Alicia.Sekoati@airports.co.za

1.4.1. Request for clarity or information on the tender may only be requested until **1 November 2021**. 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. Non- Compulsory Briefing Session

A non-compulsory briefing session will be held on the following dates at the stipulated venues and time:

Date: 11 October 2021

Time: 12:00 pm

Venue: Microsoft Teams

Bidders who are interested in joining the briefing session are required to send their email addresses to Alicia Sekoati (Alicia.Sekoati@airports.co.za) by **4 October 2021 @ 12:00pm**. A meeting invitation will be sent to all interested parties who have emailed by the set deadline. Please clearly label your emails in the subject line (E.g., COR6675/2021: XXX LTD briefing session) We encourage bidders to join this briefing session.

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 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)** business/working 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. Furthermore,
- 1.9.2. ACSA will not disclose the names of bidders until the tender process has been finalised.
- 1.9.3. 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.

1.10. **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

Email: acsa@tip-offs.com

2. SECTION 2: LOCAL CONTENT AND PRODUCTION

2.1 Introduction

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This tender falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and production for this tender is 100% of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2). Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

2.2 Calculation of local content and production

Local content means that portion of the bid price, which is not included in the imported content, provided that local manufacture does take place. Imported content means the portion of the bid price represented by the cost the cost of components, parts or materials which have been or are still imported (whether by the supplier or its sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry. The South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content. The formula to be used to calculate local content is as follows:

$$LC = 1 \left(\frac{X}{Y} \right) \times 100$$

Where:

X represents imported content

Y represents bid price excluding value added tax

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

2.3 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT (SBD 6.2)

This Standard Bidding Document (SBD) must form part of all invited bids. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the SABS approved technical specification number SATS 1286:201x.

2.4 General Conditions

- 2.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 2.4.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.4.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.4.5 A bid will be disqualified if:
 - The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
 - The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

2.5 Definitions

- 2.5.1 “Bid” means a written offer in a prescribed or stipulated form in response to an invitation by ACSA for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals.
- 2.5.2 “Bid Price” price offered by the bidder, excluding value added tax (VAT).
- 2.5.3 “Contract” means the agreement that results from the acceptance of a bid by an ACSA.
- 2.5.4 “Designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and

industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.

- 2.5.5 “Duly Sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.5.6 “Imported Content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry.
- 2.5.7 “Local Content” means that portion of the bid price, which is not included in the imported content, provided that local manufacture does take place.
- 2.5.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.5.9 “Sub-Contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

2.6 The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<u>Description of service, works or goods</u>	<u>Stipulated minimum threshold</u>	
_____	_____	%
_____	_____	%
_____	_____	%

2.7 Does any portion of the services, works or goods offered have any imported content?
YES/NO

2.8 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 2.3 above must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za .

The rate(s) of exchange against the appropriate currency is as follows:



Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP, OR INDIVIDUAL)

IN RESPECT OF BID No.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names), do hereby declare, in my capacity as of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 2.8 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R

Stipulated minimum threshold for Local content (paragraph 2.6 above)	
Local content %, as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

3. SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK

3.1. 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.

3.2. PURPOSE OF THIS TENDER

Airports Company South Africa (Pty) Ltd, issues uniforms to all frontline staff as well as operational staff every two years. This uniform includes footwear. The company has just concluded a tender process for the supply of uniforms however this excluded the shoes that go hand in hand with this uniform.

The purpose of this tender is to identify and appoint a suitable qualified Bidder who will conform to ACSAs required design specifications and enable a robust supply chain in the Manufacture, Supply, Delivery and Stockholding of footwear to the respective operations and airports.

3.3. SCOPE OF WORK

Airports Company South Africa (ACSA) invites bids for the Manufacture, Supply, Delivery and Stockholding of footwear for all its uniform wearing staff, on a national basis 9 airports and Corporate Office (10 sites) in accordance with ACSA specification and requirements. ACSA Terms and Conditions of the Airports Company South Africa shall apply throughout the bidding process including the agreement with the successful Bidder once the contract is awarded.

Technical Information and Specifications

ACSA would like to procure 10 styles of shoes for its 10 sites. An approximate total of 4240 pairs of shoes will be ordered over a 5-year period, this number may vary based on staff headcount over the period.

Bidders may choose how many of the 10 styles options they will bid for. Each style of shoe will be awarded separately, with the possibility of one bidder being awarded more than 1 style.

Bidders will be required to Manufacture, Supply, Deliver and Hold Stock of their choice of the following ten (10) types of shoes:

	SHOE STYLE OPTIONS	PICTURE	SPECIFICATIONS	APPROXIMATE QUANTITIES
1.	SAFETY BOOTS		<p>As per ACSA's policies and procedures B080 001M regarding airside Personal Protective Equipment, safety shoes shall be worn by all staff, regardless of employer, who enter the airside at any operated Airport and who are required to work in those operational areas and workplaces where specific hazard identification and risk assessments processes have shown that Safety Shoes are to be worn. Safety Shoes shall conform to EN345 SB standards (replaced by ISO EN 20345) as a minimum requirement.</p> <p>Risks identified in relation to foot protection:</p> <ul style="list-style-type: none"> • Lifting and carrying of heavy machinery, rescue equipment and various tools • Working with power driven tools, e.g., chain saws, reciprocating saws, grinders, circular saws • Walking across and climbing on slippery metal surfaces covered with fire-fighting foam • Walking over hot ash, broken glass, and various types of sharp objects • Stepping in domestic as well as aviation oils and fuel • Accidentally kicking into rocks and hard objects <p>With the abovementioned risks in mind, the safety shoes features should include:</p> <ul style="list-style-type: none"> • Oil & Acid Resistant • Anti-Static • 200 Joules Compliance: toe cap's impact resistance is tested by a steel striker with a mass of 20kg +/-0.4kg adapted to fall freely on vertical guides from a predetermined height of 1000mm. • Toe bumper for scuff protection 	<p>Total Quantity: 620</p> <p>Ladies: 166</p> <p>Men: 454</p>

			<ul style="list-style-type: none"> • Midsole penetration resistant protection • Anti-static and energy absorbing heel • Water-resistant • High heat resistance • Slip resistance SRC - Resistance against slipping on both ceramic and steel surfaces covered with water, cleaning products and firefighting foam • Ultra-fresh Technology: Strong anti-microbial, anti-fungal, anti-bacterial protection. Moisture management and odour control. • Removeable inner sole • Full grain black leather non-lace high ankle boot. 	
2.	OFFICER'S SHOES		<ul style="list-style-type: none"> • Colour: Black • Lace-up • Genuine leather uppers • Non-slip polyurethane Parabellum outsoles • Shoes should be comfortable to wear with cushioning inside 	<p>Total Quantity: 43 <i>All male</i></p>
3.	TRAINING SHOES		<p>ACSA procedure C010 002M on training for Airport Rescue and Fire Fighting (ARFFS) services is in place to ensure that the standard of training, physical fitness assessments and medical assessments provided/conducted by Airport Recue and Firefighting members meet the requirements of ICAO doc 9137 Part 1, SA-CATS Part 139.02.17, SAQA and OHS act 85 of 1993.</p> <p>To adhere to the procedure and to meet the requirements above, all operational ARFFS members shall embark on a fitness programme. The programme includes regular gym visits and fitness</p>	<p>Total Quantity: 612 Ladies: 152 Men: 460</p>

			<p>evaluations to test the fitness levels. Individuals are required to wear staff issued PT gear that consists of a Sweat T-shirt, PT shorts and running shoes.</p> <ul style="list-style-type: none"> • The fitness evaluation and program are time based. • Scoring is done on the time it takes for the individual to complete a task and the amount of time it takes determines the level of fitness. It puts a lot of strain on the individual and often causes over excursion, the individual pushing himself beyond his own limits and might cause injuries. • If he/she fails, they shall then be deemed to be physically unfit and therefore shall not be able to carry out the duties expected of an operational member of the ARFFS. • Any ARFFS members deemed to be unfit for duty due to consistent failure to meet the minimum prescribed physical fitness standards shall be subjected to Standard Operation Procedure: Incapacity Management <p>The risks identified and encountered with previous issued running shoes:</p> <ul style="list-style-type: none"> • Shoes are not suited for the type of fitness training • Shoes don't match the wearers foot pronation • Improper shoes cause soreness in feet, heels, toes, knees, ankles, shins, lower back after training. • This soreness and pains lead to staff being off-sick as they seek medical attention • After the consultation staff are usually book off-sick for 7 days or more to recover • Staff off sick creates unnecessary overtime, operational constraints, and audit findings <p>The requirement is:</p> <ul style="list-style-type: none"> • The shoes must be functional and match the training requirements 	
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			<ul style="list-style-type: none"> • Training consists of High Intensity Interval Training (HIIT) to build cardiovascular endurance and weight training routines that improve muscular strength • Must have a good absorption on your ankle joint movement • The pronation of different wearers feet must be factored in to prevent injuries • Lightweight • Good traction • Breathable • Durable as training often switch from cardio training to strength training and back again • Proper support and cushioning for multi-directional movement • Must cater for different types of terrain 	
4.	MENS OUTDOOR SHOES STYLE 1		<p>Upper Material: Cow Leather (No PIGSKIN LEATHER WILL BE ACCEPTED))</p> <p>Linings: Upper and sock linings in smooth kid leather</p> <p>Outsoles: Non-slip polyurethane outsoles</p> <p>Construction: Direct Injection mould</p> <p>Description: A smart casual lace up which combines comfort and water-proof leather. The upper can never come away from the outsole. Waterproof leathers and sealed seam construction. Gel heel pad for maximum cushioning.</p> <p>Sizes: 6 – 13 including half sizes</p>	345 (all male)

<p>5.</p>	<p>MENS OUTDOOR SHOES STYLE 2</p>		<p>Upper Material: Cow Leather (No PIGSKIN LEATHER WILL BE ACCEPTED)</p> <p>Linings: Upper and sock linings in smooth kid leather</p> <p>Outsoles: Non-slip polyurethane outsoles</p> <p>Construction: Direct Injection mould</p> <p>Description: A smart casual lace up which combines comfort and water-proof leather. The upper can never come away from the outsole. Waterproof leathers and sealed seam construction. Gel heel pad for maximum cushioning.</p> <p>Sizes: 6 – 13 including half sizes</p>	<p>345 (all male)</p>
<p>6.</p>	<p>MENS INDOOR SHOES STYLE 1</p>		<p>Upper Material: Cow Leather (No PIGSKIN LEATHER WILL BE ACCEPTED)</p> <p>Linings: Kid lining</p> <p>Outsoles: Non-slip polyurethane outsoles</p> <p>Construction: Stroebel</p> <p>Description: A casual lace up which combines a lightweight shoe with polyurethane sole and orthopaedic contours and padded full sock for instant and lasting comfort.</p> <p>Sizes: 6 – 13 including half sizes</p>	<p>445 (all male)</p>

7.	MENS INDOOR SHOES STYLE 2		<p>Upper Material: Cow Leather (No PIGSKIN LEATHER WILL BE ACCEPTED)</p> <p>Linings: Upper and sock linings in smooth kid leather</p> <p>Outsoles: Non-slip polyurethane outsoles</p> <p>Construction: Stitch down</p> <p>Description: extra cushioning during heel strike. Hand sewn construction for additional flexibility</p> <p>Sizes: 6 – 13 including half sizes</p>	446 (all male)
8.	LADIES INDOOR SHOES STYLE 1		<p><u>Ladies Shoe Style1:</u></p> <p>Upper Materials: Leather (No PIGSKIN LEATHER WILL BE ACCEPTED)</p> <p>Linings: Upper and sock linings in leather</p> <p>Outsoles: Non-slip rubber outsoles</p> <p>Construction: Cemented</p> <p>Description: A flat shoe with a slight wedge and an elasticised gusset which helps to make this a very comfortable all-day shoe combined with a technology for flexibility. Waterproof.</p> <p>Sizes: 3 – 9 including half sizes</p>	534 (all female)
9.	LADIES INDOOR SHOES STYLE 2		<p>Upper Material: Cow Leather (No PIGSKIN LEATHER WILL BE ACCEPTED)</p> <p>Linings: Upper and sock linings in leather</p> <p>Outsoles: Non-slip rubber</p>	535 (all female)

			<p>Construction: Cemented</p> <p>Description: A mid heel court shoe with a heel of 5.5cm. Elasticised gussets on either side to allow for better movement and comfort. Additional comfort. Additional padding in the foot bed, including heel strike, arch support, and forepart padding.</p> <p>Sizes: 3 – 9 including half sizes</p>	
10.	LADIES OUTDOOR SHOES		<p>Upper Material: Cow Leather (No PIGSKIN LEATHER WILL BE ACCEPTED)</p> <p>Linings: Upper and sock linings in kid leather</p> <p>Outsoles: Non-slip rubber outsoles</p> <p>Construction: Cemented</p> <p>Description: A low heel court shoe with a heel height of 4cm. Additional padding in the foot bed.</p> <p>Sizes: 3 – 9 including half sizes</p>	315 (all female)

BIDDING OPTIONS:

Bidders are required to indicate which shoe style option they are bidding for. Bidders will only be evaluated on the styles they indicate in **Appendix F.**

Pre-production sample sign off

The winning bidders will be required to provide a pre-production sample for ACSA to sign off before manufacturing can commence.

Manufacturing

Paragraph 8 (1) of the PPPFA Regulations empowers the DTI to designate specific industries where tenders should prescribe that only locally manufactured products with a prescribed minimum threshold for local production and content will be considered.

NB. Bidders that fail to comply with the local production content threshold (together with completing and submitting Annexure C, D and E will be disqualified and not evaluated further)

Below is a table indicating the minimum threshold percentages for local production and content for the different categories of products:

Product	Threshold
Textiles, Clothing, Leather and Footwear sector	100%

The bidding entity is responsible for ensuring the local production of the footwear provided to ACSA. Local content certification for subcontractors will also be required for bidders who intend on subcontracting a portion of the manufacturing process (from raw material to final product).

ACSA reserves the right to inspect the warehouse/factory where the shoes are being manufactured at any stage of the manufacturing process (including any subcontractors warehouse). Bidders are required to accommodate these site visits.

Supply

The bidding entity must have the capacity to supply bulk orders immediately and every two years thereafter until the conclusion of the contract. Bidders are required to keep stock on hand for emergencies.

Delivery

The winning bidder(s) will be required to deliver to all of ACSA's 10 sites.

SITES
1. Corporate
2. O.R Tambo International Airport
3. Cape Town International Airport
4. Bram Fischer International Airport
5. King Shaka International Airport
6. East London Airport
7. Port Elizabeth Airport

8. Upington Airport
9. Kimberly Airport
10. George Airport

The winning bidder will be given a **maximum of 90 days** to complete the first delivery (Roll-out 1) upon award.

Roll-out plan

The estimated roll-out quantities required over the 5-year period are as follows:

SHOE TYPE	(1) IMMEDIATE ROLL-OUT QUANTITIES (*upon award)	(2) YEAR 3 ROLL-OUT QUANTITIES	(3) YEAR 5 ROLL- OUT QUANTITIES
1. SAFETY BOOTS	208	206	206
2. OFFICER'S SHOES	15	14	14
3. TRAINING SHOES	204	204	204
4. MENS OUTDOOR SHOES STYLE 1	115	115	115
5. MENS OUTDOOR SHOES STYLE 2	115	115	115
6. MENS INDOOR SHOES STYLE 1	149	148	148
7. MENS INDOOR SHOES STYLE 2	150	148	148
8. LADIES INDOOR SHOES STYLE 1	178	178	178
9. LADIES INDOOR SHOES STYLE 2	179	178	178
10. LADIES OUTDOOR SHOES	105	105	105

Stockholding

Bidders are required to keep a limited number of stock on hand for emergencies. These quantities will be discussed with the winning bidder(s).

4. SECTION 4: PREFERENCE POINTS AND PRICE

4.1. Preference Points Claims

4.1.1. 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:

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

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

4.1.2. The value of this bid is estimated to 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:

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

	Points
4.2.1. Price	80
B-BBEE Status Level of Contribution	20
Total Points for Price and B-BBEE must not Exceed	100

4.2.2. 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.

4.2.3. 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.

4.3. Definitions

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

4.3.2. **“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.

4.3.3. **“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.

- 4.3.4. **“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.
- 4.3.5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003).
- 4.3.6. **“Designated Group”** means:
- 4.3.6.1. Black Designated Groups.
 - 4.3.6.2. Black People.
 - 4.3.6.3. Women.
 - 4.3.6.4. People with disabilities; or
 - 4.3.6.5. Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996.
- 4.3.7. **“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.
- 4.3.8. **“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.
- 4.3.9. **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- 4.3.10. **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011.
- 4.3.11. **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998.
- 4.3.12. **“Person”** includes a juristic person.
- 4.3.13. **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017.
- 4.3.14. **“Price”** means all applicable axes less all unconditional discounts.
- 4.3.15. **“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
- 4.3.16. **“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.

4.3.17. **“Rural Area”** means:

4.3.17.1. 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

4.3.17.2. 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.

4.3.18. **“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.

4.3.19. **“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.

4.3.20. **“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.

4.3.21. **“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

4.3.22. **“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.

4.4. **Adjudication Using A Point System**

4.4.1. 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.

4.4.2. 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

4.4.3. Points scored will be rounded off to the nearest 2 decimal places.

4.5. **Award of Business where Bidders have Scored Equal Points Overall**

4.5.1. 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.

4.5.2. 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.

4.5.3. Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

4.6. Points Awarded for Price

The 80/20 or 90/10 Preference Point Systems

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Were

- 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

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

4.6.1.1. 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 Level Contributor	Status of	Number of Points (90/10 system)	Number of Points (80/20 system)
1		10	20
2		9	18
3		6	14
4		5	12
5		4	8
6		3	6
7		2	4
8		1	2
Non-compliant contributor		0	0

4.6.1.2. 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.

- 4.6.1.3. 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.
- 4.6.1.4. 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.
- 4.6.1.5. 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.
- 4.6.1.6. 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.
- 4.6.1.7. 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.
- 4.6.1.8. 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.

4.7. 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 4.2.1)

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 4.6.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

4.8. Sub-Contracting

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

4.8.2. If yes, indicate:

4.8.2.1. The sub-contracted percentage is: _____ %

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

- 4.8.2.2.1. black ownerships is: _____
- 4.8.2.2.2. black youth ownership is: _____
- 4.8.2.2.3. black women ownership is: _____
- 4.8.2.2.4. black people with disabilities ownerships is: _____;
- 4.8.2.2.5. black people in rural areas, underdeveloped areas or townships ownerships is: _____
- 4.8.2.2.6. black ownership of the co-operative is: _____
- 4.8.2.2.7. black people who are military veteran ownership is: _____
- 4.8.2.2.8. Combined ownership of any of the above is: _____.

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

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

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

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

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

4.9. Declaration with Regard to the Bidder

- 4.9.1. **Name of bidding entity** _____
- 4.9.2. **VAT Registration** _____
- 4.9.4. **Company registration number:** _____
- 4.9.5. **Type of company / firm:** _____

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

[TICK APPLICABLE BOX]

4.10. Describe principal business activities

4.11. Company Classification

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

[TICK APPLICABLE BOX]

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

4.13. 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:

- 4.13.1. The information furnished is true and correct.
- 4.13.2. The preference points claimed are in accordance with the General Conditions as indicated in this Section.
- 4.13.3. 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.
- 4.13.4. 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:
 - 4.13.4.1. Disqualify the person from the bidding process.
 - 4.13.4.2. Recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
 - 4.13.4.3. 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.
 - 4.13.4.4. 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

4.13.4.5. Forward the matter for criminal prosecution.

Witnesses:

1. _____

_____ Signature(s) of bidder(s)

2. _____

Date: _____

Address: _____

5. SECTION 5: EVALUATION CRITERIA

5.1. Evaluation Criteria

- 5.1.1. 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.
- 5.1.2. 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.
- 5.1.3. There are 10 sets of evaluation criteria, one for each style of shoe option. Bidders will only be evaluated on their indicated bidding option in **Appendix F**.

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

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
PREQUALIFICATION Check if Bidder meets the Pre-qualifying criteria	LOCAL CONTENT Check if SBD 6.2 and all Relevant Annexures Requirements have been met	MANDATORY Check if all the Mandatory Requirements have been met	FUNCTIONALITY Evaluate on Functionality or the technical aspect of the bid	PRICE AND PREFERENCE Evaluate price and Preference (B-BBEE)	Post tender negotiations

I. SAFETY BOOTS

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.
- C. Safety Shoes must conform to EN345 SB or ISO EN 20345 standards as a minimum requirement. Provide certification for safety shoes.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 620 pairs for Safety Boots within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1680 1069 1870"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p>	15	20												

	<p>Relevant reference letters not submitted or less than 3 relevant reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points More than 3 relevant reference letters submitted= 20 points</p>																						
1.2	<p>Order Quantities</p> <p>Less than 620 pairs of safety boots manufactured and delivered per order= 0 points 620 pairs of safety boots manufactured and delivered per order= 15 points More than 620 pairs of safety boots manufactured and delivered per order= 20 points</p>	15	20																				
1.3	<p>Lead Times</p> <p>Lead times per order not submitted= 0 points Lead times per order submitted= 10 points</p>	10	10																				
2.	ACCOUNTING AND ORDERING SYSTEM	10	20																				
	<p>Bidders are required to provide a report indicating which Accounting and Ordering system they use in the manufacture of Safety Boots. The system should be able to handle volumes of a minimum of 620 pairs.</p> <p>Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 620 pairs= 20 points</p>	10	20																				
3.	PROPOSAL	15	20																				
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.																						
3.1	<p>Specifications</p> <p>Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the boots.</p> <table border="1" data-bbox="159 1422 1141 2116"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Oil & Acid Resistant</td> <td></td> </tr> <tr> <td>Anti-Static</td> <td></td> </tr> <tr> <td>200 Joules Compliance: toe cap's impact resistance is tested by a steel striker with a mass of 20kg +/-0.4kg adapted to fall freely on vertical guides from a predetermined height of 1000mm.</td> <td></td> </tr> <tr> <td>Toe bumper for scuff protection</td> <td></td> </tr> <tr> <td>Midsole penetration resistant protection</td> <td></td> </tr> <tr> <td>Anti-static and energy absorbing heel</td> <td></td> </tr> <tr> <td>Water-resistant</td> <td></td> </tr> <tr> <td>High heat resistance</td> <td></td> </tr> <tr> <td>Slip resistance SRC - Resistance against slipping on both ceramic and steel surfaces covered with water, cleaning products and firefighting foam</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Oil & Acid Resistant		Anti-Static		200 Joules Compliance: toe cap's impact resistance is tested by a steel striker with a mass of 20kg +/-0.4kg adapted to fall freely on vertical guides from a predetermined height of 1000mm.		Toe bumper for scuff protection		Midsole penetration resistant protection		Anti-static and energy absorbing heel		Water-resistant		High heat resistance		Slip resistance SRC - Resistance against slipping on both ceramic and steel surfaces covered with water, cleaning products and firefighting foam		12	12
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Water-resistant																							
High heat resistance																							
Slip resistance SRC - Resistance against slipping on both ceramic and steel surfaces covered with water, cleaning products and firefighting foam																							

	<p>Ultra-fresh Technology: Strong anti-microbial, anti-fungal, anti-bacterial protection. Moisture management and odour control.</p> <p>Removeable inner sole</p> <p>Full grain black leather non-lace high ankle boot.</p>			
3.2	<p>Roll-out Plan</p> <p>Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites.</p> <p>More than 110 days lead times= 0 points 110 days lead time= 3 points Less than 110 days lead times= 8 points</p>		3	8
4.	SITE INSPECTION		10	10
	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>			
4.1	SHOE MANUFACTURING		2	2
	<p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>			
4.2	Quality Assurance		6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>		2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>		2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>		2	2
4.3	Storage and Logistics		2	2
4.3.1	Storage		1	1

	Does bidder have facilities to store emergency stock safely? No= 0 points Yes = 1 point		
4.3.2	Logistics Has bidder demonstrated the means to deliver to all of ACSA's 10 sites No= 0 points Yes = 1 point	1	1
	TOTAL	75	100

II. OFFICER'S SHOES

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 43 pairs for Officers shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="172 1503 1086 1693"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
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1.2	Order Quantities Less than 43 pairs of officer's shoes manufactured and delivered per order= 0 points 43 pairs of officer's shoes manufactured and delivered per order= 10 points More than 43 pairs of officer's shoes manufactured and delivered per order= 20 points	15	20												
1.3	Lead Times Lead times per order not submitted= 0 points Lead times per order submitted= 10 points	10	10												
2.	ACCOUNTING AND ORDERING SYSTEM	10	20												
	Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Officers shoes. The system should be able to handle volumes of a minimum of 43 pairs. Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 43 pairs= 20 points	10	20												
3.	PROPOSAL	15	20												
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Non-slip polyurethane Parabellum outsoles															
Shoes should be comfortable to wear with cushioning inside															
3.2	Roll-out Plan Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites. More than 110 days lead times= 0 points 110 days lead time= 10 points Less than 110 days lead times= 15 points	10	15												
4.	SITE INSPECTION	10	10												
	ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.														

	Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.		
4.1	SHOE MANUFACTURING Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable. Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points	2	2
4.2	Quality Assurance	6	6
4.2.1	Is there a pre-production sample sign-off? No= 0 points Yes = 2 points	2	2
4.2.2	Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows? No= 0 points Yes = 2 points	2	2
4.2.3	Is the raw material tested and checked after delivery, prior to cutting and production? No= 0 points Yes = 2 points	2	2
4.3	Storage and Logistics	2	2
4.3.1	Storage Does bidder have facilities to store emergency stock safely? No= 0 points Yes = 1 point	1	1
4.3.2	Logistics Has bidder demonstrated the means to deliver to all of ACSA's 10 sites No= 0 points Yes = 1 point	1	1
	TOTAL	75	100

III. TRAINING SHOES

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 612 pairs for Training shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1563 1070 1749"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p> <p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points</p>	15	20												

	More than 3 relevant reference letters submitted= 20 points														
1.2	Order Quantities Less than 612 pairs of training shoes manufactured and delivered per order= 0 points 612 pairs of training shoes manufactured and delivered per order= 15 points More than 612 pairs of training shoes manufactured and delivered per order= 20 points	15	20												
1.3	Lead Times Lead times per order not submitted= 0 points Lead times per order submitted= 10 points	10	10												
2.	ACCOUNTING AND ORDERING SYSTEM	10	20												
	Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Training shoes. The system should be able to handle volumes of a minimum of 612 pairs. Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 612 pairs= 20 points	10	20												
3.	PROPOSAL	15	20												
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.														
3.1	Specifications Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes. <table border="1" data-bbox="159 1310 1082 1637"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Proof of resistance to high intensity interval training</td> <td></td> </tr> <tr> <td>High durability</td> <td></td> </tr> <tr> <td>Sturdy stability</td> <td></td> </tr> <tr> <td>Turf to gym traction</td> <td></td> </tr> <tr> <td>Supportive containment</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Proof of resistance to high intensity interval training		High durability		Sturdy stability		Turf to gym traction		Supportive containment		5	5
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point														
Proof of resistance to high intensity interval training															
High durability															
Sturdy stability															
Turf to gym traction															
Supportive containment															
3.2	Roll-out Plan Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites. More than 110 days lead times= 0 points 110 days lead time= 10 points Less than 110 days lead times= 15 points	10	15												
4.	SITE INSPECTION	10	10												

	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>		
4.1	<p>SHOE MANUFACTURING</p> <p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>	2	2
4.2	Quality Assurance	6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.3	Storage and Logistics	2	2
4.3.1	<p>Storage</p> <p>Does bidder have facilities to store emergency stock safely?</p> <p>No= 0 points Yes = 1 point</p>	1	1
4.3.2	<p>Logistics</p> <p>Has bidder demonstrated the means to deliver to all of ACSA's 10 sites</p> <p>No= 0 points Yes = 1 point</p>	1	1
	TOTAL	75	100

IV. MENS OUTDOOR SHOES STYLE 1

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 345 pairs for Men's Outdoor shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1556 1069 1747"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p> <p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points</p>	15	20												

	More than 3 relevant reference letters submitted= 20 points																
1.2	Order Quantities Less than 345 pairs of Men's Outdoor shoes manufactured and delivered per order= 0 points 345 pairs of Men's Outdoor shoes manufactured and delivered per order= 15 points More than 345 pairs of Men's Outdoor shoes manufactured and delivered per order= 20 points	15	20														
1.3	Lead Times Lead times per order not submitted= 0 points Lead times per order submitted= 10 points	10	10														
2.	ACCOUNTING AND ORDERING SYSTEM	10	20														
	Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Men's Outdoor shoes. The system should be able to handle volumes of a minimum of 345 pairs. Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 345 pairs= 20 points	10	20														
3.	PROPOSAL	15	20														
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.																
3.1	Specifications Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes. <table border="1" data-bbox="159 1366 1077 1803"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Upper Material: Cow Leather</td> <td></td> </tr> <tr> <td>Linings: Upper and sock linings in smooth kid leather</td> <td></td> </tr> <tr> <td>Outsoles: Non-slip polyurethane outsoles</td> <td></td> </tr> <tr> <td>Construction: Direct Injection mould</td> <td></td> </tr> <tr> <td>Waterproof leather</td> <td></td> </tr> <tr> <td>Gel heel pad</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Upper Material: Cow Leather		Linings: Upper and sock linings in smooth kid leather		Outsoles: Non-slip polyurethane outsoles		Construction: Direct Injection mould		Waterproof leather		Gel heel pad		6	6
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point																
Upper Material: Cow Leather																	
Linings: Upper and sock linings in smooth kid leather																	
Outsoles: Non-slip polyurethane outsoles																	
Construction: Direct Injection mould																	
Waterproof leather																	
Gel heel pad																	
3.2	Roll-out Plan Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites. More than 110 days lead times= 0 points 110 days lead time= 9 points Less than 110 days lead times= 14 points	9	14														

4.	SITE INSPECTION	10	10
	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>		
4.1	SHOE MANUFACTURING	2	2
	<p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>		
4.2	Quality Assurance	6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.3	Storage and Logistics	2	2
4.3.1	<p>Storage</p> <p>Does bidder have facilities to store emergency stock safely?</p> <p>No= 0 points Yes = 1 point</p>	1	1
4.3.2	<p>Logistics</p> <p>Has bidder demonstrated the means to deliver to all of ACSA's 10 sites</p> <p>No= 0 points Yes = 1 point</p>	1	1
	TOTAL	75	100

V. MENS OUTDOOR SHOES STYLE 2

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 345 pairs for Men's Outdoor shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1630 1069 1818"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p>	15	20												

	<p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points More than 3 relevant reference letters submitted= 20 points</p>																
1.2	<p>Order Quantities</p> <p>Less than 345 pairs of Men’s Outdoor shoes manufactured and delivered per order= 0 points 345 pairs of Men’s Outdoor shoes manufactured and delivered per order= 15 points More than 345 pairs of Men’s Outdoor shoes manufactured and delivered per order= 20 points</p>	15	20														
1.3	<p>Lead Times</p> <p>Lead times per order not submitted= 0 points Lead times per order submitted= 10 points</p>	10	10														
2.	ACCOUNTING AND ORDERING SYSTEM	10	20														
	<p>Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Men’s Outdoor shoes. The system should be able to handle volumes of a minimum of 345 pairs.</p> <p>Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 345 pairs= 20 points</p>	10	20														
3.	PROPOSAL	15	20														
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.																
3.1	<p>Specifications</p> <p>Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes.</p> <table border="1" data-bbox="159 1433 1061 1859"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Upper Material: Cow Leather</td> <td></td> </tr> <tr> <td>Linings: Upper and sock linings in smooth kid leather</td> <td></td> </tr> <tr> <td>Outsoles: Non-slip polyurethane outsoles</td> <td></td> </tr> <tr> <td>Construction: Direct Injection mould</td> <td></td> </tr> <tr> <td>Waterproof leather</td> <td></td> </tr> <tr> <td>Gel heel pad</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Upper Material: Cow Leather		Linings: Upper and sock linings in smooth kid leather		Outsoles: Non-slip polyurethane outsoles		Construction: Direct Injection mould		Waterproof leather		Gel heel pad		6	6
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point																
Upper Material: Cow Leather																	
Linings: Upper and sock linings in smooth kid leather																	
Outsoles: Non-slip polyurethane outsoles																	
Construction: Direct Injection mould																	
Waterproof leather																	
Gel heel pad																	
3.2	<p>Roll-out Plan</p> <p>Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites.</p> <p>More than 110 days lead times= 0 points 110 days lead time= 9 points Less than 110 days lead times= 14 points</p>	9	14														

4.	SITE INSPECTION	10	10
	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>		
4.1	SHOE MANUFACTURING	2	2
	<p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>		
4.2	Quality Assurance	6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.3	Storage and Logistics	2	2
4.3.1	<p>Storage</p> <p>Does bidder have facilities to store emergency stock safely?</p> <p>No= 0 points Yes = 1 point</p>	1	1
4.3.2	<p>Logistics</p> <p>Has bidder demonstrated the means to deliver to all of ACSA's 10 sites</p> <p>No= 0 points Yes = 1 point</p>	1	1
	TOTAL	75	100

VI. MENS INDOOR SHOES STYLE 1

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 445 pairs for Men's Indoor shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1635 1069 1825"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p>	15	20												

	<p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points More than 3 relevant reference letters submitted= 20 points</p>														
1.2	<p>Order Quantities</p> <p>Less than 445 pairs of men’s indoor shoes manufactured and delivered per order= 0 points 445 pairs of men’s indoor shoes manufactured and delivered per order= 15 points More than 445 pairs of men’s indoor shoes manufactured and delivered per order= 20 points</p>	15	20												
1.3	<p>Lead Times</p> <p>Lead times per order not submitted= 0 points Lead times per order submitted= 10 points</p>	10	10												
2.	ACCOUNTING AND ORDERING SYSTEM	10	20												
	<p>Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Men’s Indoor shoes. The system should be able to handle volumes of a minimum of 445 pairs.</p> <p>Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 445 pairs= 20 points</p>	10	20												
3.	PROPOSAL	15	20												
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.														
3.1	<p>Specifications</p> <p>Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes.</p> <table border="1" data-bbox="159 1433 1061 1792"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Upper Material: Cow Leather</td> <td></td> </tr> <tr> <td>Linings: Kid lining</td> <td></td> </tr> <tr> <td>Outsoles: Non-slip polyurethane outsoles</td> <td></td> </tr> <tr> <td>Construction: Stroebel</td> <td></td> </tr> <tr> <td>orthopaedic contours and padded full sock</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Upper Material: Cow Leather		Linings: Kid lining		Outsoles: Non-slip polyurethane outsoles		Construction: Stroebel		orthopaedic contours and padded full sock		5	5
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point														
Upper Material: Cow Leather															
Linings: Kid lining															
Outsoles: Non-slip polyurethane outsoles															
Construction: Stroebel															
orthopaedic contours and padded full sock															
3.2	<p>Roll-out Plan</p> <p>Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites.</p> <p>More than 110 days lead times= 0 points 110 days lead time= 10 points Less than 110 days lead times= 15 points</p>	10	15												

4.	SITE INSPECTION	10	10
	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>		
4.1	SHOE MANUFACTURING	2	2
	<p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>		
4.2	Quality Assurance	6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.3	Storage and Logistics	2	2
4.3.1	<p>Storage</p> <p>Does bidder have facilities to store emergency stock safely?</p> <p>No= 0 points Yes = 1 point</p>	1	1
4.3.2	<p>Logistics</p> <p>Has bidder demonstrated the means to deliver to all of ACSA's 10 sites</p> <p>No= 0 points Yes = 1 point</p>	1	1
	TOTAL	75	100

VII. MENS INDOOR SHOES STYLE 2

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 446 pairs for Men's Indoor shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1691 1069 1881"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p>														

	<p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points More than 3 relevant reference letters submitted= 20 points</p>	15	20										
1.2	<p>Order Quantities</p> <p>Less than 446 pairs of men's indoor shoes manufactured and delivered per order= 0 points 446 pairs of men's indoor shoes manufactured and delivered per order= 15 points More than 446 pairs of men's indoor shoes manufactured and delivered per order= 20 points</p>	15	20										
1.3	<p>Lead Times</p> <p>Lead times per order not submitted= 0 points Lead times per order submitted= 10 points</p>	10	10										
2.	ACCOUNTING AND ORDERING SYSTEM	10	20										
	<p>Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Men's Indoor shoes. The system should be able to handle volumes of a minimum of 446 pairs.</p> <p>Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 446 pairs= 20 points</p>	10	20										
3.	PROPOSAL	15	20										
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.												
3.1	<p>Specifications</p> <p>Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes.</p> <table border="1" data-bbox="159 1478 1082 1774"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Upper Material: Cow Leather</td> <td></td> </tr> <tr> <td>Linings: Kid lining</td> <td></td> </tr> <tr> <td>Outsoles: Non-slip polyurethane outsoles</td> <td></td> </tr> <tr> <td>Construction: Stitch down</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Upper Material: Cow Leather		Linings: Kid lining		Outsoles: Non-slip polyurethane outsoles		Construction: Stitch down		4	4
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point												
Upper Material: Cow Leather													
Linings: Kid lining													
Outsoles: Non-slip polyurethane outsoles													
Construction: Stitch down													
3.2	<p>Roll-out Plan</p> <p>Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites.</p> <p>More than 110 days lead times= 0 points 110 days lead time= 11 points Less than 110 days lead times= 16 points</p>	11	16										

4.	SITE INSPECTION	10	10
	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>		
4.1	SHOE MANUFACTURING	2	2
	<p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>		
4.2	Quality Assurance	6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.3	Storage and Logistics	2	2
4.3.1	<p>Storage</p> <p>Does bidder have facilities to store emergency stock safely?</p> <p>No= 0 points Yes = 1 point</p>	1	1
4.3.2	<p>Logistics</p> <p>Has bidder demonstrated the means to deliver to all of ACSA's 10 sites</p> <p>No= 0 points Yes = 1 point</p>	1	1
	TOTAL	75	100

VIII. LADIES INDOOR SHOES STYLE 1

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 534 pairs for Ladies indoors shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1489 1069 1675"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p> <p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points More than 3 relevant reference letters submitted= 20 points</p>	15	20												

1.2	Order Quantities Less than 534 pairs of Ladies indoor shoes manufactured and delivered per order= 0 points 534 pairs of lady's indoor shoes manufactured and delivered per order= 15 points More than 534 pairs of lady's indoor shoes manufactured and delivered per order= 20 points	15	20												
1.3	Lead Times Lead times per order not submitted= 0 points Lead times per order submitted= 10 points	10	10												
2.	ACCOUNTING AND ORDERING SYSTEM	10	20												
	Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Ladies indoor shoes. The system should be able to handle volumes of a minimum of 534 pairs. Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 534 pairs= 20 points	10	20												
3.	PROPOSAL	15	20												
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.														
3.1	Specifications Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes. <table border="1" data-bbox="159 1276 1061 1590"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Upper Material: Leather</td> <td></td> </tr> <tr> <td>Linings: Upper and sock linings in leather</td> <td></td> </tr> <tr> <td>Outsoles: Non-slip rubber outsoles</td> <td></td> </tr> <tr> <td>Construction: Cemented</td> <td></td> </tr> <tr> <td>Waterproof</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Upper Material: Leather		Linings: Upper and sock linings in leather		Outsoles: Non-slip rubber outsoles		Construction: Cemented		Waterproof		5	5
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point														
Upper Material: Leather															
Linings: Upper and sock linings in leather															
Outsoles: Non-slip rubber outsoles															
Construction: Cemented															
Waterproof															
3.2	Roll-out Plan Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites. More than 110 days lead times= 0 points 110 days lead time= 10 points Less than 110 days lead times= 15 points	10	15												
4.	SITE INSPECTION	10	10												
	ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above. Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.														

4.1	SHOE MANUFACTURING Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable. Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points	2	2
4.2	Quality Assurance	6	6
4.2.1	Is there a pre-production sample sign-off? No= 0 points Yes = 2 points	2	2
4.2.2	Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows? No= 0 points Yes = 2 points	2	2
4.2.3	Is the raw material tested and checked after delivery, prior to cutting and production? No= 0 points Yes = 2 points	2	2
4.3	Storage and Logistics	2	2
4.3.1	Storage Does bidder have facilities to store emergency stock safely? No= 0 points Yes = 1 point	1	1
4.3.2	Logistics Has bidder demonstrated the means to deliver to all of ACSA's 10 sites No= 0 points Yes = 1 point	1	1
	TOTAL	75	100

IX. LADIES INDOOR SHOES STYLE 2

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 535 pairs for Ladies indoors shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1489 1069 1675"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p> <p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points More than 3 relevant reference letters submitted= 20 points</p>	15	20												

1.2	Order Quantities Less than 535 pairs of Ladies indoor shoes manufactured and delivered per order= 0 points 535 pairs of lady's indoor shoes manufactured and delivered per order= 15 points More than 535 pairs of lady's indoor shoes manufactured and delivered per order= 20 points	15	20														
1.3	Lead Times Lead times per order not submitted= 0 points Lead times per order submitted= 10 points	10	10														
2.	ACCOUNTING AND ORDERING SYSTEM	10	20														
	Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Ladies indoor shoes. The system should be able to handle volumes of a minimum of 535 pairs. Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 535 pairs= 20 points	10	20														
3.	PROPOSAL	15	20														
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.																
3.1	Specifications Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes. <table border="1" data-bbox="159 1276 1082 1697"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Upper Material: Leather</td> <td></td> </tr> <tr> <td>Linings: Upper and sock linings in leather</td> <td></td> </tr> <tr> <td>Outsoles: Non-slip rubber outsoles</td> <td></td> </tr> <tr> <td>Construction: Cemented</td> <td></td> </tr> <tr> <td>Heel height of 5.5cm</td> <td></td> </tr> <tr> <td>Additional padding in the foot bed, including heel strike, arch support, and forepart padding.</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Upper Material: Leather		Linings: Upper and sock linings in leather		Outsoles: Non-slip rubber outsoles		Construction: Cemented		Heel height of 5.5cm		Additional padding in the foot bed, including heel strike, arch support, and forepart padding.		6	6
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point																
Upper Material: Leather																	
Linings: Upper and sock linings in leather																	
Outsoles: Non-slip rubber outsoles																	
Construction: Cemented																	
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Additional padding in the foot bed, including heel strike, arch support, and forepart padding.																	
3.2	Roll-out Plan Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites. More than 110 days lead times= 0 points 110 days lead time= 9 points Less than 110 days lead times= 14 points	9	14														

4.	SITE INSPECTION	10	10
	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>		
4.1	SHOE MANUFACTURING	2	2
	<p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>		
4.2	Quality Assurance	6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.3	Storage and Logistics	2	2
4.3.1	<p>Storage</p> <p>Does bidder have facilities to store emergency stock safely?</p> <p>No= 0 points Yes = 1 point</p>	1	1
4.3.2	<p>Logistics</p> <p>Has bidder demonstrated the means to deliver to all of ACSA's 10 sites</p> <p>No= 0 points Yes = 1 point</p>	1	1
	TOTAL	75	100

X. LADIES OUTDOOR SHOES

STAGE 1: PRE-QUALIFICATION CRITERIA

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

Accordingly, **only Levels 1, 2 and 3 BBBEE Contributors** will be considered to go through to the next stage of the evaluation. Bidder must submit a valid certified copy or original BBBEE certificate issued by a **SANAS approved verification agency**. EME and QSE may submit a sworn affidavit. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.

Provide BBBEE certificate

STAGE 2: LOCAL CONTENT

Only bids with only 100% locally produced goods or local manufactured footwear (from local raw materials and/or local relevant inputs) or bidders who have directives or are in possession of a directive from the DTI will be considered. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

- A. Must submit all documentation as directed by SBD6.2, this includes the covering directive letter from the DTI, and the completed SATS 1286 and all its relevant annexures). www.thedtic.gov.za .
- B. Bidders who intend on subcontracting a portion of the bid must complete the below table. If subcontractor(s) is(are) involved in the manufacturing process (from raw material to final product) they will also be required to provide local content certifications listed in point B of the Mandatory Requirements.

	NAME OF SUBCONTRACTOR	% SUBCONTRACTED	DESCRIPTION OF SUBCONTRACTORS RESPONSIBILITIES
1.			
2.			
3.			
4.			
5.			

STAGE 3: MANDATORY REQUIREMENTS

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

- A. Acceptance of Airports Company South Africa's tender terms and conditions (**Appendix A**)
- B. Proof that the manufacturer is SABS/SANS accredited. Provide certificate.

STAGE 4: FUNCTIONALITY

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **75 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MIN	MAX												
1	PORTFOLIO OF EVIDENCE (POE)	40	50												
	<p>Bidders are required to provide proof of a minimum of 3 previously completed orders for the Manufacture and Delivery of a minimum of 315 pairs for Ladies outdoor shoes within the past 5 years (2017- current). The lead times, from manufacturing to delivery, must be provided for each order.</p> <p><i>Bidders are required to submit reference letters accompanied by the table template below as proof for this requirement:</i></p> <table border="1" data-bbox="159 1630 1069 1818"> <thead> <tr> <th>Company</th> <th>Year(s) of contract</th> <th>Overall order quantity</th> <th>Description of lead times from manufacturing to delivery</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery										
Company	Year(s) of contract	Overall order quantity	Description of lead times from manufacturing to delivery												
1.1	<p>Reference letters</p> <p>Bidders to provide relevant reference letters for each of the orders completed. Ensure that the reference letters provided are linked to the orders referenced and that the reference letters have contactable references.</p> <p><i>ACSA reserves the right to call to verify the information provided.</i></p>	15	20												

	<p>Relevant reference letters not submitted or less than 3 reference letters submitted = 0 points 3 relevant reference letters submitted = 15 points More than 3 relevant reference letters submitted= 20 points</p>																
1.2	<p>Order Quantities</p> <p>Less than 315 pairs of Ladies outdoor shoes manufactured and delivered per order= 0 points 315 pairs of lady's outdoor shoes manufactured and delivered per order= 15 points More than 315 pairs of lady's outdoor shoes manufactured and delivered per order= 20 points</p>	15	20														
1.3	<p>Lead Times</p> <p>Lead times per order not submitted= 0 points Lead times per order submitted= 10 points</p>	10	10														
2.	ACCOUNTING AND ORDERING SYSTEM	10	20														
	<p>Bidders are required to provide a report indication which Accounting and Ordering system they use in the manufacture of Ladies outdoor shoes. The system should be able to handle volumes of a minimum of 315 pairs.</p> <p>Full requirement not met= 0 points Full requirement met= 10 points System can handle more than 315 pairs= 20 points</p>	10	20														
3.	PROPOSAL	15	20														
	Bidders are required to provide a proposal which includes a brochure/pamphlet of the shoes, a roll-out plan and lead times from the acquisition of raw materials to delivery.																
3.1	<p>Specifications</p> <p>Bidders are required to provide a brochure/pamphlet that has a picture and lists the specifications of the shoes.</p> <table border="1" data-bbox="159 1433 1061 1848"> <thead> <tr> <th>Specification Requirement</th> <th>Requirement not met= 0 points Requirement met = 1 point</th> </tr> </thead> <tbody> <tr> <td>Upper Material: Cow Leather</td> <td></td> </tr> <tr> <td>Linings: Upper and sock linings in kid leather</td> <td></td> </tr> <tr> <td>Outsoles: Non-slip rubber outsoles</td> <td></td> </tr> <tr> <td>Construction: Cemented</td> <td></td> </tr> <tr> <td>Heel height of 4cm</td> <td></td> </tr> <tr> <td>Additional padding in the foot bed</td> <td></td> </tr> </tbody> </table>	Specification Requirement	Requirement not met= 0 points Requirement met = 1 point	Upper Material: Cow Leather		Linings: Upper and sock linings in kid leather		Outsoles: Non-slip rubber outsoles		Construction: Cemented		Heel height of 4cm		Additional padding in the foot bed		6	6
Specification Requirement	Requirement not met= 0 points Requirement met = 1 point																
Upper Material: Cow Leather																	
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Outsoles: Non-slip rubber outsoles																	
Construction: Cemented																	
Heel height of 4cm																	
Additional padding in the foot bed																	
3.2	<p>Roll-out Plan</p> <p>Bidders to provide roll out plan from acquisition of raw materials to delivery of the footwear, clearly indicating lead times. The winning bidder will be given a maximum of 110 days to complete the first delivery (Roll-out 1) to all 10 sites.</p> <p>More than 110 days lead times= 0 points 110 days lead time= 9 points Less than 110 days lead times= 14 points</p>	9	14														

4.	SITE INSPECTION	10	10
	<p>ACSA will only conduct site visits to bidders who have met requirements 1 to 3 of the Technical Functionality listed above.</p> <p>Under no circumstances will presentations/site visits to a Bidder constitute an award or promise/undertaking to award a contract.</p>		
4.1	SHOE MANUFACTURING	2	2
	<p>Bidders are required to take us through each step in the manufacturing process (from raw materials to final product). This will include any steps undertaken by their subcontractors if applicable.</p> <p>Bidder could not demonstrate the end-to-end production of footwear= 0 points Bidder was able to demonstrate end to end production of footwear= 2 points</p>		
4.2	Quality Assurance	6	6
4.2.1	<p>Is there a pre-production sample sign-off?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.2	<p>Does factory have end-to-end inspection throughout the manufacturing process backed by documented and monitored process flows?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.2.3	<p>Is the raw material tested and checked after delivery, prior to cutting and production?</p> <p>No= 0 points Yes = 2 points</p>	2	2
4.3	Storage and Logistics	2	2
4.3.1	<p>Storage</p> <p>Does bidder have facilities to store emergency stock safely?</p> <p>No= 0 points Yes = 1 point</p>	1	1
4.3.2	<p>Logistics</p> <p>Has bidder demonstrated the means to deliver to all of ACSA's 10 sites</p> <p>No= 0 points Yes = 1 point</p>	1	1
	TOTAL	75	100

STAGE 5: PRICE AND PREFERENCE

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 exist, 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:

	SHOE STYLE OPTIONS	PICTURE	PRICE PER PAIR <i>(*The price submitted will be fixed over the 5-year contract)</i>
1.	SAFETY BOOTS		
2.	OFFICER'S SHOES		
3.	TRAINING SHOES		
4.	MENS OUTDOOR SHOES STYLE 1		
5.	MENS OUTDOOR SHOES STYLE 2		
6.	MENS INDOOR SHOES STYLE 1		

7.	MENS INDOOR SHOES STYLE 2		
8.	LADIES INDOOR SHOES STYLE 1		
9.	LADIES INDOOR SHOES STYLE 2		
10.	LADIES OUTDOOR SHOES		

DELIVERY FEES	
SITES	TOTAL DELIVERY COST PER SITE FOR 5-YEAR PERIOD (*These prices should cover any ad hoc delivery requests to the different sites)
1. Corporate	
2. O.R Tambo International Airport	
3. Cape Town International Airport	
4. Bram Fischer International Airport	
5. King Shaka International Airport	
6. East London Airport	
7. Port Elizabeth Airport	
8. Upington Airport	
9. Kimberly Airport	
10. George Airport	
TOTAL (excl. VAT)	
VAT	
TOTAL (incl. 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 particulars, certified invoices will be checked for correctness.

6. SECTION 6: RETURNABLE DOCUMENTS

6.1. 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:

6.2. Returnable Documents and information

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
B-BBEE Certificate	
Tax Clearance Certificate (ACSA may 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 (CIPC)	
CSD Registration Summary Report	
Financial statements over a three (3) year period.	

6.3. 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.

7. SECTION 6: TERMS AND CONDITIONS OF RFP

6.1 Conditions of the request for proposal

6.1.1 This RFP is open only to bidders who are registered and duly authorised to provide the Services in South Africa.

6.1.2 Any bids received after the tender closing date and time shall not be considered by Airports Company South Africa SOC Limited and therefore be disqualified. These bids shall be retained unopened and destroyed after the award of the contract to the successful bidder unless a written request for the return thereof is received from the relevant bidder within thirty (30) days of the award.

6.1.3 Except where specifically provided for in this RFP, a bidder may make no changes to its bid after the closing time and date.

6.1.4 Airports Company South Africa SOC Limited reserves the right to award the contract on the basis of bid submitted by a bidder subject to Airports Company South Africa SOC Limited' s terms and conditions and by submission of its bid the bidder agrees to be legally bound thereby if its bid is accepted by Airports Company South Africa SOC Limited.

6.1.5 Airports Company South Africa SOC Limited or its duly appointed representatives shall be the sole adjudicators of the acceptability and or feasibility of the bids. The decision shall be final and except as required by law or otherwise, no reason for the acceptance or rejection of any bid will be furnished.

6.1.6 If the bid has been awarded on the strength of information furnished by a Bidder, which information is proved to have been incorrect, in addition to any other legal remedy it may have, Airports Company South Africa SOC Limited may at any time during the life of the contract:

- a) Recover from the relevant bidder all costs, losses or damages incurred by it as a result of the award; and/or
- b) Cancel the award of the bid and/or contract and claim any damages, which it may have suffered or will suffer as a result of having to make less favourable arrangements.

6.1.7 The Bidder shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by Airports Company South Africa SOC Limited as a result of cancellation. Airports Company South Africa SOC Limited shall furthermore have the right to recover such losses, damages, or additional costs by way of set off against monies due or which may become due to the Bidder in terms of the said contract.

6.1.8 If Airports Company South Africa SOC Limited and the successful Bidder fail to enter into or execute a formal written contract within thirty (30) days of the award (or such later date as may be determined by Airports Company South Africa SOC Limited as a result of the bidder's failure to comply with any representation made in the bidder's bid, then the award shall be deemed null and void. Airports Company South Africa SOC Limited' s aforesaid rights are without prejudice and in addition to any other rights that Airports Company South Africa SOC Limited may have in order to claim damages. For the avoidance of doubt, in the event the bid of a successful bidder is accepted by Airports Company South Africa SOC Limited, no agreement shall come into being until the formal contract has been negotiated and executed between Airports Company South Africa SOC Limited and the successful bidder.



6.1.9 Airports Company South Africa SOC Limited reserves the right to amend the terms and conditions of this RFP at any time prior to finalisation of the contract between the parties and shall not be liable to any bidder or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. All bids are submitted at the entire risk of the bidder.

6.1.10 All representations, agreements or arrangements arising from bids submitted in terms hereof (including any negotiations that follow) shall not be binding on Airports Company South Africa SOC Limited, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of Airports Company South Africa SOC Limited.

6.1.11 Airports Company South Africa SOC Limited reserves the right to postpone the closing date for submission of bids or to withdraw the RFP at any time.

6.1.12 Appendix 1 must be executed in the name of the business actually proposing to perform the Services if awarded the contract. Appendix 1 must be signed by an authorised representative of the bidder.

6.1.13 In the case of a joint venture or partnership between The Service Provider, evidence of such a joint venture must be included in the bid in the form of a Joint Venture Agreement or Memorandum of Understanding. Each member of the joint venture may complete and sign Appendix 1. Alternatively, all the members of the joint venture may in writing nominate one member of the joint venture to complete and sign Appendix 1 on behalf of the joint venture. This written authority must be signed by duly authorised members of the joint venture and be submitted with the proposal.

6.2 Binding Arbitration Provision

6.2.1 It is a condition of participation in this RFP process between the bidder and Airports Company South Africa SOC Limited that should any dispute or difference arise between the parties, this shall be resolved by a single Arbitrator -

- Concerning the purport or effect of the RFP documents or of anything required to be done or performed there under.
- Concerning any aspect of the RFP process to anything done or decided there under or
- Concerning the validity of the award of the RFP to any bidder or the failure to award same to any Bidder, then such dispute or difference shall be finally resolved by arbitration.

6.2.2 Such arbitration shall be by a single arbitrator who shall be –

- Selected by agreement between the parties, or failing such agreement nominated on the application of any party by the Arbitration Foundation of Southern Africa (AFSA); and
- The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition, or notice relating to all matters in dispute submitted to him/her and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition, or notice had been issued.

6.2.3 Upon every or any such reference, the costs of an incidental to the reference and award shall be in the discretion of the arbitrator, who may determine the amount of the costs, or direct them to be taxed as between



attorney and client or as between party and party and shall direct by whom and to whom and in what manner they shall be borne and paid.

6.2.4 The award of the arbitrator shall be final and binding on the parties and any party shall be entitled to apply to the Courts to have such award made an order of court.

6.2.5 Save as set out in this clause, the arbitration shall be conducted in accordance with the rules of the Arbitration Foundation of Southern Africa.

6.2.6 The arbitration shall be held in Johannesburg in the English language.

6.2.7 However, nothing in this clause shall preclude any party to the arbitration from seeking interlocutory relief in any court having jurisdiction pending the institution of a review or other appropriate proceedings for legal redress.

6.2.8 Such arbitration shall be commenced and concluded within 30 days of the dispute having noted.

8. SECTION 8: RFP 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 SOC Limited. 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.

7.1 Bid Submission:

7.1.1 Responses to this request for proposal should be provided in respective appendices as attached herein.

7.1.2 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:

7.1.2.1 Acceptance of Airports Company South Africa SOC Limited's terms and conditions of RFP- must be completed and signed and submitted with the bid.

7.1.2.2 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.

7.1.2.3 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.

7.1.2.4 Description of Bidder (i.e., Corporation, Joint Venture, Consortium, 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.

7.1.2.6 Bidder Proof of relevant experience of providing similar services - The Bidder is to detail the nature of similar services provided. The Bidder must have at least five (5) years recent experience.

7.1.2.7 References /Verifiable clients - Original letters of reference dully signed by at least one director of the bidding entity stating similar services provided, including value of contract per project. The letters must briefly describe the scope of services provided during term of contract. Details for each reference (Name, Position, Landline Phone number and e-mail address) and inform these references in advance that Airports Company South Africa SOC Limited may contact them during the evaluation period as per the timelines provided. Note that this is an important component of the evaluation.

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

7.1.2.10 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) Ltd, submit CM29 or equivalent and in the case of a Close Corporation CK1 or CK2.

7.1.2.11 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.

7.1.2.12 Financial Information – 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.

7.1.2.13 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.



7.1.2.14 Annual Financial Statements—the Bidders must provide audited financial statements for the last five (5) financial year certified by their Auditors.

7.1.2.16 Proof of Joint Venture – Formal Agreement of JV or partnership with the JV’s B-BBEE certificate where applicable.

7.1.2.18 Proof of membership- Bidders are requested to submit, as applicable, proof of registration with or any membership to a recognised related to the services required.

7.1.2.19 Schedule of Rates/Price and Bid—must be submitted

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

9. SECTION 8: DECLARATION FORM

9.1. Making a Declaration

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

9.2. 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

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

Full Name	Identity Number	Personal Income Tax Reference Number

9.4. 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) herby 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

APPENDIX A:	ACCEPTANCE OF TERMS AND CONDITIONS
APPENDIX B:	BID DECLARATION
APPENDIX C:	DECLARATION OF FORBIDDEN PRACTICES
APPENDIX D:	SUB-CONTRACTING FORM
APPENDIX E:	BID CERTIFICATION
APPENDIX F:	BIDDING OPTIONS



APPENDIX A: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDERS' PARTICULARS

TO: The Supply Chain General Manager

Airports Company South Africa Ltd.

Bid Reference Number: **COR6675/2021**

Bidder's Name and Contract Details

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

APPENDIX B: DECLARATION FORM

1. Making a Declaration

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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) herby 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

APPENDIX C: 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:

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:

APPENDIX D: Sub-Contracting

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

If yes, indicate:

a) The sub-contracted percentage is: _____%

b) The name of the sub-contractor (s) is:

c) The B-BBEE status level of the sub-contractor(s) is:

d) The sub-contractor is an EME: YES / NO (submit proof)



APPENDIX E: BIDS CERTIFICATION

We hereby submit a Bid in respect of the appointment of a Panel of Legal Service Providers for a period of 5 years in accordance with ACSA's requirements.

We acknowledge that ACSA'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 ACSA in this Request for Bids.

We accept that ACSA Tender Board's decision is final and binding.

We certify that all forms of Bids as required in the Bids document are included in our submission.

We certify that all information provided in our Bids is true, accurate, complete, and correct.

This Bids is specific to this project only; it has no impact, influence, or effect on any other project for which a Bids may be submitted.

The undersigned is/are authorized to submit and sign the Bids that shall be binding on closure of the Bids submission.

The Bids is binding on this Tenderer for a period which lapses after hundred and twenty (120) working days calculated from the closing date for Bid's submission.

Thus, done and signed at		on this		day of		2019
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Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	

APPENDIX F: BIDDING OPTIONS

Please indicate which shoe style option you are bidding for. Bidders will only be evaluated on the styles they indicate **(x)** in the below table:

	SHOE STYLE OPTIONS	PICTURE	Please indicate (x) the option(s) you are bidding for
1.	SAFETY BOOTS		
2.	OFFICER'S SHOES		
3.	TRAINING SHOES		
4.	MENS OUTDOOR SHOES STYLE 1		
5.	MENS OUTDOOR SHOES STYLE 2		
6.	MENS INDOOR SHOES STYLE 1		

7.	MENS INDOOR SHOES STYLE 2		
8.	LADIES INDOOR SHOES STYLE 1		
9.	LADIES INDOOR SHOES STYLE 2		
10.	LADIES OUTDOOR SHOES		