Request for Proposal for the Supply and Provision of Occupational Health Services at ACSA airports

Tender Number: RFQ 49820

Issue Date: 14 June 2019

Closing Date: 21 June 2019 at 16h00 pm
1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Submission of bid documents

The bid response document must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder’s stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before 16h00 PM on 21 June 2019 using the following method:

1.1.1. Email submissions:

The bid documents/responses must be sent to the following email address:
matebogo.mkhize@airports.co.za

1.2. Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the tender invitation. However, for this tender alternative bid will 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 bidder 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.

1.3. Late Bids

Bids which are submitted after the closing date and time will not be accepted.

1.4. Clarification and Communication

Name: Matebogo Mkhize

Designation: Buyer

Tel: 011 723 1400

Email: Matebogo.Mkhize@airports.co.za

1.4.1. Request for clarity or information on the tender may only be requested until 19 of June 2019 at 12h00. Any responses to queries or for clarity sought by a bidder will be sent within 24 hours after the closing of submission of queries.

1.4.2. Bidders may not contact any ACSA employee on this tender 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 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.

1.5. **Briefing Session**

There will be no briefing session held for this tender.

1.6. **Bid Responses**

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders may be disqualified where they have not materially complied with any of ACSA’s requirements in terms of this tender document. Changes to the bidder’s submission will not be allowed after the closing date of the tender. All bid responses will be regarded as offers unless the bidder indicates otherwise. 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.

1.7. **Disclaimers**

It must be noted that ACSA reserves its right to:

1.7.1. Award the whole or a part of this tender;

1.7.2. Split the award of this tender;

1.7.3. Negotiate with all or some of the shortlisted bidders;

1.7.4. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;

1.7.5. To reject the lowest acceptable tender received; and/or

1.7.6. Cancel this tender.

1.8. **Validity Period**

(*Please ensure that the validity period stated below will allow ACSA to properly evaluate and finalise the process)

1.8.1. ACSA requires a validity period of one hundred and twenty (120) business/working days for this tender during the validity.

1.8.2. period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

1.9. **Confidentiality of Information**

1.9.1. 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 form the bidder whose information is sought. Furthermore,
1.9.2. ACSA will not disclose the names of bidders until the tender process has been finalised.

1.9.3. Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

1.10. **Hot – Line**

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: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com
2 SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1 Background

Since inception in 1993, 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 (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport, Kimberley Airport and the Corporate Office.

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.

2.2 Scope of Work

REQUEST FOR QUOTATIONS FOR THE OCCUPATIONAL HEALTH AND SAFETY SERVICES FOR 2 YEARS.

In an effort to strive and conduct business in line with the framework that is inclusive of Occupational Health and Safety legislation and other requirements, ACSA requires a service provider that will supply 22 multi gas detector units. Included on the service:

- Spare Parts
- Maintenance, and
- Calibration

As Part of the scope, the service provider will be required to develop standard operating procedures for the management of hot works, and train employees that will be involved with assessments and issuing of hot work permits.

Supply of twenty-two multi gas detection units that will measure presence of gases in the following areas to ensure that it is safe to carry out hot work activity:

- LPG installations
- JetA1 fuel line maintenance
- Diesel and Petrol tanks.

Development of Standard Operating Procedure for Management of Hot Works to ensure it is in line with statutory requirements and best practices

Qualified and accredited training service provider to render Occupational Health and Safety Training for fifty (50) employees involved in assessment and issuing of hot work permits (OHS Department personnel, Fire and Rescue and Maintenance Engineering) on the use of the gas detector units and application of the SOP when issuing Hot Work Permits.
Provide service, calibration and maintenance of the gas detector units over 2 years; and issue warranty and calibration certificates for the Multi Gas Detector units

Supply spare parts for the gas detector units. The bidder shall conduct site assessment in one of the airports to ascertain further requirements on hot works management prior to quoting for services.
SECTION 3: PREFERENCE POINTS AND PRICE

3.1 Preference Points Claims

3.1.1 In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference. The preferential point systems are as follows:

3.1.1.1 The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

3.1.1.2 The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

3.1.2 The value of this bid is estimated to exceed/not exceed R870 000 (all applicable taxes excluded). Preference points for this bid shall be awarded for:

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

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.1 Price</td>
</tr>
<tr>
<td>B-BBEE Status Level of Contribution</td>
</tr>
</tbody>
</table>

Total Points for Price and B-BBEE must not Exceed 100

3.2.2 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

3.2.3 ACSA 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 ACSA.

3.3 Definitions

3.3.1 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

3.3.2 “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;
3.3.3 “Black Designated Groups” has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act; “Black People” has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

3.3.4 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act 53 of 2003);

3.3.4.1 “Designated Group” means: Black Designated Groups;

3.3.4.2 Black People;

3.3.4.3 Women;

3.3.4.4 People with disabilities; or

3.3.4.5 Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;

3.3.5 “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;

3.3.6 “EME” means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

3.3.7 “Functionality” means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;

3.3.8 “Military Veteran” has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;

3.3.9 “People with disabilities” has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;

3.3.10 “Person” includes a juristic person;

3.3.11 “PPPFA” means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;

3.3.12 “Price” means all applicable axes less all unconditional discounts;

3.3.13 “QSE” means a qualifying small business enterprises in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act

3.3.14 “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;

3.3.15 “Rural Area” means:
3.3.15.1 a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or

3.3.15.2 an area including a large settlement which depends on migratory labour and remittances and govern social grants for survival, and may have a traditional land tenure system;

3.3.16 “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;

3.3.17 “Township” means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;

3.3.18 “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;

3.3.19 “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; and

3.3.20 “Youth” has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

3.4 Adjudication Using A Point System

3.4.1 The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.

3.4.2 Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts

3.4.3 Points scored will be rounded off to the nearest 2 decimal places.

3.5 Award of Business where Bidders have Scored Equal Points Overall

3.5.1 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.

3.5.2 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 will be the one scoring the highest score for functionality.

3.5.3 Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

3.6 Points Awarded for Price
The 80/20 or 90/10 Preference Point Systems

A maximum of 80 or 90 points is allocated for price on the following basis:

\[
\begin{align*}
80/20 & \quad \text{or} \quad 90/10 \\
Ps &= 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}}\right) \\
Ps &= 90 \left(1 - \frac{Pt - P_{\min}}{P_{\min}}\right)
\end{align*}
\]

Where
- \(Ps\) = Points scored for comparative price of bid under consideration
- \(Pt\) = Comparative price of bid under consideration
- \(P_{\min}\) = Comparative price of lowest acceptable bid

3.6.1 Points Awarded for B-BBEE Status Level of Contribution

3.6.1.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of Points (90/10 system)</th>
<th>Number of Points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

3.6.1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.

3.6.1.3 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 Verification Agency.
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.

3.6.1.4 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.

3.6.1.5 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.

3.6.1.6 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.

3.6.1.7 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.

3.6.1.8 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.

3.7 Bid Declaration

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

(B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 3.2.1)

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

(Points claimed in respect of paragraph 0 must be in accordance with the table reflected in paragraph 3.6.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

3.7.1 A bidder may not sub-contract any portion of the tender after award without the written approval of a delegated ACSA representative.

3.8 Declaration with Regard to the Bidder

3.8.1 Name of bidding entity
3.8.2 VAT Registration

3.8.4 Company registration

3.8.5 Type of company / firm:

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

[Check applicable box]

3.9 Describe principal business activities

3.10 Company Classification

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transportation, etcetera.

[Check applicable box]

3.11 Total numbers of years the company / firm has been in business:

3.12 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 this bid of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

3.12.1 The information furnished is true and correct;
3.12.2 The preference points claimed are in accordance with the General Conditions as indicated in this Section;

3.12.3 In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;

3.12.4 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, ACSA may, in addition to any other remedy it may have:

3.12.4.1 Disqualify the person from the bidding process;
3.12.4.2 Recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
3.12.4.3 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;
3.12.4.4 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 ACSA for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
3.12.4.5 Forward the matter for criminal prosecution.

Witnesses:

1. __________________________________________
   __________________________________________
   Signature(s) of bidder(s)
   Date: ______________________________________

2. __________________________________________

Address: __________________________________________
____________________________________________________
4 SECTION 4: EVALUATION CRITERIA

4.1 Evaluation Criteria

4.1.1 Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the tender process.

4.1.2 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.

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

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check if all the documents have been received</td>
<td>Evaluate on functionality or the technical aspect of the bid</td>
<td>Presentations</td>
<td>Evaluate price and Preference (B-BBEE)</td>
</tr>
</tbody>
</table>

4.3 Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information ACSA will only consider bidders which have:

- Provide/confirm COID registration / Letter of Good standing
- Provide Accreditation with relevant SITA for Provision of Hot Work Training
- Provide laboratory certification to conduct Calibration and maintenance of the multi gas detector units
- Provide SANAS and SABS accreditation certificates for gas detection units proposed
- Provide company profile
4.4 Sub-Contracting

It is a requirement of this tender that bidders to declare, should there be any sub-contract work on this tender:

4.4.1 51% black owned;
4.4.2 51% owned by black youth;
4.4.3 51% owned by black women;
4.4.4 51% owned by black people with disabilities;
4.4.5 51% owned by black people in rural areas, underdeveloped areas or townships;
4.4.6 a co-operative that is 51% owned by black people;
4.4.7 51% owned by black people who are military veterans; or
4.4.8 More than one of the above-mentioned categories.
4.4.9 The bidder may only subcontract to a QSE listed above if the QSE has a B-BBEE status level that is equal to or more than that of the bidder.

4.5 Functionality

The functionality evaluation will be conducted by the end-user/operations/the Bid Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on prequalification/threshold criteria. The criteria will be as follows:

<table>
<thead>
<tr>
<th>NO</th>
<th>CRITERIA</th>
<th>Weighting</th>
<th>Minimum Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Organisational Experience</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Provided Company Profile demonstrating experience and the ability to deliver required complete handheld multi gas detector units, training in hot work and hot work permit management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-3 years 5 points</td>
<td>3-5 years 10 points</td>
<td>5&lt;years 15 points</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Personnel Experience</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Training Experience in hot work training field (Provide CVs demonstrating the required experience and copies of qualifications of the trainer/s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-3 years 5 points</td>
<td>3-5 years 10 points</td>
<td>5&lt;years 15 points</td>
<td></td>
</tr>
</tbody>
</table>
2. References

Only references supporting the required years of Hot Work Training experience will be considered. | 3 references 15 points | 2 references 10 points | 1 reference 5 points | 15 | 10

3. Service Delivery

The provided company Profile and portfolio of evidence should demonstrate the organisation's scope capability and compliance. The service provider must demonstrate if they have the necessary capacity to provide the required service in terms of resources such as staff to render training and development of SOP's, equipment and material to deliver training and proof of competency to trainees as well as capacity to provide spare gas monitors when purchased equipment's are taken for service or calibration. | Propose solution to enable delivery of the project. | Resources to execute the project. | Ability to provide equipment whilst ACSA purchased equipment has gone for service. | Training content. | Training and equipment accreditations. | 30 | 25

4. Project Implementation Plan

Provide a detailed work programme detailing how execution of the project will be carried out across the airports. | Detailed implementation plan submitted with timelines – 15 points | Implementation plan submitted but not without clear activities and timelines – 10 points | No plan submitted – 0 | 15 | 10

Total | 100 | 65

4.1 Threshold

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of 55% on the functional stage will not be considered further in the evaluation. The thresholds on each element of the evaluation are as follows:

<table>
<thead>
<tr>
<th>Element</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Experience</td>
<td>20%</td>
</tr>
<tr>
<td>b) References</td>
<td>10%</td>
</tr>
<tr>
<td>c) Service Delivery</td>
<td>25%</td>
</tr>
<tr>
<td>d) Project Implementation Plan</td>
<td>10%</td>
</tr>
</tbody>
</table>

Issue: 1

Issue Date: 28/02/2014

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4.2 **Price and B-BBEE**

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of ______/_____. Price will amount to _____ points, whilst preference will be ____ 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 tender, *etcetera*. The proposed pricing schedule to be completed is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Supply 22 multi gas detector units</td>
<td></td>
</tr>
<tr>
<td>b) Hot Works Training of 50 delegates</td>
<td></td>
</tr>
<tr>
<td>c) SOP Development</td>
<td></td>
</tr>
<tr>
<td>d) Calibration</td>
<td></td>
</tr>
<tr>
<td>e) Maintenance</td>
<td></td>
</tr>
<tr>
<td>f) Disbursement</td>
<td></td>
</tr>
<tr>
<td>g) Spares bill of quantities</td>
<td></td>
</tr>
<tr>
<td>h) Other</td>
<td></td>
</tr>
</tbody>
</table>

It is also noted that there might be a need to train additional delegates throughout the contractual period of two (2) years, therefore bidders are required to provide pricing for training additional employees as and when required.

Bidders must only price in accordance with the pricing schedule above, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification. Disbursements will be reimbursed at actual cost. The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g. three star hotel, bed and breakfast, telephone cost, reproduction cost, *etcetera*). On basis of these particulars, certified invoices will be checked for correctness.
SECTION 5: RETURNABLE DOCUMENTS

Mandatory Returnable documents

ACSA will disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not. The mandatory documents and information are as follows:

5.1 Other Returnable Documents and information

<table>
<thead>
<tr>
<th>MANDATORY RETURNABLE DOCUMENTS AND INFORMATION</th>
<th>Submitted [Yes or No]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priced offer</td>
<td></td>
</tr>
<tr>
<td>Provide/confirm COID registration / Letter of Good standing</td>
<td></td>
</tr>
<tr>
<td>Provide Accreditation with relevant SETA for Provision of Hot Work Training</td>
<td></td>
</tr>
<tr>
<td>Provide laboratory certification to conduct Calibration and maintenance of the multi gas detector units</td>
<td></td>
</tr>
<tr>
<td>Business Profile</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td></td>
</tr>
<tr>
<td>CV’s and Qualifications</td>
<td></td>
</tr>
<tr>
<td>Declaration of Interest Form</td>
<td></td>
</tr>
<tr>
<td>Non-Disclosure Agreement</td>
<td></td>
</tr>
</tbody>
</table>

5.2 These types of documents and information are required but are not mandatory or are only mandatory at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time or might already have them on the system. Where a document or information is only mandatory at a specific stage in the process, ACSA may only disqualify a bidder for non-submission at that stage and after reasonable efforts were made to request the document from the bidder. The documents are as follows:

<table>
<thead>
<tr>
<th>MANDATORY RETURNABLE DOCUMENTS AND INFORMATION</th>
<th>Submitted [Yes or No]</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-BBEE Certificate</td>
<td></td>
</tr>
</tbody>
</table>
Tax Clearance Certificate (ACSA may not award a tender to a bidder whose
tax affairs have not been declared to be in orders by SARS)

Names and identity numbers of Directors

Certificate of Incorporation

5.3 Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this
tender remains valid for the duration of the contract period. The duty is on the bidder to provide updated
information to ACSA immediately after such information has changed.
SECTION 5: DECLARATION FORM

5.1 Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

5.2 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

I/We certify that there is a / no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner with any ACSA employee or official.

Where a relationship exists, please provide details of the ACSA employee or official and the extent of the relationship below

5.3 Full Names of Directors / Trustees / Members / Shareholders of the bidding entity

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
5.4  I/We declare that we have not acted in any manner which promotes unfairness, contravenes any law or is against public morals. We further certify that we will in full compliance of this tender terms and conditions as well as ACSA policies in the event that we are successful in this tender.

Declaration:

I/We the undersigned ____________________________________________________ (Name) hereby certify that the information furnished in this tender document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this tender, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this tender.

____________________________  ______________________________
Signature                  Date

____________________________  ______________________________
Position                  Name of bidder
SECTION 6: DECLARATION OF FORBIDDEN PRACTICES

I/We hereby declare that we have not/been found guilty of any illegal activities relating to corruption, fraud, B-BBEE fronting, anti-competitive practices and/or blacklisted by an organ of State Owned Company, etc. and/or any other forbidden practices.

I/We declare the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Penalty</th>
<th>Organ of State / State Owned Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Furthermore, I/We declare that to the best of my/our knowledge there is /are no further practices to be declared or which are in the process of being finalised. The following are alleged practices which have not yet been finalised.

<table>
<thead>
<tr>
<th>Description</th>
<th>Organ of State / State Owned Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
</tr>
</tbody>
</table>

This declaration was signed on _______ of ____________________________ 201_____

Name:  

Designation:  

Signature:  
