



**Request for Quotations for the provision of Feasibility study for consultants for Lounge VIP and ACSA lounge demand market study at Airports Company South Africa.**

**Requisition Number:** : 51310

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**Issue Date** : 15 July 2024

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**Closing Date** : 13 August 2024 16:00pm

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

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**Site Inspection Requirements** : N/A

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## 1. SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1. Access to RFQ documents

Bids are invited by email.

#### Submission of Quotations

The email subject heading containing bid documents must have RFQ number and the RFQ title. 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 quotation pack must be initialled or stamped with the bidder's stamp as proof that the bidder has read the quotation pack.

#### 1.1.1. Email submissions:

The quotation pack must be sent to the following email address below:

[Helen.mahlangu@airports.co.za](mailto:Helen.mahlangu@airports.co.za)

Quotations must be in an electronic copy of the quotation pack.

Bidders must ensure that the subject line for email submission is the RFQ Number and RFQ Title

- Bidders must not email their submission as one big attachment. Kindly break your submission in at least (04) four or more attachments of 4mb each.
- Bidders are requested to submit all quotations in the format instructed, no other format will be acceptable.

### 1.2. Alternative Quotations *(NOT APPLICABLE)*

As a general rule, Airports Company South Africa only accepts quotation which have been prepared in response to the RFQ. However alternative quotations will be accepted provided the alternative quotation is accompanied by the original quotation response which materially complies with the specifications of this RFQ. Alternative quotations will also be evaluated using the pre-determined evaluation criteria stipulated in this RFQ document.



### 1.3 Late Quotations

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

### 1.4 Clarification and Communication

Name: Helen Mahlangu

Designation: Buyer

Tel: \_\_\_\_\_

Cell: 079 696 4621

Email: [Helen.mahlangu@airports.co.za](mailto:Helen.mahlangu@airports.co.za)

Request for clarity or information on the RFQ may only be requested.

Any responses to queries for clarity sought by a bidder will also be sent to all the other entities which have been invited to the Request for Quotation/Information invitation.

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

### 1.5 Non-Compulsory / Compulsory Briefing/ Site Inspection Session (*\*Not applicable*)

A non/compulsory briefing as below details

Briefing/Site Inspection Session Requirements	Detail
Date	
Time	
Venue or Microsoft Teams Link	
Access to Restricted Area, Cargo, Airside, Terminal	
Documentation, e.g. ID, Passport, Temporary Permit, etc (note: Driver's License will not be acceptable)	
Personal Protective Equipment, Safety boots	

### 1.6 RFQ Responses

RFQ responses must be strictly prepared and returned in accordance with this RFQ document. Bidders may be disqualified where they have not materially complied with any of AIRPORTS COMPANY SOUTH AFRICA 's



requirements in terms of this RFQ document. Changes to the bidder's submission will not be allowed after the closing date of the RFQ. All RFQ 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 RFQ.

### 1.7 Disclaimers

It must be noted that Airports Company South Africa may:

- a) Award the whole or a part of this RFQ;
- b) Split the award of this RFQ;
- c) Negotiate with all or some of the shortlisted bidders;
- d) Award the RFQ to a bidder other than the highest scoring bidder where objective criteria allows;
- e) Reject the lowest quotation submission received; and/or
- f) Cancel this RFQ.

### 1.8 Validity Period

AIRPORTS COMPANY SOUTH AFRICA requires a validity period of thirty (~~120~~<sup>30</sup> business/working days for this RFQ. 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 AIRPORTS COMPANY SOUTH AFRICA would accommodate a proposal to change the price.

### 1.9 Confidentiality of Information

AIRPORTS COMPANY SOUTH AFRICA will not disclose any information disclosed to AIRPORTS COMPANY SOUTH AFRICA through this RFQ process to a third party or any other bidder without any written approval from the bidder whose information is sought.

Bidders may NOT disclose any information given to the bidders as part of this RFQ process to any third party without the written approval from AIRPORTS COMPANY SOUTH AFRICA. In the event that the bidder requires to consult with third parties on the RFQ, such third parties must complete confidentiality agreements, which should also be returned to AIRPORTS COMPANY SOUTH AFRICA with the quotation pack.



### 1.10 Hot – Line

AIRPORTS COMPANY SOUTH AFRICA subscribes to fair and just administrative processes. AIRPORTS COMPANY SOUTH AFRICA 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 or 086 726 1681

Email: [office@thehotline.co.za](mailto:office@thehotline.co.za)

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

### 2.1. Scope of Work

#### Background

Since inception approximately 20 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable, and commercial enterprise that is market-driven and customer service oriented.

ACSA is mandated by national government to run, manage, and develop airports.

ACSA has a role to play in contributing towards South African's economic recovery and growth plan post the pandemic. ACSA can achieve this catalyst role through the monetization of property, ensuring the increase of its commercial business and revenue stream opportunities.

The global market trends anticipate that the airport lounge market is set to rise at a considerable rate between the forecast period 2022 and 2028. As disposable income and preference for air travel rises among the middle-class demographic, the demand for airport lounges increases as passengers seek premium service and comfort during their journey. Coupled with this, as businesses increasingly operate on a global scale there is a reliance on air travel and demand for airport lounges is expected to surge. The aviation industry itself is expanding and the forecasted compound annual growth rate is 14 % between the period 2022 and 2028.

Notable trends in the airport lounge market are the incorporation of technology to enhance passenger experience, focus on environmentally friendly initiatives and the inclusion of innovative amenities to attract passengers. Apart from these, passengers are always looking for traditional attractions at airport lounges which include suitable cuisine, access to WI-FI, business centre, wellness space, sleeping pods, and restrooms to name a few.

In keeping with the ACSA's strategic objectives, ACSA is considering the feasibility of owning and operating its own airport lounges or partnering with a suitable aggregator, opposed to merely renting out the space to other operators. There has also been a notable trend for VIP lounges globally. Again, these types of lounges can be operated by ACSA or in partnership with an aggregator. In order to understand the feasibility in doing so, the Infrastructure and Property Development team require the services of consultants to perform feasibility studies.



**Scope of Works**

The services of consultants are required to perform market studies to determine the demand for VIP type lounges.

A feasibility study must be conducted for the VIP lounge. The proposed location is at O R Tambo International Airport (ORTIA), Western Precinct building.

The studies must include the demand for the clientele that will be using the facility, the tariffs, occupancy rate, service offerings. It must also include the operating models that can be adopted, and should an operator be required to operate the facility on behalf of ACSA, the consultant is to provide input into the agreement to obtain the best return on investment model for ACSA.

ACSA is also considering either operating their own lounges or partnering with an experienced lounge aggregator \*(See Airport Lounge Business Structure for more information on the “Aggregator”). These lounges will target all passengers and will not be aimed at VIP passengers only. In this case, the consultant will be required to conduct studies to determine requirements for ACSA to manage and operate lounges independently, and access ACSA’s readiness in doing so (maturity level analysis). The studies must also determine the feasibility in ACSA entering a partnership/profit share model directly with aggregators. A market scan must be performed on potential lounge aggregators and present the return-on-investment options for these aggregators to partner or share in profits with ACSA. The consultants will also be required to, in consultation with ACSA’s policies and procedures, and subject to internal approvals, assist ACSA to liaise with lounge partners and provide input to negotiations and agreements. The consultant must refine current costs and designs for King Shaka International Airport and use the proposed lounge location as a possible trial for an ACSA operated/a partnered lounge. The proposed location can be changed based on the feasibility analysis that will be conducted by the consultant.

Finally, the consultant must also prepare an implementation plan for future lounges should the study deem feasible. This will enable ACSA to determine the future strategy regarding ACSA operated/partnered lounge options.

The above scope of works is to be concluded in a 3-month period. Two separate reports and teams will be required to conduct each of the feasibilities. The appointment of the team however will be done for a period of 12 months. Whilst the works will be completed in the 3-month period noted above, the additional months will allow ACSA to obtain the necessary investment approvals.

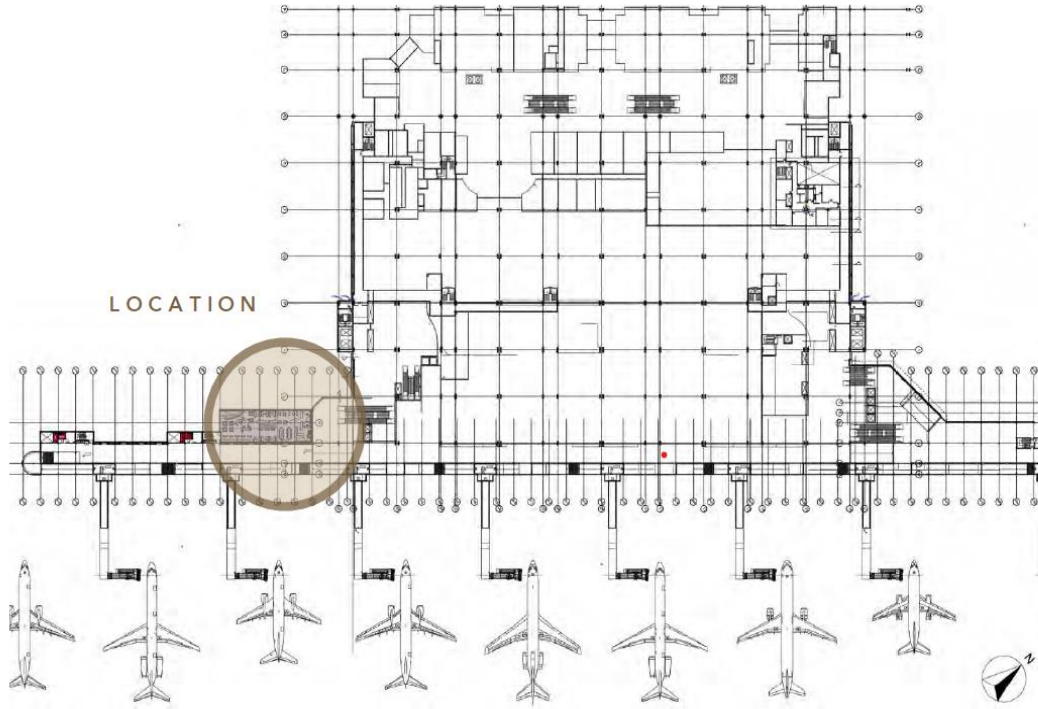


\*Airport Lounge Business Structure

King Shaka International Airport Proposed Site:

Lounge Type: All Passengers





O R Tambo International Airport Proposed Site at Wester Precinct Building:

Lounge Type: VIP Passengers







**The following are key deliverables:**

**Prefeasibility, Preparation & Briefing Report:**

This will include assessment of previous feasibility studies conducted where applicable. The consultant is to develop a report to address the client's requirement based on the client's brief.

**Market Study:**

The current and projected market scan for the supply and demand of VIP passengers must be presented.

The market scan must also include the demand for an additional lounge at King Shaka Airport. The market scan must also include potential lounge aggregators, and their profit share models.

A recommendation on the lounge concept and pricing must be made for the respective airports. This will include occupancy rates, pricing rates, clientele, and facilities to be included in each of the two types of lounges.

**Financial Projections:**

A feasibility study must be produced based on the development cost and returns to be earned. The cost report must include development costs, as well as consideration for post development costs, such as furnishing. A sensitivity analysis must also be conducted for the projected returns. The cost to develop must take into consideration all engineering, architectural and interior design inputs. Return on investment calculations need to be included. The feasibility will be based on the best partnership option obtained from the market scan. Financial statement projections will be required for the feasibility study based on the partnership model between ACSA and the said operator.

**Implementation Plan and Development Agreement Input:**

The consultants must also provide the client with the best development options, operating models, financial, and investment opportunities. The options must include a full implementation plan on how ACSA can prepare for partnership or full ownership options. This will be used to present to internal ACSA investment committees. Once the investment option is approved, the consultant must provide input to the development agreement. The consultant will also be required to participate in the procurement process depending on the model that will be approved by ACSA. Input into scope of work and measurement criteria.

The above scope of works is to be concluded in a 3-month period. The appointment of the team however will be done for a period of 12 months. Whilst the works will be completed in the 3-month period noted above, the additional time will allow ACSA to obtain the necessary investment approvals.



**3. SECTION 3: EVALUATION CRITERIA**

**3.1. Evaluation Stages**

~~AIRPORTS COMPANY SOUTH AFRICA will use pre-determined evaluation stages when considering received quotations. The evaluation criteria will consider the commitment made for local production and content, Price and BEE.~~

~~During the evaluation of received quotation packs AIRPORTS COMPANY SOUTH AFRICA 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 may be disqualified from the RFQ process.~~

~~The requirements of any given stage must be complied with prior to progression to the next stage. AIRPORTS COMPANY SOUTH AFRICA reserves the right to disqualify bidders without requesting any outstanding document/information.~~

**3.1 Evaluation Criteria**

3.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider mandatory administrative, functionality and Price and Preference. 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 bid process.

3.1.2 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.

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

<u>Stage 1</u>	<u>Stage 2</u>	<u>Stage 3</u>	<u>Stage 4</u>
<u>Check if all the documents have been received</u>	<u>Evaluate price and Preference</u>	<u>Post tender negotiations if applicable</u>	<u>Security Vetting If deemed necessary</u>

### 3.3 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 ACSA's Terms and Conditions of Bid
- b) Acceptance of ACSA's payment terms as per the ACSA policy (as defined under the Pricing Schedule)
- c) Resources Plan

### 3.4 Functionality

The functionality evaluation will be conducted by the Tender Preparation and Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria.

The criteria will be as follows:

<b>The Tenderer Previous Experience Related to Similar Projects</b>	<b>MIN</b>	<b>MAX</b>
· Work Experience		
Proof that the company has experience in similar types of projects i.e., must be commercial type project, design and development, market research and feasibility studies for commercial development and with a maximum of 4 references (5 or more years' experience) [5 points per reference]. No references of similar types of projects [0 Points]	15	20
· Works Value (full project value)		
Greater than or equal to R 60 million [20 Points]; Greater than or equal to R50 million but less than R60 million [18 Points]; Greater than or equal to R 30 million but less than R50 million [16 Points]; Greater than or equal to R20 million but less than R30 million [15 Points]; Less than R20 million [0 Points]; Where the value of the project is stated in other currencies, state the exchange rate at time of project execution	15	20
<b>Key Personnel Experience: Tenderer</b>	<b>MIN</b>	<b>MAX</b>
Personnel Experience		

Proof that the Architect or key consultant has 8 or more years relevant work experience [20 points]; Proof that the Architect has than 6 or more but less than 8 years' work experience [15 points]; Proof that the Architect has 4 or more but less than 6 years relevant work experience [10 points] Less than 4 years of relevant work experience [0 Points]	10	20
Proof that the Business Developer (or key consultant providing the Financial Modelling) has 8 or more years relevant work experience [20 points]; Proof that the Business Developer has than 6 or more but less than 8 years' work experience [15 points]; Proof that the Business Developer has 4 or more but less than 6 years relevant work experience [10 points] Less than 4 years of relevant work experience [0 Points] The Business Developer needs to have completed at least 2 relevant projects in the last 5 years.	10	20
Proof that the Quantity Surveyor has 8 or more years relevant work experience [20 points]; Proof that the Quantity Surveyor has than 6 or more but less than 8 years' work experience [15 points]; Proof that the Quantity Surveyor has 4 or more but less than 6 years relevant work experience [10 points] Less than 4 years of relevant work experience [0 Points]	10	20
<b>TOTAL</b>	<b>60</b>	<b>100</b>
Bidders must score the minimum in each section as indicated above as well as a total minimum of 60 out of 100 points to be considered for further evaluation on Price and B-BBEE.		

It is expected that the key consultant sub consults the services of aviation expertise pertaining to airport lounges. The company may sub consult to an individual or company to provide the aviation expertise. It is also expected that the key consultant sub consults the services of other expertise such as a project manager, structural engineer, mechanical engineer, electrical engineer, interior designer and I.T engineer to assist with the preparation of the necessary deliverables including the technical report to determine the project viability.

### 3.2. Mandatory Requirements Assessment

- 3.3. A list of mandatory returnable documents must be consolidated to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information AIRPORTS COMPANY SOUTH AFRICA will only consider bidders which have:



Refer to SECTION 4 below for a list of mandatory documents and form.

**3.4. Local Content and Production**

Bidders must complete and return SBD 6.2 (Declaration of Local Content and Production form) on the closing date and time of this RFQ. AIRPORTS COMPANY SOUTH AFRICA will disqualify any bidder which has not submitted the SBD 6.2 and the supporting Annexures (C, D and E) form by closing date and time. The form must be completed under Section 4 of the RFQ document.

**3.5. Functionality / Technical Evaluation  
Functionality hurdle breakdown**

The description of the functionality evaluation criteria is explained below:

**3.6. Price and BBEE**

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of 80/20. Price will amount to \_80\_ points, whilst preference will be \_20\_ points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the bid, etcetera.

**4. SECTION 4. RETURNABLE DOCUMENTS AND FORMS**

**Mandatory Returnable documents**

ACSA will disqualify from the RFQ process any bidder that has failed to submit mandatory returnable documents and forms. Bidders should therefore ensure that all the mandatory returnable documents and forms have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and forms to enable bidders to keep track of whether they have submitted or not. The mandatory documents and forms are as follows:

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<del>SBD-4 Bidder's Disclosure Form</del>	

<del>Non-Disclosure Agreement</del>	
Acceptance of ACSA's Terms and Conditions of Bid	
Acceptance of ACSA's payment terms as per the ACSA policy (as defined under the Pricing Schedule)	
Resources Plan (CVs of key consultants and confirmation of subconsultants to be used for the feasibility study)	

#### Other Returnable Documents and information

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

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
BEE Certificate and Scorecard or Sworn BEE Affidavit	
SARS Tax Compliance Status – CSD Unique Number (ACSA will not award to a bidder whose tax affairs have not been declared to be in orders by SARS)	
Names and identity numbers of Directors / Trustees / Members / Shareholders and Senior management – CSD Unique Number	
Declaration of Politically Exposed Persons in Section 4	
Verifiable Medical Certificate or Report as proof of disability	

#### 4.1 Validity of submitted information.

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



**BIDDER’S DISCLOSURE AND POLITICALLY EXPOSED PERSONS DECLARATION FORM**

**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.

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) in their organisation. See below definition of PEP.

Politically Exposed Persons are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)'
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc.

4.2 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

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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/ no PEP conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.3 Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number

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

**Declaration:**

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





may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this tender.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

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

### BIDDER’S DISCLOSURE

#### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### 2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

\_\_\_\_\_  
<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



Full Name	Identity Number	Name of institution	State

2.2 Do any

you, or person

connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....



### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National



Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes



included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The **80/20** preference point system will be applicable to this bid

1.3

Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference.

1.4

The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>PREFERENCE</b>	
<b>Total points for Price and Preference must not exceed</b>	

1.5

Failure on the part of a bidder to submit proof of Preference supporting documents together with the bid, will be interpreted to mean that preference points are not claimed.

1.6

The 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.



## 2. DEFINITIONS

- (a) **B-BBEE** broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- (b) **Bid** a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of works, goods or services, through price quotations, advertised competitive bidding processes or proposals
- (c) **BBBEE Act** Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (d) **EME** Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (e) **Functionality** the ability of a bidder to provide works, goods or services in accordance with specifications as set out in the bid documents
- (f) **Prices** includes all applicable taxes less all unconditional discounts
- (g) **Proof of B-BBEE status level of contributor** B-BBEE Status level certificate issued by an authorized body or person  
A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice  
Any other requirement prescribed in terms of the B-BBEE Act
- (h) **QSE** a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (i) **rand value** the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid



**4. POINTS AWARDED FOR PREFERENCE**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for being in accordance with the table below:

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of Preference must complete the following:

**6. PREFERENCE CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 Preference: . = ..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of audited Shareholders Certificated, the BEE Scorecard, or Sworn BEE Affidavit.

Specific Goals	Score	Bidder's Score
	20	
51% owned by Black male and/or Black women and Black youth and People living with disabilities	20	
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
51% owned by Black male or Black women or Black youth or People living with disabilities	10	
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
Other	0	

**SUBCONTRACTING**

Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, indicate:

What percentage of the contract will be subcontracted \_\_\_\_\_ %

The name of the sub-contractor \_\_\_\_\_

The Preference of the sub-contractor \_\_\_\_\_

Whether the sub-contractor is an EME or QSE (*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------



## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS SBD 6.2

This Standard Bidding Document (SBD) must form part of all bids invited. 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, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, 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.
- 1.4. 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.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)





Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedtic.gov.za/industrial\\_development/ip.jsp](http://www.thedtic.gov.za/industrial_development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods

Stipulated minimum threshold

\_\_\_\_\_

**3. Does any portion of the goods or services offer have any imported content? (Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTIC must be informed accordingly in order for the DTIC to verify and in consultation with the AO/AA provide directives in this regard.



**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**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 RFQ NO.** \_\_\_\_\_

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

\_\_\_\_\_

**NB:**

- 1 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.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdtic.gov.za/industrial\\_development/ip.jsp](http://www.thdtic.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D.

After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.**

Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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:
  - (i) 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 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	



Local content %, as calculated in terms of SATS 1286:2011	
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**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (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 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application.
- (f) I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## SECTION 5 PRICING SCHEDULE / FORM OF OFFER

### Pricing Schedule

Fee Schedule	Estimated Duration	3 Months
Deliverable		FEE (EXCL. VAT)
A. Prefeasibility, Preparation & Briefing Report		R
B. Market Study		R
C. Financial Projections		R
D. Implementation Plan & Development Agreement		R
E. Sub-Total 1 (Excl. Vat)		R
F. Contingency (10% of Subtotal 1)		R
G. Sub-Total 2 (Excl. Vat)		R
H. Disbursements (5% of Subtotal 2)		R
I. Sub-Total 3 (Excl. Vat)		R
J. ACSA Direct Costs (5% of Subtotal 3)		R
Total Fees (Excl. Vat) – Tender Price Carried Forward to Form of Offer & Acceptance		R
K. VAT at 15%		R
Total Fees (Incl. Vat) – Tender Price Carried Forward to Form of Offer & Acceptance		R



**Declaration:**

I/We the undersigned \_\_\_\_\_ (Name) hereby certify that the information furnished in this bid submission is true and correct. I declare that I am duly authorised to act and sign on behalf of the bidding company. We further certify that we understand that where it is found that we have made a false declaration or statement in this RFQ submission, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

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



**Guide for Bidders: Submission of Tender Documents**

**Section 1: Mandatory Criteria**

Before proceeding with your tender submission, ensure you have completed and signed this section, acknowledging the following mandatory criteria:

1. Acceptance of ACSA’s Terms and Conditions of Bid.
2. Acceptance of ACSA’s payment terms as per the ACSA policy (defined under the Pricing Schedule).
3. Resources Plan: Include CVs of key consultants and confirmation of sub-consultants to be used for the feasibility study.

**Section 2: Evaluation Criteria**

Clearly define the key personnel involved in your tender submission. For example:

- Peter Jackson – Architect (CV and supporting documentation).
- Tim Adams – Business Developer (CV and supporting documentation).
- Allen Smith - Quantity Surveyor (CV and supporting documentation).

All work experience should be completed and attached separately in a single document. See the example below as a guide:

Name	Status	Date modified	Type	Size
Tender - Key Personnel and Company Experience	✓	2024/07/15 13:50	File folder	
Tender Main submission	✓	2024/07/15 13:44	File folder	

Name	Status	Date modified	Type	Size
Allen Smith - Qauntity Surveyor_CV	✓	2024/02/03 17:31	Adobe Acrobat Docu...	32 218 KB
Company experience	✓	2024/02/03 17:31	Adobe Acrobat Docu...	32 218 KB
Peter Jackson - Architect_CV	✓	2024/02/03 17:31	Adobe Acrobat Docu...	32 218 KB
Tim Adams - Business developer_CV - Copy	✓	2024/02/03 17:31	Adobe Acrobat Docu...	32 218 KB
Tim Adams - Business developer_CV	✓	2024/02/03 17:31	Adobe Acrobat Docu...	32 218 KB



**Section 3: Electronic Submission.**

- Label all folders clearly with the mandatory criteria.
- Ensure clear labelling of the functionality criteria.
- Ensure clear labelling of the resource plan.

If possible, send the above folders separately for evaluation purposes.

**Section 4: Submission Recommendations.**

- Number all pages.
- Ensure they are clearly visible and readable.
- Clearly label all attachments.

**Section 5: Contact Information.**

For any queries regarding the tender process, please contact: [Contact Person Name]