Airports Company South Africa SOC Limited.
Cape Town International Airport

Tender No: CIA6065/2019/RFP

REQUEST FOR BIDS FOR THE APPOINTMENT OF HEALTH AND SAFETY CONSULTANTS TO PROVIDE PROFESSIONAL SERVICES ON THE TERMINAL 2 AND PERIMETER FENCE PROJECTS FOR AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED (ACSA)

PROCUREMENT DOCUMENT

12 June 2019

Issued by:
Airports Company South Africa SOC Limited
Supply Chain Department
Cape Town International Airport
Southern office Block

Contact:
Name: Onkgopotse Boikanyo
Email: Onkgopotse.Boikanyo@airports.co.za
Telephone: +27 11 723 1568
Cell: +27 61 644 6380
NAME OF BIDDER (BIDDING ENTITY)

: ________________________________________________________________

(FULL NAME, i.e. (CC, (Pty) Ltd, Ltd, JV, SOLE PROPRIETOR etc.)

TEL NUMBER

: ________________________________________________________________

FAX NUMBER

: ________________________________________________________________

EMAIL

: ________________________________________________________________

CONTACT NAME

: ________________________________________________________________
The Tender Documents issued by the Employer comprise the following documents:

**THE TENDER**

**Part T1: Tendering procedures**

T1.1 - Tender notice and invitation to tender

T1.2 - Tender data

**Part T2: Returnable documents**

T2.1 - List of returnable documents

T2.2 - Returnable schedules

**THE CONTRACT**

**Part C1: Agreements and Contract data**

C1.1 - Form of offer and acceptance

C1.2 - Contract data

C1.3 - Performance Bond

C1.4 - Adjudicator’s contract

**Part C2: Pricing data**

C2.1 - Pricing instructions

C2.2 - Bill of Quantities

**Part C3: Scope of work**

C3 - Scope of work

**Part C4: Site information**

C4 - Site information
T1: Tendering Procedures

T1.1 - Tender Notice and Invitation to Tender

Airports Company South Africa SOC Limited.

Bids are hereby invited for the following CAPE TOWN INTERNATIONAL AIRPORT PROJECT

<table>
<thead>
<tr>
<th>TENDER NO.</th>
<th>DESCRIPTION</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIA6065/2019/RFP</td>
<td>The acquisition of a health, safety &amp; environmental professional consultant for a period of 24 months at airports company South Africa’s Cape Town International airport</td>
<td>05 July 2019</td>
</tr>
</tbody>
</table>

Acceptable bids will be evaluated by using a system that awards points based on 80 points for bid price and a maximum of 20 points for the Broad-Based Black Economic Empowerment (B-BBEE) status level of contributor.

NB: Bidders whose tax affairs are not in order will not be appointed

Tenders are to be completed in accordance with the conditions and bid rules contained in the tender documents and supporting documents must be sealed and externally endorsed with the CONTRACT NUMBER AND DESCRIPTION and hand delivered to Airports Company South Africa ACSA.

Tender Box
A-CSA Office, Ground Floor
Southern Office Block, Cape Town International Airport
Attention: Ms. Onkgopotse Boikanyo.
at, not later than 12:00 Hrs. on Friday, 05th July 2019

All tenders shall hold good for 84 Days from the closing date of tender submissions.

Tenders which are not received by 12:00 Hrs. on the closing date for the tender mentioned hereinbefore, will be marked as late bids and such bids shall in terms of the Supply Chain Management (SCM) Policy, of the Airports Company South Africa, not be considered as valid tenders.

Enquiries must be directed to Ms. Onkgopotse Boikanyo at telephone number +27 11 723 1568

Attention is specifically drawn to the provisions of the tender rules which are included in the tender documents. The lowest or any bid will not necessarily be accepted and the Airports Company South Africa SOC Limited, reserves the right not to consider any bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or part.
**Procurement Procedures**

General procurement procedure will be used.
This comprises a quotation procedure using the one-envelope system.
Tenderers must submit technical and financial quotations in one envelope.

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**Mandatory Administration Criteria**

Bids 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:

- All bidders need to be registered National Treasury
- Acceptance of Terms and Conditions of the Bid.
- NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

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**Evaluation**

Responsive bids will be evaluated using the Functionality, Price and Preference Method.

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**Phase 1 – Functionality**

Only bidders attaining the required minimum points or more for functionality will be considered for further evaluation on Price and B-BBEE.

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**Phase 2 – Price and B-BBEE**

The Bid will be scored using the 80:20 preferential points system with 80 reflecting Price and 20 reflecting B-BBEE recognition.

ACSA will only accept valid B-BBEE certificates from SANAS and IRBA accredited verification agencies as proof of B-BBEE status.
T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of Board Notice 86 of 2010 in Government Gazette No. 33239 of 28 May 2010, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (see www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender:

<table>
<thead>
<tr>
<th>Clause number</th>
<th>TENDER DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.1</td>
<td>General</td>
</tr>
<tr>
<td>F.1.1</td>
<td>The Employer is the Airports Company South Africa.</td>
</tr>
<tr>
<td>F.1.2</td>
<td>The documents listed below will form part of the contract.</td>
</tr>
<tr>
<td></td>
<td><strong>Tender Document</strong></td>
</tr>
<tr>
<td></td>
<td><strong>The Tender:</strong></td>
</tr>
<tr>
<td></td>
<td>Part T1: Tendering Procedures</td>
</tr>
<tr>
<td></td>
<td>T1.1 Tender notice and invitation to tender</td>
</tr>
<tr>
<td></td>
<td>T1.2 Tender data</td>
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<tr>
<td></td>
<td><strong>Returnable documents:</strong></td>
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<tr>
<td></td>
<td>Part 2: Returnable documents</td>
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<tr>
<td></td>
<td>T2.1 List of returnable documents</td>
</tr>
<tr>
<td></td>
<td>T2.2 Returnable schedules</td>
</tr>
<tr>
<td></td>
<td>T2.3 Functionality and Scoring</td>
</tr>
<tr>
<td>F.2.1</td>
<td>Tenderer's obligations</td>
</tr>
<tr>
<td></td>
<td>Only those tenderers who are registered with the National Treasury's Central Supplier Database will be evaluated.</td>
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<tr>
<td></td>
<td>Tenderers who are capable of being so registered prior to the evaluation of submissions may be evaluated at the sole discretion of the Employer.</td>
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<tr>
<td>F.2.2</td>
<td>Add the following to F.2.8:</td>
</tr>
<tr>
<td></td>
<td>The Employer will <strong>not</strong> compensate the Tenderer for making a tender submission.</td>
</tr>
<tr>
<td>Clause number</td>
<td>TENDER DATA</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| F.2.7        | **Compulsory clarification meeting will be held as follows:**  
               **Time:** 21 June 2019  
               **Date:** @ 10:00 am  
               **Venue:** Southern Office Block, Conference Centre, Keletso Boardroom |
| F.2.10       | Add the following to F.2.10.3:  
               The tender Price shall be fixed and not subject to any escalation whatsoever during the period of execution of the Contract including the extended period, if any. Exception is only made to the construction supervision component of the pricing schedule, where the actual construction period and cost may lead to adjustments. This adjustment will be limited to an increased based on the CPI rate as released by Statistics South Africa in the event of a delay in the commencement of construction by more than 1 year. This adjustment is to be agreed with the ACSA Project Manager should it be necessary. The funds will be sourced from the allowed for contingency only at the discretion and approval of the ACSA Contract Manager. |
| F.2.12       | The Employer will not be bound to accept any alternative tenders.  
               **No unauthorised alteration of this set of tender documents will be allowed. Any ambiguity must be cleared with the contact person for the tender before tender closure.** |
| F.2.13.3     | All returnable documents shall be submitted in printed format, written in black ink only and returned as original. |
| F.2.13.4     | Add the following after the first sentence of F.2.13.4:  
               The tender shall be signed by a person duly authorised to do so. Tenders submitted by Joint Ventures of two or more firms shall be accompanied by the document of formation of the Joint Venture, authenticated by a public notary or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the Joint Venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the Joint Venture, and any other information necessary to permit a full appraisal of its functioning. |
| F.2.13.5     | The address for delivery of tender offers and identification details to be shown on each tender offer package are:  
               **Location of tender box:** Cape Town International Airport |
<table>
<thead>
<tr>
<th>Clause number</th>
<th>TENDER DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Physical address:</strong></td>
</tr>
</tbody>
</table>
|              | Airports Company South Africa SOC Limited  
|              | Supply Chain Department  
|              | Cape Town International Airport  
|              | Southern office Block |
|              | **Project name:** HEALTH, SAFETY & ENVIRONMENTAL PROFESSIONAL CONSULTANT |
|              | **Bid No.:** CIA6065/2019/RFP |
|              | **Closing Date:** 05 July 2019 |
|              | **Time:** 12h00 |

F.2.13.6 A one-envelope procedure will be followed.

F.2.13.9 Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

F.2.15 The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.

F.2.16 The tender offer validity period is 84 days.

F.2.19 Add the following to F.2.19:

Access shall be provided for inspections, tests and analysis, if so, approved by the Employer

F.2.20 Add the following to F.2.20:

The successful Tenderer will have to provide a guarantee as security and documentary proof that the necessary insurance policies required in terms of the Contract have been taken out and provide proof of premium payments to the satisfaction of the Employer.

F.3. The Employer’s undertakings

F.3.4

F.3.8 **Test for Responsiveness**

Add the following to F.3.8:

This request for bids is only open to South African respondents who are registered to do work in South Africa.

F.3.11 **Evaluation Criteria**

ACSA will use pre-determined evaluation criteria when considering received bids. The evaluation criteria will
consider the commitment made for Mandatory, Functionality / Technical, Price and B-BBEE. During the evaluation of received bids ACSA will make an assessment whether 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. 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. A staged approach will be used to evaluate bids and the approach will be as follows:

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance to Mandatory Administration Criteria</td>
<td>Evaluate on Functionality or Technical Aspects of Bid</td>
<td>Evaluate Price and B-BBEE</td>
</tr>
</tbody>
</table>

**Stage 1: Mandatory Administration Requirements**

Bidders that do not meet the following criteria will be disqualified and will not be evaluated:

1) Bidders must be registered with National Treasury’s Central Supplier Database (CSD)
2) Acceptance of Terms and Conditions of the Bid.
3) Signed offer

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

**Stage 2: Functionality**

Tender Evaluation: Points for functionality

Points allocated for Functionality shall be evaluated in accordance with the criteria as detailed below. Total functionality points allocated shall be 100. Tenderer must score an overall minimum threshold of 65 points out of 100 is required to be achieved for the tender to be eligible for further evaluation on Price and B-BBEE.
<table>
<thead>
<tr>
<th>Clause number</th>
<th>TENDER DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evaluation Area</td>
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</tbody>
</table>
| 1. Tenderer’s Experience | Proof of Experience that Tenderer/Company has **Health & Safety Agent** experience in Building Infrastructure Construction Environment Tenderers H&S Project Experience in each project valued at  
(a) > R75 million - [8 Points per project]  
(b) > R45 million < R75 million - [5 Points per project]  
(c) < R45 million - [0 Points per project]  
(Max 5 Project references must be provided. The 5 projects with the highest value will be considered) | | 40 | 25 |
| 2. Experience of key staff | Provide proof of professional registration as a *(Pr. CHSA)* **Occupational Health & Safety Agent** with SACPCMP Key Staff mentioned above to have **Occupational Health & Safety Agent** *(CV of Evidence to be provided)* services work experience in Building Infrastructure Construction Environment Tenderers H&S Project Experience in each project valued at  
(a) > R75 million - [8 Points per project]  
(b) > R45 million < R75 million - [5 Points per project]  
(c) < R45 million - [0 Points per project] | | 45 | 25 |
| Total points | | | 100 | 65 |
F.3.11. 7

Scoring Financial offers:

The formula to be used to calculate the points for price is as follows:

\[ P_s = 80 \times (1 - (P_t - P_{min})/P_{min}) \]

where
- \( P_s \): Points score for price
- \( P_t \): Comparative price of Bid under consideration
- \( P_{min} \): Comparative price of the lowest acceptable Bid

In terms of Regulation 5 (2) and 6 (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:

### Preference point system:

The Preference point system in terms of the Preferential Procurement Policy Framework Act, with 80 points reflecting price and 20 points reflecting B-BBEE recognition. ACSA will only accept the DTI criteria as proof of B-BBEE status.

Preference points will be allocated as follows:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
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<td>3</td>
<td>14</td>
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<td>4</td>
<td>12</td>
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<td>8</td>
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<td>6</td>
<td>6</td>
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<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
</tbody>
</table>

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
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 Registered Auditor approved by IRBA or 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.

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.

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.

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.

F.3.13

Tender offers will only be accepted on condition that:

a) The Bidders has adhered to the terms and condition of RFQ;

b) the tenderer or any of its directors is not listed in the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and

c) The tenderer has not:

i) abused the Client’s Supply Chain Management System; or

ii) failed to perform on any previous contract and has been given a written notice to this effect; and

The additional conditions of Bid are:

1. The Employer may also request that the bidder provide written evidence that his financial, labour and other resources are adequate for carrying out the contract.

2. The Employer reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any bidder. The bidder shall provide all reasonable assistance in such investigations.

3. The bid documents shall be submitted, and the contents shall not be taken apart.

4. List of returnable documents (PART T2) must be completed adequately. (A bidder’s company profile will not be used by ACSA to complete PART T2 on behalf of the bidder).

NB: If PART T2 is not completed adequately by the bidder, this offer will be rejected.

If the bid does not meet the requirements contained in the ACSA Supply Chain Management Policy and the mentioned framework, it may be considered an unacceptable bid and may be rejected by ACSA and may subsequently not be made acceptable by correction or withdrawal of the non-conforming deviation or reservation.

F.3.18
T2: Returnable Documents

T2.1 – List of Returnable Documents

These types of documents and information are required at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time. 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:

P – Pre-Qualification Criteria
M – Mandatory Documents
T – Technical Requirements
O – Other returnable

The Respondent must complete/submit the following returnable schedules:

<table>
<thead>
<tr>
<th>List of Returnable Schedules</th>
<th>Submitted (YES/NO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1. Certificate of Authority for Signatory</td>
<td>O</td>
</tr>
<tr>
<td>2.2.2. Certification of Staff Availability</td>
<td>O</td>
</tr>
<tr>
<td>2.2.2.1 Tenderers Experience</td>
<td>T</td>
</tr>
<tr>
<td>2.2.2.2 Experience of Key Staff (CV of Evidence to be provided)</td>
<td>T</td>
</tr>
<tr>
<td>2.2.3. Confirmation of bidder’s registration on SACPCMP of Key Staff</td>
<td>T</td>
</tr>
<tr>
<td>2.2.4. Declaration of Interest (SBD 4)</td>
<td>P</td>
</tr>
<tr>
<td>2.2.5. B-BBEE Verification Certificate</td>
<td>O</td>
</tr>
<tr>
<td>2.2.7 Tax Clearance Certificate and Tax Number</td>
<td>O</td>
</tr>
<tr>
<td>2.2.8 Preference points claim form (sbd 6.1)</td>
<td>O</td>
</tr>
<tr>
<td>2.2.9 Declaration of Bidder’s Past Supply Chain Management Practices</td>
<td>O</td>
</tr>
<tr>
<td>3. Certificate of Independent Bid Determination</td>
<td>O</td>
</tr>
<tr>
<td>4. Quality Declaration</td>
<td>O</td>
</tr>
<tr>
<td>5. Latest Audited Financial Statements</td>
<td>O</td>
</tr>
<tr>
<td>6. Certificate of incorporation</td>
<td>O</td>
</tr>
<tr>
<td>7. Insurance</td>
<td>O</td>
</tr>
<tr>
<td>8. ACSA terms and conditions of bid</td>
<td>M</td>
</tr>
<tr>
<td>C.1.1 Form of offer and acceptance</td>
<td>M</td>
</tr>
<tr>
<td>C.2.2 Pricing</td>
<td>M</td>
</tr>
</tbody>
</table>
2.2.1. Certificate of Authority for Signatory

1) Signatories for close corporations and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.
2) In the event that the tenderer is a joint venture, a certificate of authority for signatories (Form 1.4) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested by tender condition F.2.13.4.

An example is shown below:

“By resolution of the board of directors taken on……………………………………….20……….

Mr/Mrs/Ms………………………………………………………………………………………………………………
whose signature appear below, has been duly authorized to sign all documents in connection with this tender for “a built environment professional team to design and manage the redevelopment of Terminal 2 at the Cape Town International Airport “as described under section C 3.3.

(block capitals)…………………………………………………………………………………………………………

Signed on behalf of Company:…………………………………………………………………………………………

In his/her capacity as:……………………………………………………………………………………………………

Date:…………………………………Signatory of

Authority:………………………………

Witnesses:

____________________________________  __________________________________
Signature  Signature

____________________________________  __________________________________
Name (print)  Name (print)
Attach:

- Certified copy of extract (of authority for signatory) from minutes
- Audited Annual Financial Reports (of all members in case of a Joint Venture)
- Tax Clearance Certificate
- Company Documents
- Bank Reference
2.2.2. Certification of Staff Availability

Respondents shall certify that the staff proposed in the RFQ shall be used in the performance of the project.

I certify on the behalf of ________________________________ (Print Name of Respondent) that the staff proposed in this REQUEST FOR QUOTATION, in connection with the professional consulting services required for the project will be used in the performance of the project and will be available for assignment as of the anticipated start date through its anticipated completion.

When proposing the same staffing, project manager and/or key project team members, on multiple RFQs, I further certify one of the following:

A. ☐ All projects utilizing same staff, or portions thereof, will be completed on time. If applicable, provide statement of how this will be done:

B. ☐ The Firm voluntarily withdraws one of the request for quotation from further consideration if ACSA is giving serious consideration to more than one request for quotation.

C. ☐ Alternate staff resumes are provided herewith and shall be used in evaluating the request for quotation if ACSA is giving serious consideration to more than one request for quotation.

D. ☐ Not applicable.

Signed ______________________________ Date ______________________________

Name ______________________________ Position ______________________________

Respondent ______________________________
### 2.2.2.1 Tenderers Experience

Complete the form below for each key staff member

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of party to the bid</th>
<th>Names of Client (for which a same or similar service was rendered)</th>
<th>Description of service</th>
<th>Value of Construction Contract</th>
<th>Performance Period</th>
<th>Contact person and contact details (contact person, telephone and email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name:</td>
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<td>No.</td>
<td>Names of Client (for which a same or similar service was rendered)</td>
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<td>Email:</td>
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</tbody>
</table>
### 2.2.2.2 Experience of Key Staff (CV of Evidence to be provided)

<table>
<thead>
<tr>
<th>Position to hold for this project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
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<tr>
<td>Nationality</td>
<td></td>
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<tr>
<td>Date of Birth</td>
<td></td>
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<tr>
<td>Current Residence</td>
<td></td>
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<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Professional Body Affiliation/ Accreditation</td>
<td></td>
</tr>
</tbody>
</table>

1. ................................................................. M

**Major Experience in previous years related to similar type of projects**

Employer Details

Client Name

Position Held

Scope of work description/ Project description

Project value Including VAT

Duration: From (date) to (date)

2. ................................................................. M

**Major Experience in previous years related to similar type of projects**

Employer Details

Client Name

Position Held

Scope of work description/ Project description

Project value Including VAT

Duration: From (date) to (date)
2.2.3. **Confirmation of bidder’s registration on SACPCMP of Key Staff**

Please attach Copy of key bidder’ certification:
2.2.4. Confirmation of bidder’s registration on National Treasury supplier database

Please attach Copy of bidder’s CSD:
2.25. Declaration of Interest (SBD 4)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

2.5 Tax Reference Number:

2.6 VAT Registration Number:
2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSONAL numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder presently employed by the state?  

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Name of state institution at which you or the person connected to the bidder is employed:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Position occupied in the state institution:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Any other particulars:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?  

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?  

YES / NO
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

2.7.3 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  
YES / NO

2.7.4 If so, furnish particulars:

..............................................................................................................................................................................

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2.7.5 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  
YES / NO

2.9.1 If so, furnish particulars.

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between

YES/NO

..............................................................................................................................................................................
any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Persal Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
4 DECLARATION

I, THE UNDERSIGNED (NAME)…………………………………………………………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………….. ..........................................................
Signature Date

……………………………….. ..........................................................
Position Name of bidder

“State” means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act No. 1 of 1999;
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.2.6. B-BBEE Verification Certificate
Please attach ALL companies’ valid B-BBEE Verification Certificate:
2.2.7. Tax Clearance Certificate

Please attach ALL companies' valid tax clearance Certificate:
2.2.8 REFERENCE POINTS CLAIM FORM (SBD 6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.


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) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.3 Points for this bid shall be awarded for:
(a) Price; and
(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE</td>
</tr>
<tr>
<td>B-BBEE STATUS LEVEL OF CONTRIBUTOR</td>
</tr>
<tr>
<td>Total points for Price and B-BBEE must not exceed</td>
</tr>
</tbody>
</table>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
The purchaser 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 the purchaser.

2. DEFINITIONS
   (a) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
   (b) “B-BBEE status level of contributor” means the B-BBEE status of an entity 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;
   (c) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
   (d) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
   (e) “EME” means an 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;
   (f) “functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
   (g) “prices” includes all applicable taxes less all unconditional discounts;
   (h) “proof of B-BBEE status level of contributor” means:
      1) level certificate issued by an authorized body or person;
      2) affidavit as prescribed by the B-BBEE Codes of Good Practice;
      3) requirement prescribed in terms of the B-BBEE Act;
   (i) “QSE” means 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;
   (j) “rand value” means 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
\[ Ps = 80 \left( 1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right) \]

Where

\( Ps \) = Points scored for price of bid under consideration

\( Pt \) = Price of bid under consideration

\( P_{\text{min}} \) = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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 attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
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<td>7</td>
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<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: \( \ldots \ldots \ldots \ldots \) (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 B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted: %

ii) The name of the sub-contractor:

iii) The B-BBEE status level of the sub-contractor:

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<table>
<thead>
<tr>
<th>Designated Group: An EME or QSE which is at last 51% owned by:</th>
<th>EME</th>
<th>QSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black people</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Black people who are youth</td>
<td></td>
<td></td>
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<tr>
<td>Black people who are women</td>
<td></td>
<td></td>
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<tr>
<td>Black people with disabilities</td>
<td></td>
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<tr>
<td>Black people living in rural or underdeveloped areas or townships</td>
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<tr>
<td>Cooperative owned by black people</td>
<td></td>
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<tr>
<td>Black people who are military veterans</td>
<td></td>
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<td>OR</td>
<td></td>
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<tr>
<td>Any EME</td>
<td></td>
<td></td>
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<tr>
<td>Any QSE</td>
<td></td>
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</tr>
</tbody>
</table>

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

8.6 COMPANY CLASSIFICATION

☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.........................

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

(c) 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;

(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any
organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

forward the matter for criminal prosecution.

<table>
<thead>
<tr>
<th>WITNESSES</th>
<th>SIGNATURE(S) OF BIDDERS(S)</th>
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<tbody>
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<td>1.</td>
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<tr>
<td>2.</td>
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</table>

DATE:  
ADDRESS:  

WITNESSES
1.  
2.  

SIGNATURE(S) OF BIDDERS(S)
2.2.9 Declaration of Bidder’s Past Supply Chain Management Practices

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES  
(SBD 8)

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act No 12 of 2004? The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
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</tbody>
</table>
4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

4.3.1 If so, furnish particulars:

4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

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<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

4.4.1 If so, furnish particulars:

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ………………………………………………………..
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………………….. …………………………………………..
Signature Date

……………………………………….. …………………………………………..
Position Name of Bidder
3. Certificate of Independent Bid Determination

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3. Treasury Regulation 16A9, 2005 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.

   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4. SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompanying bid:
(Bid Number and Description)

in response to the invitation for the bid made by:

______________________________________________________________

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_______________________________________________________that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium² will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
(a) prices;
(b) geographical area where product or service will be rendered (market allocation)
(c) methods, factors or formulas used to calculate prices;
(d) the intention or decision to submit or not to submit, a bid;
(e) the submission of a bid which does not meet the specifications and conditions of the bid; or
(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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 Joint venture or Consortium 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.

10. 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.

.......................................................... ..........................................................
Signature                                      Date

.......................................................... ..........................................................
Position                                      Name of Bidder
4. **Quality Declaration**

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has top management approved a comprehensive plan for the implementation of a quality management system?</td>
<td></td>
</tr>
<tr>
<td>2. Has top management approved all the relevant documents of your quality management system?</td>
<td></td>
</tr>
<tr>
<td>3. Does your quality management system comply with the requirements of ISO 9001:2000?</td>
<td></td>
</tr>
<tr>
<td>4. Have you completed a self-assessment of your system in accordance with ISO 9001:2000?</td>
<td></td>
</tr>
<tr>
<td>5. Have you obtained third party certification for compliance with the requirements if ISO 9001:2000? (Date: ccyy/mm/dd) (Name of third party certification body: )</td>
<td></td>
</tr>
<tr>
<td>6. Has your quality management system been implemented in all your offices and in all your subsidiary companies?</td>
<td></td>
</tr>
<tr>
<td>7. Did you use a consultant to assist you with the development and implementation of your quality management system? (Name: )</td>
<td></td>
</tr>
<tr>
<td>8. Name of company’s Management Representative for Quality (Name: )</td>
<td></td>
</tr>
</tbody>
</table>

TO BE SIGNED BY MANAGEMENT REPRESENTATIVE RESPONSIBLE FOR QUALITY OR CEO.
<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>Respondent</td>
<td></td>
</tr>
</tbody>
</table>
5. Latest Audited Financial Statements

Please attach ALL Latest Audited statements:
6. Certificate of Incorporation

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>Respondent</td>
<td></td>
</tr>
</tbody>
</table>
7. Insurance

1. Please give details of insurance held by ALL companies, enclosing in each case a copy of the policy held by you in relation to that insurance.

<table>
<thead>
<tr>
<th>Public Liability (Third Party) Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSURER:</strong></td>
</tr>
<tr>
<td><strong>POLICY NO:</strong></td>
</tr>
<tr>
<td><strong>EXPIRY DATE:</strong></td>
</tr>
<tr>
<td><strong>EXTENT OF COVER:</strong></td>
</tr>
</tbody>
</table>

Enclosed? (Please tick as appropriate) Yes  No

<table>
<thead>
<tr>
<th>Professional Indemnity Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSURER:</strong></td>
</tr>
<tr>
<td><strong>POLICY NO:</strong></td>
</tr>
<tr>
<td><strong>EXPIRY DATE:</strong></td>
</tr>
<tr>
<td><strong>EXTENT OF COVER:</strong></td>
</tr>
</tbody>
</table>

Enclosed? (Please tick as appropriate) Yes  No

2. Please enclose full details of any claims in excess of R35,000 made against all Firms’ insurance policies within the last three years.

Enclosed? (Please tick as appropriate) Yes  No  N/A
<table>
<thead>
<tr>
<th>Signed</th>
<th>__________________________</th>
<th>Date</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>__________________________</td>
<td>Position</td>
<td>__________________________</td>
</tr>
<tr>
<td>Respondent</td>
<td>__________________________</td>
<td></td>
<td>__________________________</td>
</tr>
</tbody>
</table>
8. ACSA TERMS AND CONDITIONS OF BID

This RFQ is open to South African Registered Bidders and overseas. All legal requirements for tax and customs must be observed and the cost is for the bidder.

ACSA reserves the right to award the contract on the basis of RFQ submitted or to negotiate at the option of ACSA terms and conditions suitable to this RFQ; and by submission of its RFQ the proposer agrees to be legally bound thereby if its RFQ is accepted by ACSA.

ACSA or its duly appointed representatives shall be the sole adjudicators of the RFQ s received. The decision shall be final and no discussion or correspondence regarding the reason for the acceptance or rejection of any RFQ will be furnished except as required by law.

ACSA shall not be liable for any expense incurred by any proposer in the preparation and submission of its RFQ.

If the RFQ has been awarded on the strength of information furnished by a proposer, which information proves to have been incorrect, in addition to any other legal remedy it may have, ACSA may at any time during the life of the contract:

(a) Recover from the relevant proposer all costs, losses or damages incurred by it as a result of the award and/or

(b) Cancel the award of the RFQ 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.

If a written contract has been concluded between the parties and ACSA exercises the right to cancel such contract, the proposer shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by ACSA as a result of such cancellation and having to make alternative arrangements. ACSA shall furthermore have the right to recover such losses, damages or additional costs by means of set off against monies due or which may become due to the proposer in terms of the said contract. Otherwise ACSA may process a claim in terms of a performance bond provided for due fulfilment of the contract by the proposer. Until such time as the amount of such losses, damages or additional costs have been determined, ACSA shall retain such monies for any loss or damage, which ACSA may suffer or has suffered.

If ACSA and the successful proposer fail to enter into and execute a formal written contract within thirty (30) days of the award as a result of the proposer's failure to comply with the representation made in his/her RFQ, then the RFQ may be deemed null and void. ACSA’s aforesaid rights are without prejudice and in addition to any other rights that ACSA may have in order to claim damages.

ACSA reserves the right to amend the terms and conditions of this RFQ at any time prior to finalisation of
the contract between the parties and shall not be liable to any proposer or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. All RFQs are submitted at the entire risk of the proposer.

All agreements arising from RFQs submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA in accordance with applicable laws and policy.

ACSA reserves the right to postpone the closing date for submission of RFQs or to withdraw the RFQ at any time.

Works must be executed in the name of the business actually tendering to perform the supply, installation and maintenance, and if awarded the contract it must be signed by an authorised representative of the proposer. In the case of a joint venture or partnership, evidence of such authorisation from all members must be included. In the case of a joint venture RFQ, officers authorised by both entities must sign the RFQ form. The address and telephone numbers of the proposer must appear in B-BBEE Vendor form.

The foreign exchange values for the imported content shall be indicated in the country of source and in US Dollar. The exchange rates used in calculating the SA Rand value must be clearly stated in the Schedule of rates, in the RFQ.

The following is of utmost importance to ensure the smooth and efficient payment of invoices:

- Ensure that a proper procurement process was followed and a PO number is obtained before any goods are delivered or services are rendered.

- The above PO number must be reflected on the invoice. ACSA will not pay any suppliers if they have delivered any goods or services without a PO number. Even if you have a signed contract with ACSA, you STILL need a PO number. Please ensure that you receive a PO number from ACSA which you then can quote on all your invoices that relate to that contract.

- An invoice will only be accepted at the Contact Centre if it has an ACSA Purchase Order (PO) number. Invoices without a PO number will be returned directly to the supplier, and will not be forwarded to the SSC for processing.

- Please provide business with a delivery note or a copy tax invoice to assist them in processing the goods receipt as soon as the goods are delivered or the service rendered.

- Please deliver or post the original invoices to the relevant Contact Centre, and to speed up the process you can email the invoice in PDF format to invoices.acsa@airports.co.za. The original invoice should not be handed to business.

- Ensure that you obtain a reference number for your invoice submission as you would require this number for any future correspondence and as proof of submission.

- Please contact the Contact Centre only for any queries as the SSC will not receive any further direct queries.
• Payment by means of Electronic funds transfers.

• At present Airports Company South Africa affects all payments by means of the Electronic Funds Transfer (EFT). We do not issue any cheques any more.

• Invoices will be paid on the last working day of the month following the invoice date e.g. if an invoice date is 15 April 2010, it will be paid on the 31 May 2010, unless ACSA has contractually in writing committed to different payment terms. Invoices must be submitted in time for payment.

• Should you have different payment terms negotiated in writing with Airports Company South Africa, please mail this signed contract to suppliers@acsa.co.za in order to ensure that your payment is made on time.

• If you have been paid historically via cheque, you need to ensure that you submit your correct banking details to us to be loaded on our system. Please in this instance ensure that you do the following:
  o Email a copy of a cancelled cheque to suppliers@acsa.co.za as proof of your banking details

• The RFQ Submission shall be in English.

**Binding Arbitration Provision**

It is a condition of participation in this RFQ process and the proposer and ACSA agree that should any dispute or difference arise between any proposer and ACSA:

• Concerning the purport or effect of the RFQ documents or of anything required to be done or performed there under.

• Concerning any aspect of the RFQ process to anything done or decided there under or

• Concerning the validity of the award of the RFQ to any proposer or the failure to award same to any proposer, then such dispute or difference shall be finally resolved by arbitration.

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).
• 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.

• 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.

• 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.

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

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

RFQ Acceptance

• ACSA reserves the right to reject:

  a. Incomplete RFQs

  b. Late RFQs

  c. Conditional RFQs.

  d. Non-compliant RFQs with one or more of the procedural and administrative criteria.

• ACSA reserves the right to withdraw the RFQ at any time without giving rise to any obligation to be responsible for any loss or financial damage which may be incurred or suffered by any Proposer.

• ACSA reserves the right to weigh criteria and is not obligated to offer this opportunity to
the highest financial proposer nor any responsibility for expenses or loss, which may be incurred by any Proposer in preparation of his RFQ.

- Proposers may include with their RFQ s any descriptive matter, which, if referred to in the RFQ, will form part of the RFQ. In case of any discrepancy, however, the issued RFQ and Contract Documents and information completed therein by the Proposer, will be considered as the valid and binding RFQ.

- ACSA reserves the right to award portions of the RFQ to different proposers and is not obligated to accept the whole or only one RFQ for purposes of the award of the contract or contracts.

- Proposers may be asked to revise, clarify and/or provide additional information during the RFQ evaluation process. These requests would require immediate action and responded to in writing within two (2) working days of the receipt of such request.

| ACCEPT | ACCEPT WITH AMENDMENT/S | DO NOT ACCEPT |

COMPANY NAME

__________________________________________________

REPRESENTATIVE NAME AND SURNAME:

__________________________________________________

SIGNATURE:

__________________________________________________

DATE:
Part C1: Agreements and Contract data

C1.1 Form of offer and acceptance
C1.2 Contract data
C1.3 Occupational Health and Safety Agreement
C 1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Professional services as described under section C 3.3 Health and Safety Professional Services: Terminal 2 and Parameter fencing at the Cape Town International Airport

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered price to be inclusive of prices in BOTH Price schedule A and B.

The offered price for Professional Fees (excluding VAT)

_________________________________________________________ (in words);

(In figures) __________________________ Refer Part C2: Pricing Data

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of contract identified in the Contract Data.

Signature(s) __________________________ Date __________________________

Name(s) __________________________ __________________________

Capacity __________________________ __________________________

For the Tenderer

(Name and address of organization)

Name and Signature of Witness __________________________ Date __________________________
Acceptance
(Only to be completed at acceptance stage)

By signing this part of this form of offer and acceptance, the Employer identified below accepts the tenderer’s offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer’s offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:
Part C1: Agreements and contract data, (which includes this agreement)
Part C2: Pricing data
Part C3: Scope of work.
Part C4: Site information
and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer’s agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.
Signature(s)

_________________________________ ___________________________

Name(s)

_________________________________ ___________________________

Capacity

_________________________________ ___________________________

For the Employer
Airports Company South Africa SOC Limited
24 Johnson Road
Riverwoods office Park, Willows Building
Supply Chain Department
Senderwood
Bedfordview,
Gauteng

Name and
Signature of
Witness __________________________ Date __________________________
C1.2 Contract data
CONDITIONS OF CONTRACT


Copies of this Services Contract may be obtained from the Construction Industry Development Board’s website www.cidb.org.za.

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

PART 1: Data provided by the Employer

The following Contract Data and amendments are applicable to this Contract:

<table>
<thead>
<tr>
<th>CLAUSE</th>
<th>Details</th>
</tr>
</thead>
</table>
| 3.4 and 4.3.2 | The authorised and designated representative of the Employer is:  
Name: Ms Onkgopotse Boikanyo  
+27 11 723 1568  
The Employer’s address for receipt of communications is:  
Airports Company South Africa SOC Limited (acsa)  
24 Johnson Road  
Riverwoods office Park, Willows Building  
Supply Chain Department  
Senderwood  
Bedfordview,  
Gauteng  
E-mail: Onkgopotse.Boikanyo@airports.co.za |
| 1 | The Project is for:  
Professional services of a Health and Safety Professional Services: TO PROVIDE PROFESSIONAL SERVICES ON THE TERMINAL 2 and PERIMETER FENCE PROJECTS FOR AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED (ACSA) - CAPE TOWN INTERNATIONAL airport |
| 1 | The Period of Performance is until completion of all deliverables in accordance with the Scope of Work. |
| 1 | The Start Date is TBC 2018. |
| 3.5 | The location for the performance of the Project:  
OR TAMBO International Airport |
| 3.12.3 | In the event that due to his negligence or for reasons within his control, the Service Provider does not meet the specified target of work stated in the Tender |
| CLAUSE | Notice (measured through the value of the Fee Tendered) to the Targeted Enterprise the Employer shall be entitled to levy a penalty.

The penalty payable is 50% of the value by which the cumulative value of the payments to the Targeted Enterprise fails to meet the specified percentage.

3.12.4 In the event that the service provider fails to substantiate that any failure to achieve the contract skills development goal was due to reasons beyond the service provider's control which may be acceptable to the employer, sanctions shall apply as follows:

In the event that the bidder does not meet the specified CSDG target, ACSA shall levy a penalty which is equal to 50% of the Total Notional Cost over contract duration of the skills development programme.

3.15.1 The program shall be submitted within 2 weeks of the award of the Contract.

3.15.2 The Service Provider shall update the programme at intervals not exceeding 30 days.

3.16 The adjustment to the time-based fees shall be equal to:

\[
\text{CPIn - CPIs)} / \text{CPIs}
\]

where CPIs = the indices specified in the Contract Data during the month in which the start date fails

CPIn = the latest indices specified in Contract Data during the month in which the anniversary of the Start Date falls.

3.16.1 The indices are those contained in Table A of P0141 Consumer Price Index for the CPI for all services published by Statistics South Africa

5.1.3 The Service Provider shall enter into a contract (either through partnership, joint venture or sub-contracting) with (a) Targeted Enterprise(s) to perform a percentage of work.

A Targeted Enterprise is a registered built environment professional firm contracted (either by Joint Venture, partnership or sub-contracting) by the bidder to perform a specified percentage of work stated in the Contract Data under the guidance of the bidder and which complies with the following:

a) does not share equity holding with the bidder; and

b) is registered in terms of the Company's Act, 2008 (Act No. 71 of 2008) or Close Corporation Act, 1984 (Act No. 69 of 1984); and

c) is registered with the South African Revenue Service; and

d) is at least an Exempted Micro Enterprise (EME) with a B-BBEE Status of “Level Two Contributor”, as defined in the Amended Codes of Good Practice for measuring Broad-Based Black Economic Empowerment (published in Government Gazette No. 36928 on 11 October 2013) with at least 1 (one) registered ECSA professional in the applicable discipline as a permanent employee; or

e) is at least a Qualifying Small Enterprise (QSE) with a B-BBEE Status of
| CLAUSE | “Level Two

1. Contributor”, as defined in the Amended Codes of Good Practice for measuring Broad- Based Black Economic Empowerment (published in Government Gazette No. 36928 on 11 October 2013) with at least 2 (two) registered ECSA professionals in the applicable discipline as permanent employees; and

f) has entered into a written relationship agreement of co-operation and assistance with the bidder for the duration of the contract. |

| 5.1.4 | The minimum amount of work expressed as a percentage of the value of the Fee that will be undertaken by a Targeted Enterprise(s) selected by the Service Provider shall be 5%. |

| 5.1.5 | The service provider shall achieve in the performance of the contract the contract skills development goal established in the CIDB Standard for developing skills through infrastructure contracts (August 2013) |

| 5.4.1 | INSURANCE CLAUSES FOR CAPEX PROJECTS

SECTION A: DEFINITIONS

Landside refers to:
- Areas of the airport before the security points; and
- The restricted area beyond the security points but, within the perimeter of gatehouses, passenger terminals and cargo buildings.

Airside refers to:
- The Apron / manoeuvring areas; and
- Area within the airside boundary/perimeter fence, excluding the internal areas of the passenger terminals, perimeter gatehouses and cargo buildings.

Insurance requirements for PROJECTS with a value above R50 million on the LANDSIDE

Contract Works
With regards to contract works claims, the contractor / consultant is responsible for the following deductibles:
- All Construction Work and Earthworks – R300 000 deductible (excess);
- All other claims – R300 000 deductible (excess);
- Other property insured – R700 000 deductible (excess);
- Contractors / consultants should re-insure the deductibles. |

| 5.5 | The Service provider is required to obtain the Employers pre - approval in writing before taking any of the following actions:
- Variations to the contract in the form of scope, programme, cost and quality. |

| 7.2 | The Service Provider is required to provide personnel in accordance with the provisions of clause 7.2 and to complete the Personnel Schedule. |

<p>| 8.1 | The Service Provider is to commence the performance of the Services within 14 days of date that the Contract becomes effective. The contract is concluded when the project deliverables as per the scope have |</p>
<table>
<thead>
<tr>
<th>CLAUSE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.4.3 (c)</td>
<td>The period of suspension under clause 8.5 is 12 months</td>
</tr>
<tr>
<td>9.1</td>
<td>Copyright of documents prepared for the Project shall be vested with the Employer.</td>
</tr>
<tr>
<td>11.1</td>
<td>A Service Provider may subcontract any work which he has the skill and competency to perform.</td>
</tr>
<tr>
<td>11.4</td>
<td>The Employer shall have no contractual relationships with Subcontractors, except in cases where the Subcontractors are Targeted Enterprises. However, if a Subcontractor is found by the Employer to be incompetent, the Employer may request the Service Provider either to provide a Subcontractor with qualifications and experience acceptable to the Employer as a replacement, or to resume the performance of the relevant part of the Services himself.</td>
</tr>
<tr>
<td>11.7</td>
<td>The Service Provider shall not sub-contract more than 25% of the tendered contract value (including value of work allocated to Targeted Enterprise(s) but excluding any services specified in the Scope of Work to be procured through the Employer’s Supply Chain Procurement process) to any other enterprise that does not have an equal or higher B-BBEE status level, unless the intended subcontractor(s) is an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract. The Targeted Enterprise(s) shall not be allowed to sub-contract any work that forms part of the specified participation percentage without the Employer’s approval.</td>
</tr>
<tr>
<td>12.1</td>
<td>Interim settlement of disputes is to be by mediation.</td>
</tr>
<tr>
<td>12.2 / 12.3</td>
<td>Final settlement is by arbitration.</td>
</tr>
<tr>
<td>12.2.1</td>
<td>In the event that the parties fail to agree on a mediator, the mediator is nominated by the Chairman of the Association of Arbitrators (SA).</td>
</tr>
<tr>
<td>12.4.1</td>
<td>In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by the Chairman of the Association of Arbitrators (SA).</td>
</tr>
<tr>
<td>13.1.3</td>
<td>Insurances to be carried: The service provider is responsible for the following covers: <strong>Public Liability</strong></td>
</tr>
<tr>
<td></td>
<td>- In the event of a claim brought against the contractor / consultant for 3rd party property damage, the contractor / consultant will be responsible for a deductible (excess) of R275 000;</td>
</tr>
<tr>
<td></td>
<td>- In the event of a claim brought against the contractor / consultant for removal of lateral support, the contractor / consultant will be responsible for a deductible (excess) of R500 000;</td>
</tr>
<tr>
<td></td>
<td>- Contractors / consultants should re-insure the deductibles.</td>
</tr>
<tr>
<td>CLAUSE</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Indemnity</strong></td>
<td></td>
</tr>
<tr>
<td>• All consultants are responsible for Professional Indemnity cover of R10 million;</td>
<td></td>
</tr>
<tr>
<td>• Contractors who have a material design element, excluding typical P &amp; G related work, as part of their scope, are responsible for a Professional Indemnity cover of R10 million;</td>
<td></td>
</tr>
<tr>
<td>• In the event of a claim above R10 million, the ACSA PI cover will kick in for the amount in excess of R10 million;</td>
<td></td>
</tr>
<tr>
<td>Proof of cover in the form of a certificate of insurance should be provided to ACSA before a contract is signed between ACSA and the contractor and/or consultant.</td>
<td></td>
</tr>
<tr>
<td>All persons in a joint venture or consortium shall be jointly and severally liable to the Employer in terms of this Contract and shall carry individually the minimum levels of insurance as stated above.</td>
<td></td>
</tr>
</tbody>
</table>

**Deductibles:**

With regards to contract works claims, the service provider is responsible for the following deductibles.

- All Civil Work and Earthworks – R300 000 deductible (excess)
- All other claims – R300 000 deductible (excess)
- Other property insured – R700 000 deductible (excess)
- Contractors / consultants may re-insure the deductibles

13.6 The provisions of 13.6 do not apply to this Contract.

15 The interest rate will be prime interest rate of the Employer's bank at the time that the amount is due.
## PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Service provider is</td>
</tr>
<tr>
<td>1</td>
<td>Address</td>
</tr>
<tr>
<td>1</td>
<td>Telephone</td>
</tr>
<tr>
<td>1</td>
<td>Facsimile</td>
</tr>
<tr>
<td>1</td>
<td>Email</td>
</tr>
<tr>
<td>5.3</td>
<td>The authorised and designated representative of the Service Provider is:</td>
</tr>
<tr>
<td>5.3</td>
<td>Name:</td>
</tr>
<tr>
<td>5.3</td>
<td>The Service Provider address for receipt of communications is</td>
</tr>
<tr>
<td></td>
<td>Physical address:</td>
</tr>
<tr>
<td></td>
<td>Postal address:</td>
</tr>
<tr>
<td></td>
<td>Telephone:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
<tr>
<td>5.5</td>
<td>The Key Persons and their jobs/functions in relation to the services are:</td>
</tr>
<tr>
<td>7.12</td>
<td>Name</td>
</tr>
</tbody>
</table>
C1.3 Occupational Health and Safety Agreement

AGREEMENT MADE AND ENTERED INTO BETWEEN Airports Company South Africa SOC Limited (HEREINAFTER CALLED THE “EMPLOYER”) AND

(SERVICE PROVIDER / MANDATORY / COMPANY / CC NAME)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT No. 85 OF 1993 AS AMENDED

I, ...............................................................................................................................

Representing ..........................................................................................................., as employer

In its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act No. 85 of 1993 (OHSA Act) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 (C OID Act) Registration

Number: ...............................................................................................................  

OR Compensation Insurer: .....................................................................................

Policy No.: .............................................................................................................  

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council’s Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

Signed at........................................on the....................................day of............................................20......
Witness ___________________  Mandatory ___________________

Signed at………………………on the……………………day of……………………………………20………

Witness for and on behalf of ACSA

_____________________________
Part C2: Pricing Data

C2.1 Pricing instructions
C2.2 Activity Schedules
C2.1 Pricing instructions

The appointment of the company, comprising the successful professional team, will be in accordance with the following built environment professional council, amended in line with ACSA’s specific requirements at an operational airport.

Bidders must only price in accordance with the pricing schedule below, 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 Rates as published by the Department of Public Works in their Rates for Reimbursable Expenses for consultants unless stated otherwise elsewhere in this document.
C2.2 Activity Schedules

The pricing schedule below has been structured in such a way that Service Providers are to complete, a sum per work stage.

**Work Package 1/ Terminal 2 Enablement Works:**

<table>
<thead>
<tr>
<th>SIPDM STAGES</th>
<th>SACPCMP STAGES</th>
<th>WORK STAGES</th>
<th>Unit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefeasibility Prepariation Stage</td>
<td>Stage 3</td>
<td>Stage 1</td>
<td>Inception</td>
<td>Sum</td>
</tr>
<tr>
<td>Feasibility Concept and Viability</td>
<td>Stage 4</td>
<td>Stage 2</td>
<td>Concept and Viability</td>
<td>Sum</td>
</tr>
<tr>
<td>Design Development</td>
<td>Stage 5</td>
<td>Stage 3</td>
<td>Design and Development</td>
<td>Sum</td>
</tr>
<tr>
<td>Production Information, Manufacture, Fabrication Construction information &amp;</td>
<td>Stage 6</td>
<td>Stage 4</td>
<td>Documentation and Procurement</td>
<td>Sum</td>
</tr>
<tr>
<td>Works Hand over</td>
<td>Stage 7 &amp; 8</td>
<td>Stage 5</td>
<td>Construction</td>
<td>Sum</td>
</tr>
<tr>
<td>Package Completion</td>
<td>Stage 9</td>
<td>Stage 6</td>
<td>Close Out</td>
<td>Sum</td>
</tr>
</tbody>
</table>

Sub-Total (EXCL. VAT) Sum

Disbursements (% of Sub - Total) 3%

Contingency (% of Sub - Total) 15%

ACSA Specific H&S Specialist Budget (% of Sub - Total) 10%

SUB TOTAL FEES (EXCL. VAT)
(TENDER PRICE CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE)

Add: Vat (15%)

SUB TOTAL INCLUDING VAT
### Work Package 2/ Terminal 2 Main Works:

**Work Package 2**

<table>
<thead>
<tr>
<th>SIPDM STAGES</th>
<th>SACPCMP STAGES</th>
<th>WORK STAGES</th>
<th>Unit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefeasibility</td>
<td>Stage 3</td>
<td>Stage 1</td>
<td>Inception</td>
<td>Sum</td>
</tr>
<tr>
<td>Preparation Stage</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Feasibility</td>
<td>Stage 4</td>
<td>Stage 2</td>
<td>Concept and Viability</td>
<td>Sum</td>
</tr>
<tr>
<td>Concept and Viability</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Design Development</td>
<td>Stage 5</td>
<td>Stage 3</td>
<td>Design and Development</td>
<td>Sum</td>
</tr>
<tr>
<td>Development</td>
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</tr>
<tr>
<td>Production Information, Manufacture,</td>
<td>Stage 6</td>
<td>Stage 4</td>
<td>Documentation and Procurement</td>
<td>Sum</td>
</tr>
<tr>
<td>Fabrication, Construction &amp;</td>
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<tr>
<td>Information</td>
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<tr>
<td>Works</td>
<td>Stage 7 &amp; 8</td>
<td>Stage 5</td>
<td>Construction</td>
<td>Sum</td>
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<td>Hand over</td>
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<tr>
<td>Package Completion</td>
<td>Stage 9</td>
<td>Stage 6</td>
<td>Close Out</td>
<td>Sum</td>
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<tr>
<td>Sub-Total (EXCL. VAT)</td>
<td></td>
<td></td>
<td>Sum</td>
<td></td>
</tr>
<tr>
<td>Disbursements (% of Sub - Total)</td>
<td></td>
<td></td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td>Contingency (% of Sub - Total)</td>
<td></td>
<td></td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>ACSA Specific H&amp;S Specialist Budget (% of Sub - Total)</td>
<td></td>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td><strong>SUB TOTAL FEES (EXCL. VAT)</strong></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td><em>(TENDER PRICE CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE)</em></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Add: Vat (15%)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUB TOTAL INCLUDING VAT</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Work Package 3/ Extension and Replacement of Perimeter Fence:
<table>
<thead>
<tr>
<th>Work Package 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIPDM STAGES</strong></td>
<td><strong>SACPCMP STAGES</strong></td>
</tr>
<tr>
<td>Prefeasibility Preparation Stage</td>
<td>Stage 3</td>
</tr>
<tr>
<td>Feasibility Concept and Viability</td>
<td>Stage 4</td>
</tr>
<tr>
<td>Design Development</td>
<td>Stage 5</td>
</tr>
<tr>
<td>Production Information, Manufacture, Fabrication Construction information &amp;</td>
<td>Stage 6</td>
</tr>
<tr>
<td>Works Hand over</td>
<td>Stage 7 &amp; 8</td>
</tr>
<tr>
<td>Package Completion</td>
<td>Stage 9</td>
</tr>
<tr>
<td><strong>Sub-Total (EXCL. VAT)</strong></td>
<td></td>
</tr>
<tr>
<td>Disbursements (% of Sub - Total)</td>
<td></td>
</tr>
<tr>
<td>Contingency (% of Sub - Total)</td>
<td></td>
</tr>
<tr>
<td>ACSA Specific H&amp;S Specialist Budget (% of Sub - Total)</td>
<td></td>
</tr>
<tr>
<td><strong>SUB TOTAL FEES (EXCL. VAT)</strong></td>
<td></td>
</tr>
<tr>
<td>(TENDER PRICE CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE)</td>
<td></td>
</tr>
<tr>
<td>Add: Vat (15%)</td>
<td></td>
</tr>
<tr>
<td><strong>SUB TOTAL INCLUDING VAT</strong></td>
<td></td>
</tr>
</tbody>
</table>
NB: Bidders are to ensure that pricing is accurate for a project/s of this complexity and magnitude. Due consideration is to be given to the Project Duration and Timelines; Number of Meetings as indicated within the relevant sections within this document.

(b) Disbursements

i. Only project related costs listed below and presented to ACSA will be compensated by ACSA;

- Miscellaneous cost (PPE)
- Printing, binding
- Project occupational Health and Safety permit application

ii. No payment for disbursement will be made for the following:

- Travelling and accommodation
- Typing of correspondence, payment certificates, variation orders, progress reports or financial reports
- Telephone calls
- Cellular calls
- Computer costs
- Telefaxes (outgoing or incoming)
- Email (sent or received)

iii. Disbursements will be paid at cost. The onus sits with the consultant to provide proof and prior Approval.

(c) Additional Hourly Rates

Hourly Rates are to be provided for day and night works.

<table>
<thead>
<tr>
<th>PROVISION FOR ANY ADDITIONAL WORK (OUTSIDE THE NORMAL SCOPE OF WORK) HOURLY RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>**********************************************************</td>
</tr>
</tbody>
</table>

********** SUBJECT TO PRIOR APPROVAL BY ACSA**********
### Description

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ALL INCLUSIVE RATE/ PER HOUR (EXCL. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pr. CHSA, Health and Safety Agent (Dayworks)</td>
<td>R</td>
</tr>
<tr>
<td>Pr. CHSA, Health and Safety Agent (Nightworks)</td>
<td>R</td>
</tr>
</tbody>
</table>

- All additional hourly rates are exclusive of VAT
- Use of Contingency and Airport Specific H&S Specialist Budget will be paid on an hourly basis using the rates provided. Use of funds is at the discretion of the Client. All and any use of these funds are to be approved by the ACSA representative/ Contract Manager.

Claimable disbursement cost below:

### Typing and Duplicating (Excluding VAT)

#### Table 1: Rates for typing and duplicating undertaken by the consultant himself.

<table>
<thead>
<tr>
<th>From</th>
<th>Typing of original/master per A4</th>
<th>Duplicating</th>
<th>Printed or copied binder set</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On white paper</td>
<td>On coloured paper</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>A3</td>
<td>A4</td>
<td>A3</td>
</tr>
<tr>
<td>2005-03-01</td>
<td>R18,00</td>
<td>R0,35</td>
<td>R0,70</td>
</tr>
<tr>
<td>2009-08-15</td>
<td>R20,00</td>
<td>R0,55</td>
<td>R1,00</td>
</tr>
<tr>
<td>2013-01-01</td>
<td>R22,00</td>
<td>R0,65</td>
<td>R1,60</td>
</tr>
<tr>
<td>2017-09-01</td>
<td>R28,00</td>
<td>R0,85</td>
<td>R2,10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From</th>
<th>Duplicating in colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>A3</td>
</tr>
<tr>
<td>2009-08-15</td>
<td>*R7,00</td>
</tr>
<tr>
<td>2013-01-01</td>
<td>*R8,00</td>
</tr>
<tr>
<td>2017-09-01</td>
<td>*R8,50</td>
</tr>
</tbody>
</table>

* Payable only upon prior written approval by Departmental Project Manager.
Part C3: Scope of work

C3 Scope of Services

C3.1 BACKGROUND AND SITE LOCALITY

The Purpose of this Tender

The ACSA Technical Services and Solutions Department is seeking to procure the services of an Occupational Health and Safety Agent for the following project/s:

1. Terminal 2 Enablement Works (Work Package 1)
2. Terminal 2 Main Works (Work Package 2)
3. Extension and Replacement of Perimeter Fence (Work Package 3)

The appointed Health & Safety Agent will provide the Scope of Services as stipulated in Guidelines for Scope of Services, South African Council for the Project and Construction Management Professionals (SACPCMP).

Refer to, Registration Rules for Construction Health and Safety Agents in Terms of Section 18 (1) (c) of the Project and Construction Management Professions Act 2000 (Act No. 48 of 2000).

C3.2.1 SCOPE OF THE WORKS (WORK PACKAGE 1&2)

In the run-up to the SWC 2010, Cape Town International Airport (CTIA) developed the terminals in line with its approved expansion Master Plan. The new International Terminal and the new Central Terminal Building were constructed as part of this Master Plan. However, the old Terminal 2 was retained, altered and refurbished and re-used.

Terminal 2 is situated between the International Terminal and the Central Terminal Building (CTB) and is one of the oldest remaining buildings in the terminal complex. The intention is to replace the existing Terminal 2 in its entirety to improve integration with the adjacent terminals.

The project will be delivered using a 2-stage construction process i.e. Work Package 1&2

The table below provides a breakdown of the scope that will be delivered through the Terminal 2 Development:
## Terminal 2 Development Project Scope Overview

### Terminal 2 Enablement Works/ Work Package 1

- Allows for the rerouting of international arrivals passenger primary operations.
- Allows for additional immigration processing capacity.
- Allows for temporary reallocation and relocation of International customs area/meeters and greeters and associated retail offerings.
- Allows for temporary accommodation for stakeholders currently located within the existing Terminal 2 i.e. Airline and Ground Handlers offices, Back of House areas and services.
- Relocation of the existing building services (electrical; HVAC, IT, Wet Services etc.) currently located within Terminal 2.
- Enables the demolition of the existing Terminal 2.

### Terminal 2 Basement/ Work Package 2

- Allows for segregation of service and passenger flows.
- Allows for prime real estate to be freed from back of house operations.
- Increase in commercial storage – allows for optimisation of retail operations in the terminal.
- Allows for connection to future basement facilities.
- Additional 1,850 sqm of service and back of house areas.

### Terminal 2 Ground Floor/ Work Package 2

- The western expansion of the emigration area allows for greater flexibility for modular expansion and early delivery of capacity to alleviate current operational pinch point.
- 2 additional code F carousels.
- Baggage make up area expansion of 2,700 sqm.
- Additional customs and emigration capacity.
<table>
<thead>
<tr>
<th>Terminal 2 First Floor/ Work Package 2</th>
<th>Terminal 2 Second Floor/ Work Package 2</th>
<th>Terminal 2 Third Floor/ Work Package 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Transit facility of 360 sqm</td>
<td>- Segregated security due to escalator and fire escape throat restrictions (post tensioned slab-very costly to fill)</td>
<td>- New International Lounge/s</td>
</tr>
<tr>
<td>- Airline offices and rest areas</td>
<td>- Will enable additional self-service check in facilities</td>
<td>- Additional Food and Beverage facilities</td>
</tr>
<tr>
<td>- Double volume opening provides aesthetic appeal</td>
<td>- Will enable SMART security processing</td>
<td>- Additional ablution facilities</td>
</tr>
<tr>
<td>- Design allows for future bridge link to the multi storey parkade</td>
<td>- Will enable “Fast Track” route for domestic business travelers</td>
<td>- Additional 1,440 sqm of lounge areas and an additional 225 sqm of retail area</td>
</tr>
<tr>
<td>- Additional 2,594 sqm of office area</td>
<td>- Increased queuing space</td>
<td></td>
</tr>
</tbody>
</table>

- Arrivals hall queuing /circulation of 2,000 sqm
- Meeters and greeters concourse of 3,500 sqm
- Additional commercial space
- Additional 1,591 sqm retail facilities
- Additional 360 sqm duty free

- (28 counters)
The enablement works for the Terminal 2 Development is a key aspect of the project. The enablement works seeks to relocate critical primary processing infrastructure such as immigration, customs and international meeters & greeters (currently located in the existing Terminal 2 building) to the adjacent Parkade 1 to allow for the demolition of the existing Terminal 2 and subsequent redevelopment of the terminal.

Work Package 1: Terminal 2 Enablement Works:

Estimated Construction Works: R 440 million

- The scope of work entails the following in order to rerouting of primary passenger flows and associated operations:
  - Services relocation from the service yard as well as existing T2 IT services, wireroom & core room relocation
  - Construction of temporary accommodation in Parkade 1 (P1) ground floor for offices, retail, customs, meeters & greeters that will be affected by the T2 demolition and T1 refurbishment
  - Decanting of the existing tenants into the temporary accommodation
  - Construction of the temporary sterile passenger bridge / passage at grade to Parkade 1
  - Construction of ramp over and access under the pedestrian passage to the basement
  - T2 Airside accommodation for airside services that will be affected by the T2 demolitions
  - Temporary fit-out including 1) furniture, fittings & equipment FF&E), operational services & equipment (OS&E), information communication & security technology (ICST) and signage
  - Parkade 2 service delivery area including storage for delivery to CTB (existing service yard will be demolished).
  - Western extension of the immigration hall
Demolition of Terminal 2 and carting away of material.

Work Package 2: Terminal 2 Main Works
Estimated: R 1 720 000 000

The scope of work entails the construction of the following
- Terminal 1 – Refurbishment (ground floor)
- Terminal 2 – Construction of Basement
- Terminal 2 – Construction of Building and Civil Works (first, second and third floor)

C3.2.2 Scope of Work (Work Package 3)

Work Package 3: Extension and Replacement of Perimeter Fence
Estimated: R 290 000 000

The existing perimeter fence at Cape Town International Airport is approximately 15 years old and is a single fence equipped with a perimeter intrusion detection system (PIDS).

While the current fence meets National Key Point (NKP) standards, ACSA has over the last year reviewed the existing fencing specifications at the various airports to take greater cognizance of the region-specific security risks and threats as it relates to the various airports. To this end the national security forum has endorsed a new fencing specification for high risk areas with Cape Town being identified as such.
The New Perimeter Fence to comprise of:

- The Entire airport perimeter to be enclosed in the new specification fence as approved by the business
- Position, height and size of barbed wire coils will be clarified in Stage 1 with the full project team.
- Service / Patrol roads to be built as per the approved design
- Lighting, an Intercom System, CCTV specification and Perimeter Intrusion Detection Systems will be detailed in Stage 3
• All existing fencing to be replaced where relevant and new land parcels acquired to be enclosed. The brief will clarify whether land earmarked for commercial development is also to be enclosed.
• The existing eastern perimeter fence to be left in place until such time that the second runway has been constructed. NKP line will remain on the existing fence which is to remain in place until the need for it to be demolished to accommodate the second new runway.
• Line of sight to all edges of perimeter fence from the Terminal Buildings. This implies a levelling / flattening of the Eastern land.
• Final fence specification to comply technically with ACSA requirements for maintenance, repair and replacement.

The Health and Safety Professional Consultant will be required to provide services as prescribed in the South African Council for the Project and Construction Management Professional (SACPCMP)

The Scope of Work for this Bid is as per the SACPCMP Guidelines document;

Registration Rules for Construction Health and Safety Agents in terms of Section 18 (1) (c) of the Construction Management Professions Act, 2000 (Act No.48 2000), June 2013.

Refer to Section 2, Scope of Services. The bidder will only be appointed for the Standard Services as per the Stages below as well as additional activities required for as further elaborated below. The health & safety agent will be the lead consultant throughout the course of the project and all 6 stages, and will be expected to be the Primary Resource allocated to the project for all 3 work pages for all 6 stages:

Stage 1: Project Initiation and Briefing
Stage 2: Concept and Feasibility
Stage 3: Design Development
Stage 4: Tender Documentation and Procurement
Stage 5: Construction Documentation and Management
Stage 6: Project Close Out

The appointed Professional Health and Safety Agent for this bid will monitor the appointed Occupational Health and Safety Officer appointed under the contractor to make sure he is compliant with the latest Occupational Health and Safety Regulations and advise the Employer of any non-conformance.

The Health and Safety Professional will perform the duties of Occupational Health & Safety Agent to ensure:

- ACSA Safety policies and procedures are adhered to

Work is carried out safely without impacting the Airport Operational Environment

1.1. Form of Contract

The Conditions of Contract are the Standard Professional Services Contract (July 2009) published by the Construction Industry Development Board. (Contract data to be discussed in clarification session)

1.2. Extent of Services

The services to be provided in terms of this project are inextricably linked to the Employers capital budget. The Project will be managed in accordance with the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM).

1.3. Reference data

A clarification session will be held to advise on project location.

1.4. Timeframes and Milestones

Milestones set by the Employer typically revolve around budget cycles and the need to spend the budget in any given financial year. The Employer may cancel this appointment at anytime during the project subject to budget availability.

Work Package 1: Terminal 2 Enablement Works

**Estimated Critical Milestone dates:**

- Detail Design Completion – End of March 2019
o Procurement of Contractor Complete – End July 2019  
o Construction Commences – August 2020 – December 2021
The above milestones to be confirmed by appointed Consultants.

Work Package 2: Terminal 2 Main Works

**Estimated Critical Milestone dates:**
- Detail Design Completion – End of May 2019
- Procurement of Contractor Complete – End July 2020
- Construction Commences – July 2020 – April 2024
  The above milestones to be confirmed by appointed Consultants.

Work Package 3: Extension and Replacement of Perimeter Fence
- Detail Design Completion – End of December 2019
- Procurement of Contractor Complete – End March 2020
- Construction Commences – April 2020 – December 2022
  The above milestones to be confirmed by appointed Consultants

1.5. **Format of Communication**

Ad-hoc communication between the Employer and the Service Provider may be conducted telephonically, per electronic format (e-mail) or meetings.

1.6. **Meetings**

The Bidder will be required to attend site meetings as per Scope of Services.

The Bidder will also be required to attend meetings with the appointed professional services consultants as required. To be included in work stage pricing.

1.7. **Reporting**

A monitoring report will be compiled monthly and submitted to the Consulting Engineer as an overall performance indicator. The Bidder shall make allowance for writing reports in pricing schedule. The bidder will form part of the Consultant Team already appointed. They are:
• Project Manager

• Quantity Surveyor/ Transformation Agent

• Engineering (Electrical, Civil, Mechanical, Structural)

• OHS will report to the appointed Project Manager

1.8. Audits

The OHS Act requires a minimum of 1 visit every 30 days but the bid will provide **two audits per month** over the construction period. Monthly reports are to be issued electronically to the Engineer and Client at an agreed date prior to the monthly Contractor site meeting. In the event of night works taking place the client reserves the right to request that an additional audit be done and compensated in accordance with the submitted rate.

Construction period is estimated to be:

Work Package 1/ Terminal 2 Enablement Works: 16 months

Work Package 2/ Terminal 2 Main Works: 46 months

Work Package 3/ Extension and Replacement of Perimeter Fence: 32 months

Construction works will be **day works** and the Bidder is required to price accordingly.

A 15% contingency is allowed for in the pricing schedule in the event the above are deviated from.

The contingency can only utilised on the approval of the employer.

1.9. Disbursements

Disbursements will be paid on a proven cost basis. (Refer to Pricing Schedule).
1.10. **Key Personnel**

Should it become necessary to replace any of the key personnel listed during this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the Employer.

1.11. **Use of reasonable skill and care**

The Bidder is required to provide all aspects of the service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and to ensure that all legal requirements are met, and that all legal processes are adhered to.

The Bidders’ attention is drawn to the fact that the proposed infrastructure is to be built on ACSA Airside. Safety of persons and property is of paramount importance, closely followed by the minimisation of disruption and inconvenience to passengers. The Bidder is to adhere to ACSA Occupational Health and Safety always. No leniency will be granted for breach of policy.

Access to all Airport Departure and Arrival areas to always remain free of obstruction.

1.12. **Meetings**

**Management Meetings**

During the initial stages of this project (Planning, Studies, Investigations and Assessments; Inception; Concept and Viability and Design Development) the Bidder may be expected to attend fortnightly Project Board management meetings and progress meetings with the Employer.

**Design Development Meetings**

The Bidder shall be required to attend design development and technical review meetings with the design team and designated representatives of the Employer. These meetings will be structured to gain final approval of the Employer for all design aspects of this work.

**Site/Technical Meetings**

During the Contract Administration and Inspection stage of this project, the Bidder shall attend all site meetings with the Employer and contractor present.
Ad-hoc Meetings

The Bidder will be expected to attend ad hoc meetings from time to time, with the Employer, stakeholder groups, or service or other authorities, to address specific issues as and when the need arises.

General
The Bidder shall be represented at all meetings by at least one of the key personnel

C3.3 SCOPE OF THE BIDDER’S SERVICE

The bidders’ expected service is the standard scope of services for Construction Health and Safety Agents Registered in terms of Section 18 (1) (C) of the Project and Construction Management Professions Act (Act NO. 48 of 2000) as well as additional activities required for as further elaborated below.
Part C4: Site Information

C4: Site Information