

Tender Reference: PLZ6148/2019/RFP

**REQUEST FOR PROPOSAL: CONSTRUCTION OF
ARFF ADDITIONAL OFFICES AT PORT ELIZABETH
INTERNATIONAL AIRPORT**

August 2019

VOLUME 2

Tel +27 41 507 7348 Fax +27 41 507 7340
Administrator Office, Aeropark Office Complex, Block A, 1st Floor, Allister Miller Drive, Walmer, Eastern
Cape, South Africa
P O Box 5787, Walmer, Eastern Cape, South Africa, 6065
www.airports.co.za



**PORT ELIZABETH
INTERNATIONAL AIRPORT**

AIRPORTS COMPANY SOUTH AFRICA

NAME OF TENDERER:

NAME OF TENDERER (BIDDING ENTITY)

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

TEL NUMBER

FAX NUMBER

EMAIL

CONTACT NAME

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Note:

Upon acceptance of the offer by the Employer, this Tender document becomes part of the Contract document to which all reference to the term “Tender(s)” become synonymous with the term “Contractor(s)”.

TENDER NO: PLZ6148/2019/RFP

CONSTRUCTION OF ARFF ADDITIONAL OFFICES

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Contents	
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TENDER NO: PLZ6148/2019/RFP

CONSTRUCTION OF ARFF ADDITIONAL OFFICES

T1.1: TENDER NOTICE AND INVITATION TO TENDER

Airports Company South Africa invites suitably qualified contractors to bid for the refurbishment and construction of additional offices for the fire station (CONSTRUCTION OF ARFF ADDITIONAL OFFICES) at Port Elizabeth International Airport.

It is estimated that tenderers should have a CIDB contractor grading designation of 4GB or higher.

Compulsory Briefing Session

A compulsory briefing session with representative of the employer will be held at **Port Elizabeth International Airport on 27th August 2019 @ 11:00 am**

Please send confirmation of attendance via email by close of business ,22nd August 2019. Please attach an ID copy of the person attending the meeting to allow us to prepare a register for the site walk.

Physical address: Port Elizabeth International Airport
ACSA offices
Aeropark Office Complex,
Block A, 1st Floor,
Allister Miller Drive, Walmer,
Eastern Cape

Collection of Documents

Tender documents are available to download and/ or print from the following South African National Treasury website(www.etenders.gov.za) starting **14th August 2019**

Submission Closing Date

Bid submissions will close at **13th September 2019 @ 12h00**. All bid documentation must be provided in original and duplicated (printed format), signed and sealed in a clearly marked envelope with Bidder's name, Bid Reference Number and Bid Description and placed in a tender box situated at **Port Elizabeth International Airport:**

Location of tender box: (Request Directions from Information Desk)

Physical address: Port Elizabeth International Airport
ACSA offices
Aeropark Office Complex,
Block A, 1st Floor,
Allister Miller Drive, Walmer,

Tel +27 41 507 7348 Fax +27 41 507 7340

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Eastern Cape

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders **will not** be accepted.

Queries relating to this tender may be addressed to:

ACSA Procurement
E-mail: Onkgopotse.Boikanyo@airports.co.za
Phone : +27 11 723 1568

**TENDER NO: PLZ6148/2019/RFP
CONSTRUCTION OF ARFF ADDITIONAL OFFICES**

T1.2: TENDER DATA

STANDARD CONDITIONS OF TENDER

THE STANDARD CONDITIONS OF THIS TENDER ARE THE CIDB STANDARD CONDITIONS OF TENDER (July 2015 edition): As published in Annex F of the CIDB Standard for Uniformity in Construction Procurement in Board Notice 136 of 2015 in Government Gazette No 38960 of 10 July 2015.

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 specific conditions of tender are:

Clause Number	Tender Data
F.1.1	The Employer is Airports Company South Africa SOC Limited
F.1.2	The documents listed below will form part of this contract. VOLUME 1: The agreement is to be the JBCC Series 2000 Principal Building Agreement prepared by the Joint Building Contracts Committee, edition 4.1, code 2101 dated March 2005, obtainable through most regional offices of JBCC constituents

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Clause Number	Tender Data
	<p>VOLUME 2: Tender Documents:</p> <p><i>Part T1: Tendering Procedures</i></p> <p>T1.1 Tender notice and invitation to tender</p> <p>T1.2 Tender data</p> <p><i>Part T2 : Returnable Documents</i></p> <p>T2.1 List of returnable documents</p> <p>T2.2 Returnable schedules</p> <p><i>Part C1: Agreements and contract data</i></p> <p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p>C1.3 Performance Guarantee</p> <p>C1.4 Form of Occupational Health and Safety Act. 1993</p> <p>C1.5 ACSA Construction Environmental Management Plan – EMS 050</p> <p>C1.6 Contract Insurance Clauses</p> <p><i>Part C2: Pricing data</i></p> <p>C2.1 Pricing instructions</p> <p>C2.2 Bills of Quantities</p> <p><i>Part C3: Scope of work</i></p> <p>C3.1 to C3.7</p> <p><i>Part C3: Scope of work</i></p> <p><i>Part C4: The Project Works Drawings</i></p> <p>The employer does not supply Volume 1. Tenderers are to acquire their own copies of these documents. The tender documents issued by the employer comprise Volume 2.</p>
F.1.4	<p>The Authorised and designated representative of the Employer is:</p> <p>Contact Person: Onkgopotse Boikanyo</p> <p>Tel: +27 11 723 1568</p> <p>E-mail: Onkgopotse.Boikanyo@airports.co.za</p>
F.2.7	<p>There will be a compulsory site meeting on 27th August 2019 @ 11h00</p> <p>Port Elizabeth International Airport ACSA offices Aeropark Office Complex,</p>

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Clause Number	Tender Data
	<p>Block A, 1st Floor, Allister Miller Drive, Walmer, Eastern Cape</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>
F.2.8	<p>Request for clarity or information on the tender may only be requested from the 27th August until 30th September 2019. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal invitation. Bidders may not contact any ACSA employees on this tender other than those listed. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the approval of a recommendation to award this tender. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.</p>
F.2.12.2	<p>As a general rule ACSA only accepts bids which have been prepared in response to the tender invitation. However, for this tender, alternative bids may be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this tender invitation. The alternative bid will only be considered where the tenderer has submitted together with its alternative bid, an offer which materially complies with the requirements of this tender. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this tender document</p>
F.2.13.3	<p>All returnable documents shall be submitted in printed format, written in black ink only and returned as original and one duplicate.</p>
F.2.13.5	<p>The Client's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of tender box: (Request Directions from Information Desk)</p> <p>Physical address: Port Elizabeth International Airport ACSA offices Aeropark Office Complex, Block A, 1st Floor, Allister Miller Drive, Walmer, Eastern Cape</p> <p>Identification Details: Tender No. PLZ59002019RFP</p>
F.2.15.1	<p>The closing time for submission of tender offers is: 12h00 on 13th September 2019</p>

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	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted
F.2.16.1	The tender offer validity period is 84 working days after the closing time of the tender.
F.2.19	ACSA may request access during working hours to tenderers' premises for inspections, tests and analysis following a reasonable notice period
F.2.23	<p>Bidders are be required to have the following registrations and may be requested to provide the following certificates:</p> <ul style="list-style-type: none"> • Proof of registration for Contractor's WCA registration • An original Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB) • A valid Tax Clearance Certificate issued by the South African Revenue Services or PIN. In the event of a Joint Venture, each member shall comply with this requirement. • Vendor Registration number on Central Supplier Database
F.3.1	Bidders may request clarification until 30 th September 2019
F.3.4.1 F.3.4.2	<p>Bids will be opened immediately after tender closing at ACSA offices, Port Elizabeth International Airport Aeropark Office Complex, Block A, 1st Floor, Allister Miller Drive, Walmer, Eastern Cape</p>
F.3.5	The tender will not follow a two-envelope system.
F.3.8	<p>A bid may be regarded as non-responsive by ACSA;</p> <ol style="list-style-type: none"> 1. If any pages have been removed from the bid document, and have therefore not been submitted, 2. In the event of a failure to complete and sign schedules as required. 3. In the event of there being scratching out, writing over or painting out rates or information, affecting the evaluation of the bid, without initialling next to the amended rates or information 4. In the event of the use of correction fluid (e.g. Tippex), any erasable ink, or any erasable writing instrument (e.g. pencil) 5. If the Bid has not been properly signed by a person having the authority to do so. 6. If particulars required in respect of the bid have not been completed, except if only the Broad-Based Black Economic Empowerment Certificate as provided for in policies of The

Clause Number	Tender Data
	<p>Preferential Procurement Regulations is not submitted, the bid will not be disqualified but no preference points will be awarded.</p> <p>7. If the bid has been submitted either in the Incorrect Bid Box or after the relevant closing date and time.</p> <p>8. In the event of non-submission of financial statements if required (see tender data or pricing schedule). In this regard please note:</p> <ul style="list-style-type: none"> a. If a tenderer is a registered company required by law to have its annual financial statements audited or independently reviewed in compliance with the requirements of the Companies Act No.71 of 2008, or any other law, audited or independently reviewed annual financial statements, as the case may be, prepared within six (6) months of the end of the tenderers most recent financial year together with the audited or independently reviewed annual financial statements for the two immediately preceding financial years, unless the tenderer was only established within the past three (3) years in which case all of its annual financial statements must be submitted. b. If a tenderer is a registered close corporation, annual financial statements in compliance with the provisions of the Close Corporations Act No. 69 of 1984, prepared within nine (9) months of the end of the tenderers most recent financial year together with the annual financial statements for the two immediately preceding financial years, unless the tenderer was only established within the past three (3) years in which case all of its annual financial statements must be submitted. c. Annual financial statements submitted must comply with the requirements of the Companies Act No. 71 of 2008 or the Close Corporations Act No. 69 of 1984. d. If the tenderer only commenced business within the past three years, the tenderer is required to submit annual financial statements in compliance with the provisions of (16.1) and (16.2) above for each of its financial years since commencing business. e. If a tenderer is not required by law to have its annual financial statements audited or independently reviewed, or is not a Close Corporation, then non-audited annual financial statements for the periods referred to above must be submitted <p>ACSA applies a pre-determined evaluation criterion when considering received bids. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documentation may be disqualified from the tender process at that phase.</p>



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	<p>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.</p> <p>A staged approach will be used to evaluate bids and the approach will be as follows:</p> <table border="1" data-bbox="456 775 1356 1200"><thead><tr><th data-bbox="456 775 681 837">Stage 1</th><th data-bbox="681 775 906 837">Stage 2</th><th data-bbox="906 775 1131 837">Stage 3</th><th data-bbox="1131 775 1356 837">Stage 4</th></tr></thead><tbody><tr><td data-bbox="456 837 681 1200">Pre-Qualification Criteria</td><td data-bbox="681 837 906 1200">Mandatory requirements</td><td data-bbox="906 837 1131 1200">Functionality</td><td data-bbox="1131 837 1356 1200">Evaluate price and Preference (BBB-EE) (E)</td></tr></tbody></table> <p>PRE-QUALIFICATION CRITERIA</p> <p>In terms of the PPPFA Regulation 4, an organ of state can apply pre-qualifying criteria to advance certain designated groups</p> <p>Only the bidders with a level 1-4 BBB-EE status level of contributor will be considered. Bidder must submit a valid BBB-EE certificate as issued by SANAS or a sworn affidavit in order to pre-qualify for this tender. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.</p> <p>By submitting a bid, the bidder certifies that the information and documents provided are true, correct and devoid of any fraudulent misrepresentations. ACSA reserves its right to seek further legal action in the event that the bidder fails to comply with the above paragraph</p> <p>A bidder that fails to meet the above-mentioned pre-qualifying criteria, will be disqualified.</p> <p>MANDATORY REQUIREMENTS</p>	Stage 1	Stage 2	Stage 3	Stage 4	Pre-Qualification Criteria	Mandatory requirements	Functionality	Evaluate price and Preference (BBB-EE) (E)
Stage 1	Stage 2	Stage 3	Stage 4						
Pre-Qualification Criteria	Mandatory requirements	Functionality	Evaluate price and Preference (BBB-EE) (E)						

Only tenders complying with the following tests for responsiveness will be evaluated in
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accordance with the adjudication criteria as stipulated in Clause F.3.11:

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	<p>a) The tenderer must commit to 30% local labour. Bidders must sign and confirm the Contract Participation Target;</p> <p>b) The tenderer must attend the compulsory briefing session and sign the attendance register;</p> <p>c) The tenderer must Accept ACSA's Terms and Conditions of the Bid.</p> <p>d) Only those tenderers who are registered with the CIDB, in a contractor grading designation equal to or higher than 4GB are eligible to have their tenders evaluated.</p> <p>e). Joint Ventures are eligible to submit tenders provided that:</p> <ul style="list-style-type: none"> i. every member of the joint venture is registered with the CIDB ii. the lead partner has a contractor grading designation in the GB class of construction work; and iii. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation of 4GB. <p>f) Only bidding entity /electrical subcontractors who are registered with the CIDB, in a contractor grading designation equal to or higher than 2EB are eligible to have their submissions evaluated.</p>
F.3.11.1	<p>FUNCTIONALITY / TECHNICAL EVALUATION Bids will be evaluated using Method 2: Functionality, Price and Preference</p>
F.3.11.3	<p>Tender evaluation: Points for functionality</p> <p>Functionality is the terminology used to define the technical ability of the Tenderer, based on experience, to deliver the product in accordance with the required specialised quality, reliability and functionality.</p> <p>Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. Total Functionality points allocated shall be 100. Tenderers must score minimum score for each sub criteria and an overall minimum threshold points 75 out of 100 is required to be achieved for the tender to be eligible for further evaluation on Price and B-BBEE (80/10 split).</p>
	<p>Functionality Evaluation Summary</p>



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Clause Number	Tender Data					
	Description of Quality criteria	WQ	Sub criteria	*Maximum Score	Minimum Threshold	
			Quality Score			
	Tenderer's resource proposal	50	Qualifications	25	18	
			Year of experience in similar works	25	18	
	Company experience: References and Experience	40	References: in civil construction and / or maintenance of civil engineering infrastructure.	20	12	
			Company Experience	20	12	
	Electrical Contractor Experience	10	Years relevant experience	4	1	
			Education	3	0	
			Project Value	3	1	
<p>Tender's Resource Proposal – 25 points Resources Qualification (Proof of qualification should be attached to the resource's CV)</p>						
	Contract Manager	Points	Site Foreman / Supervisor	Points	Health and Safety officer	Points
	BTech Degree in the civil engineering / Building / Construction Management	5	National Diploma OR certificate in Civil / Building / Construction Management	10	SACPCMP Certification or similar	10
	N5 equivalent in civil engineering / Building / Construction Management	3	Matric OR N3 AND Trade Test in civil engineering / Building / Construction Management	9	Substantial / relevant Regulatory training	6

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Clause Number	Tender Data																													
	Matric	1	None	6	1- or 2-day training in OHS	3																								
	<p>Electrical Tender's Resource Proposal – 10 points</p> <p>Resources Qualifications (Proof of qualification should be attached to the resource's CV)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%;"></th> <th style="width: 10%;"></th> <th style="width: 30%;"></th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>More than 10 years in experience in Electrical Installations and projects</td> <td style="text-align: center;">4</td> <td>Master Electrician</td> <td style="text-align: center;">3</td> <td>Tendering entity has experience working on projects with >R2m</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Between 10-5 years' experience in Electrical Installations and projects</td> <td style="text-align: center;">3</td> <td>Accredited person (Trade Tested Electrician)</td> <td style="text-align: center;">2</td> <td>Tendering entity has experience working on projects with R2-0.5m</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Less than 5 years' experience in Electrical Installations and projects</td> <td style="text-align: center;">1</td> <td>None</td> <td style="text-align: center;">0</td> <td>Tendering entity has experience working on projects with <R0.5m</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>												More than 10 years in experience in Electrical Installations and projects	4	Master Electrician	3	Tendering entity has experience working on projects with >R2m	3	Between 10-5 years' experience in Electrical Installations and projects	3	Accredited person (Trade Tested Electrician)	2	Tendering entity has experience working on projects with R2-0.5m	2	Less than 5 years' experience in Electrical Installations and projects	1	None	0	Tendering entity has experience working on projects with <R0.5m	1
More than 10 years in experience in Electrical Installations and projects	4	Master Electrician	3	Tendering entity has experience working on projects with >R2m	3																									
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Less than 5 years' experience in Electrical Installations and projects	1	None	0	Tendering entity has experience working on projects with <R0.5m	1																									
	<p>Tenderer's Resources Experience – 25 points</p> <p>Detailed description of experience in civil engineering work and building construction to be included in the CV. The experience to be considered for evaluation should be in line with the role or similar to the position mentioned below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 25%; text-align: center;">Contract Manager</th> <th style="width: 10%; text-align: center;">Points</th> <th style="width: 25%; text-align: center;">Site Foreman / Supervisor</th> <th style="width: 10%; text-align: center;">Points</th> <th style="width: 20%; text-align: center;">Health and Safety Officer</th> <th style="width: 10%; text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Contract Manager	Points	Site Foreman / Supervisor	Points	Health and Safety Officer	Points																		
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	More than 8 years	5	More than 10 years	10	More than 5 years	10																
	5 years but not more than 8 years	3	7 years but not more than 10 years	9	3 years to 5 years of experience	6																
	Less than 5 years	1	Less than 7 years	6	Less than 3 years	3																
<p>Company References – 20 points The Tenderer should provide proof of company references of similar works previously completed. The references should include <u>work in all these areas of work:</u> pavements, fencing, building construction and civil engineering services (bulk water, building construction, plumbing etc.). A minimum of 3 references is required to meet the minimum requirement. Bidders shall provide project value, project descriptions inclusive of detailed scope of works airports, building construction that were constructed, plumbing works for all successfully completed projects in the last 5 years, with contactable references.</p> <table border="1" style="width: 100%;"> <tr> <td style="background-color: #cccccc;"> </td> <td style="background-color: #cccccc;"> </td> </tr> <tr> <td>4 or more References</td> <td style="text-align: center;">20</td> </tr> <tr> <td>3 References</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Less than 2 References</td> <td style="text-align: center;">6</td> </tr> </table> <p>Experience – 20 points Proven number of years' experience of the company on similar scope of works, either through projects or maintenance work contracts. Respondents must complete <u>the Table (Form A8) provided indicating their company work experience.</u></p> <table border="1" style="width: 100%;"> <tr> <td style="background-color: #cccccc;"> </td> <td style="background-color: #cccccc;"> </td> </tr> <tr> <td>5 years and above</td> <td style="text-align: center;">20</td> </tr> <tr> <td>3 to 5 years' experience</td> <td style="text-align: center;">12</td> </tr> <tr> <td>2 years and below</td> <td style="text-align: center;">6</td> </tr> </table>									4 or more References	20	3 References	12	Less than 2 References	6			5 years and above	20	3 to 5 years' experience	12	2 years and below	6
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Clause Number	Tender Data																		
F.3.11.8	<p>Scoring preference</p> <p>The Tenderer is required to submit a B-BBEE verification certificate in accordance with the Construction Sector Codes of Practice promulgated in Gazette on 11 October 2013 and any subsequent amendments (see Returnable Schedule Form C1). See www.sanas.co.za for details of accredited verification agencies or www.irba.co.za for details of registered auditors.</p> <table border="1"><tbody><tr><td>1</td><td>20</td></tr><tr><td>2</td><td>18</td></tr><tr><td>3</td><td>14</td></tr><tr><td>4</td><td>12</td></tr><tr><td>5</td><td>8</td></tr><tr><td>6</td><td>6</td></tr><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> <p>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.</p> <p>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.</p> <p>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.</p>	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-compliant Contributor	0
1	20																		
2	18																		
3	14																		
4	12																		
5	8																		
6	6																		
7	4																		
8	2																		
Non-compliant Contributor	0																		

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Clause Number	Tender Data
	<p>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.</p> <p>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.</p> <p>A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other person that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-service provider is an EME that has the capability and ability to execute the sub-contract.</p> <p>A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.</p>
F.3.13.1	<p>Tender offers will only be accepted on condition that:</p> <ul style="list-style-type: none"> a) 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 b) the tenderer has not: <ul style="list-style-type: none"> 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 c) has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Client or potentially comprise the tender process.
F.3.18	<p>The number of paper copies of the signed contract to be provided by the Client is one (1).</p>

TENDER NO: PLZ6148/2019/RFP

CONSTRUCTION OF ARFF ADDITIONAL OFFICES

Part T2: Returnable Documents

T2.1: List of Returnable Documents

T2.2: Returnable Schedules

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TENDER NO: PLZ6148/2019/RFP

CONSTRUCTION OF ARFF ADDITIONAL OFFICES

T2.1: LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:	Completed (tick)
1 Returnable Schedules required for tender evaluation purposes only	
A1: Certificate of Attendance at Briefing session	
A2: Record of Addenda to Tender Documents	
A3: Certificate of Authority for Signatory	
A4: Certificate of Authority for Joint Ventures (where applicable)	
A5: Schedule of the Tenderer's Experience	
A6: Schedule of current commitments	
A7: Eligibility Questionnaire / Disclosure of Material Litigation From	
A8: SBD 4: Declaration of Interest	
A9: SBD 8: Declaration of Bidder's past supply chain management practices	
A10: SBD 6.1: Preference points claim form in terms of preferential procurement Regulations	
A11: SBD 9: Certificate of independent bid determination	
2 Other documents required for tender evaluation purposes only	
B1: Proof of registration for Contractor's WCA registration	
B2: A certified copy of Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB)	
B3: An original valid Tax Clearance Certificate issued by the South African Revenue Services.	
B4: An original Bank Statement of good financial standing (Bank Rating) for the tender sum	
B5: Vendor Registration number on Central Supplier Database	
3 Returnable Schedules that will be incorporated into the contract	
C1: Enterprise Questionnaire	
C2: Schedule of Proposed Subcontractors	
C3: Schedule of Construction Equipment	
C4: Schedule of Stand-by Construction Equipment (1hr establishment)	
C5: B-BBEE Verification Certificate	
C6: CV's of Key Personnel	
C7: Preliminary Health & Safety Plan (See Health and Safety Specification	
C8: Preliminary Programme, Method Statement and Quality Management Plan	
C9: Estimated Monthly Expenditure	
C10: Safety and Fire Rules	
C11: Occupational Health and Safety Questionnaire	
C12: Schedule of Information to be provided by Tenderer (Banking Details etc.)	
C13: Proposed Amendments and Qualifications	
C14: Requirements of Government's programme for Broad Based Black Economic Empowerment	

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The tenderer must complete the following returnable documents:	Completed (tick)
C16: ACSA terms and conditions of tender	
C17: Contractors Environmental Terms and Conditions to Commence Work - EMS 048	
4 Part C1: AGREEMENT AND CONTRACT DATA	
C1.1 Form of Offer and Acceptance	
C1.2 Contract Data	
C1.3 Performance Guarantee	
C1.4 Form of Occupational Health and Safety Act 1993	
C1.5 ACSA Construction Environmental Management Plan – EMS 050	
C1.6 Contract Insurance Clauses	

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TENDER NO: PLZ6148/2019/RFP

CONSTRUCTION OF ARFF ADDITIONAL OFFICES

T2.2: RETURNABLE SCHEDULES

Form A1: Certificate of Attendance at Briefing Meeting

This is to certify that

I,

Representative of tenderer)

.....

.....

of (address)

.....

.....

.....

e-mail:

telephone number:

fax number:

visited and examined the site on date:

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Tenderer's Representative

Signature: Position:

Employer's
Representative:

Name: Date:

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Form A2: Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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Attach additional pages if more space is required.

Signed: Date:

Name: Position:

Tenderer:

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Form A3: 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 A4) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested by tender condition F2.13.4.

An example is shown below:

"By resolution of the board of directors taken on 20"

Mr/Ms

whose signature appear below, has been duly authorized to sign all documents in connection with this tender for TENDER NO: PLZ6148/2019/RFP and any contract which may arise there from on behalf of

(block capitals)

.....

Signed on behalf of Company:

In his/her capacity as:.....

Date:.....Signatory of Authority:

Witnesses:

.....

Signature

.....

Name (print)

.....

Signature

.....

Name (print)

Attach:

- Extract from minutes
- Annual Financial Report
- Tax Clearance Certificate
- Company Documents
- Bank reference



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Signed: Date:
Name: Position:
Tenderer:

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Form A4: Certificate of Authority for Joint Ventures (where applicable)

This Returnable Schedule is to be completed by joint ventures in addition to Form A3 for each JV member.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms . . .
 , authorised signatory of the company
 , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

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Name: Position:

Tenderer:

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Form A5: Schedule of the Tenderer's Recent Experience related to this Project

The following is a statement of similar work successfully executed by me/us over the past Five years:

Client, contact person and telephone number	Consulting Engineer (Name, Tel No, Contact Person)	Description of contract	Value of work inclusive of VAT (Rand)	Duration From – To <i>(Insert Start and End Dates)</i>

Note: When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

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Signed: Date:

Name: Position:

Tenderer:

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Form A5b: Schedule of Previous Work Carried Out by Electrical Subcontractor

The Tenderer shall list below the last five Electrical engineering contracts of a similar nature awarded to the electrical subcontractor. This information is material to the award of the Contract.

EMPLOYER (Name, Tel No and Cell-phone No)	CONSULTING ENGINEER (Name, Tel No and Cell-phone No)	NATURE OF WORK	VALUE OF WORK	YEAR OF COMPLET ION

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Note: When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

SIGNATURE:
(of person authorised to sign on behalf of the Electrical Sub-contractor)

DATE:

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Form A6: Schedule of Current Commitments

1. The tenderer shall list below all projects with which the proposed key personnel are currently involved
2. In the event of a joint venture enterprise, details of all the members of the joint venture shall similarly be attached to this form

Employer, contact person and telephone number	Consulting Engineer, contact person and telephone number	Description of contract	Value of work inclusive of VAT (rand)	Completion Date

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Signed: Date:

Name: Position:

Tenderer:

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Form A7: Eligibility Questionnaire / Disclosure of Material Litigation Form

1. If the organisation is a company, provide details of any resolutions, court orders or proceedings for the company's winding up (otherwise than for the purpose of bona fide reconstruction or amalgamation).

Please provide details or declare if not applicable:

2. If the organisation is a company, has the company, or is the company subject to proceedings for the appointment of a receiver, manager or administrator on behalf of a creditor appointed (in respect of the company's business or any part thereof)?

Tick as appropriate

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please provide details:

3. Provide a statement of any material, pending or threatened litigation or other legal proceedings, which relate to the conduct of its business or profession.

Please provide details or declare if not applicable:

4. Has the organisation been convicted of a criminal offence relating to the conduct of its business or profession?

Tick as appropriate

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please provide details:

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--

5. Has the organisation committed an act of grave misconduct in the course of its business or profession?

Tick as appropriate

Yes	
No	

If yes, please provide details:

--

6. In the last 3 years, and in respect of any services equivalent to or similar to the Services, has your organisation ever had to pay liquidated damages or financial penalties levied in respect of a failure to perform the terms of a contract?

Tick as appropriate

Yes	
No	

If yes, please provide details:

--

7. In the last 3 years, and in respect of any services equivalent to or similar to the Services, has your organisation ever had a contract terminated or its employment determined under the terms of a contract?

Tick as appropriate

Yes	
No	

If yes, please provide details:

--

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The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within his / her personal knowledge and are to the best of his / her knowledge both true and correct.

Signed: Date:

Name: Position:

Tenderer:

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Form A8: 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 / PERSAL numbers must be indicated in paragraph 3 below.

¹“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, 1999 (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.

² "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.

2.7 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:

.....

.....

.....

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:

.....

.....

.....

2.8 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**

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2.8.1 If so, furnish particulars:

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

2.9 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 any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

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? **YES/NO**

2.11.1 If so, furnish particulars:

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

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

Full Name	Identity Number	Personal Income Tax Reference Number	Gender	Race	Age	% Ownership

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4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT ACSA MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

.....
DD/MM/YYYY

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Form A9: Declaration of Bidder's past supply chain management practices

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 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.**

Item	Question	Yes	No
4.1	<p>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?</p> <p>(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 <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>



4.2.1	If so, furnish particulars:		
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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

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Form A10: Preference points claim form in terms of the preferential procurement regulations 2017

(SBD 6.1)

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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).

1.21.2

- 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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor

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together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 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) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other 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:

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR 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:

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

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: . = (maximum of 10 or 20

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points)

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(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?

(Tick applicable box)

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

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)

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



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
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

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-BBE 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;

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- 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
 - (e) forward the matter for criminal prosecution.

WITNESSES	
	SIGNATURE(S) OF BIDDERS(S)
1.	DATE:
	ADDRESS:
2.	

Form A11: Certificate of independent bid determination

(SBD 9)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 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 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 This 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.

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CERTIFICATE OF INDEPENDENT BID DETERMINATION: SBD 9

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 consortium³ 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

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.....
Position

.....
Name of Bidder

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Form B1 to Form B5: Certificates

Attach the following Certificates to this page:

- B1: Proof of registration for Contractor's WCA registration**
- B2: Original Certificates of Contractor Registration issued by the Construction Industry Development Board (CIDB)**
- B3: Original valid Tax Clearance Certificates issued by the South African Revenue Services or PINs. In the event of a Joint Venture, each member shall comply with this requirement.**
- B4: An original Bank Statement (stamped) of good financial standing. (This document shall include an original Bank Rating for the tender sum as in sample below)**

Bank Report on :	Tenderer's name
Account No :	
Bank :	
Branch Code :	
Amount :	(Tender Value)
Duration :	8 months (excluding special non-working days)
BUSINESS POTENTIAL CODE (MARK X AGAINST APPLICABLE CLASSIFICATION)	
() A	UNDOUBTED FOR INQUIRY
() B	GOOD FOR AMOUNT QUOTED
() C	GOOD FOR AMOUNT QUOTED IF STRICTLY IN WAY OF BUSINESS
() D	FAIR TRADE RISK
() E	FIGURE CONSIDER TOO HIGH
() F	FINANCIAL POSITION UNKNOWN
() G	OCCASIONALLY DISHONOURED
() H	FREQUENTLY DISHONOURED

- B5: Vendor Registration number on Central Supplier Database**

Failure to provide the above as stated may lead to disqualification the tender submission.

Form C1: Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.		
Section 1: Name of enterprise		
Section 2: VAT registration number, if any		
Section 3: CIDB registration number, if any:		
Section 4: Particulars of sole proprietors and partners in partnerships		
Name*		
Identity number*		
Personal income tax number*		
* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners		
Section 5: Particulars of companies and close corporations		
Company registration number		
Close corporation number		
Tax reference number		
Section 6: Record of service of the state		
Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:		
<input type="checkbox"/>	a member of any municipal council	
<input type="checkbox"/>	a member of any provincial legislature	
<input type="checkbox"/>	a member of the National Assembly or the National Council of Province	
<input type="checkbox"/>	a member of the board of directors of any municipal entity	
<input type="checkbox"/>	an official of any municipality or municipal entity	
<input type="checkbox"/>	an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)	
<input type="checkbox"/>	a member of an accounting authority of any national or provincial public entity	
<input type="checkbox"/>	an employee of Parliament or a provincial legislature	
If any of the above boxes are marked, disclose the following:		
Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder		
.....		
.....		
.....		
Name of institution, public office, board or organ of state and position held		
.....		
.....		
.....		
Status of service:	Current	Within last 12 months

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The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

(tick appropriate column)

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of spouse, child or parent

.....

Name of institution, public office, board or organ of state and position held

.....

Status of service:	Current	Within last 12 months
(tick appropriate column)		

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- (i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- (ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- (iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;



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(iv) confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;

(iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed: Date:

Name: Position:

Tenderer:

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Form C2a: Schedule of Proposed Subcontractors

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor (attach)



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Signed: Date:

Name: Position:

Tenderer:

(Attach information to this page)

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Form C2b: Particulars of Electrical Sub-Contractor

TENDER NO.: PLZ6148/2019/RFP

REFERENCE:

SERVICE:

NAME OF ELECTRICAL SUB-CONTRACTOR:

.....

ADDRESS:

.....

ELECTRICAL SUB-CONTRACTOR'S REGISTRATION NUMBER AT THE ELECTRICAL
CONTRACTING BOARD OF S.A.:

CIDB GRADING OF ELECTRICAL SUB-CONTRACTOR:

SIGNATURE:
(of person authorised to sign on behalf of the Electrical Sub-contractor)

DATE:

Form C3a: Schedule of Construction Equipment

The provisions of Subclause 30.1 of the General Conditions of Contract shall apply to the schedules of Construction Equipment appearing below.

The tenderer must state below what construction plant will be immediately available for this contract, what constructional plant will become available by virtue of outstanding orders, and what further constructional plant will be acquired or hired for the work should he be awarded the contract:

- (a) CONSTRUCTION PLANT IMMEDIATELY AVAILABLE (I)
- (b) CONSTRUCTION PLANT ON ORDER/ CONFIRMATION TO HIRE (O) (Proof of placed Order/ Letter of confirmation from Plant hire to be attached.
- (c) CONSTRUCTIONAL PLANT STILL NEED TO BE HIRED OR PURCHASED (H) – No attachment.

CONSTRUCTION EQUIPMENT AVAILABLE

DESCRIPTION, SIZE, CAPACITY	NUMBER	AVAILABILITY

Note: When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11



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Signed: Date:

Name: Position:

Tenderer:

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Form C3b: Particulars of Electrical Materials and Equipment Offered

Tenderers shall complete the following schedule of materials and equipment offered and undertake that the actual materials and equipment installed, shall be in accordance with this schedule.

MATERIAL	MANUFACTURER, MAKE AND / OR TRADE NAME	MATERIALS TO SPECIFICATION	SABS MARK
Sub-Distribution Boards			
Isolators inside DB's			
Moulded-case circuit breakers			
Earth leakage relays			
Light switches			
Switched sockets			
Power skirting			
Geyser & HVAC Isolators			
Luminaires – provide a separate list if required.			
Photo-cells			
Occupancy Sensors			
Armoured cables			
PVC insulated conductors			
Bare Copper Earth Wire			
Cable glands & shrouds			

Note: When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

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Signed: Date:

Name: Position:

Tenderer:

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Form C4: Schedule of Stand-by Construction Equipment (1-hour establishment)

DESCRIPTION, SIZE, CAPACITY	NUMBER

NB:

After the award of the Contract, the Contractor must satisfy the Engineer that all the above Construction Equipment or equivalent equipment will be on site and stand-by at all times when required. The Contractor shall maintain all Construction Equipment in a good working order for the duration of the Contract.

The Contractor undertakes to bring onto site, without additional costs to the Employer, any additional Construction Equipment which, in the opinion of the Engineer, is necessary for the completion of the Contract within the tendered contract period.

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Signed: Date:

Name: Position:

Tenderer:

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Form C5: B-BBEE Verification Certificate

Notes to tenderer:

1. The tenderer shall attach to this form a B-BBEE verification certificate in accordance with the Construction Sector Codes of Practice promulgated in Gazette 311 October 2013 (see F.3.11.8 of the tender data)
2. In the event of a joint venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be attached.
3. The attached verification certificate and the associated assessment report shall identify:
 - (a) The name and domicilium citandi et executandi of the tenderer.
 - (b) The registration and VAT number of the tenderer.
 - (c) The dates of granting of the B-BBEE score and the period of validity.
 - (d) The expiry date of the verification certificate.
 - (e) A unique identification number.
 - (f) The standard and/or normative document, including the issue and/or revision used to evaluate the tenderer.
 - (g) The name and/or mark/logo of the B-BBEE verification agency or registered auditor.
 - (h) The category (Generic, QSE, Exempt) in which the tenderer has been measured.
 - (i) The B-BBEE procurement recognition level.
 - (j) The score achieved per B-BBEE element.
 - (k) The B-BBEE procurement recognition level.
 - (l) The score achieved per B-BBEE element.
 - (m) The % black shareholding.
 - (n) The % black women shareholding.
 - (o) The % black persons with disabilities.
 - (p) The value-added status of the tenderer.
4. The Employer will not be responsible to acquire data that it needs for its own reporting systems and which may not form part of a verification agency's standard certificate format. The tenderer, at its own cost, must acquire any missing specified data listed in 3 above from its selected verification agency or registered auditor and have it recorded on the certificate. Alternatively, such missing data must be supplied separately, but certified as correct by the same verification agency or registered auditor and also attached to this form. Failure to abide by this requirement will result in such tenderer scoring zero preference.

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Form C6a: CV's of Key Personnel

Complete and make copies of template as required

Position to hold for this project	
Name	
Surname	
Nationality	
Date of Birth	
Current Residence	
Highest Qualification	
Professional Body Registered with	
Registration Number within professional Body within the Built Environment	
Major Experience in previous years related to similar type of projects	

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Employer Details	Client Name	Client Reference contact details/ Letter of confirmation (Attach)	Scope of work description/ Project description	Project value Including VAT	Duration: From (date) to (date)

Note: When completing the above schedule, Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

Please attach CVs of the personnel
Compulsory CV's are required for the following:

- **Contracts Manager**
- **Supervisor/foreman**
- **Occupational Health and Safety Officer**

Signed: Date:

Name: Position:

Tenderer:

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Form C6b: Proposed Key Personnel of the Electrical Sub-Contractor

The Tenderer shall list below the key personnel of the proposed Electrical Sub-contractor (including first nominee and the second choice alternate), whom he proposes to employ on the contract should his offer be accepted, both at the Firm's headquarters and on the Site, to direct operations and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

DESIGNATION	NAME AND NATIONALITY OF: (i) NOMINEE (ii) ALTERNATE	SUMMARY OF QUALIFICATIONS, EXPERIENCE AND PRESENT OCCUPATION
<p><u>HEAD OFFICE</u> Partner/director</p> <p>Project manager</p> <p>Other key staff (give designation)</p> <p><u>SITE OFFICE</u> Site Agent</p> <p>Site Engineer</p> <p>Construction supervisor (Give designation)</p> <p>Other key staff (give designation)</p>		

Note: When completing the above schedule, Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

Signed: Date:

Name: Position:

Tenderer:

Form C7: Preliminary Health and Safety Plan

(See Health and Safety Specification [Annexure 01])

Attach a signed copy of the Plan to this page

Signed: Date:

Name: Position:

Tenderer:

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Form C8: Preliminary Programme, Method Statement & Quality Management Plan

The Tenderer shall attach a **Preliminary Programme**, reflecting the proposed sequence, duration and milestones of execution of the various activities comprising the work for this contract. The programme shall be in accordance with the information provided in the Schedule of Constructional Equipment and with all other relevant aspects of the tender.

The Tenderer shall attach a **Method Statement** that adequately details all activities, durations and any associated risks in terms of airside operations envisaged on this contract.

The Tenderer shall also attach his **Quality Management Plan** showing clearly how quality assurance and process control will be managed both at the plant and on site. The plan will be used to evaluate the tenders as the quality of workmanship is of highest priority in this contract. Any quality certification by recognised international body must be stated.

Failure to complete or provide the above information may result in the tender being deemed non-responsive.

Signed: Date:

Name: Position:

Tenderer:

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Form C9: Estimated Monthly Expenditure

If the tenderer wishes to submit an alternative tender then this form, appropriately completed, shall be attached to the Pricing Schedule for the alternative proposal.

The tenderer shall state his estimated value of the work to be completed every month, based on his preliminary programme and his Tendered value, in the table below. VAT is not to be included.

MONTH	VALUE
1.	R
2.	R
3.	R
4.	R
5.	R
6.	R
7.	R
8.	R
9.	R
10.	R
11.	R
12.	R
13.	R
14.	R
15.	R
16.	R
17.	R
18.	R

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Form C10: Safety and Fire Rules

SAFETY AND FIRE RULES FOR CONTRACTORS ON THE PREMISES

- (i) All persons on company premises shall obey all health and safety rules, procedures and practices. In particular, NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request.
- (ii) All the applicable requirements of the Occupational Health and Safety Act (2014) and Regulations and any amendments thereto, shall be met.
- (iii) Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided prior to signing of the contract or commencement of work.
- (iv) The Contractor's Workmen's Compensation fees must be up to date. A copy of Contractor's WCA registration shall be produced on request. WCA Registration No. of the Contractor
.....
- (v) The following areas in the company are declared as "HOT WORK PERMIT" areas:

**AREA
PERSON RESPONSIBLE TO ISSUE PERMIT**

All airside areas
Fire and Safety department

All basement areas
Fire and Safety department

All areas accessible to the public
Fire and Safety department

All enclosed areas
Fire and Safety department

The Terminal building
Fire and Safety department



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SAFETY AND FIRE RULES FOR CONTRACTORS ON THE PREMISES

Any process in the above-mentioned areas involving open flames, sparks or heat shall be authorised by the issue of a permit to work, obtained from the company officials designated as permit issuer for the relevant area. Any work done under the protection of a permit to work shall be in strict compliance with every prescription on the permit.

- (vi) Safety equipment shall be used where applicable, (e.g. safety goggles, boots, harness, etc.). The Contractor shall at his own expense provide such equipment, for his employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.
- (vii) All work shall be done during normal and after Airport operational working hours, unless otherwise instructed or agreed in writing.
- (viii) All Contractor employees shall familiarise themselves with the existing emergency procedures and co-operate in any drills or exercises, which might be held. Emergency/fire equipment and extinguishers shall not be obstructed at any time.
- (ix) No person shall perform an unsafe/unhygienic act or operation whilst on the Company premises.
- (x) No unsafe / dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and prevent/ prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.
- (xi) The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.
- (xii) The Company reserves the right to act in any way to ensure the safety/ security of any persons, equipment or product on its premises and will not be liable for any cost or loss evoked by the action. This includes the right to search all vehicles entering, leaving or parked on the premises and to inspect any parcel, package, handbag and pockets. Persons who are not willing to permit searches may not bring any such items or vehicles onto the premises.

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Signed: Date:

Name: Position:

Tenderer:

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Form C11: Occupational Health and Safety Questionnaire

Section	Item	Response	
		YES	NO
1.	OCCUPATIONAL HEALTH AND SAFETY POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT		
		YES	NO
1.1	Do you have an Occupational Health and Safety Policy?		
	Is this signed by the senior executive?		
	Please supply copy of this policy		
1.2	Does an Occupational Health and Safety structure exist in your company?		
	Please provide details		
1.3	Are senior and middle management actively involved in the promotions of Occupational Health and Safety?		
	Please provide details e.g.		
	<ul style="list-style-type: none"> • Periodical work area inspection • Regular Health and Safety meetings with personnel 		
1.4	Are the Occupational Health and Safety responsibilities of managers clearly defined?		
	Please provide details		
1.5	Are annual Occupational Health and Safety objectives included in your business plan?		
	Please provide example		
1.6	Is your company registered with the Compensation Commissioner? (COID Act)?		
	If so, please provide registration number		
1.7	Do you have a copy of good standing certificate, confirming that your registration is paid up?		
	If so, please provide copy thereof		
1.8	Is the Health & Safety Officer Registered with the SACPCMP		
	If so, please provide copy thereof		
2.	OCCUPATIONAL HEALTH AND SAFETY TRAINING		
2.1	Is training provided to employees at the following stages?		
	<ul style="list-style-type: none"> • When joining the company 		

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Section	Item	Response							
	<ul style="list-style-type: none"> When changing jobs within the company 								
	<ul style="list-style-type: none"> When new plant or equipment needs to be operated 								
	As a result of experience of and feedback from an accident/ incident reports								
	Are you able to provide proof of specialist training provided?								
	Please state how this can be achieved								
2.2	What formal Occupational Health and Safety training is provided specifically to?								
	<ul style="list-style-type: none"> First line supervisors 								
	<ul style="list-style-type: none"> Middle and top management 								
	Please describe								
2.3	Are all employees (including subcontractors) instructed as to the application of rules and regulations?								
	When is this done and how is it achieved?								
2.4	Does this training include the selection, use and care of personal protective equipment?								
2.5	What refresher training is provided and at what intervals?								
	Please list examples								
	<table border="1"> <thead> <tr> <th>Course Title</th> <th>Target audience</th> <th>Interval</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Course Title	Target audience	Interval					
Course Title	Target audience	Interval							
2.6	Has the person(s) allocated as your Occupational Health and Safety advisor followed specific Occupational Health and Safety training?								
	Please list most recent courses								
2.7	Does this include refresher training?								
3.	PURCHASE OF GOODS, MATERIALS AND SERVICES	YES	NO						
3.1	Do you have a system for establishing Occupational Health and Safety specifications as part of the assessment of goods, materials and services?								
	Please describe								
3.2	Do you have a system which ensures that all statutory inspection of plant and equipment are carried out?								
	Please give examples of plant /equipment covered								

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Section	Item	Response	
3.3	Is there record of inspection?		
	Where is it kept?		
	Are you able to supply copies of these inspection records if required?		
3.4	How are plant and equipment, which have been inspected, identified as being safe to use?		
3.5	Do you evaluate the Occupational Health and Safety competence of all sub-contractors?		
	Please describe how this is achieved and how the results are monitored		
4.	OCCUPATIONAL HEALTH AND SAFETY INSPECTIONS	YES	NO
4.1	Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?		
4.2	Are records of these inspections kept and available?		
4.3	During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to?		
4.4	Are unsafe acts and conditions reported and remedial actions formally monitored?		
	Please provide examples of the above		
5.	RULES AND REGULATIONS	YES	NO
5.1	Do health and safety rules and regulations exist for personnel and sub-contractors?		
	Do these cover:		
	• General rules		
	• Project rules		
	• Specific task rules		
5.2	Do these rules include permit to work system (as applicable)		

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Section	Item	Response			
5.3	Do you have experience of project Occupational Health and safety plans? Please give examples of where these have been used				
5.4	Do you have a formal company guidelines for holding pre-contract health and safety meetings with the client?				
6	RISK MANAGEMENT	YES	NO		
6.1	Have the following, involved in the execution of your work, been identified? <ul style="list-style-type: none"> • Hazards affecting health and safety? • The groups of people who might be affected? • An evaluation of the risk from each significant hazard? • Whether the risks arising are adequately controlled? 				
6.2	Are these findings and assessments recorded?				
6.3	How often are they reviewed? Please list the time frame e.g. years				
6.4	For what processes/risk is personal protective equipment issued? <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Process/Risk</td> <td style="width: 50%;">Type of PPE</td> </tr> </table>	Process/Risk	Type of PPE		
Process/Risk	Type of PPE				
	Do you have a copy of the issue lists for PPE available on request?				
7	EMERGENCY ARRANGEMENTS	YES	NO		
7.1	How do you manage your arrangements for dealing with emergencies? Are these communicated to your sub-contractors?				
7.2	What provision have you made for first aid? E.g. Trained First Aiders				
7.3	What training do you provide to employees in Safety/Fire Fighting? Please list institutions used for these training				
8	RECRUITMENT OF PERSONNEL	YES	NO		

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Section	Item	Response				
8.1	Are health and Safety factors considered when hiring personnel?					
8.2	Are medical examinations carried prior to employment?					
	In all cases					
	Where type of work requires medical examination					
8.3	Do you cover exit medical examination?					
8.4	How do you assess the competence of staff before an appointment is made?					
	E.g. Via trade testing, reference checks					
9.	REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS	YES	NO			
9.1	Do you have a procedure for reporting, investigating and recording accidents and incidents?					
	Please supply a copy					
9.2	Is there a standard report/investigation form used?					
	Please supply a copy					
9.3	Do you have a formal system for reporting situations/near misses etc.?					
	Please provide a copy					
9.4	Please provide the following statistic for the last five years					
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	Lost time accidents per 100 employees					
	Major/ Reportable injuries per 100 employees					
	Number of dangerous occurrences					
	Lost man day due to accidents					
10	HEALTH AND SAFETY COMMUNICATION AND CONSULTATION					
		YES	NO			
10.1	Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?					
10.2	Are the results of these meetings communicated to all employees?					

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Section	Item	Response	
	If Yes please describe method		
10.3	Are Health and Safety meetings held?		
	At what frequency?		
	Chaired by whom?		
10.4	Do you carry out Occupational Health and Safety promotions / campaigns?		
	If Yes please provide examples		

The following documentation should also be provided with the tender:

- (a) **Management Structure including organogram**
- (b) **Human Resource Plan**
- (c) **Letter of Good Standing from the Compensation Commissioner or licensed compensation insurer**
- (d) **COID Insurance**

Declaration

I/wedeclare that the above information provided is correct.

Signed: Date:

Name: Position:

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Form C12: Schedule of Information to be provided by Tenderer

Bidder to attach Organogram for the project (Starting with the MD up to the general worker)

<p>1. Company details:</p> <p>Registered Address: Contact Person: Telephone: Fax:</p> <p>2. Shareholders</p> <p>Names/Percentages of holdings:</p> <p>3. Bankers</p> <p>Name of Account Holder : Bank: Branch: Account Number: Bank and branch contact details:</p> <p>4. Turnover</p> <p>Approximate turnover for each of the past three years: 2014: 2015: 2016:</p> <p>5. Management and Manpower Resources</p> <p>Supervisors: Labourers: Other:</p> <p>Name of Supervisor to be allocated to this contract:</p> <p>6. Construction Equipment (Value in R)</p> <p>Equipment owned by Company: Own workshop/stores (location):</p>



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Name: Position:

Tenderer:

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Form C13: Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause **F.3.14.2** of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal



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Name: Position:

Tenderer:

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Form C14: Requirements of Government’s Programme for Broad-Based Black Economic Empowerment

Mandatory requirements

Bidder must commit to sub-contract a minimum of 30% of the value and content of the contract to Exempt Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) which are at least 51% owned by black people.

I/We commit to sub-contract a minimum of 30% of the value and content of the contract to Exempt Micro Enterprises (EMEs) or Qualifying Small Enterprises (QSEs) which are at least 51% owned by black people.

Signed: Date:

Name: Position:

CONTRACT PARTICIPATION

(a) Contract Participation Targets

Contract participation is a process by which the Employer implements Government’s policies on Black Economic Empowerment and small contractor development. The Employer sets targets for construction by specified entities the rand value for which is based on the goods, services and work undertaken by the specified entities and measured as a percentage of the contractor’s tender sum (excluding VAT). The contractor is obliged to commit to the targets set by the Employer. For this contract the targets are as follows:

In this contract the minimum target values, based on a contract value of R_____ is as follows:

CLAUSE	ITEM	PERCENTAGE	MONETARY VALUE
F.3.8	Local Labour maximisation	10%	

(c) Contract Participation Goals (CPG)

The contractor is encouraged to participate in the Employer’s commitment to achieving Government’s empowerment objectives by itself committing to perform beyond the set targets.

(d) Measurement of performance

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The contractor's participation performance will be measured monthly in order to monitor the extent to which he is striving to reach the contract participation goal (CPG) specified in his tender.

The contractor's monthly participation performance towards the CPG will be calculated as the sum of labour and SMME/BE achieved."

Form C15: ACSA terms and conditions of tender

This RFP 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 RFP submitted or to negotiate at the option of ACSA terms and conditions suitable to this RFP; and by submission of its RFP the proposer agrees to be legally bound thereby if its RFP is accepted by ACSA.

ACSA or its duly appointed representatives shall be the sole adjudicators of the RFP s received. The decision shall be final and **no discussion or correspondence regarding the reason for the acceptance or rejection of any RFP 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 RFP.

If the RFP 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 RFP 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 RFP, then the RFP 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 RFP 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

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damages of whatsoever nature which they may have suffered as a result of such amendment. All RFPs are submitted at the entire risk of the proposer.

All agreements arising from RFPs 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 RFPs or to withdraw the RFP 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 RFP, officers authorised by both entities must sign the RFP 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 RFP.

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.

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P O Box 5787, Walmer, Eastern Cape, South Africa, 6065

www.airports.co.za

- 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 RFP Submission shall be in English.

RFP Acceptance

- ACSA reserves the right to reject: -
 - a. Incomplete RFP s
 - b. Late RFP s
 - c. Conditional RFP s.
 - d. Non-compliant RFP s with one or more of the procedural and administrative criteria.
- ACSA reserves the right to withdraw the RFP 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 RFP.

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**PORT ELIZABETH
INTERNATIONAL AIRPORT**

AIRPORTS COMPANY SOUTH AFRICA

- Proposers may include with their RFP s any descriptive matter, which, if referred to in the RFP, will form part of the RFP. In case of any discrepancy, however, the issued RFP and Contract Documents and information completed therein by the Proposer, will be considered as the valid and binding RFP.
- ACSA reserves the right to award portions of the RFP to different proposers and is not obligated to accept the whole or only one RFP for purposes of the award of the contract or contracts.
- Proposers may be asked to revise, clarify and/or provide additional information during the RFP 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	<input type="checkbox"/>	ACCEPT WITH AMENDEMENT/S	<input type="checkbox"/>	DO NOT ACCEPT	<input type="checkbox"/>
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COMPANY NAME

REPRESENTATIVE NAME AND SURNAME:

SIGNATURE:

DATE:

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Form C16: Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

ISSUE	REQUIREMENT
Environmental Policy	ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff (see attached Environmental Policy).
Stormwater, Soil and Groundwater Pollution	<ul style="list-style-type: none"> • No solid or liquid material may be permitted to contaminate or potentially contaminate stormwater, soil or groundwater resources. • Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required. • Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas. • No leaking equipment or vehicles shall be permitted on the airport.
Air Pollution	<ul style="list-style-type: none"> • Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum. • Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities. • Fires: No open fires shall be permitted on site.
Noise Pollution	<ul style="list-style-type: none"> • All reasonable measures shall be taken to minimise noise generated on site as a result of work operations. • The Contractor shall comply with the applicable regulations with regard to noise.
Waste Management	<ul style="list-style-type: none"> • Waste shall be separated as general or hazardous waste. • General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible. • Under no circumstances shall solid or liquid waste be dumped, buried or burnt. • Contractors shall always maintain a tidy, litter free environment in their work area. • Contractors must keep on file: <ol style="list-style-type: none"> 1. The name of the contracting waste company 2. Waste disposal site used 3. Monthly reports on quantities – separated into general, hazardous and recycled 4. Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal 5. Copy of waste permit for disposal site

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ISSUE	REQUIREMENT
	This information must be available during audits and inspections.
Handling & Storage of Hazardous Chemical Substances (HCS)	<ul style="list-style-type: none"> • All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets. • Materials Safety Data Sheets shall be stored with all HCS. • All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately). • All contractors shall be adequately informed with regards to the handling and storage of hazardous substances. • Contractors shall comply with all relevant national, regional and local legislation with regard to the transport, storage, use and disposal of hazardous substances.
Water and Energy Consumption	ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.
Training & Awareness	The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.
Compile Environmental Management Plan	<ul style="list-style-type: none"> • Submit plan to the designated ACSA representative • The minimum content for the plan should include but not limited to <ul style="list-style-type: none"> ○ Site establishment ○ Vehicle and equipment refuelling ○ Noise reduction ○ Dust and odour management ○ Energy and water conservation ○ Stormwater management ○ Protection of Heritage Resources ○ Fire prevention ○ Handling and storage of hazardous chemicals ○ Spillage management ○ Wildlife Management (i.e. including prevention of bird strikes) ○ Environmental Incident reporting ○ Post-construction rehabilitation

Penalties

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

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Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate, and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.

I, _____ (name & surname) of _____
(company)

agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: _____ on this date: _____
(dd/mm/yyyy)

at: _____ (airport name).