



ACSA RESPONSE TO BIDDERS QUESTIONS / CLARIFICATION (PRINTING, DESIGN, CORPORATE GIFTS AND BRANDING)

No.	Questions from bidders	ACSA response
1.	We are in the process of compiling our submission in response to the requirements outlined in the tender documentation: “Request for Proposals for the Appointment of a Panel of Service Providers for the Provision of Printing, Design, Corporate Gifts and Branding for a Period of three (3) years at Airports Company South Africa SOC Limited (ACSA)”. However, as we utilise an external printing supplier, we would like to confirm whether it would be acceptable to submit the necessary evidence (such as a Disaster Recovery Plan, Business Continuity Plan, and proof of backup power availability as found on page 12-16) from our supplier instead of providing these documents directly from our organisation.	Yes, it would be acceptable, however you need to state the nature of the relationship and provide proof thereof.
2.	We understand that ACSA conducts site evaluations only for bidders who have met the functional/technical criteria. As part of our operations, we utilise an external printing service provider for our production needs. Given this, we would like to enquire whether it would be possible for the site evaluation to take place at our printing service provider’s premises instead of our primary location. Please let us know if this can be accommodated and if any additional information is required to facilitate the process.	Kindly mention that on the bid proposal. An external Company will be evaluating the tender; hence it is important to write it so that they know where the site evaluation should be conducted.
3.	Exports for ACSA	The admin of the courier process like permits ect. it resides with the



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	In the discussion you mentioned that ACSA has facilities and a need for merchandise to go out of South Africa. In terms of exporting from South Africa into other African countries, the company that sends the goods out needs to be a registered exporter of goods and have an import/export license provided by the government. It is important for all participants to understand this or the goods will be stopped and prevented from leaving the country. There are also benefits for ACSA if the supplier is registered with SADC which allows for duty free exports on goods manufactured in South Africa and exported to SADC countries.	Service provider. In the previous years ACSA has not approved or given access to any companies. Our knowledge of behind the scenes is limited as the requestor.
4.	May you kindly clarify if Site Visit sheet on page 15 is for office use/as in the bidder does not have to complete it.	Yes, it is for office use. It will be completed by the evaluators.