

REQUEST FOR PROPOSAL (RFP) : STRATEGIC MARKETING, EVENTS AND PROMOTIONS

TENDER PROJECT REFERENCE NUMBER: KSIA/240/2014

Airports Company South Africa SOC Limited invites suitably qualified tenderers to submit proposals for the above service at King Shaka International Airport, Durban.

COLLECTION OF BID DOCUMENTS

Bid documents will be available for collection from 21 February 2014 to 7 March 2014, Monday to Friday from 9h00am to 15h00 only (Excluding Saturday, Sunday and Public Holidays) subject to valid proof of payment.

Bid Documents may only be collected upon payment of a non-refundable deposit of R1000.00 payable either by bank deposit or EFT – Details are as follows: Nedbank, Bluff, branch code 130826, A/c no. 1304121259, A/c holder – Airports Company South Africa SOC Limited (Please quote reference – KSIA/240/2014 & your company name).

Bidders are requested to hand deliver the bank deposit slip as proof of payment when collecting bid document.

Bid document will be available in data CD format.

COMPULSORY CLARIFICATION SESSION

A compulsory Clarification Session will be held @ 10h00 on Friday 7 March 2014 at King Shaka International Airport – MSO Building, 3rd Floor, Main Boardroom.

CLOSING DATE

The bid closes on Friday 21 March 2014 at 16h00. All bid documents must be provided in Original & Duplicate (printed

format) and sealed in a clearly marked envelope / package marked with Bidder's name, Bid Number and Bid Description and deposited in the bid box.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

COLLECTION & DEPOSIT OF BID DOCUMENTS

Bid Documents can be collected and deposited at King Shaka International Airport, Airports Company South Africa, Reception, Ground Floor MSO (Multi-Storey Office) Building, MSO located in the Pick-Up Zone area.

MANDATORY ADMINISTRATION CRITERIA

Proposals that do not meet any one of the following criteria (Valid proof/certification must be provided), will be disqualified and will not be evaluated further:

1. Bidder to have a minimum of 5 (five) years proven company experience in Strategic Marketing, Events and Promotions.
2. Bidder to have worked on at least 3 successful Tourism related projects.
3. Acceptance of Terms & Conditions of Bid.
4. Pricing Schedule must be submitted.
5. Proof of Payment of the non-refundable bid deposit.
6. Attendance to Compulsory Site Clarification Meeting.

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

EVALUATION

Bidders need to comply first with the Mandatory Administration Criteria. Only bidders who fully comply will be evaluated further on a two-tier basis.

Phase One - Functionality

Functionality is a hurdle phase and bidders will be disqualified if they do not meet the minimum requirement of 75 points in this criterion.

Phase Two – Price and B-BBEE

Only bidders who achieve the minimum requirement of 75 points in the functionality phase, will be considered for this phase. This phase is based on the 80:20 preferential formula with 80 points reflecting price and 20 points reflecting B-BBEE recognition. Only DTI criteria will be accepted as proof of B-BBEE status.

Airports Company South Africa SOC Ltd reserves the right to withdraw, cancel or not award any tender issued.

Enquiries and Contact Information

E-mail: procurement.ksia@airports.co.za

Fax: 0865723267

www.airports.co.za

Enquiries close on Monday 17 March 2014 at 4pm.



KING SHAKA
INTERNATIONAL AIRPORT
AIRPORTS COMPANY SOUTH AFRICA