



Request for Proposals for Provision of Emergency Medical Services at Airports Company South Africa's Cluster 1 (O.R Tambo International Airport, Bram Fischer International Airport, and Corporate) for a period of five (5) years.

Bid Number: : ORTIA7402/2024

Issue Date : 16 April 2024

Briefing Session date and Time : 29 April 2024 @ 12:00PM

Query Closing Date and Time : 10 May 2024 @ 12:00PM

Bid Closing Date and Time : 17 May 2024 @ 12:00PM



1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

Tenders are available on www.etenders.gov.za and www.airports.co.za. Kindly print and complete.

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management department where the bid will close. The documents 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 bid documents. Bid documents must be submitted between the **15th of May 2024 @ 10:00AM** and the **17th of May 2024 @ 12:00PM** using the following method(s):

1.1.1. Tender box:

The **Tender Box C** is located at:

Airports Company South Africa SOC Limited Offices

North Wing

3rd Floor

OR Tambo International Airport

- Bidders are requested to submit all bids in the format instructed, no other format will be acceptable.

1.1.2. Proposals must both be in printed format (**an original and a copy**) together with an electronic copy of the bid documents using a USB flash drive or an accessible link. The original will be legal and binding, in the event of discrepancies between any of the submitted documents; the original will take precedence.



1.2. **Late Bids**

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

1.3. **Clarification and Communication**

Name: Alicia.Sekoati@airports.co.za

Designation: Senior Buyer

Tel: 011 723 1400

Email: Alicia.Sekoati@airports.co.za

1.3.1. Request for clarity or information on the bid may only be requested until **10 May 2024 @ 12:00PM**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Bid /Information invitation.

1.3.2. 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 acceptance of the letter of award 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.

1.4. **Compulsory Briefing Session**

A compulsory briefing session will be held on the following dates at the stipulated venues and time:

Date: 29 April 2024

Time: 12:00PM

Venue: Microsoft Teams

Bidders who are interested in joining the briefing session are required to register to attend by sending their email addresses to Alicia.Sekoati@airports.co.za by **26 April 2024 @ 12:00pm** no excuses. A meeting invitation will be sent to all interested parties **who have emailed by the set deadline**. Only bidders who have registered **and** attended the briefing session will be considered for this tender.



1.5. Bid Responses

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

1.6. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.6.1. Award the whole or a part of this bid;
- 1.6.2. Split the award of this bid;
- 1.6.3. Negotiate with all or some of the shortlisted bidders;
- 1.6.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;
- 1.6.5. To reject the lowest acceptable bid received; and/or
- 1.6.6. Cancel this bid.

1.7. Validity Period

- 1.7.1. ACSA requires a validity period of hundred and twenty (120) business/working days for this bid. During the validity 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.

1.8. Confidentiality of Information

- 1.8.1. ACSA will not disclose any information disclosed to ACSA through this bid process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.8.2. ACSA will not disclose the names of bidders until the bid process has been finalised.
- 1.8.3. Bidders may not disclose any information given to the bidders as part of this bid 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 bid, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.



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 or 086 726 1681

Email: office@thehotline.co.za



SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background and/or Purpose of this Bid

Since inception almost 30 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 (Bram), Upton (UTN), Chief Dawid Stuurman Airport (PLZ), King Phalo Airport, George Airport, Kimberley Airport and the Corporate Office.

The Airport provides medical emergency response services to three categories of stakeholders which are direct employees, airport operating stakeholders and the airport users.

ACSA seeks to establish provision of emergency response services to provide initial emergency medical response, stabilization, and transportation of all patients to definitive emergency care near its airports.

Tender RA7179/2023 was published by ACSA in 2023 to appoint EMS service providers at each of its three clusters. Cluster 2 and Cluster 3 were awarded, Cluster 1 was cancelled due to no acceptable tender being received. It is for this reason that ACSA is republishing a tender for EMS services at Cluster 1.

Services required:

CLUSTERS	AIRPORT NAME	TYPE OF PRESENCE REQUIRED ON SITE
CLUSTER 1	O.R Tambo International Airport and Corporate	On site ambulance service provision and crew(s)
	Bram Fisher Airport	Offsite ambulance service provision managed via a MOU

2.2 Scope of Work

The scope of work includes but is not limited to:

- The required services include provision of fully compliant intermediate medical emergency response within the airport precinct (inclusive of Terminal Buildings, Cargo Operations, General Aviation, Car Parks and other Admin Buildings including the Corporate office) and respond to Airside related injuries and illnesses (including onboard aircraft response).
- The service provider will be required to be the primary response to stabilize and resuscitate persons in need at the airport.



- The appointed service provider will coordinate, but won't be responsible for, the transfer of patients to the hospital and inclusive of transfers from the hospital back to the airport. It is important to note that the appointed service provider(s) will not be permitted to leave the airport premises under any circumstance. The service provider will only be responsible for onsite emergencies, all offsite care will be at the cost of the patient.
- The bidding companies base of operations must be licensed in terms of regulation 8 of the 2017 National EMS Regulations (ACSA reserves the right to inspect the premises). The base of operations should also be Gauteng.
- ACSA will be conducting level 1 and Level 2 Audits (**See APPENDIX A**) on the appointed Service Provider, as well as reserves the right to conduct a site visit of the base of operations.
- In order to service the offsite airport (Bram Fischer) the bidder will either be required to have a presence close to the airport or alternatively have an MOU with a suitably qualified Emergency Medical service provider close to the airport.
- Vehicles, Resources and shifts required:

CLUSTER	AIRPORT NAME	REQUIREMENTS
Cluster 1	O.R Tambo International Airport and Corporate Office.	<p><u>24/7/365</u></p> <p><u>Day Shift (06:00am to 18:00pm)</u></p> <ul style="list-style-type: none"> • 2 x BLS • 2 x ILS • 2 x Ambulances <p><u>Night Shift (18:00pm to 06:00am)</u></p> <ul style="list-style-type: none"> • 1 x BLS • 1 x ILS • 2 x Ambulances <p><u>Note: ALS resource will be required on an ad hoc basis – ALS will be off site.</u></p>
	Bram Fischer Airport	Offsite ambulance service provision managed via an MOU

NB: Fully equipped ambulances to be supplied by the Service Provider. Service Provider will ensure that ambulances are maintained and replenished to the applicable standards. The service provider takes responsibility for staffing and providing medical supplies for the ambulance services as required by legislation, including inter-alia licensing and registration.



- **Ad hoc ALS requirements:**

Onsite (OR Tambo International Airports and Corporate Office)

- If the bidder has ALS medics on staff, the bidders base should allow for the ALS response time to be under 7 minutes. If, however (1) the base is too far and/or (2) the bidder doesn't have ALS medics on staff, the bidder will be required to have an MOU with an ambulance service that will allow for both requirements.
- The MOU should include the following: name of service provider, radius from airport, proof of operating license, confirmation of availability of ALS medics. ACSA will not be billed for this service and the patients should be billed directly. This MOU should be presented to ACSA within 2 weeks of award of contract.

Responsibilities of the prospective service provider

- Provide and manage all the required resources including medical response personnel registered with HPCSA, medical response equipment and fully kitted ambulance/s (as per legislative requirements and all subsequent amendments), rapid response unit PPE, consumables for the ambulance and jump bags, etc. to enable Service Provider to respond to all types of medical emergencies.
- O.R Tambo & Corporate: The staff operating the ambulance must be qualified for basic and intermediate life support and are to be based at the International Airports 24 hours a day, 7 days a week.

Bram Fischer: An MOU is to be maintained for emergency medical responses required.

- The service provider should have access to an Advanced Life Support (ALS) individual. The ALS would not be stationed at the International Airport but would respond from the Service Providers base premises or managed via the MOU.
- The service provider shall be liable for all costs relating to telephones, cell phones, Wi-Fi, radio licensing and or CCTV (if required) and/or any other communication devices as stipulated in this tender.
- ACSA will provide the onsite medics with a rest area. All staff parking arrangements, and cleaning of the facilities shall remain the responsibility of the service provider. The medics will also be responsible for the decontamination of the facility/holding room after the removal of a deceased body.
- The service provider shall make provision to collect and dispose of medical waste generated during a medical incident occurring on aircrafts or on request.
- The service provider shall provide ACSA with minimum following information during the operation at the airport:
 1. Incident report forms that will, at a minimum, identify: the details of the patient; location at which the service was provided; response time; diagnoses; arrangements (if needed) for definitive care; names of the paramedics attending emergency situation.
 2. Weekly reports of all calls and view of impending risks or identification of new risks.



3. Reflection on performance (strengths, successes, improvements needed, risks).
4. The Operating Licence(s) shall be for the bidding companies base of operations. Bidders to ensure they are fully compliant with any updated licensing regulations during the term of contract.
5. The service provider shall have a dedicated cellphone line that can be linked to ACSA to facilitate the prompt dispatch of services to the person requiring assistance. ACSA will provide the winning bidder with a landline as well as handheld radios.
6. The service provider is expected to take part in Airport Aerodrome Emergency Response activities as and when required and be available for any disasters.
7. ACSA is a Port of Entry therefore strict airside entry rules apply where vehicle and staff permits are required (**see APPENDIX B**). These permits are renewable annually and are at the cost of the appointed service provider. Permits and licences to be applied for a month prior to contract start date to ensure smooth transition to the new service provider.
8. The service provider vehicles need to be compliant with the Road Traffic Act and the ACSA policies and procedures. It should be noted that vehicles older than 8 years are not permitted to operate. (**see Appendix C**)
9. All service provider employees shall be vetted to ensure they do not have criminal records. No non-South African resources will be permitted to operate at the airport(s).
10. The service provider could be required to respond on stand-by for an incoming aircraft medical emergency.
11. The service provider may be required to facilitate patient transfer and hold the patient on the ambulance for boarding process on the airside.
12. In the event of multiple simultaneous onsite emergencies, the service provider will be responsible for the coordination of additional medical response services at the patients cost.
13. No patients will be held onsite, the service provider shall expedite the coordinate the transportation to an offsite emergency department where definitive care can be administered.



Insurance

- The Service Provider shall, during the term of the Agreement and at its own expense, effect and keep current policies of insurance as follows:
 - Medical Malpractice cover for a limit not less than R50 million (fifty million rands)
 - Aviation liability cover for a limit not less than USD15 000 (fifteen thousand US dollars) for damage to aircraft
 - Aviation liability cover for a limit not less than USD5 000 (five thousand US dollars) for damage to third party property
 - ACSA must be named as the additional insured in all the policies listed above.
- The Service Provider shall submit proof of insurance at the commencement of the contract, and thereafter annually at the renewal of the policies, for the duration of the agreement.
- Any payments received from insurers shall be used for the compensation of any loss or damage.
- The Service Provider shall not make any alteration to the terms of any insurance policy without the prior approval from ACSA.
- Nothing in this clause limits the obligations, liabilities or responsibilities of the Service Provider under the Agreement or otherwise. Any amount not insured or not recovered from the insurers, or any deductible payable shall be borne by the Service Provider in accordance with these obligations, liabilities or responsibilities.

Additional services required:

- The Service Provider will be expected to perform weekly inspections on the following on the ambulances:
 - i. All AED Devices
 - ii. Fire and Rescue Jump Bags
 - iii. Fire and Rescue First Aid boxes
- The Service provider will be expected to perform monthly inspections on all AED Devices for the airport terminals
- The Service provider will be expected to perform monthly inspections on the mass casualty trailer.

Additional information:

- Average Number of monthly call outs per site

Name of international Airport	OR Tambo International Airport and Corporate
Average Number of monthly call outs	73

Name of international Airport	Bram Fischer Airport
Average Number of monthly call outs	Minimal (05 per month)

2.3 Pricing Schedule

	AIRPORT	ALL INCLUSIVE MONTHLY RETAINER (Excluding VAT)
1	Cluster 1	R

- The retainer will escalate annually on the anniversary of the contract in line with the South African CPI.
- No further amounts will be awarded to the winning bidder above what was quoted.
- The monthly retainer is all inclusive and should include all costs associated with providing services as per the scope of work. (Exclude only VAT)
- The price should be quoted in South African rands.

- All bidders to complete the below which is the rates you will charge for any additional services requested by ACSA:

Ad-hoc rates for any additional services that may be required:

COST ITEM	DAILY RATES Excluding VAT	MONTHLY RATES Excluding VAT
1 Ambulance + 1 ILS + 1 BLS+ services	R	R

- This rate will escalate annually on the anniversary of the contract in line with the South African CPI.
- This rate will be used to book additional services from the winning bidder for any additional requirements.



- No further amounts will be awarded to the winning bidder above what was quoted.
- The rates are all inclusive and should include all costs associated with providing services as per the scope of work. (Exclude only VAT)
- The price should be quoted in South African rands.

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.

SECTION 3: EVALUATION CRITERIA

3.1 Evaluation Criteria

- 3.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider Mandatory administrative criteria, Functionality criteria and Price and Preference. 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.
- 3.1.2 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.

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

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Check if all the documents have been received.	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference.	Post tender negotiations	Security Vetting <i>(If deemed necessary)</i>

3.3 Mandatory Requirements

1. Acceptance of Terms and Conditions of the tender (section 5)
2. Registration & Attendance to compulsory briefing session
3. Provide copy of valid Operating Licence(s) in Gauteng.
4. Bidders are required to submit a proposal based on ACSA's scope of work incorporating the following information:
 - o Plan/proposals for Onboarding Handover
 - o Plan/proposals for Exit Handover process/transition
 - o Resource plan: Provide full staff complement showing shift plans. How will staff changes be handled (e.g. should a staff member resign, be on leave, including locum staff etc)
 - o Fleet Management plan: How will bidder ensure ambulance availability at the airport at all times in case of vehicle breakdowns and/or maintenance.

Bidders that do not meet all the above requirements will be disqualified and not evaluated further. No Bid will be awarded to any person who is not declared Tax Compliant by the South African Revenue Service (SARS). No award will be made to an entity which is not registered on the CSD (Central Supplier Database) with National Treasury.

3.4 Functionality

The functionality evaluation will be conducted by the Tender Preparation and Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria. The criteria will be as follows:

3.5.1. Functionality Criteria

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **64 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria.

Failure to achieve any of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

	EVALUATION CRITERIA	MINIMUM	MAXIMUM
1.	EMS RESOURCES <i>(RESOURCES MUST NOT BE REPEATED FOR THIS SECTION)</i>		
1.1	Basic life support (BLS) ACSA requires a minimum of six (6) Basic life support (BLS) resources with the following each: <ul style="list-style-type: none"> • Provide valid copy of Health Professional counsel of South Africa (HPCSA) registration certificate (no pending applications will be accepted) • Provide copy of a minimum valid Emergency medical care certificate/qualification • Provide copy of valid Basic life support certification/qualification • Minimum of 1 year experience as BLS medic (provide CV that shows exact start and end date for each job role e.g. 1 April 2023 – 30 March 2024) • Provide certified South African ID copies for each resource. <i>No non-south African resources will be acceptable and will not be considered.</i>	27	40
1.1.1	Valid Health Professional counsel of South Africa (HPCSA) registration Valid certificates not provided or provided for less than 6 resources = 0 points Valid certificates provided for 6 resources = 3 points Valid certificates provided for more than 6 resources = 4 points	3	4
1.1.2	Valid Minimum Valid Emergency medical care certificate/qualification Valid certificates/qualifications not provided or provided for less than 6 resources = 0 points Valid certificates/qualifications provided for 6 resources = 3 points Relevant and valid certificates/qualifications provided for more than 6 resources = 4 points	3	4

1.1.3	<p>Valid Basic life support certification/qualification</p> <p>Valid certificates/qualifications not provided or provided for less than 6 resources = 0 points Valid certificates/qualifications provided for 6 resources = 3 points Relevant and valid certificates/qualifications provided for more than 6 resources = 4 points</p>	3	4
1.1.4	<p>Proof of a Minimum of 1 year experience as BLS medic (provide CV that shows exact start and end date for each job role e.g. 1 April 2023 – 30 March 2024)</p> <p><i>Failure to submit CV in the required format may lead to a disqualification</i></p>		
1.1.4.1	<p>Resource 1</p> <p>CV does not demonstrate BLS experience or demonstrates for less than 1 year= 0 points CV demonstrates 1 year experience as BLS = 3 points CV demonstrates more than 1 year experience as BLS = 4 points</p>	3	4
1.1.4.2	<p>Resource 2</p> <p>CV does not demonstrate BLS experience or demonstrates for less than 1 year= 0 points CV demonstrates 1 year experience as BLS = 3 points CV demonstrates more than 1 year experience as BLS = 4 points</p>	3	4
1.1.4.3	<p>Resource 3</p> <p>CV does not demonstrate BLS experience or demonstrates for less than 1 year= 0 points CV demonstrates 1 year experience as BLS = 3 points CV demonstrates more than 1 year experience as BLS = 4 points</p>	3	4
1.1.4.4	<p>Resource 4</p> <p>CV does not demonstrate BLS experience or demonstrates for less than 1 year= 0 points CV demonstrates 1 year experience as BLS = 3 points CV demonstrates more than 1 year experience as BLS = 4 points</p>	3	4
1.1.4.5	<p>Resource 5</p> <p>CV does not demonstrate BLS experience or demonstrates for less than 1 year= 0 points CV demonstrates 1 year experience as BLS = 3 points CV demonstrates more than 1 year experience as BLS = 4 points</p>	3	4

1.1.4.6	<p>Resource 6</p> <p>CV does not demonstrate BLS experience or demonstrates for less than 1 year= 0 points CV demonstrates 1 year experience as BLS = 3 points CV demonstrates more than 1 year experience as BLS = 4 points</p>	3	4
1.1.4.7	<p>More than 6 resources</p> <p>Only 6 relevant CV's submitted = 0 points 7 relevant CV's submitted= 2 points More than 7 relevant CV's submitted= 4 points</p>	0	4
1.2	<p>Intermediate life support (ILS)</p> <p>ACSA requires a minimum of six (6) Intermediate life support (ILS) resources with the following each:</p> <ul style="list-style-type: none"> • Provide copy of valid Health Professional counsel of South Africa (HPCSA) registration certificate (no pending applications will be accepted) • Provide copy of a minimum valid Emergency medical care certificate/qualification • Provide copy of a valid Intermediate life support certification/qualification • Minimum of 3 years' experience as ILS medic (provide CV that shows exact start and end date for each job role e.g. 1 April 2023 – 30 March 2024) • Provide certified South African ID copies for each resource. <p><i>No non-south African resources will be acceptable and will not be considered.</i></p>	27	40
1.2.1	<p>Valid Health Professional counsel of South Africa (HPCSA) registration certificate</p> <p>Valid certificates not provided or provided for less than 6 resources = 0 points Valid certificates provided for 6 resources = 3 points Valid certificates provided for more than 6 resources = 4 points</p>	3	4
1.2.2	<p>Valid minimum Emergency medical care certificate/qualification</p> <p>Valid certificates/qualifications not provided or provided for less than 6 resources = 0 points Valid certificates/qualifications provided for 6 resources = 3 points Relevant and valid certificates/qualifications provided for more than 6 resources = 4 points</p>	3	4
1.2.3	<p>Valid Intermediate life support certification/qualification</p> <p>Valid certificates/qualifications not provided or provided for less than 6 resources = 0 points Valid certificates/qualifications provided for 6 resources = 3 points Relevant and valid certificates/qualifications provided for more than 6 resources = 4 points</p>	3	4

1.2.4	<p>Proof of a Minimum of 3 years' experience as ILS medic (provide CV that shows exact start and end date for each job role e.g. 1 April 2023 – 30 March 2024)</p> <p>Failure to submit CV in the required format may lead to a disqualification</p>		
1.2.4.1	<p>Resource 1</p> <p>CV does not demonstrate ILS experience or demonstrates for less than 3 year= 0 points CV demonstrates 3 year experience as ILS = 3 points CV demonstrates more than 3 year experience as ILS = 4 points</p>	3	4
1.2.4.2	<p>Resource 2</p> <p>CV does not demonstrate ILS experience or demonstrates for less than 3 year= 0 points CV demonstrates 3 year experience as ILS = 3 points CV demonstrates more than 3 year experience as ILS = 4 points</p>	3	4
1.2.4.3	<p>Resource 3</p> <p>CV does not demonstrate ILS experience or demonstrates for less than 3 year= 0 points CV demonstrates 3 year experience as ILS = 3 points CV demonstrates more than 3 year experience as ILS = 4 points</p>	3	4
1.2.4.4	<p>Resource 4</p> <p>CV does not demonstrate ILS experience or demonstrates for less than 3 year= 0 points CV demonstrates 3 year experience as ILS = 3 points CV demonstrates more than 3 year experience as ILS = 4 points</p>	3	4
1.2.4.5	<p>Resource 5</p> <p>CV does not demonstrate ILS experience or demonstrates for less than 3 year= 0 points CV demonstrates 3 year experience as ILS = 3 points CV demonstrates more than 3 year experience as ILS = 4 points</p>	3	4
1.2.4.6	<p>Resource 6</p> <p>CV does not demonstrate ILS experience or demonstrates for less than 3 year= 0 points CV demonstrates 3 year experience as ILS = 3 points CV demonstrates more than 3 year experience as ILS = 4 points</p>	3	4

1.2.4.7	<p>More than 6 resources</p> <p>Only 6 relevant CV's submitted = 0 points 7 relevant CV's submitted= 2 points More than 7 relevant CV's submitted= 4 points</p>	0	4
1.3	<p>Advanced life support (ALS)</p> <p>ACSA requires a minimum of two (2) Advanced life support (ALS) resources with the following each:</p> <ul style="list-style-type: none"> • Provide copy of valid Health Professional counsel of South Africa (HPCSA) registration certificate (no pending applications will be accepted) • Provide copy of a minimum Emergency medical care certificate/qualification • Provide copy of Advanced life support certification/qualification • Minimum of 5 years' experience as ALS medic (provide CV that shows exact start and end date for each job role e.g. 1 April 2023 – 30 March 2024) • Provide certified South African ID copies for each resource. <p><i>No non-south African resources will be acceptable and will not be considered.</i></p>	5	12
1.3.1	<p>Proof of registration with Health Professional counsel of South Africa (HPCSA)</p> <p>Valid certificates not provided or provided for less than 2 resources = 0 points Valid certificates provided for 2 resources = 1 points Valid certificates provided for more than 2 resources = 2 points</p>	1	2
1.3.2	<p>Proof of a minimum Emergency medical care certificate/qualification</p> <p>Valid certificates/qualifications not provided or provided for less than 2 resources = 0 points Valid certificates/qualifications provided for 2 resources = 1 points Relevant and valid certificates/qualifications provided for more than 2 resources = 2 points</p>	1	2
1.3.3	<p>Proof of Advanced life support certification/qualification</p> <p>Valid certificates/qualifications not provided or provided for less than 2 resources = 0 points Valid certificates/qualifications provided for 2 resources = 1 points Relevant and valid certificates/qualifications provided for more than 2 resources = 2 points</p>	1	2

1.3.4	Proof of a minimum of 5 years' experience as ALS medic (provide CV that shows exact start and end date for each job role e.g. 1 April 2023 – 30 March 2024) Failure to submit CV in the required format may lead to a disqualification		
1.3.4.1	Resource 1 CV does not demonstrate ALS experience or demonstrates for less than 5 year= 0 points CV demonstrates 5 year experience as ALS = 1 points CV demonstrates more than 5 year experience as ALS = 2 points	1	2
1.3.4.2	Resource 2 CV does not demonstrate ALS experience or demonstrates for less than 5 year= 0 points CV demonstrates 5 year experience as ALS = 1 points CV demonstrates more than 5 year experience as ALS = 2 points	1	2
1.3.4.3	More than 2 resources Only 2 relevant CV's submitted = 0 points 3 relevant CV's submitted= 1 points More than 3 relevant CV's submitted= 2 points	0	2
2.	COMPANY EXPERIENCE The bidding entity needs to demonstrate that they have been awarded a minimum of two (2) Emergency Medical Services (EMS) contracts of a duration of at least 2 years per contract. (If contract is ongoing, you must have completed a minimum of 2 years on that contract by the tender closing date). Provide: (i) Reference letters [with Client letterhead and contactable (email & contact number) references]. (ii) Also provide supporting documents (e.g. PO, award letter) detailing the job description and length of contract with specific start and end dates e.g. 1 March 2023 – 30 March 2025. ACSA reserves the right to verify.	5	8
2.1	Reference letter & Supporting documents Less than 2 relevant reference letters provided= 0 points 2 relevant reference letters (with supporting documents) provided= 5 points More than 2 relevant reference letters (with supporting documents) provided= 8 points	5	8
	TOTAL	64	100

3.5.2. Price and Preference

This stage of the evaluation process will be based on the PPPFA preference point system. Bidders will be ranked by applying the preferential point scoring 80/20 for bids with the rand value equal to or below R50 million.

Evaluation of Price

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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

Evaluation of Preference

ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Specific Goals	Score
	20
51% owned by Black male and Black women and Black youth and People living with disabilities	20
51% owned by Black male or Black women or Black youth or People living with disabilities (<i>at least two of the above designated groups must be achieved</i>)	15
51% owned by Black male or Black women or Black youth or People living with disabilities	10
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5
Other	0

SECTION 4: RETURNABLE DOCUMENTS

4.1 Mandatory Returnable documents

ACSA will disqualify from the bid process any bidder that has failed to submit mandatory returnable documents and information. 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:

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Priced offer	
Registration & Attendance to compulsory briefing session	
Proof of Operating Licence(s) in Gauteng.	
Bidders are required to submit a proposal based on ACSA's scope of work incorporating the following information: <ul style="list-style-type: none"> ○ Plan/proposals for Onboarding Handover ○ Plan/proposals for Exit Handover process/transition ○ Resource plan: Provide full staff complement showing shift plans. How will staff changes be handled (e.g. should a staff member resign, be on leave, including locum staff etc) ○ Fleet Management plan: How will bidder ensure ambulance availability at the airport at all times in case of vehicle breakdowns and/or maintenance. 	
Accepted the Airports Company South Africa's tender terms and conditions. (Section 5)	

4.2 Other Returnable Documents and information

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:

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
BEE Certificate and Scorecard or BBBEE QSE/EME Affidavit	
Verifiable medical certificate of report as proof of disability (For preference claims)	
Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in orders by SARS)	
Names and identity numbers of Directors, / Trustees / Members / Shareholders and Senior management	
Certificate of Incorporation of the bidding entity showing ownership split	
Central Supplier Database Report (CSD) [even for JV's]	
Joint Venture (JV) Agreement (If applicable)	
3 years audited Financial Statements	
Completed the Bidder's Disclosure (SBD4) (section 5.2)	
Cover Letter	
Declaration of Solvency/Liquidation (if applicable)	
Declaration of Interest Form and Politically Exposed Persons	
SBD 4 Bidder's Disclosure Form	
SBD 6.1 Preference Points Claim Form	
SBD 6.2 Declaration for local content and production for PPPFA designated sectors	
Confidentiality and Non-Disclosure Agreement	
Proposal Certification	
Bidders to have a valid letter of good standing issued by the Department of Labour	

4.3 Validity of submitted information

Bidders must ensure that all conditions, documents and information which has been submitted in pursuance to this bid remains valid for the duration of the contract period. In the event where a validity document expires an updated document must be submitted. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.



SECTION 5: RETURNABLE DOCUMENTS

5.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

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.

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) also known as Domestic Prominent Influential Persons (DPIP) in their organisation. See below definition of PEP/DPIP.

Politically Exposed Persons or DPIP are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

5.1.1 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 / no PEP/DPIP conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

Where a relationship or PEP/DPIP conflict of interest exists, please provide details of the ACSA employee or official and the extent of the relationship below:



PEP/DPIP Declaration

DPIP/PEP Declaration for self/family member or close associate:

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number

5.1.2.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



5. 2 BIDDER’S DISCLOSURE FORM SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:



.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

² 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.



I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



5.3 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals / Preference.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS / PREFERENCE	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \mathbf{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

THE SPECIFIC GOALS/PREFERENCE POINT ALLOCATED POINTS IN TERMS OF THIS TENDER	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM) (To be completed by the organ of state)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (To be completed by the tenderer)
51% owned by Black male and Black women and Black youth and People living with disabilities	20	
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
51% owned by Black male or Black women or Black youth or People living with disabilities	10	
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
Other	0	



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.



.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....



5.4: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

("Airports Company")

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

("_____")

of

[Service Providers Address]



1. **INTERPRETATION**

In this agreement -

- 1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
 - 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of confidential nature of the disclosing party, in whatever form it may be;
 - 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
 - 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
 - 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
 - 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
 - 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
 - 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below; but does not include information which -
 - 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
 - 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
 - 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
 - 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement; is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully



possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

For the purposes of this agreement the party, which discloses confidential information, shall be referred to as “the disclosing party” and the party, which receives the confidential information, shall be referred to as “the receiving party”.

- 1.2 ““affiliate” –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person “controls” another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;
- 1.3 “disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.4 “receiving party” – the party receiving confidential information in terms of this agreement;
- 1.5 “the parties” – the Airports Company and _____.

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.



3 USE OF CONFIDENTIAL INFORMATION

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

4 NON-DISCLOSURE

4.1 THE RECEIVING PARTY undertakes that –

4.1.1 it will treat the disclosing party's confidential information as private and confidential and safeguard it accordingly;

4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party's confidential information falling into the hands of unauthorised persons or entities;

4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -

4.1.4 unless it is strictly necessary for the purposes referred to in 2.1 above; and

4.1.5 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement, and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.



5. **COPIES**

- 5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".
- 5.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –
- 5.2.1 where copies of the confidential Information are held;
 - 5.2.2 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held; and
 - 5.2.3 the names and addresses of the persons to whom confidential information has been disclosed and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

6. **THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY**

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the "Company IP") for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.
- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to Alicia.Sekoati@airports.co.za. Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.



7. **DURATION**

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5** years (“the term”), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. **TITLE**

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:
 - 8.1.1 to be proprietary to the disclosing party; and
 - 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. **RELATIONSHIP BETWEEN THE PARTIES**

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein
- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

10. **ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.



10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. **DOMICILIUM**

11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.

11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicilium to any other address which is not a post office box or poste restante.

11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.

11.4 Any notice given and any payment made by one party to the other ("the addressee") which:

11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;

11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;

11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

12. **GENERAL**

12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.

12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.

12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.

12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.

12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.



- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.
- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at _____ on _____ day of _____ 202__

[NAME OF SERVICE PROVIDER]

the signatory warranting that s/he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____



5.5: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

TO: Airports Company South Africa SOC Limited (ACSA)
Airports Company South Africa Limited.

Proposal No: **ORTIA7402/2024**

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Proposal Certification

We hereby submit a Proposal in respect of the Request for Proposals for Provision of Emergency Medical Services for a period of 5 years, in accordance with Airports Company South Africa's requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand and agree to be bound by the content of all the conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.



- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airport Company South Africa or its agent.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.

Thus, done and signed at		on this the		day of		202
-----------------------------	--	-------------	--	--------	--	-----

Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	



APPENDIX A: LEVEL 1 AND LEVEL 2 AUDITS TEMPLATE

APPENDIX B: STANDARD OPERATING PROCEDURE PERMIT ISSUANCE

APPENDIX C: SERVICEABILITY INSPECTIONS PROCEDURE



APPENDIX A: LEVEL 1 AND LEVEL 2 AUDITS TEMPLATE

EMS LEVEL 1 AUDIT CHECKLIST

(Level audit 1 to be conducted by site OHS Manager)

Airport: _____ **Audit date:** _____

Auditor name:

Auditee name:

Items to be audited	Compliant			Remarks
	Yes	No	N/A	
1. Working hours and manning levels in line with contractual obligations?				
2. All staff and vehicles have valid ACSA permits and licences?				
3. Staff presentability i.e. staff in full uniform at all times and presentable?				
4. Response time to calls met? (to be tested based on previous incidents and actual live testing) ?				
5. Calibration records for EMS equipment up to date?				
6. Annual medicals conducted for each staff member				
7. Medical waste disposal practices done according to proper waste standards and disposal certificate available?				
8. Timeous submission of reports on cases attended (staff and passengers)?				
9. Housekeeping at the clinic kept in good standard?				
10. Record of walkthroughs available at the clinic?				
11. Incident register available and up to date?				
12. Register of people referred to external facilities due to injuries/medicals?				
13. Consumables register developed and up to date?				



14. Inspection of emergency response equipment's done regularly and records available?				
15. Call out procedure or clinic operational hours developed, communicated and displayed for service users.				
16. Bathroom and crew rooms free of dust. The bathrooms have hand drying equipment after washing hands?				
17. Clinic's interior is signposted to indicate the facilities for different clinical processes				
18. Asset register for all equipment's used by the EMS Service compiled and updated?				
19. Service provider safety file available on site and kept up to date?				

Comments

Acknowledgements

Signed:

ACSA OHS Compliance Representative (Lead Auditor)

Date:

Signed:

Clinic Representative (Auditee)

Date:

EMS LEVEL 2 AUDIT CHECKLIST

(Level audit 2 to be conducted by Senior Manager Quality Control and Governance

Airport: _____ **Audit date:** _____

Auditor name: _____ **Auditee name:** _____

Items to be audited	Compliant			Remarks
	Yes	No	N/A	
1. Level 1 OHS Audits conducted quarterly, action plans developed to address deviations?				
2. Relevant and valid qualifications and registrations for medical staff including continuous professional development plans?				
3. Manning hours and manning levels (minimum qualification) in line with contractual obligations?				
4. Delegation of authority for the Site Manager done from leadership of the organisation?				
5. Progress on medicals, alternative plans in place where deviation from schedule is identified?				
6. Storage of medical records done in a confidential manner and in fire-proof storage with proper labels?				
7. Participation in Aerodrome Emergency Management System programmes/ Airport Emergency Exercises with reports drafted?				
8. SLA with emergency medical service for transporting and continued care?				
9. Submits monthly reports including trends analysis for emergency call outs?				
10. Annual Report submitted (Close of financial year) to ACSA OHS Department?				
11. Medicines stored in cabinets and in air-conditioned rooms. Medication				



inventory developed and inspection records available?				
12. Records of invoices for services rendered to stakeholders filed accordingly?				
13. Monthly invoices generated and proceed for payment. Payment made within 20 days from receipt of invoice?				
14. Service non-conformances recorded, investigated and acted on within 7 days by both ACSA and service provider?				
15. Continuous water and electricity supply to the clinic, a contingency plan in place for in case of disruptions?				
16. Records of regular meetings held between ACSA and service provider to discuss contractual issues and operational challenges?				
17. General cross contamination sources avoided				



ANNEXURE B: STANDARD OPERATING PROCEDURE PERMIT ISSUANCE

1. Scope

This procedure entails roles & responsibilities for the issuance of permits at King Shaka International Airport.

2. Objective

- To ensure that the permits are in accordance with national regulatory requirements.
- To ensure seamless processing and management of the Permit issuance procedure.

3. Standard Operating Procedure

3.1. THE PERMIT OFFICER SHALL ENSURE:

- That permits are issued to companies and individuals-based at the airports.

Requirements for Permanent Personal Permit

- All applicants requiring permits for 6 days to 2 years for the first time or renewing shall be vetted. When the relevant application forms have been fully completed by the applicant and authorised by the nominated sponsor, the following documents must be attached.
 - Certified Copy of South African Document (not older than 3 months)
 - Airside induction certificate
 - Security Awareness Training conducted by the permit office for landside and terminal permits only.
- The permit officer to verify the permit application forms together with the attachments.
- The personnel permanent permits shall be allocated with zones.

Visitor permits / Special Permits– (1 day Permit)

Requirements for Visitor Permits:

- shall be issued with an ID or a smart card provided the permit forms is signed by an authorised signatory and the person must be under escort.
- The South African Identity document or Smart Card will be accepted.
- The applicant must be escorted by a valid permit holder at all times.

Adhoc permits (2- 5 days)

Requirement for Adhoc Permits:

- The applicant shall complete the relevant application form and it must be signed by the authorised nominated sponsor and attached the following papers: -
 - Certified Copy of South African Document (not older than 3 months)
- Adhoc permits will be issued on a mifare card with a photo of the card holder.
- The adhoc permit shall be allocated with the same zones as permanent permits.
- The permit holder shall be escorted by the permanent permit holder.
- The adhoc permit shall not be issued consecutively.

AVOP Permit



Requirements:

- The AVOP must have the relevant attachments as follows:
- Medical Fitness Certificate
- AVOP Certificate
- Drivers Licence and PDP if the applicant will drive a truck/ heavy duty vehicle.
- The AVOP application must be authorised by the Safety Department prior to issuance of the permit.

3.2. PROCEDURES OF PERMIT ISSUANCE

The permit Officer shall:

- Ensure all applications forms are completed and signed by the authorised person or nominated signatory. (Ad-hoc and permanent personal permits).
- Inform the applicant to follow up on their permit application from 3-5 days.
- Ensure all applications forms are sent to the SAPS vetting office.
- Collect the application forms from the SAPS vetting office.
- Issue permit after the outcome of the background checks.
- Verify the permit application accordingly prior issuance.
- Issue the permit with the relevant zones and icons.
- Issue a photo permit in line with the requirements of the sponsor or applicant.
- Briefed the applicant regarding permit security awareness.

4. Security Awareness briefing/ Airside Induction Training

- Permit office will conduct the security awareness training for those who require landside and terminal permits for 2 years.
- The airside induction training is conducted by ACSA training academy or respective companies that are accredited by the training Academy.
- Airport staff needs to complete permits forms that are signed by the Company Manager or sponsor person, authorising the permit office to issue the permit.
- Colours of the permit will represent zones in which permit holders will be granted access. These colours will enable permit holders to pass through certain areas.
- Permit office will issue a personal permanent permit for those who need airside access provided that the airside training certificate is attached to the permit application form.
- The airside certificate is valid for 2 years.
- Security briefing awareness is valid for 2 years.

5. Display of ACSA Permit

- All security permit holders requiring access to restricted/controlled and/or sterile areas at airport are Required to wear their permits visibly at chest height level on their outer clothing. Failure or refusal to display their permit is a violation which shall result in permits being confiscated.
- If found in a restricted/controlled area of an airport without displaying a permit, the permit holder shall be escorted out of the restricted/controlled area. The permit shall be confiscated pending the outcome of the



disciplinary proceedings to be undertaken by the sponsor. The airport reserves the right to criminally charge such a permit holder.

- All vehicles requiring access into the restricted area at airport shall display their permits visibly on the left, lower corner of the windscreen. Special vehicles shall use a license holder where the permit is clearly visible.
- Failure to display a vehicle permit is the direct responsibility of the lawful operator. The airside access for that vehicle shall be withdrawn, and the vehicle permit shall be reviewed.

6. Equipment

- Encoder
- Card Reader
- Camera
- Computer

7. General

- Permit Officers shall conduct themselves in professional manner.
- Permanent permits will be issued between 08h00 and 14h00. From 15h30 until 16h30 administration of daily work will be done.
- Access into the permit office is restricted to the permit office staff and AVSEC Manager as well cleaning and maintenance staff.
- Lost permit will be reissued once affidavit from SAPS has been submitted and at a cost.
- Cash received from applicants will be recorded and banked at the end of business day.
- Non- account holders must pay over the counter at the permit office or bring the proof of payment if the payment was done via EFT
- Permit Officer must issue a pink receipt to a stakeholder, attached yellow receipt and attached to the application form.
- At the end of each business day all paperwork must be filed away and it documents are no longer used must be shredded immediately.
- Permit officers are not allowed to use personal cell phone at the front cubicle.

For permit fees and more details, you can contact the following permit offices:

CTIA: 021 937 1337
KSIA: 032 436 6505
ORTIA: 011 921 6633



APPENDIX C: SERVICEABILITY INSPECTIONS PROCEDURE

**SERVICEABILITY INSPECTIONS
PROCEDURE**

**AREA OF APPLICABILITY:
AVIATION SAFETY**

**DIVISION:
OPERATIONS MANAGEMENT**



SERVICEABILITY INSPECTIONS

Table of Contents

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 - 4.4. Tampering With An Apron Operations Permit
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 - 4.7 Licensing And Roadworthiness Certificates
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 - 4.9 Inspection Of Dolley's, Trolleys And Trailers And Baggage Wagons:
 - 4.10 Fleet Maintenance Programme
 - 4.11 Other Transport



Serviceability Inspections

1. Scope

This procedure details the process to be followed when Aviation Safety Compliance and Aerodrome Rescue and Fire Fighting Officers at Business Units inspect a vehicle or ground service equipment for serviceability to ensure that it is in fit condition and that no risk is posed towards any operator on the airside.

2. Objective

To ensure that all vehicles and equipment on site are serviceable and meet operational requirements prior to an Apron Operations Permit been issued and to ensure that compliance is maintained during operations.

3. Definitions and Abbreviations

3.1 Definitions

Apron Operations Permit

This is a permit issued to vehicles or ground service equipment by the Permit office once a serviceability inspection has been conducted and approved by a Safety Compliance / ARFFS Officer.

Business/Company/ Group/Organisation

Airports Company South Africa SOC Ltd

Site

Refers to any Airport, Regional and Corporate Office and can be used interchangeably.

Serviceability

Serviceability is defined as the visual inspection by Safety/ARFFS Officers of vehicle and ground service equipment to ensure compliance with Vehicle/Equipment Serviceability Certificate Form - SAF 049 and Dolley, Trolley Trailer and Baggage Wagons Serviceability Certificate Form - SAF 050.

3.2 Abbreviations

Abbreviation	Description
ARFFS	Aerodrome Rescue and Fire Fighting Services
AVSEC	Aviation Security
FCC	Forward Command Centre
FCP	Forward Command Post
FV	Foxtrot Victor
NRTA	National Road Traffic Act
ICMS	Integrated Compliance Management System
SANS	South African National Services



4. Procedure General

There are two (2) inspections that shall be adhered to with regards to serviceability of vehicles and equipment

4.1 Apron Operations Permit Inspections

- All vehicles and ground service equipment shall be inspected by a Safety/ARFFS Officers prior to an Apron Operations Permit been issued by the Permit Office.
- The Vehicle/Equipment Serviceability Certificate Form - SAF 049 shall be completed and attached to the Vehicle Permit Application Form - AVSEC 002 where a permit is required.
- Where ground service equipment and or a vehicle fail more than 2 (two) serviceability inspection during an application process, the company requiring the permit shall provide a full serviceability/maintenance record prior to AVOP
- These aforementioned documents shall be retained by the Permit Office.

4.2. Ad-hoc Inspections

- In the event of ad-hoc inspections, the Vehicle/Equipment Serviceability Certificate Form - SAF 049 shall be completed and retained by the Safety/ARFFS Department for audit /review purposes.
- Where a vehicle or ground service equipment is found to be unserviceable, the Apron Operations Permit shall be removed, and an Unserviceable Certificate attached to the windscreen or in the vicinity where the Apron Operations Permit was attached.
- The driver/operator shall be informed to remove the vehicle or ground service equipment immediately from service to the workshop.
- The Permit Office shall be advised at the end of each shift of the permits that were revoked for the day and not returned.

4.3. Monetary Fines

- Where it is identified that the vehicle or ground service equipment is still being used after it has been declared unserviceable, a monetary fine of five thousand rand (R 5000, 00) shall be issued to the Operations Manager/Fleet Manager of the organisation.
- If a vehicle or ground service equipment of abnormal weight, breaks down and the removal thereof takes longer than four (4) hours to remove from the airside, a monetary fine of one thousand rand (R1000, 00) shall be issued to the Operations Manager/Fleet Manager of the organization as documented in The Safety Enforcement System Procedure - B110 001M.
- The vehicle/equipment shall only be inspected by the Safety/ARFFS Officer to confirm serviceability prior to the unserviceable sticker being removed.

4.4. Tampering with an Apron Operations Permit

Where any person is found tampering, abusing or making copies of a permit, the Security Department shall be advised, and the necessary action taken as per Aviation Security Department Procedure.

4.5 Capturing on the ICMS/Manual System

The following instances the violations shall be reported on the system:

- When the vehicle/ground service equipment is declared unserviceable.
- Where the vehicle/ground service equipment is still being used after being declared unserviceable.

4.6 Requirements for Operational Vehicles and Equipment

The following are operational requirements that shall be met prior to a permit been issued:

- Usage
 - These procedures apply to all vehicles and equipment operating airside of a site
- Operational Vehicles and Equipment
 - In instances where in the required documentary evidence of the vehicles age cannot be

provided, the Apron Operations Permit shall not be issued.

- Any vehicle or moveable equipment accessing or entering airside is considered an operational facility and is required to have the appropriate signage and strobe light prior to obtaining access.
- Permission to utilize these vehicles shall be obtained from the authorised signatory at each site.
- Ensure that the lifespan of equipment and vehicles does not exceed the following limits:
 - Light commercial passenger vehicles (up to twelve (12) passengers) – maximum age eight (8) years;
 - Heavy commercial passenger vehicles (up to twenty-three (23) passengers) – maximum age eight (8) years;
 - Light commercial load vehicles (Gross Vehicle Mass not exceeding 3500 kg) – maximum age eight (8) years;
 - Heavy commercial load vehicles (Gross Vehicle Mass exceeding 3500 kg) – maximum age eleven (11) years;
 - Non motorised equipment – maximum age eleven (11) years;
 - Specialised motorised equipment – maximum age thirteen (13) years and
 - Specialised vehicles – maximum age thirteen (13) years.
- Strobe lights
 - A permanent medium size amber strobe light of a low intensity shall be fitted to the roof or other elevated /part of the vehicle or item of equipment.
 - The amber strobe light shall be visible from all angles.
 - The amber strobe light shall be serviceable and operated at the time of entering the access security point onto airside.

In the event that Aviation Safety Officer/Airfield Services representative /ARFFS Officer identifies that the strobe light is not serviceable, the driver/operator shall be requested to remove the vehicle/equipment immediately and have it repaired within one (1) hour of notification. This violation shall not be taken into consideration for the confiscation of a Security Permit but written warning penalty shall be issued for noncompliance.

- Exceptions to the amber coloured strobe light:
 - SAPS: Blue strobe lights;
 - Emergency Services: Red strobe lights and
 - ARFFS: Red strobe light.
- The following guidelines are recommended for the placement of a strobe light:
 - Forklifts: mounted on overhead steel structure;
 - High Loader: mounted on overhead steel structure close to the driver's seating;
 - Catering vehicles: mounted on roof;
 - Ground Power Unit: mounted on the structure itself;
 - Air Start Systems (trucks): mounted on roof;
 - Conveyors: mounted on structure/roof of driver's cabin;



- Tugs: mounted on the roof structure;
 - Passenger Aid Unit: mounted on roof;
 - Mobile steps: mounted on driver's area;
 - Cherry picker: mounted on the roof of truck;
 - Busses: mounted on roof;
 - Battery car: mounted on an erected steel frame and
 - Vehicles/Light delivery vehicles / microbus: mounted on roof.
- Signage
 - All vehicles and equipment including dollies and baggage wagons shall be registered and recorded at the Permit Office of each site;
 - The vehicle/equipment shall display signage which includes both prefix and a company logo;
 - The registration number of the vehicle/equipment shall not be used as a prefix;
 - The prefix shall be displayed in arial bold font, black or dark blue in colour and 200 mm in height;
 - Where the prefix is not clearly visible on dark coloured vehicles and equipment, the prefix shall be displayed in white;
 - The company logo need not conform to the above standard, as each company has their specific logo;
 - The company's prefix shall be clearly visible and have a minimum of two (2) alphanumeric and two (2) numerical characteristics e.g. SP 01, BD 02 etc.;
 - The prefix shall be displayed visibly on the front two (2) doors and the roof of the vehicle/equipment;
 - It is recommended that the prefix and logo be situated next to one another on the doors but this shall be separated;
 - Signage shall be affixed permanently on all vehicles/equipment whether used permanently or as a contracting vehicle/equipment. and
 - Where the vehicle/equipment is being escorted, this shall not be required.
 - ARFFS Vehicles:
 - ARFFS vehicles are exempted from the signage standard but shall be required to conform to displaying the call sign "FV" on the front doors and roof of the ARFFS vehicles;
 - The standard shall be either white decals on a red vehicle or red decals on a white vehicle;
 - The decals shall be displayed in a retro reflective material;
 - The registration number shall not be used on the vehicles;
 - Each airport shall have a designated field Command post vehicle that shall in addition to the above display a white and green chequered strip around and over the roof of the vehicle;
 - The letter "FCP" shall be displayed on the roof of the "FCO" vehicle and
 - The standard for decals on Fire tenders is documented in the ARFFS Procurement Tender Document.
 - Exemptions
 - The following ground support equipment is exempted from having to display the prefix on the roof:
 - High Loader;
 - Conveyor;



- Cargo Tractor;
 - Transporter / Cargomatic and
 - Refuelling Vehicles.
- Battery Cars/Golf Carts
The prefix is not required on the roof if the battery car/golf cart has a soft canopy as a roof. The company logo is optional on the sides, however the prefix is required.

4.7 Licensing and Roadworthiness Certificates

- The following motor vehicles are required to have road worthy and licence certificates:
 - Water Trucks (WSU);
 - Toilet Trucks;
 - Passenger Aid Units (HLU built on truck chassis);
 - Catering Trucks (CLU);
 - Buses (APB that have been adapted for airport use);
 - Fuel Hydrant (AFH);
 - Fuel Truck (AFT);
 - Car (CAR);
 - Van (VAN);
 - Trailers (SPE);
 - Maintenance High Lift Truck (MLU);
 - All Modified Commercial Vehicles and
 - ARFFS.

- The following vehicles / ground support equipment is exempted from the NRTA and Regulations
 - Towbarless Tugs (ATL);
 - Conventional Tug (ATC);
 - Main Deck Loader (NDL);
 - Lower Deck Loaders (LDL);
 - Steps for Narrow & wide Body Aircraft (PBS);
 - Pallet and Container Transporters (PTC);
 - Conveyor Belt Loader (CBL);
 - Cargo Tractors (CTU);
 - Baggage Tractors (BTU);
 - Baggage ULD dollies (BCT);
 - Cargo ULD Dollies (PDT);
 - Postal/Cargo Cart / Baggage Cart (CCT);
 - Cherry Pickers (PUT);
 - Passenger Aid Unit (HLU built for purpose);

- Dedicated Airport Buses (ABP);
- Ground Power Units (GPS);
- Air Start Units (ASU);
- Forklifts (FLU);
- Tow Bar (TBR);
- Tail stands (TSU) and
- Golf Carts (SPE).

4.8 Inspection of dolly's, trolleys, trailers and baggage wagons

4.8.1 Identification markings:

- All dollies, trolleys, trailers and baggage wagons shall be numbered by the Airside Service Provider so that it is clearly identified.
- A register shall be kept by the Airside Service Provider and can be inspected at any time for any reason by a designated person.
- The register shall indicate the identification that has been allocated to each piece of equipment.

4.8.2 Low Intensity Amber Strobe Light

Low intensity amber strobe light required power source and is replaced by reflectors and yellow reflective marking strips on dollies, trolleys and trailers.

4.8.3 Marking Strips

- It is required in terms of Regulation 192A of the road traffic and Road Transportation Legislation that rear and side marking strips are required on all trailers, irrespective of weight or age.
- A continuous reflective strip shall be required to identify at least 80% of the length and width of the trailer which includes motor vehicles and equipment.
- The strips shall comply with SANS 2014, permanently marked with and E above which shall be a letter C denoting contour marking.
- The round reflectors shall be in accordance with Regulation 192 of the National Road Traffic Act, which refers specially to the colour and area to be fitted.
- The regulation states that reflectors shall be fitted to reflect:
 - White colour reflectors to the front;
 - Red colour reflectors to the rear; and
 - Yellow colour reflectors to the side which includes motor vehicles.

4.9 Inspection of Dollies, Trolleys and Trailers and Baggage Wagons:

- Where it is identified that the dollies, trolleys and trailers and baggage wagons are unserviceable, the Safety Compliance /ARFFS Officer shall complete the Dolly, Trolley Trailer and Baggage Wagons Serviceability Certificate Form - SAF 050 and



inform the driver/operator to remove the dollies, trolleys and trailers and baggage wagons immediately from service to the workshop.

- Where it is identified that dollies, trolleys and trailers and baggage wagons are still been used after it has been declared unserviceable, a monetary fine of five thousand rand (R5000.00) shall be issued to the driver / operator as documented in The Safety Enforcement System Procedure – B110 001M.
- The monetary fine shall be issued to the Operations Manager/Fleet Manger of the organisation.

4.10 Fleet Maintenance Programme

- In order to ensure that vehicles and equipment are serviceable, all Airside operators shall have a fleet maintenance program in place to ensure that maintenance activities are carried out in accordance with the Original Equipment Manufacturer (OEM) requirements for all vehicles, equipment, dollies, trolleys and trailer and baggage wagons.
- The organisation has the right to audit the Airside operators fleet maintenance program and the fleet Maintenance records.

4.11 Other Transport

The following means of transport are not permitted on airside:

- Bicycles
- Motor Cycles; and
- Quad Bikes (Bird and Wildlife Officers are exempted).