



**AIRPORTS COMPANY**  
SOUTH AFRICA

**Request for Quotation for the appointment of a service provider to undertake supply and delivery of electrical spares on an adhoc basis for a period of 12 months for Airports Company South Africa Cape Town International Airport**

**RFQ Number** : CIA RFQ 69479

**Issue Date** : Monday 4<sup>th</sup> October 2021

**Closing date for queries** : COB Wednesday 6<sup>th</sup> October 2021

**Closing Date** : Friday 8<sup>th</sup> October 2021 at 14:00



## **SECTION 1: INSTRUCTIONS TO BIDDERS**

### **1.1 Submission of bid documents**

The bids must have, the bidder's return address, the full description of the RFQ, RFQ number and the details of the SCM official where the bid will close. The bids must be signed and completed by a person who has been given authority to act on behalf of the bidding entity. 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 RFQ documents. Quotations must be submitted on or before **Friday 8<sup>th</sup> October 2021 at 14:00** using the following method(s):

a) Email submissions:

The bid documents must be sent to the following email address:

[kamaal.allom@airports.co.za](mailto:kamaal.allom@airports.co.za)

### **1.3 Late bids**

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

### **1.4 Clarification and Communication**

Bidders may only communicate on this RFQ with the ACSA employee using the details listed below:

Name : Kamaal Allom

Designation: Buyer

Tel : 021 937 1368

Email : [kamaal.allom@airports.co.za](mailto:kamaal.allom@airports.co.za)

Request for clarity or information on the RFQ may be requested up until **COB Wednesday 6<sup>th</sup> October 2021**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the RFQ.

Bidders may not contact any ACSA employee on this RFQ 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 RFQ. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this RFQ.

**1.5 Compulsory Briefing/Site Inspection Session: - N/A**

**1.6 Bid responses**

Quotations must be strictly prepared and returned in accordance with this RFQ document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this RFQ document. Changes to the bidder's submission will not be allowed after the closing date of the RFQ. 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 may:

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

**1.8 General**

- a) The validity period of received quotations will be for a period of 120 days.
- b) Any information ACSA received from the other quoting entities will not be disclosed without prior written consent from the bidder concerned.
- c) All entities which submit quotes must declare any acts of misconduct or unlawful practices they were either found guilty of or fined for in the last five years from the date of issue of this RFQ.
- d) ACSA will pay 30 days after the receipt of an undisputed invoice.



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- e) Where ACSA will hold a compulsory briefing session, the entities which intend to submit quotes must ensure that they have signed an attendance register for such a briefing session.
- e) The contract that will result from this RFQ will also be governed by the ACSA terms and conditions of contract. The ACSA terms and conditions of contract must therefore be read together with this RFQ document.
- f) Responses must be returned strictly in accordance with this RFQ document.
- g) Scoring of received bids will be in line with the Preferential Procurement Policy Framework Act.

### 1.9 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](mailto:acsa@tip-offs.com)

## **SECTION 2: LOCAL CONTENT AND PRODUCTION**

### **2.1 Introduction**

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This RFQ falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and production for this RFQ is ..... of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure ..... of this RFQ document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

### **2.2 Calculation of local content and production**

Local content means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place. Imported content means the portion of the bid price represented by the cost of components, parts or materials which have been or are still imported (whether by the supplier or its sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry. The South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content. The formula to be used to calculate local content is as follows:

$$LC = 1 \left( \frac{X}{Y} \right) \times 100$$

Where:

X represents imported content

Y represents bid price excluding value added tax

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.



## 2.3 Declaration certificate for local production and content (SBD 6.2)

This Standard Bidding Document (SBD) must form part of all invited bids. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the SABS approved technical specification number SATS 1286:201x.

## 2.4 General Conditions

2.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.

2.4.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

2.4.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

2.4.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

2.4.5 A bid will be disqualified if:

- The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
- The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

## 2.5 Definitions

2.5.1 “**bid**” includes advertised competitive bids, written price quotations or proposals;



- 2.5.2 “**bid price**” price offered by the bidder, excluding value added tax (VAT);
- 2.5.3 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.5.4 “**designated sector**” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5.5 “**duly sign**” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.5.6 “**imported content**” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.5.7 “**local content**” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.5.8 “**stipulated minimum threshold**” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.5.9 “**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.



**2.6 The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

Description of services, works or goods  
\_\_\_\_\_

Stipulated minimum threshold  
\_\_\_\_\_ %

2.7 Does any portion of the services, works or goods offered have any imported content? YES/NO

2.8 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 2.3 above must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

The rate(s) of exchange against the appropriate currency is as follows:

Currency	Rates of exchange
US Dollar	

**NB:** Bidders must submit proof of the SARB rate(s) of exchange used.





**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL) IN RESPECT OF RFQ No 69479**

**ISSUED BY:** (Airports Company South Africa SOC Ltd): For Cape Town International Airport

**NB:** The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as ..... of  
.....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 2.3 above and the following figures:

Bid price, excluding VAT (y)	R...
Imported content (x)	R...
Stipulated minimum threshold for Local content (paragraph 2.6 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Airports Company South Africa SOC Ltd has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Airports Company South Africa SOC Ltd imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## **SECTION 3: SCOPE OF WORK AND EVALUATION CRITERIA**

### **3.1 Scope of work**

The successful bidder will be required to supply electrical spares on ADHOC within a lead time of 3 working days and specialised spares within 4 weeks. This scope will include all low voltage electrical spares on the subject of:

- Distribution boards and Power Kiosks
- Electric Meters and Boxes
- Circuit Breakers and Earth leakages
- Lighting gear and Light fittings
- All Lamps – CFL; FL Tubes; LED replacements; Incandescent; high pressure
- Mechanical parts or gear of signage and lighting
- Cables and wire
- Plugs and switches
- Control gear and Network wire for Power and lighting circuits
- Building management systems and DALI
- Traffic lights and Control gear
- PVC Trunking and piping
- Connecting, jointing and mounting gear
- Screws, nails, bolts and nuts
- Miscellaneous items

The successful bidder will need to adhere to the costing of the bill of quantities or at a reasonable price inflation of 5% for items not listed on the bill of quantities below.

Transportation and delivery of items to site need be taken in consideration when bidding and no additional cost can be claimed for delivery.

### **3.2 Minimum requirements**

Only bidders meeting the following criteria will be considered for this RFQ:

Acceptance of ACSA terms and conditions



### 3.3 Required documents

All quotes must be accompanied by the following documents:

- a) A Valid Tax Clearance Certificate
- b) Signed Declaration of Interest Forms
- c) Proof of CSD registration to be provided
- d) Valid BBBEE certificate



**Functionality Evaluation Criteria**

The functionality/technical evaluation will be conducted by the Bid Evaluation Committee. The evaluation process will be based on threshold criteria and bidders who fail to achieve a minimum threshold per line item on the functionality criteria stage will not be considered further in the evaluation process.

### 3.4 Evaluation Criteria

a) Price and Preference

The received quotes will be evaluated using the 80 for price and 20 for preference.

**Quotations must be strictly prepared and returned in accordance with this RFQ document.**

**The received quotes will be evaluated using the 80/20 for price:**

$$\text{Formula for Price: } PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = the score for the bid under consideration

Pt = Comparative Price for bid under consideration

Pm = the comparative price of the lowest priced bid passing the functionality test

### PRICE AND PREFERENCE

The received quotes will be evaluated using the 80 for price and 20 for preference. 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 account for **80** points, whilst preference will account for **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 exist, justifying an award to another bidder or ACSA splits the award or cancels the tender.

### PRICE LIST (INCLUDING THE ACTIVITY SCHEDULE)

The following Activity Schedule is provided “as-is” for the benefit of the contractor. ACSA cannot guarantee that it is complete in all respects.

The contractor is also responsible for providing an Activity Schedule which is accurate, complete and in accordance with their proposal. Also, refer to MS Excell spreadsheet for BOQ that need to be priced.

Bidders must note that price proposals submitted will be utilised for evaluation purposes and not to be considered as final contract prices after acceptance in the panel.

ACSA further reserves the right to negotiate the selection and prioritisation of deliverables and to limit the budget based on affordability

**SECTION 4: DECLARATION FORM**

**4.1 Making a declaration**

Any legal or natural persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this RFQ 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.

**4.2 All the bidders must complete a declaration of interest form below:**

Full name of the bidder or a 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:

.....  
.....



4.3 Full names of directors/trustees/members/shareholders of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number

4.4 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 be in full compliance of this RFQ terms and conditions as well as ACSA policies in the event that we are successful in this RFQ.

**Declaration:**

I/We the undersigned ..... (Name) hereby certify that the information furnished in this RFQ 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 RFQ, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder