



REQUEST FOR BID

Maintenance and Repairs to Hydro – Carbon Detection System for a period of three (3) years at King Shaka International Airport (KSIA)

BID REFERENCE NUMBER	: DIA5879/2019/RFP
ISSUE DATE	: 19 August 2019
CLOSING DATE AND TIME	: 30 September 2019
COMPULSORY BRIEFING SESSION	: 06 September 2019 11 am
QUERIES CLOSURE DATE AND TIME	: 13 September 2019
SUBMISSIONS DELIVERY	: King Shaka International Airport, Reception, Ground Floor, Multi Storey Office Block, Located Opposite the Pick-Up Zone Please park your car at Shaded Parking and walk to Pick Up Zone to submit your tender or you can park at Pick Up Zone (20 Minutes free of charge parking and if parked for more than 20 minutes at Pick Up Zone you pay).
FOR ATTENTION	: Senior Buyer, Tender Ref Number Tender Description. Supply Chain Management

BIDDER NAME

:

CONTACT PERSON

:

BIDDER DETAILS / STAMP

:

INTRODUCTION

Since inception approximately twenty years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented. The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (BF), Upington (UTN), Port Elizabeth (PLZ), East London Airport (EL), George Airport (GG), Kimberley Airport (KIM) and the Corporate Office (CO).

The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company’s excellent financial performance over time. This has enabled the Company to transform South Africa’s airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.

ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example; O.R. Tambo, Cape Town and King Shaka International Airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa.

Initial

ACSA is focused on creating and operating world-class airports measuring up to international standards. King Shaka International Airport has been approved for ISO 14001-2015 accreditation. As such, we strive to continuously improve our operations thus minimising our impact on the environment. We therefore want to ensure that our service providers comply with all environmental requirements whilst operating on our site.

THIS BID IS OPEN TO ENTITIES BASED IN SOUTH AFRICA ONLY

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***NB: Following Appendices to be completed by the successful bidder.
(included for information purposes)***

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SECTION 1

INVITATION TO BID AND INSTRUCTIONS TO BIDDERS

Airports Company South Africa invites bidders for the Maintenance and Repairs to Hydro - Carbon Detection System for a period of three (3) years at King Shaka International Airport.

1.1 COLLECTION OF BID DOCUMENTS

Bid documents are available on the following websites from the 19 August 2019.

- **National Treasury:** www.etenders.gov.za Go to Google SA, Type in www.etenders.gov.za click on advertised tenders. Category is Any, Province is KwaZulu Natal, Department is Airports Company of South Africa Limited. Tender type is Request for Proposal, Click on search. Under Tender description double click on the tender details. Under Tender Information click on Tender Documents. You can now print the documents.
- **ACSA:** www.airports.co.za Go to Google SA, Type in www.airports.co.za, Click on Current and Future Tenders , Tender Bulletin comes up. Below that click on Current Tenders. On the extreme right you will see tender description and click on it. Documents come up and you can now print them.

1.2 QUERIES RELATING TO THE ISSUE OF THE BID DOCUMENTS

1.2.1 Any and all communication related to this bid must be reduced to writing via email or facsimile to the official as listed below:

- Name : procurement3.ksia@airports.co.za
- Designation : Senior Buyer
- Telephone : 032 436 6000
- Email : procurement3.ksia@airports.co.za
- Facsimile : +27 (0) 86 665 5274

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

1.3 SUBMISSION OF BID DOCUMENTS

1.3.1 The bid documents (1 Original and 1 Copy) must be in printed format and sealed in a clearly marked envelope/package marked with Bidder's name, Bid Reference Number and Bid Description and Delivered to the following address:

- Airports Company South Africa SOC Limited
- King Shaka International Airport
- Reception
- Ground Floor,
- MSO Building
- Located in the Pickup Area

1.3.2 Please ensure that Bidder's address is reflected on the back of the envelope/package.

Bid must be submitted on or before 15(3pm)Time on the 30 September 2019 date - South African Time

1.4 LATE BIDS

- 1.4.1 Bids which are submitted after the closing date and time will not be accepted. Bidders must ensure that bid envelopes have the bidder's return address on the outside which ACSA may use to return late bids.
- 1.4.2 Airports Company South Africa SOC Limited will not be liable for any late bids.

1.5 CLARIFICATION AND COMMUNICATION

- 1.5.1 Request for clarity or information on the bid may only be requested until the 13 September 2019 **date** at **16:00 time**.
- 1.5.2 Any responses to queries or for clarity sought by a bidder will be sent to all the other entities which have responded to this bid.

1.6 COMPULSORY BRIEFING SESSION AND SITE INSPECTION

- 1.6.1 **There will be a compulsory briefing session at 11 am time on 6 September 2019 date at MSO Building KSIA venue.????**
- 1.6.2 In addition to the technical person attending the meeting, and where possible, Bidders may consider sending representative that is responsible for the compilation of the bid document to ensure that the requirements are understood. Where possible, bidders may provide their business cards at the site meeting.
- 1.6.3 Bidders must park at the Shaded parking area in order for their parking tickets to be validated and parking costs waived. Failure to park at the Shaded parking area will result to parking costs being incurred.
- 1.6.4 ACSA may not be held accountable for loss, damage or injury to the bidder or the bidder's property during site inspection session.

1.7 BID RESPONSES

- 1.7.1 Bid responses must be strictly prepared and returned in accordance with this tender document.
- 1.7.2 Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document.
- 1.7.3 Request for changes to the submitted proposals will not be allowed after the closing date of the tender.
- 1.7.4 All bid responses will be regarded as offers unless the bidder indicates otherwise.
- 1.7.5 No bidder or any of its consortium / joint venture members may have an interest in any of the other bidder / joint venture / consortium participating in this bid.

1.8 DISCLAIMERS

Bidders must note and accept that ACSA may:

- a. Award the whole or a part of this tender;
- b. Split the award of this tender;
- c. Negotiate with all or some of the shortlisted bidders;
- d. Award the tender to a bidder other than the highest scoring bidder; and / or
- e. Cancel this tender.

1.9 VALIDITY PERIOD

- 1.9.1 ACSA requires a validity period of one hundred and twenty (120) days for this tender from date of closure of bid.
- 1.9.2 During the validity period the prices which have been quoted by the bidder must remain firm and valid. In exceptional circumstance, ACSA may request extension of the validity of offers.

1.10 CONFIDENTIALITY OF INFORMATION

- 1.10.1 ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought.
- 1.10.2 Furthermore, ACSA will not disclose the names of bidders until the tender process has been finalised.
- 1.10.3 Bidders may not disclose any information given to the bidders and part of this tender process to any third party without the written approval from ACSA. Please complete the Non-Disclosure Agreement.

1.11 HOT-LINE

- 1.11.1 ACSA subscribes to fair and just administrative processes. ACSA therefore urges its clients, suppliers and the general public to report any fraud or corruption to
Airports Company South Africa Tip-Offs Anonymous:
Free Call: 080 0008 080 / **Free Fax:** 080 0007 788 / **Email:** acsa@tip-offs.com

1.12 SPECIAL INSTRUCTION TO BIDDERS WHO SUBMIT BIDS THAT INVOLVE JV PARTNERSHIPS OR SUB-CONTRACTORS / SUB-CONSULTANTS

- 1.12.1 The following are the options available to bidders who bid as unincorporated Joint ventures, as well as those who will subcontract some of the work or services.

Available Options	Tick (✓) The Chosen Option
1. Letter of authority / Power of Attorney must be issued by the JV Partner or Subcontractor, giving the other party authority to complete and sign the returnable schedules/forms on its behalf. This letter must be duly signed before the commissioner of oaths.	
2. All members of the Joint Venture or Subcontracting Companies must co-sign the returnable schedules or forms. This means that all parties to the bid offer will submit one set of returnable documents with representative signatures from each JV partner or contractor and its subcontractor / s.	
3. Each member of the Joint Venture must sign its copy of the returnable schedule / form. The same is true for the contractor and its subcontractor / s.	

1.12.2 All parties to the bid (JV Partners and Sub-contractors) must submit all the required returnable documents

SECTION 2

EVALUATION PROCESS AND CRITERIA

2.1 EVALUATION PROCESS

ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for Prequalification Criteria, Mandatory, Functionality / Technical, Price and B-BBEE. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.

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

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

Stage 1	Stage 1	Stage 2	Stage 3
Compliance to Prequalification Criteria	Compliance to Mandatory Administration Criteria	Evaluate on Functionality or Technical Aspects of Bid	Evaluate Price and B-BBEE

This Table for ACSA Office Use Only:		Yes / No
1.	Bidder’s Attendance to Compulsory Briefing Session (Where applicable)	
2.	Bidder’s Attendance to Compulsory Site Meeting (Where applicable)	

Prequalification Criteria

Requirement	Level	Stage 3
A tenderer having a stipulated minimum BBBEE Level 4	From Level 1 – Level 4	Bidder to submit a certified BBBEE Certificate/ Sworn Affidavit
Bidder must be an EME OR QSE		Bidder to submit a certified BBBEE Certificate/ Sworn Affidavit which proves that they are an EME OR QSE

EME = Exempted Micro Enterprises

QSE = Qualifying Small Enterprises

2.2 STAGE 1: COMPLIANCE TO MANDATORY / ELIGIBLE CRITERIA

2.2.1 Failure to comply / satisfy all the mandatory requirements below will result in disqualification of the bid.

2.2.2 Proof must be provided.

#		Main Bidder Yes / No	JV Partner Yes / No	Sub - Contractor Yes / No
1	Attendance to Compulsory Briefing Session. <ul style="list-style-type: none"> • Relevant Annexure (Certificate of Attendance at Compulsory Clarification Meeting) must be duly signed and dated. • The register at the site meeting must also be signed. 			
2	CSD Registration <ul style="list-style-type: none"> • Bidder must submit a proof that they are CSD (Central Supplier Database) registered. 			
3	Acceptance of Terms and Conditions <ul style="list-style-type: none"> • Completion and signing of terms and conditions 			

CERTIFICATE OF ATTENDANCE AT COMPULSORY CLARIFICATION MEETING

Compulsory Briefing Meeting and Site Inspection will be held at the King Shaka International Airport, MSO Building, 4th Floor, Ushaka Board Room.

This is to certify that the following person attended the compulsory briefing meeting held on the 6 September 2019 at 11am at the above address.

Full Name and Surname	:	
Company / Bidding Entity	:	
ACSA Representative (Full Name and Surname)	:	
ACSA Representative Signature Confirming Briefing Attendance	:	
ACSA Representative Signature Confirming Site Inspection Attendance	:	

Initial

2.3 STAGE 2: EVALUATION OF FUNCTIONALITY / TECHNICAL CRITERIA

2.3.1 The functionality / technical evaluation will be conducted by the Bid Evaluation Committee (BEC), which comprises of various skilled and experienced members from diverse professional disciplines.

2.3.2 Only bidders who qualify in Stage 1 evaluation will be evaluated in Stage 2.

2.3.3 The criteria are as follows:

2.3.3.1 Threshold:

The functional / technical evaluation will be based on a threshold, where bidders which fail to achieve the Threshold Points per criteria **AND** the minimum of **35** points on the functional / technical stage will not be considered for further evaluation.

#	Evaluation Criteria	Sub-Criteria		Threshold Points	Maximum Points
1.	Qualification				
1.1	Instrumentation Technician. Must have Diploma in Electronics or Instrumentation or Information Technology or Matric + PLC or SCADA special courses (attach copy of qualification)			10	10
2.					
2.1	Artisan/Technician. Must have Trade certificate/Diploma in Mechanical Engineering (attach copy of qualification)			10	10
3.					
3.1	Technical Assistant. Must have NQF level 2 with (Health and Safety Training or Basic First Aid Training). (attach copy of qualification)			5	5
4.	Experience				
				Threshold	Maximum
	Instrumentation Technician Experience in SCADA, PLC and related work (attach CV)	< 2 years (0 points)		5 points	Maximum (15 points)
		2 - 3 years (5 points)			
		3 - 5 years (10 points)			
		> 5 years (15 points)			
	Artisan/Technician (Experience in Mechanical maintenance) attach CV	< 2 years (0 points)		5 points	Maximum (15 points)
		2-3 years (5 points)			
		3-5 years (10 points)			
		> 5 years (15 points)			

#	Evaluation Criteria	Sub-Criteria		Threshold Points	Maximum Points
				Threshold	Maximum
	Technical Assistant (Experience in Electrical or Mechanical maintenance)	< 1 year (0 points) > 1 year (5 points)		0 points	Maximum (5 points)
TOTAL POINTS				35	60
<i>Bidders must score a minimum Threshold Point per criteria and a minimum of 35 out of 60 points to be considered for further evaluation.</i>					

2.3.3.1.1 **Table 3: Schedule of Proposed Sub-Contractors. Write NOT Applicable if Not Applicable**

- a. Bidders are requested to provide a schedule of proposed key sub-contractors intended to be used on the project.
- b. The schedule should be structured under the following headings.

#	Sub-Contractor	Works to be Sub-Contracted	% of Works / Services to be Sub-Contracted	Rand Value of Works / Services to be Sub-Contracted	B-BBEE Level	% Black Woman and Youth Ownership	Contact Persons Details

Initial

PRICING INSTRUCTION AND SCHEDULE

SBD 3

2.4 STAGE 3: EVALUATION OF PRICE AND B-BBEE

2.4.1 Price and B-BBEE:

This is the final stage of the evaluation process and will be based on the PPPFA Preference Point System of 80/20 where Price will amount to 80 points, and B-BBEE will amount to 20 points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the bid, *etcetera*. Pricing schedule is to be completed. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification.

2.4.2 Pricing Instructions:

- 2.4.2.1 Bidders must price in accordance with the pricing schedules below, this will enable ACSA to compare priced offers.
- 2.4.2.2 Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.
- 2.4.2.3 A Detailed Breakdown of costs must be attached.
- 2.4.2.4 All rates quoted as part of this bid will apply to ad-hoc works as/when required (additional work outside scheduled maintenance).
- 2.4.2.5 Do not leave any area blank in the pricing schedules.
- 2.4.2.6 Permit costs:
 - Permit costs will need to be paid up front by the successful bidder and ACSA will reimburse against proof of payment.
 - No mark-up to be levied on Permit costs.
 - All employees will be checked for criminal records and no permit will be granted to those with criminal records.
 - Cost for lost permits and new employees will not be reimbursed by ACSA.
- 2.4.2.7 No Mark-up to be levied on items provided by ACSA (e.g. Lease, Water, Electricity, Permits etc.)
- 2.4.2.8 Procured Items and Services:
 - Consumables will be charged at cost plus mark-up.
 - VAT will not form part of mark-up calculations.
 - The procured materials / consumables quotes must be market related and contractor to provide a receipt from supplier. Cost shall be net cost (excluding VAT) of parts supplied to site with all discounts deducted.
 - All material supplied must be of good quality.
- 2.4.2.9 The Bid offer must be inclusive of VAT.
- 2.4.2.10 The VAT portion must be indicated separately.
- 2.4.2.11 Payment for this contract will be against proven cost.

2.4.3 Pricing Schedules:

2.4.3.1 Pricing Schedule 1:

#	EQUIPMENT	Cost of service per Unit	QUANTITY	Frequency of Service	Price Per Year Excl VAT
1	Actuators	R	3	2	R
2	Hydro-Carbon Detectors (Including calibration)	R	4	2	R
3	PLC Board	R	3	2	R
4	UPS	R	3	2	R
5	Scada System	R	1	2	R
Total Excluding VAT (Year 1)			R		R

Note: Cost of service includes labour for one instrumentation technician, a mechanical technician/artisan and a technical assistant plus travelling.

Table 2

Period		CPI increase	Total
Year 1		N/A	
Year 2	Total from year 1	6% CPI	
	R	R	R
Year 3	Total from year 2	6% CPI	
	R	R	R
Sub-Total excl Vat			R

ADHOC Rates

2.4.3.2 Pricing Schedule 2: Labour Rates

#	SERVICE	LABOUR RATE PER HOUR
1	1 X Instrument Technician	R
2	1 X Mechanical Artisan/Technician	R
3	1 X Technical Assistant	R

2.4.3.3 Pricing Schedule 3: Travelling Rates

#	RATE PER KM	NO OF Kilometres
1	R	
2	R	

2.4.3.4 Pricing Schedule 4: Disposal of Contaminated Water

#	Description	RATE PER litre
1	Uploading	
2	Transportation	
3	Disposal	

Disposal certificate is required upon completion.

Rates for ADHOC services (ADHOC applies to additional work requested by the employer outside scheduled maintenance). These rates are not to be added to the summary pricing schedule.

Mark Up on bought items

_____ %

When claiming for bought out items, supplier to submit invoice from the third party

2.4.3.5 Summary Pricing Schedule: x

#	SERVICE	Total
1	Pricing Schedule 1 Table 2	R
2	Permits (Includes, AVOP, Basement parking, personnel permits)	R15 000
3	Safety file	R
	Provision for disposal of contaminated water	R200 000
	Provision for spares and repairs	R350 000
	Total cost of contract excluding VAT	
	VAT (15%)	
	Total cost of contract including VAT	

N/B The above total will now include CPI and 15% VAT

Bidder / Entity's Name

:

Represented By

:

Name and Surname

Duly Authorised Person to Sign

:

Signature

:

Date

:

SECTION 3

PURPOSE AND SCOPE OF WORK

3.1 PURPOSE

The Contractor will provide the service and maintenance of the Hydro – carbon detection system for a period of three(3) years at King Shaka International Airport.

a. **Landside** refers to:

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

b. **Airside** refers to:

- The Apron / Manoeuvring Areas,
- Area within the airside boundary / perimeter fence, excluding the internal areas of the passenger terminals, perimeter gatehouses and cargo buildings.

3.2 SCOPE OF WORKS

3.2.1 Background:

Slick Sleuth SS200 ADS and Oil & Fuel Detection Sensors are designed for installation in aboveground, storage tank (AST) facilities, oil terminals, equipment rooms, or anywhere early leak and spill detection is warranted.

Oil detection sensors can be used at single points, or in a system array, to continuously monitor for accidental leaks and spills. In a world of ever-increasing regulatory pressure and public scrutiny, the system provides personnel responsible for fuel spillage control the ability to automatically detect spills, thus helping to prevent costly oil spill clean-up, mitigation, regulatory fines, and public relations nightmares.

A broad range of oil types are detected by Slick Sleuth including crude, fuel, lube, transformer, diesel, jet and others. Automated real-time detection triggers local alarms and/or interfaces directly to facilities' monitoring and control system (e.g. DCS, SCADA) for early-warning alert, containment and response.

The robust sensor package is designed for all-weather installation and the Model SS200 ADS is certified for use in hazardous gas environments.

3.2.2 Objectives:

The objective of this business case is to ensure that King Shaka International Airport is equipped with a suitable service provider that will maintain and repair hydro- carbon detection system for a period of three (3) years in a sustainable manner and at a lowest cost while ensuring compliance to general safety and aviation related legislation.

3.2.3 Description of the Services:

Maintenance and Repairs: preventive maintenance for hydro- carbon detection system to be carried out as per OEM maintenance manuals.

3.2.4 Extent / Overview of the Services:

The Contractor will maintain hydro- carbon detection system at King Shaka International Airport that are mainly located on landside with airport precinct. The Contractor will be appointed directly by Airports Company of South Africa.

3.2.5 Useful Information:

3.2.6 Detailed Services Required:

The service and maintenance of the KSIA hydrocarbon detection system. The scope includes service and maintenance (twice a year) of the hydrocarbon detection system at the following location;

- Fuel Storage Depot
- Western Outfall
- Southern Outfall

1.1.1. Site work testing of SPILL -panels (Instrumentation)

- Hydrocarbon detection verification
- Control system panel and PLC check
- Loop test signals between PLC and field equipment
- Test signals, alarms and indications on SCADA system
- Servicing of UPS's (x3)
- Calibration of hydrocarbon detectors (x4)
- Servicing of actuators (x3)
- Ensure that there's connection of SCADA to PLC and to Field devices
- In case there was disconnection, ensure that there's restoration of communication and programming between SCADA, PLC and field devices

Note: Reports and calibration certificates to be issued on completion.

Inspection and checks items for the Hydro Detection System:

Rotary UPS service

Six Monthly

- Record event memory/ UPS status
- Inspect condition of UPS
- Check tightness and security of internal connection
- Check lamp test
- Grease bearings
- Remove excess grease
- Check fuses
- Check and clean filters
- Clean UPS cabinets
- Check UPS metering
- Check UPS remote monitoring
- Check the functionality of the automatic bypass should the mains fail. Check the automatic online return of the UPS when the mains return.

- Submit record of maintenance (including all downloaded error logs and alarm for the duration of the UPS operation) to contract manager.

Annual maintenance

- Repeat all activities done on six monthly schedules
- Check air-conditioning and report any abnormalities. Check humidity effects
- Record operating parameters on the service record.
- Submit the spares replacement quotation and report timeously within seven (7) days of completion of maintenance (corrective or preventive)
- Clean, grease UPS batteries. Conduct load test on batteries.
- Conduct the infrared scanning of the active parts. Submit the report of the results.

Static UPS Service

Six Monthly

- Inspect condition of UPS
- Check cooling fans
- Check fuses
- Check and clean filters
- Perform UPS functional test
- Clean UPS cabinets
- Record operating parameters on the service record
- Submit record of maintenance (including all downloaded error logs and alarm for the duration of the UPS operation) to contract manager.
- Check the functionality of the automatic bypass should the mains fail. Check the automatic online return of the UPS when the mains return.
- Submit the spares replacement quotation and report timeously within seven (7) days of completion of maintenance (corrective or preventive).
- Clean, grease UPS batteries. Conduct load test on batteries.
- Check air-conditioning and report any abnormalities. Check humidity effects

Annual maintenance

- Repeat all six-monthly activities.
- Record event memory of the ups
- Check tightness and security of internal connection
- Clean ups and battery cabinets
- Check-ups remote monitoring
- Submit record of maintenance (including all downloaded error logs and alarm for the duration of the UPS operation) to contract manager.
- Check the functionality of the automatic bypass should the mains fail. Check the automatic online return of the UPS when the mains return.
- Submit the spares replacement quotation and report timeously within seven (7) days of completion of maintenance (corrective or preventive)
- Clean, grease UPS batteries. Conduct load test on batteries.
- Check air-conditioning and report any abnormalities. Check humidity effects
- Conduct the infrared scanning of the active parts. Submit the report of the results.

PLC

Six Monthly

- Check PLC communication status
- Check PLC for any system faults
- Check PLC programs/function blocks and the functionality thereof

- Check PLC network for any net errors
- Check PLC alarming functionality
- Check PLC communication and error logic and make sure that all logic is operational
- Verify alarm condition
- Check server connectivity to PLC's and data integrity (if PLC is part of SCADA system)
- Check firmware and update if necessary
- Check PLC cabinet and confirm that the cabinet has adequate cooling
- Check panel fuses
- Check field power supply

Actuators and Valves

Six Monthly

- Visual inspection; check for paint finishes, control knobs and valve stems.
- Check the oil level and replenish if necessary.
- Check the tightness of fasteners i.e. bolts, nuts and washers.
- Check that the handwheel operation is possible and there is physical movement of the valve
- Remove the terminal covers, check the connections for tightness. Check the compartment for tightness.
- Also check the compartment for water ingress, take necessary corrective action. Replace the O ring seal if necessary.
- Visual inspection on the motor and the motor cover
- Remove the electrical cover and check the compartment for ingress of moisture. Check the status of switches, contactors and electrical apparel. Then replace the O ring seal if necessary.
- Replace all screws using grease to allow for future removal and for corrosion prevention.
- Place the actuator on auto, pass hydrocarbon under sensor, check if the valve closes.
- Check operation of the valve (auto and manual close & open)

Hydrocarbon Detectors

Six Monthly

- Inspect the operability of the units
- Check the detecting functionality
- Check the alarming functionality

3.2.7 Insurances:

(Professional Indemnity, Public Liability, etc.)

Summary of Terms and other Matters Applicable to Employer Provided Insurance

3.2.7.1 Part 1: Notes to Schedule:

- The provision of insurance by the *Employer* does not limit the obligations, liabilities or responsibilities of the *Contractor* under this contract in any way whatsoever (including but not limited to any requirement for the provision by the *Contractor* of any other insurances).
- Unless specifically otherwise stated, capitalised terms in this schedule (other than *Employer*, *Contractor* and *works* where written in italics) have the meaning assigned to them in the relevant policy of insurance.
- This Insurance Schedule is a generic term sheet generally applicable to the *Employer's* projects. In the circumstances:
 - If this Insurance Schedule reflects the amount of any cover provided by the *Employer* to be higher than the amount required in the Contract Data, the *Employer's* obligation under this Contract is limited to the lower amount; and
 - If this Insurance Schedule provides for any cover which is not stated to be provided by the *Employer* in the Contract Data, the *Employer's* obligation under this Contract is limited to the cover stated in the Contract Data.
- The terms governing the Employer provided policies of insurance are the terms detailed in the policies themselves. This schedule is merely a summary of the key terms. It is the responsibility of the bidder to obtain copies of the policies and satisfy itself of the actual terms as required by the bidder.

3.2.7.2 Part 2: ACSA Maintenance Contracts Insurance Clause:

3.2.7.2.1 Insurance affected by the Employer

Notwithstanding anything elsewhere contained in the Contract and without limiting the obligations liabilities or responsibilities of the Contractor in any way whatsoever (including but not limited to any requirement for the provision by the Contractor of any other insurances) the Employer shall effect and maintain as appropriate in the joint names of the Employer , Contractors and Sub-Contractors, Consultants and Sub-Consultants the following insurances which are subject to the terms, limits, exceptions and conditions of the Policy:

- (a) Public Liability Insurance which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of R100 million in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause. The policy will be subject to a Deductible of R25,000 for Property Damage claims only but R250,000 where Loss or Damage involves Aircraft.
- (i) The Employer shall pay any premium due in connection with the insurance affected by the Employer.
 - (ii) The Contractor shall not include any premium charges for this insurance except to the extent that he may deem necessary in his own interests to effect supplementary insurance to the insurance effected by the Employer. The Employer reserves the right to call for full information regarding insurance costs included by the Contractor.
 - (iii) Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer.
 - (iv) In the event of any occurrence which is likely to or could give rise to a claim under the insurances arranged by the Employer the Contractor shall:
 - (A) In addition to any statutory requirement or other requirements contained in the Contract immediately notify the Employer's Insurance Broker or the Insurers by

- telephone or telefax giving the circumstances nature and an estimate of the loss or damage or liability
- (B) Complete a Claims Advice Form available from the Insurance Brokers to whom the form must be returned without delay.
 - (C) Negotiate the settlement of claims with the Insurers through the Employer's Insurance Brokers and shall when required to do so obtain the Employer's approval of such settlement.
 - (D) The Employer and Insurers shall have the right to make all and any enquiries to the site of the Works or elsewhere as to the cause and results of any such occurrence and the Contractor shall co-operate in the carrying out of such enquiries.
 - (v) The Contractor will be liable for the amount of the Deductible (First Amount Payable in respect of any claim made by or against the Contractor or Sub-Contractors under the insurances effected by the Employer.
 - (vi) Where more than one Contractor is involved in the same claim the Deductible will be borne in pro-rata amounts by each Contractor in proportion to the extent of each Contractor's admitted claim.
 - (vii) Any amount which becomes payable to the Contractor or any of his Sub-Contractors as a result of a claim under the Contact Works Insurance shall if required by the Employer be paid net of the Deductible to the Employer who shall pay the Contractor from the proceeds of such payment upon rectification repair or reinstatement of the loss or damage but this provision shall not in any way affect the Contractor's obligations liabilities or responsibilities in terms of the Contract.
 - (viii) In respect of any amount which becomes payable as a result of a claim under any Public Liability Insurance the Contractor or his Sub-Contractors shall be required to pay the amount of the Deductible to the Insurer to facilitate settlement of such claim.

3.2.7.2.2 Insurance Affected by the Contractor

Without in any way detracting from any requirements contained elsewhere in this contract the Contractor and Sub-Contractors shall where applicable, provide as a minimum the following:

- (a) Insurance of Contractors Equipment (including tools offices and other temporary structures and contents) and other things (except those intended for incorporation into the Works) brought onto the Site for a sum sufficient to provide for their replacement.
- (b) Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as may be amended or in terms of any similar Workers Compensation and Unemployment Insurance enactment's in the Suppliers' or Sub Supplier's operational, manufacturing or assembly locations.
- (c) Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity.
- (d) Public Liability Insurance for an amount sufficient to cover the Contractors obligations in terms of the Deductible of R25,000 or R250,000 as stated above.
 - (i) The insurances to be provided by the Contractor and his Sub-Contractors shall:
 - (A) Be affected with Insurers and on terms approved by the Employer.
 - (B) Be maintained in force for whatever period the perils to be insured by the Contractor are at risk (including any defects liability period during which the Contractor is responsible for the care of the Works)
 - (C) Submit to the Employer the relevant Policy or Policies of Insurance or evidence acceptable to the Employer that such insurances have been affected.
 - (ii) In the event that the Contractor or his Sub-Contractor receives any notice of cancellation or restrictive modification to the insurance provided to them they shall immediately notify the Employer in writing of such cancellation or restriction and shall advise what action the Contractor or his Sub-Contractor will take to remedy such action.

If the Contractor fails to effect and keep in force the insurances referred to then the Employer may effect and keep in force any such insurances and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount paid by the Employer from any monies due or which may become due to the Contractor or recover same as a debt from the Contractor.

3.2.7.2.3 Sub-Contractors

The Contractor shall:

- (a) Ensure that all potential and appointed Sub-Contractors are aware of the whole contents of this clause; and
- (b) Enforce the compliance by Sub-Contractors with this clause where applicable.

3.2.7.2.4 Bidder Acknowledgement

- a. The bidder hereby acknowledges that, in the event of their bid being successful, the necessary insurance requirements shall be met prior to signing of the contract.
- b. Proof of insurance must be submitted to the satisfaction of ACSA upon award.

Bidder / Entity Name	:	
Authorised Signatory Name <i>Duly Authorised Person to Sign</i>	:	
Position	:	
Signature	:	
Date	:	

3.2.8 Approvals:

- Approvals required pertaining to changes to the contract will need to be obtained from ACSA for any requests the Service Provider may have.
- Direct reporting lines will be to the ACSA Contracts Manager.

3.2.9 Proof of Compliance with the Law:

- Service Provider to abide by all relevant and applicable legislation / s and all applicable regulations pertaining to the required services and site.

3.2.10 Co-Operation with Other Services Providers:

- Security Contractor on Landside: Reporting suspicious behaviour noted in parking to security service provider.
- Cleaning Contractor: Landside
- Litter on landside.
- Maintenance Contractors: Report any maintenance related queries to the Infrastructure Maintenance Centre (IMC) Help Desk i.e. aircon not working, damaged signage, escalators and elevators not working, lights not working, cracked paving etc.
- Traffic lights not working: Metro Police

3.2.11 Electronic Payments:

- Payment will be made to the Service Provider on a monthly basis.
- Thirty (30) days from date of invoice.

3.2.12 Access to Land / Buildings / Sites: General Permit Requirements

- Each staff employed at the airport has to have a valid ACSA security permit, obtainable from the ACSA KSIA Permit Office. The Service Provider will be liable for cost of these permits and induction courses.
- Permits are cards issued to persons employed and operational vehicles owned by airport based companies.
- Conditions of Issue:
 - Acceptance of personal permit applications.
 - The conditions under which ACSA shall issue an ACSA security personal permit are as follows:
 - All applicants requiring permits for two (2) days to two (2) years for the first time or renewing permits shall be vetted.
 - All applicants requiring permits for six (6) days to two (2) years to gain access into airside must complete an airside induction course prior to applying for permits.
 - When the relevant application forms have been duly completed by the applicant and authorised by the nominated sponsor.
- The following necessary documents must be attached:
 - Identity documents.
 - Airside induction certification is required for the following zone access for permit holders:
 - red,
 - red and green,
 - red and blue,
 - red and yellow,

- purple and red and red,
 - green and blue
- Airside Vehicle Operators Permit (AVOP) certificate for employers employed as drivers in order to be issued an AVOP permit.
- Watched and understood the security awareness briefing videos.
- All ACSA security permit applicants shall be processed in accordance with the recommended vetting criteria as practiced by the National Intelligence Agency (NIA) of South Africa.
- All cases that are vague shall be referred to the Joint Planning Committee (JPC) for approval.
- If an applicant has no previous convictions a permit can be issued.
- Applications of contractors and subcontractors shall be accepted if it is sponsored by a company / organisation or an individual operating at ACSA operated airports and the company / organisation is registered in the Airport Permit Issue System (APIS).
- Special visitors permit (ad-hoc) shall be issued to government agents and security companies dealing with valuable cargo.
- Companies shall pay R3,715 for every visitors and temporary permit not returned to the Permit Office at the end of business or visit and there shall be no temporary or visitor's permits issued in future until the penalty per unreturned permit is paid.
- Companies shall be charged a fee of R3,096 per cancelled permit not being returned to Permit Office after their employees resign, are dismissed, absconded or suspended.
- Personal Permit is R215.19 (excluding VAT) for a 2-year permit.
- Staff parking, if required, is R 120 (excluding VAT) per permit

3.2.13 Disposal Requirements

- King Shaka International Airport has been recommended for ISO 14001-2015 accreditation. As such, we strive to continuously improve our operations thus minimising our impact on the environment. We therefore want to ensure that our service providers comply with all environmental requirements whilst operating on our site.
- Disposal during and after contract period:
 - The Contractor / Service Provider remains solely responsible for the generation, disposal and clean-up of any form of waste that is produced during the term of their contract at KSIA.
 - The Contractor / Service Provider will ensure that all waste which necessitates the safe disposal thereof, will be done in accordance with all the latest and applicable legislation (environmental etc.) governing same.
 - Proof of such disposal must be submitted to ACSA.

SECTION 4

OTHER RETURNABLE DOCUMENTS, DECLARATIONS AND SCHEDULES

All copies must be certified with an original stamp

#	Other Returnable Documents and Information	Main Bidder Yes / No	JV Partner Yes / No	Subcontractor Yes / No
1	<p>SBD2: Original and Valid SARS Tax Clearance Certificate for South African Companies</p> <p>a. Original current tax clearance certificate issued by the South Africa Revenue Service.</p> <p>b. Bidders, who are not in a possession of an Original Valid Tax Clearance Certificate, are required to give ACSA authority in writing to verify their Tax Compliance Status from SARS. This authorisation must include the bidder's tax compliance status reference number and a PIN issued by SARS.</p> <p>NB: No bid will be awarded to any person / entity whose tax matters have not been declared by the South African Revenue Service to be in order.</p>			
2	<p>SBD3: Pricing Schedule / s</p> <ul style="list-style-type: none"> • Attach Supporting documents • Separate Detailed price schedule, • Proof of relevant wage industry wage rates etc.) 			
3	<p>SBD4: Declaration of Interest form</p> <ul style="list-style-type: none"> • Form duly completed and signed 			
4	<p>SBD6.1:</p> <ul style="list-style-type: none"> • Preference Claim Forms in terms of Preferential Procurement Regulations AND • Accredited and Valid BEE certificates. • SBD6.1 must be completed when claiming for BEE points 			
5	<p>SBD8: Declaration of Bidder's Past Supply Chain Practices</p> <ul style="list-style-type: none"> • Form duly completed and signed 			
6	<p>SBD9: Certificate of Independent Bid Determination</p> <ul style="list-style-type: none"> • Form duly completed and signed 			
7	<p>SBD10: Non-Disclosure Agreement - Form duly completed and signed</p>			
8	<p>SBD 11: Record of Addenda</p> <ul style="list-style-type: none"> • issued to bidders before the bid closing date • To be completed only if ACSA issued addenda 			
9	<p>SBD 12:</p> <ul style="list-style-type: none"> • Authority for Signatory Form duly completed and signed 			

#	Other Returnable Documents and Information	Main Bidder Yes / No	JV Partner Yes / No	Subcontractor Yes / No
10	Annexure A: <ul style="list-style-type: none"> Certified copies (Copy with original stamp) of your CIPC entity (Close Corporation, Ltd, Pty Ltd, Trust registration documents listing all members/shareholder/trustees with percentages, in case of a CC or Pty 			
11	Annexure B: <ul style="list-style-type: none"> Certified copies of South African Identity Documents or Valid Passports of Members / Directors / Owner / s (In a case of a sole proprietor or Partnership) 			
12	Annexure C: <ul style="list-style-type: none"> Shareholders / Member / Partner information - Provide Certified copies (Copy with original stamp) of latest Share Certificate / s or Share breakdown 			
13	Annexure D: <ul style="list-style-type: none"> A partnership letter/ Partnership agreement (In case of a Partnership) 			
14	Annexure E: <ul style="list-style-type: none"> A Joint Venture Agreement in case of a Joint Venture 			
15	Annexure G: <ul style="list-style-type: none"> Company Profile / s (Bidder and where applicable sub-contractor) 			
16	Annexure I: <ul style="list-style-type: none"> Comprehensive CVs of Key personnel with traceable references and necessary supporting documentation. 			
17	Annexure N: Valid Letter of Good Standing in terms of COID Act* <ul style="list-style-type: none"> Bidder (and where applicable, sub-contractor) must provide Letter of Good Standing with the office of the Compensation Commissioner regarding the Compensation for Occupational Injuries & Disease Act. (Copy with original stamp) Must be valid at the time of close of bid and a valid certificate must be produced at the time of award if the certificate expires between close of bid and award. 			

TAX CLEARANCE CERTIFICATE REQUIREMENTS

SBD2

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Jeyrel: Wdk416-SBD2 tax clearance

INSERT TAX CLEARANCE CERTIFICATE HERE

SBD2

**Certification
Included
√ / X**

1 Main Bidder/s

:

2 JV Partner/s

:

3 Sub-Contractor/s

:

DECLARATION OF INTEREST

SBD4

1. Any legal **person⁰**, 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 a price quotation, advertised competitive bid, limited bid or proposal). 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:

1.1 the bidder is employed by the state; and / or

1.2 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**, Shareholder) :

2.4 Company Registration Number :

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 / personnel numbers must be indicated in Paragraph 4 below.

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

Yes

No

2.7.1 If so, furnish the following particulars:

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

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

• Position occupied in the state institution :

DECLARATION OF INTEREST

SBD4

- 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

2.7.2.1 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

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

DECLARATION OF INTEREST

SBD4

3. Full details of Directors / Trustees / Members / Shareholders

Full Name	Identity Number	Personal Tax Reference Number	Employee / Personnel Number

4. Declaration

I, the undersigned (name).....
certify that the information furnished in Paragraphs 2 and 3 above is correct. I accept that the State may reject the bid or act against me in terms of Paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

Bidder Name :

Name :

Position :

Signature :

Date :

Definition:

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

³ **"Legal Person"**: an individual, company, or other entity which has legal rights and is subject to obligations.

PPPFA CLAIM FORM

SBD6.1

Preference Points Claim Form in terms of the Preferential Procurement Regulations 2011

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, 2011.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80 / 20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included); and
 - the 90 / 10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).
- 1.2 The value of this bid is estimated not to exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- Price; and
 - B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
Price	80
B-BBEE Status Level of Contribution	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE 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

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

PPPFA CLAIM FORM

SBD6.1

- 2.4 **“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“QSE”** means a Qualifying Small eEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.15 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.18 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

PPPFA CLAIM FORM

SBD6.1

- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 The 80/20 Preference Point Systems

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

80/20

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

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE 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.
- 5.4 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.

PPPFA CLAIM FORM

SBD6.1

- 5.5 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.
- 5.6 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.
- 5.7 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 enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 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.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? *(tick applicable)*

Yes

No

8.1.1 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?
Attach sworn affidavit :

9. DECLARATION WITH REGARD TO COMPANY / FIRM

9.1 Name of Company / Firm :

9.2 VAT Registration Number :

9.3 Company Registration Number :

PPPFA CLAIM FORM

SBD6.1

9.4 Type of Company/ Firm:

- Partnership /Joint Venture / Consortium
- One person business / sole propriety
- Close Corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 Describe Principal Business Activities:

9.6 Company Classification:

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

[TICK APPLICABLE BOX]

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

9.8 I / we, the undersigned, who is / are duly authorised to do so on behalf of the company / firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company / firm for the preference(s) shown and I / we acknowledge that:

- i. The information furnished is true and correct;
- ii. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, 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 contribution 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. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

PPPFA CLAIM FORM

SBD6.1

Witnesses:

1.

2.

Signature / s of Bidder / s

Date : _____

Address : _____

B-BBEE INFORMATION

Insert sworn affidavit / s and / or B-BBEE certificates as prescribed by the B-BBEE act here.

	B-BBEE Level	Certification Included √ / X
1 Main Bidder/s	:	
2 JV Partner/s	:	
3 Sub-Contractor/s	:	

LOCAL CONTENT AND PRODUCTION

SBD6.2

Not applicable for this bid process

DECLARATION OF BIDDER'S PAST SUPPLY CHANGE MANAGEMENT PRACTICES

SBD8

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>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	<p>If so, furnish particulars:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
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>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	<p>If so, furnish particulars:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
4.3	<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	<p>If so, furnish particulars:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

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 No

4.4.1 If so, furnish particulars:

DECLARATION OF BIDDER'S PAST SUPPLY CHANGE MANAGEMENT PRACTICES **SBD8**

5. Certification

I, the undersigned (name)
certify that the information furnished on the 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.

Bidder Name	:	
Name	:	
Position	:	
Signature	:	
Date	:	

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD9

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 *pe 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.***

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD9

I, the undersigned, in submitting the accompanying bid:

.....
(Bid Number and Description)

in response to the invitation for the bid made by:

Airports Company South Africa: King Shaka International Airport (ACSA-KSIA)

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 Bidding Company)

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD9

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.
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.

Bidder Name :

Name :

Position :

Signature :

Date :

Js914w 2

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.

NON-DISCLOSURE AGREEMENT

SBD10

This Non-Disclosure Agreement is entered into between:

1. Bidder Name

:

Herein represented by

:

Identity Number / Registration Number

:

and

2. Bid Requestor

:

Airports Company South Africa

Herein represented by

:

Identity Number / Registration Number

:

1993/004149/30

1. THE PARTIES

1.1 The parties to this agreement are:

1.1.1

2.1 In this agreement, unless inconsistent with or otherwise indicated by the context

2.1.2 Airports Company South Africa

2.1.1.1 Any one gender include the other two genders

2.1.1.2 The singular include the plural and vice versa

2.1.1.3 Natural persons include created entities (corporate or unincorporated) and vice versa

2.2 The following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely:

2.2.1 Confidential Information:

2.2.1.1 Any information or other data of whatsoever nature relating to Airports Company South Africa and the affiliated airports may disclose or provide to
pursuant to this agreement, whether written, graphical or oral, including but not limited to

2.2.1.1.1 Technical information, techniques, know-how, operating methods and procedures

2.2.1.1.2 Cost and source of inputs, pricing and purchasing policies

2.2.1.1.3 Computer data, programmes and information, price lists, customer lists (whether actual or potential

2.2.1.1.4 Products, drawings and plans

2.2.1.1.5 Marketing information of whatsoever nature or kind;

2.2.1.1.6 Financial information or whatsoever nature or kind

NON-DISCLOSURE AGREEMENT

SBD10

2.2.2 Parties:

2.2.2.1 RECITALS

and the Airports Company South Africa

3.1 The Airports Company South Africa will disclose certain confidential and proprietary information and data to
2.3 A reference to a third party includes that party's successors and permitted assigns for the purposes of devising a proposal
on the independent environmental compliance auditing and reporting for the Airports Company South Africa.

2.4 Any reference to an enactment is to that enactment, as amended, as at the date of signature hereof, and as
amended or re-enacted from time to time

2.5 If any provision in a definition in this agreement is a substantive provision conferring rights or imposing duties on
any party, notwithstanding that it is only in the definition clause, effect shall be given to it as if it were a substantive
provision in the operative part of this agreement

2.6 When any period is prescribed in this agreement, that period shall be exclusively of the first day and inclusively
of the last day unless the last day is not a business day, in which case the last day shall be the next succeeding
business day

4 BASIS OF DISCLOSURE OF INFORMATION

5.1 UNDERTAKINGS

acknowledges that

5.1 undertakes

4.1.1 The undertakings given by it are absolutely essential to protect the interests of the Airports Company South Africa

4.1.2 To use the confidential information disclosed to it solely for the purposes of assessing the data for devising a
proposal on conducting an independent environmental compliance auditing; and no other purpose whatsoever
The unauthorized use or disclosure of the confidential information disclosed to it may lead to the Airports
Company South Africa suffering very substantial and irreversible damages

5.1.2 To treat as confidential and not to disclose any confidential information to any person whatsoever

5.1.3 To take all reasonable steps to prevent the copying of the said confidential information by any means without the
prior written approval of the Airports Company South Africa

5.1.4 To conduct research in the utmost good faith

5.2 The undertakings contained in 5.1 will apply during the operative period and indefinitely thereafter

5.3 The above undertakings will not apply to any confidential information

5.3.1 Which is already known or in the possession of
at the time of the discussion relating to the proposed research, provided such possession is evidenced by the
written records of
existing at the date hereof.

NON-DISCLOSURE AGREEMENT

SBD10

5.3.2 Which has become part of the public domain by publication or otherwise, other than by negligence or default ofor by the breach of this agreement by

5.3.3 Which has lawfully become known by of on a non-confidential basis from a source (other than the other party) having the legal right to disclose the confidential information

6. ARBITRATION

6.1 Any dispute arising from or in connection with this agreement shall be finally resolved in accordance with the rules of the Arbitration Foundation of Southern Africa (“AFSA”) by an arbitrator or arbitrators appointed by AFSA, which arbitration shall be held in Durban

6.2 This clause 6 shall be severable from the remaining provisions of this agreement and shall continue to be of application, notwithstanding the cancellation or purported cancellation or termination of this agreement.

7 NOTICE

7.1 Any written notice in connection with this agreement may be addressed

7.1.1 In the case of:
Airports Company South Africa
P.O. Box 57701
King Shaka International Airport
4407
South Africa

7.1.2 In the case of

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

7.2 The notice shall be deemed to have been duly given: 14 days after posting, if posted by registered post to the party’s address in terms of this sub-clause

7.3 On delivery, if delivered to the party’s physical address in terms of this sub-clause or the next sub-clause dealing with the service of legal documents

7.4 On despatch, if sent to the party’s then Telefax number and confirmed by registered letter posted no later than the next business day

7.5 A party may change that party’s address and Telefax number for this purpose, by notice in writing to the other party

7.6 The parties choose the following addresses at which documents in legal proceedings in connection with this agreement may be served (i.e. their domicilium citandi et executandi)

7.6.1 In the case of:
Airports Company South Africa
South Africa

7.6.2 In the case of

.....

NON-DISCLOSURE AGREEMENT

SBD10

8. GENERAL

- 8.1 This agreement contains all the express provisions agreed on by the parties with regard to the subject matter of this agreement and the parties waive the right to rely on any alleged express provision not contained in this agreement
- 8.2 Neither party may rely on any representation that allegedly induced that party to enter into this agreement, unless the representation is recorded in this agreement
- 8.3 No contract varying, adding to, deleting from, notating or cancelling this agreement, and no waiver of any right under this agreement, shall be effective unless reduced to writing and signed by or on behalf of the parties
- 8.4 No indulgence granted by a party shall constitute a waiver or abandonment of any of the party's rights under this agreement; accordingly, that party shall not be precluded, as a consequence of having granted that indulgence, from exercising any rights against the other party which may have arisen in the past or which may arise in the future
- 8.5 Save as set out in this agreement, neither party may cede rights nor delegate any obligations in terms of this agreement without the written consent of the other party

9. ACCEPTANCE

In Witness Whereof, this Agreement has been executed by each of the parties as of the date first set forth above

Signed at	:	<input type="text"/>
On date	:	<input type="text"/>
Service Provider	:	<input type="text"/>
Witnesses 1	:	<input type="text"/>
Witnesses 2	:	<input type="text"/>
Signed at	:	<input type="text"/>
On date	:	<input type="text"/>
ACSA	:	Airports Company South Africa
Witnesses 1	:	<input type="text"/>
Witnesses 2	:	<input type="text"/>

RECORD OF ADDEDA TO THE BID DOCUMENTS

SBD11

Bidder must complete the table below in the event that clarification, additional information or revised bid document of part thereof was issued to bidders after the tender issue/ briefing meeting date.

We confirm that the following communications received from the Airports Company South Africa – Procurement Representative before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

#	Date	Title or Details

Bidder Name :

Name
(of person authorised to sign on behalf of the Bidder) :

Position :

Signature :

Date :

AUTHORITY FOR SIGNATURE

SBD12

Fill in the relevant portion applicable to the type of organization

A. COMPANIES

If a Tenderer is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this Tender to do so, as well as to sign any contract resulting from this Tender and any other documents and correspondence in connection with this Tender and/or contract on behalf of the company must be submitted with this Tender, that is before the closing time and date of the Tender

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the board of Directors on :

Mr / Mrs / Ms :

whose signature appears below) has been duly authorised to sign all documents in connection with this Tender on behalf of

Name of Company :

In his / her capacity as :

Signed on behalf of the Company :

Signature :

Witness :

Date :

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned :

hereby confirm that I am the sole owner of the business trading as:

Name of Company :

Signature :

Witness :

Date :

AUTHORITY FOR SIGNATURE

SBD12

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

FULL NAME OF PARTNER	RESIDENTIAL ADDRESS	SIGNATURE

We, the partners in the business trading as :

hereby authorise :

to sign this Tender as well as any contract resulting from the Tender and any other documents and correspondence in connection with this Tender and / or contract on behalf of

Signature :

Date :

Signature :

Date :

Signature :

Date :

AUTHORITY FOR SIGNATURE

SBD12

D. CLOSE CORPORATION

In the case of a close corporation submitting a Tender, a certified copy of the Founding Statement of such corporation shall be included with the Tender, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting held on :

Mr / Mrs / Ms :

whose signature appears below, has been authorised to sign all documents in connection with this Tender on behalf of this Close Corporation.

Name of Close Corporation :

In his / her capacity as :

Signed on behalf of Company :

Signature :

Witness :

Date :

AUTHORITY FOR SIGNATURE

SBD12

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the Tender, together with the resolution by its members authoring a member or other official of the co-operative to sign the Tender documents on their behalf.

By resolution of members at a meeting held on :

Mr / Mrs / Ms :

whose signature appears below, has been authorised to sign all documents in connection with this Tender on behalf of this Co-Operative.

Name of Co-Operative :

In his / her capacity as :

Signed on behalf of the Co-Operative :

Signature :

Witness :

Date :

AUTHORITY FOR SIGNATURE

SBD12

F. JOINT VENTURES

If a Tenderer is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the joint venture must be submitted with this tender, before the closing time and date of the tender.

Authority to sign on behalf of the Joint Venture:

By resolution/agreement passed / reached by the joint venture partners on :

Mr / Mrs / Ms :

Mr / Mrs / Ms :

whose signatures appear below, has been authorised to sign all documents in connection with this bid on behalf of this Joint Venture.

Name of Joint Venture :

Name :

In his / her capacity as :

Signed on behalf of Company :

Signature :

Date :

Name :

In his / her capacity as :

Signed on behalf of Company :

Signature :

Date :

AUTHORITY FOR SIGNATURE

SBD12

G. CONSORTIUM

If a Tenderer is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the consortium must be submitted with this tender, before the closing time and date of the tender.

Authority to sign on behalf of the Consortium:

By resolution of Consortium partners at a meeting held on :

Mr / Mrs / Ms :

Mr / Mrs / Ms :

whose signature appears below, has been authorised to sign all documents in connection with this Tender on behalf of this Consortium

Name of Consortium :

In his / her capacity as :

Signed on behalf of the Co-Operative :

Signature :

Witness :

Date :

SUPPORTING INFORMATION

Attached here all annexures listed above in the “*other returnable documents an information*” table

SECTION 5

CONTRACT

ACSA's contract will apply (Attached for your perusal).

In addition, consultants and contractors to comply with all relevant legislation and ACSA rules and regulations.

SECTION 6

APPENDICES

The following appendices are attached separately:

Appendices (Attached Separately)

Appendix 1 : Bid Advert

Appendix 2 : Site Map

NB: Following Appendices to be completed by the successful bidder. (included for information purposes)

Appendix 3 : Safety File Requirements

Appendix 4 : Permit to Work

Appendix 5 : Different Category of Permits

Appendix 6 : EMS048 ACSA Service Maintenance Contractors Environmental Terms

Appendix 7 : Environmental Impact of Service and Maintenance Contractors

Appendix 8 : Environmental Management System Policy Statement

Appendix 9 : Sample Contract

Abbreviations

ACSA	-	Airports Company South Africa
APIS	-	Airports Permit Issue System
ASQ	-	Airport Standards Quality
AVOP	-	Airside Vehicle Operators Permit
CPI	-	Consumer Price Index
EME	-	Emerging Micro Enterprises
IMC	-	Infrastructure Management Centre
ITC	-	Information Technology and Communications
JPC	-	Joint Planning Committee
KSIA	-	King Shaka International Airport
KZN	-	Kwa-Zulu Natal
LAN	-	Local Area Network
MSP	-	Multi Storey Parkade
NIA	-	National Intelligence Agency
NKP	-	National Key Point
PDP	-	Public Drivers Permit
SCM	-	Supply Chain Management
SOP	-	Standard Operating Procedure