



**Tender Reference Number: RA7356/2023/RFP**

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**REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF AN OPERATOR TO PERFORM JET A1 RECEIPT, STORAGE OPERATIONS AND MAINTENANCE, INCLUDING INTO-PLANE SERVICES FOR A PERIOD OF 10 YEARS AT ACSA REGIONAL AIRPORTS NAMELY GEORGE AND UPINGTON AIRPORTS**

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**DECEMBER 2023**

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**Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632**  
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**[www.airports.co.za](http://www.airports.co.za)**

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofo (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatswayo, Dr KH Badimo, F Sefara (Company Secretary)

**RFP 1 - RA7356/2023/RFP**



**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO BID FOR THE:**

**REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF AN OPERATOR TO PERFORM JET A1 RECEIPT, STORAGE OPERATIONS AND MAINTENANCE, INCLUDING INTO-PLANE SERVICES FOR A PERIOD OF 10 YEARS AT ACSA REGIONAL AIRPORTS NAMELY GEORGE AND UPINGTON AIRPORTS**

**Bid Number : RA7354/2023/RFP**

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**Issue Date : 04 DECEMBER 2023**

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**Query Closing Date : 22 JANUARY 2024**

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**Briefing Session Date and Time : 12 DECEMBER 2023 @ 10:00 AM – VIEWING DECK BOARDROOM – ACSA WESTERN PRECINCT OFFICES, OR TAMBO INTERNATIONAL AIRPORT**

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**Site Inspection Date and Time : SITE VIEWING TO BE DONE UPON REQUEST FROM BIDDERS**

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**Bid Closing Date and Time : 29 January 2024 AT 12:00 PM**

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1.	NAME OF TENDERER (BIDDING ENTITY)	(FULL NAME, i.e. (CC, (Pty) Ltd, JV, SOLE PROPRIETOR
2.	TEL NUMBER	
3.	EMAIL	
4.	NAME OF CONTACT	
5.	NATIONAL TREASURY CSD REGISTRATION NUMBER	

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## 1. SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1. Access to RFP documents

Tenders are available on [www.etenders.gov.za](http://www.etenders.gov.za) and [www.acsa.co.za](http://www.acsa.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 tender, tender number, and the details of the Tender Management Office/Procurement department where the bid will close. (Ref 1.2.1). 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 tender documents. Bid documents must be submitted on or before the 29<sup>TH</sup> of January 2023 at 12:00pm using the following methods:

**PLEASE NOTE THAT BOTH METHODS MUST BE UTILIZED. BIDDERS SHOULD NOT CHOOSE JUST ONE OF THEM AND THE PHYSICAL SUBMISSION INFORMATION WILL TAKE PRECEDENCE SHOULD THERE BE A DISCREPENCY BETWEEN THE TWO SUBMISSION METHODS.**

#### 1.1.1. Hand delivery:

The bid document must be delivered to the address below and must be addressed as follows:

**CONTRACT NO: RA7356/2023/RFP**

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**[NAME OF TENDERER]**

**O.R. Tambo International Airport**

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**1 Jones Road, Kempton Park, Gauteng, South Africa**

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**1632**

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1.1.2. Tender box:

The Tender box is located at:

**TENDER BOX B**

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**THIRD FLOOR TERMINAL A BUILDING, NORTH WING OFFICES**

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**FOLLOWING AIRCRAFT VIEWING DECK SIGNS.**

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**LATE SUBMISSION OF PHYSICAL TENDERS WILL RESULT IN DISQUALIFICATION.**

**Please ensure that the packaging of the tender document is not a box but an arch lever file size package that can fit in the tender box insertion point.**

**Please arrive early at the airport in order to avoid being late to the tender box/closing. Please follow instructions for parking at the airport as some parking is closed.**

1.1.3. Email submissions:

Electronic copies/links of the tenders are to be e-mailed to the following email address:

[thami.mncube@airports.co.za](mailto:thami.mncube@airports.co.za)

**ENSURE THAT THE ELECTRONIC COPY IS WELL LABELLED IN SEPARATE ANNEXURES AS PER THE RETURNABLES SCHEDULE**

- Bidders must not email their submission as one big attachment. Kindly break your submission into small attachments of not more than 4MB each.
- Bidders are requested to submit all bids in the format instructed, no other format will be acceptable.

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

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## 1.2. Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the bid invitation. However, for this bid alternative bids will be accepted **provided** the alternative bid is accompanied by the original bid response which materially complies with the specifications of this bid invitation. The alternative bid will only be considered where the bidder has submitted together with its alternative bid, an offer which materially complies with the requirements of this bid. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this bid document.

## 1.3. Late Bids

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

## 1.4. Clarification and Communication

Name:	Thami Mncube
Designation:	Category Management Specialist: Commercial
Tel:	+27 (0) 61 653 0462
Email:	Thami.Mncube@airports.co.za

1.4.1. Request for clarity or information on the bid may only be requested until 16:00pm on 22 January 2023. 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.

1.4.2. 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.

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### 1.5. **Compulsory Briefing and Site Inspection Session**

A compulsory briefing session will be held on the 7th of August 2023 at 10:30 (AM). The session will be held at the following location:

Viewing Deck Boardroom, Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632

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SITE VISIT TIME AND LOCATION: Bidders who wish to have a site visit for the following sites:

1. George Airport
2. Upington Airport

Must send an email request to do so and allow ACSA at least a week to arrange for such and to provide directions and instructions. Please note that no site visit will be allowed after the closing dates for queries.

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### 1.6. **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.

### 1.7. **Disclaimers**

It must be noted that ACSA reserves its right to:

- 1.7.1. Award the whole or a part of this bid.
- 1.7.2. Split the award of this bid.
- 1.7.3. Negotiate with all or some of the shortlisted bidders.
- 1.7.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allow.
- 1.7.5. To reject the lowest acceptable bid received; and/or
- 1.7.6. Cancel this bid.

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**1.8. Validity Period**

1.8.1. ACSA requires a validity period of **One 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.

**1.9. Confidentiality of Information**

1.9.1. 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,

1.9.2. ACSA will not disclose the names of bidders until the bid process has been finalised.

1.9.3. 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.

**1.10. Hot – Line**

ACSA subscribes to fair and just administrative processes. ACSA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 or 086 726 1681

Email: [office@thehotline.co.za](mailto:office@thehotline.co.za)

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## SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

### 2.1 Background and/or Purpose of this Bid

Since its inception 30 years ago, Airports Company South Africa SOC Limited (ACSA) has transformed into a focused commercial enterprise that is market-driven and customer service oriented. The company was formed in 1993 as a public company under the Companies Act of 1973, as amended, and the Airports Company Act of 1993, as amended.

ACSA operates South Africa's Nine (9) principal airports, comprised of the country's major international airports, namely, O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA) and the smaller regional airports, namely, Dawie Stuurman International Airport (PLZ), King Phalo Airport (ELN), George Airport (GRJ), Bram Fischer (BRAM), Kimberley Airport (KMB), Upington (UTN). ACSA's registered corporate office operates from Airport Park in Kempton Park right next to the OR Tambo International Airport.

ACSA's vision is to be the most sought-after partner in the world for the provision of sustainable airport management solutions by 2030. ACSA's strategy is to create and operate world-class airports measuring up to international standards, its strategic intent is supported by three strategic pillars, namely:

- Run Airports: Run our airports efficiently, optimally, and innovatively.
- Develop Airports: Optimise assets and plan for new capacity and growth opportunities.
- Grow Footprint: Seek growth opportunities in the continent and world.



Run airports

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Develop airports

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Grow footprint

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## 2.2 Purpose of this Bid

ACSA has developed a JetA1 and AVGAS strategy which has been approved by Board and Exco. It is required that the current receipt, storage, and supply of jet fuel plus its maintenance at the respective airports for bulk JETA1 and AVGAS fuelling services be aligned to the approved strategy to enable attainment of agreed business goals. This service of jet fuel supply is also an aeronautical revenue and the functioning of this facility to service the needs of Airlines is part of the Regulatory requirement of the Airport Company.

## 2.3 Scope of Work

The scope of work at each of the airports entails the following:

### 2.3.1 Bulk Fuel Storage Site Operations and Maintenance

- Scheduling of fuel receipts.
- Develop and Implement Procedures for fuel receipts, settling, sampling and quality testing which are aligned to JIG Standards.
- Develop and Implement site Health and Safety procedures for the site which satisfy the requirements of the Occupational Health and Safety Act no 85 of 1993 and its associated Regulations.
- Develop/Review and Implement at reimbursable costs a Site Risk Assessment approved by an AIA (DoL Approved Inspection Authority) on a 5 yearly basis in line with the MHI Regulations.
- Develop, Implement and maintain a site Emergency Preparedness Plan in line with the Major Hazard Installation Regulations.
- Perform Fuel receipts including fuel from ACSA approved Throughputters and quality testing in line with JIG (Joint Inspection Group) Standards 2 and 4.
- Procure, Supply and Hold/maintain a minimum of 3 days' emergency or strategic fuel stock for each of the sites for both grades of Fuel namely; JETA1 and AVGAS100LL. Should alternative clean fuels be introduced during the validity period of the contract, the Operator shall also procure, supply and hold stock according to the required days. This is based on the 7-day moving average of jet fuel consumption at the airport. This stock will be sold to ACSA approved Throughputters when they can't meet their supply obligations to airlines in the event of supply chain interruptions. The Operator will only be allowed to charge an annual WACC (Weighted Average Cost of Capital) aligned to what NERSA (National Energy Regulator of South Africa) approves for each site's tariff methodology.

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- Provision of security at the JET A1 Storage facilities according to Critical Infrastructure Protection 8 of 2019 Requirements where ACSA has no security.
- Staff the facilities with suitably qualified, skilled and experienced staff. This also includes ensuring that the staff has all required permits and licenses.
- Perform maintenance of the storage facilities according to the maintenance regime in Annexure A. This shall also be performed in accordance with ACSA's CMMS (Computerised Maintenance Management System) schedules.
- Compiling Monthly reports in the current and future format(s) issued by NERSA (National Energy Regulator of South Africa) and submitting to ACSA on the 3rd business day of every new month.
- Compiling annual reports required in terms of the Petroleum Pipeline Act 60 of 2003 regarding advancement of historically disadvantaged groups. These reports are to be submitted to ACSA by the end of the 1st week of April of each year.
- Provide evidence that maintenance has been performed per the prescribed maintenance regime and that all safety systems are functional and compliant with applicable standards.
- Implement a reliability engineering program that at a minimum assesses MTTR, MTBF, Availability of asset and sub-assets, reliability; failure rates for all asset classes
- Implement a continuous improvement program, that aligns to JIG standards and IATA cost benchmarks targetted at improving productivity and reducing operating cost at the site
- Health and Safety Management of staff, operations and Contractors. This also includes occupational risk assessments; PPE risk assessment; and occupational hygiene assessments.
- Providing a Web-based Information Management or Enterprise Resource Planning system with capabilities for ordering of JET A1 and AVGAS fuel by airlines and other aircraft operators. The system should allow for capturing of fuel quality test results, the airline/company information input fields such as the Name of the Airline/Company, the Flight Number, Destination of the Flight, the type of fuel, volume required, the date of order and date of fuel order fulfilment, Time and the name of the contracted throughputter/Fuel Supplier. The system shall have filtering capabilities, to be able to select period of interest, see daily stock figures, Dips, Daily orders per airline, Daily sales per grade of fuel and on a consolidated level. The system should also have the capability to export required reports to excel and CSV format. At least 5 Designated ACSA personnel shall have viewing and reporting access rights and the Operator shall ensure

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that all required licenses are obtained to allow for such access. The minimum data retention period for such a system must be at least 5 years. The Operator shall implement and train designated ACSA employees on such a system at least a month before commencement of the contract. The Operator shall in future provide ACSA with an API (Application Programming Interface) to access the fuelling operations information in the event ACSA implements its own Fuel Information Management System.

- Compiling and issuing daily reports to ACSA and nominated parties on stock forecast, actual stock, buffer stock days, sales, expected daily fuel delivery and actual daily closing stock. This requirement may at the discretion of ACSA be omitted or be required to be fulfilled only in the event the Information management system is down.
- Providing at all times, resources required to provide JET A1 and AVGAS storage operations during airport operational hours including even during industrial actions.
- Providing an aircraft operator service desk manned during airport operational hours to coordinate and fulfil airline fuelling related requirements or requests. The Operator shall upon receiving a reasonable request to fuel an aircraft after hours, make staff available for such fuelling service. The call out fee charged to such operator shall be published by the operator and shall be the same as in the bid pricing schedule for each year. In the event the Operator charges a call out fee that is higher than what is in the bid pricing schedule, such shall constitute a material breach of the Agreement.
- Providing all Fuel storage operations documentation and making relevant management personnel available for 3 monthly audits by ACSA. The audits shall be conducted within 2 weeks after each quarter. The scope of the audit shall include but not limited to Storage and Into-Plane Operations, Maintenance and environmental management. The Operator shall also provide information and resources required at anytime for any audit request by the Auditor General.
- Ensuring that each ACSA approved throughputter complies with the relevant requirements of JIG (Joint Inspection Group), EI (Energy Institute) and American Petroleum Institute (API).
- Developing and implementing consistent contracts with approved ACSA approved Throughputters. The terms and conditions of such contracts shall materially satisfy the requirements in the agreement between ACSA and the Operator. The Operator shall not discriminate against any Throughputter and ACSA shall have a right to audit these agreements. The Operator shall ensure that the NERSA Storage Tariff OR lower storage

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tariff stipulated by ACSA, the Into-plane Service Fee and the call out fee charged to Throughputters are the same for each year as in the Agreement between ACSA and the Operator with the exception of the NERSA Storage TARIFF. This Tariff shall be as approved by NERSA from time to time. ACSA reserves a right to instruct the Operator to charge a lower Storage Tariff than the Approved NERSA storage Tariff per site from time to time.

- Perform I API 5 yearly in-service inspection of tanks and 10 yearly out-of-service inspection of the fuel tanks. The costs of the inspection will be borne by the Operator and reimbursed by ACSA upon receipt of an Inspection report.
- Providing fuel in terms of the Airports Company Act no 44 of 1993 to all airlines or aircraft operators that are using the Airports without reservations.
- Ensure that the NERSA License conditions and any other license conditions such as the Air Emissions License are not contravened and that each required activity is conducted at reimbursable costs.

### 2.3.2 Into-Plane Operations and Maintenance Services

- Develop and Implement Into-Plane procedures which are aligned with JIG (Joint Inspection Group) Standard 1.
- Provision of into-plane fuelling services in terms of the Airports Company Act no 44 of 1993 to all airlines or aircraft operators that are using the Airports without reservations.
- Supply of the ACSA approved Throughputter(s) fuel to the airlines through use of ACSA's into plane equipment.
- Maintenance of the Into-Plane equipment according to the OEM requirements, and relevant sections of EI 1540.
- Implement an Invoicing system for invoicing of aircraft operators.
- Provide resources which are skilled, certified and sufficiently trained to perform the Into-Plane fuelling service. The Operator shall ensure that staff has valid permits and licenses at all times.
- Ensure that the refuelling trucks and where applicable the hydrant dispensers have roadworthy certificates and that they are licensed.
- Ensuring that the refuelling trucks and where applicable, the hydrant dispensers are serviced according to OEM requirements and that records are maintained at reimbursable costs.

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- Ensuring that all vehicle mounted fire extinguishers are serviced annually and that they are recorded in a fire fighting equipment register.
- Ensuring that where applicable, the into-plane fuelling staff is on standby to cater for unplanned fuelling of aircrafts.
- Implement improvements required in terms of JIG bulletins at reimbursable costs
- Ensuring that all safety systems of Into-plane equipment are functional and providing evidence thereof on a monthly basis.

### **2.3.3 Airline and IATA Audits**

2.3.3.1 Providing all Fuel storage operations documentation and making relevant management personnel available within a reasonable time upon a reasonable Commercial Airline or IATA (International Air Transport Association) audit request.

### **2.3.4 JIG Inspections**

2.3.4.1 Ensure that there is an annual inspection by a certified JIG inspector on fixed and mobile fuelling assets. The inspection shall be conducted in June of every year and the report shall be shared with ACSA by end of July every year. The costs of the inspection will be borne by the Operator and reimbursed by ACSA upon receipt of an Inspection report.

### **2.3.5 Vehicles and Fuel**

- 2.3.5.1 The Operator shall provide at their own costs vehicle(s) such as Bakkie(s) equipped with suitable towbars for use in towing any fuelling related equipment or accessing the airside. The fuel for use of such vehicle(s) shall be for the account of the Operator.
- 2.3.5.2 The Operator shall ensure that the vehicle(s) used for accessing the airside, meets the ACSA's vehicle requirements for accessing the airside at all times.

### **2.3.6 Transition Period**

- 2.3.6.1 The Transition Period shall be at least two (2) full calendar months before commencement date of the Agreement.
- 2.3.6.2 The Operator shall make suitable staff available at least two (2) full calendar month before the commencement date to participate in a Transition program at each of the sites.

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2.3.6.3 The Operator shall ensure that the following outcomes are reached during the transition period:

- 2.3.6.3.1 The Fuelling Information Management System is set up, tested and users including designated ACSA personnel are trained and provided access credentials.
- 2.3.6.3.2 Bulk Fuelling and Into-plane operating staff attend Airside Induction and obtain necessary Permits.
- 2.3.6.3.3 Familiarisation with plant and Into-plane equipment
- 2.3.6.3.4 Training staff on operating procedures
- 2.3.6.3.5 Compiling and agreeing with stakeholders on a site emergency response plan
- 2.3.6.3.6 Conducting a joint inspection of the asset condition with ACSA and signing off on the Asset Condition Assessment report.
- 2.3.6.3.7 Reviewing Asset Information, Environmental monitoring information Environmental Due Diligence report conducted by the outgoing Operator and signing off to accept the Environmental baseline information upon cessation of operations by the current Operator. Where the Operator does not agree with the Environmental Due Diligence report issued by the outgoing Operator, such Operator shall conduct a Baseline Environmental Due Diligence at own Costs.
- 2.3.6.3.8 Negotiating and where feasible agreeing to a purchase price or a fuel swap with the current Operator for the dead fuel stock or stock which may be in the tanks or refuelling trucks.
- 2.3.6.3.9 Setting up office and IT infrastructure.
- 2.3.6.3.10 Setting up a maintenance management system
- 2.3.6.3.11 Scheduling a date for delivery of 3 days' fuel stock holding.
- 2.3.6.3.12 Jointly signing off on stock Dips a day before the commencement date of the operating agreement.

## **2.3.7 Confidential documents to be issued to bidders**

2.3.7.1 The confidential ACSA documents which include the Fuelling operations information at the airports and the Procedures, shall be issued to bidders upon signature of a (NDA) Non-Disclosure Agreement issued with this Bid. The NDA can be downloaded from National Treasury's E-Tender portal, completed, signed and emailed to the Bid SCM Specialist.

2.3.7.2 The Operator shall not hold ACSA liable as a result of any information issued.

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### 2.3.8 General

- 2.3.8.1 Providing own office equipment.
- 2.3.7.2 Providing own office cleaning materials and services

## 2.4 Special Conditions of the RFP

Bidders can bid for opportunity with the following conditions:

- 2.4.1 The concession period for this RFP is for a period of 10 years.
- 2.4.2 The minimum rental for operating the storage and into plane operations is outlined in the pricing schedule.
- 2.4.3 Notwithstanding the Mandatory requirements of the bid, A Bidder who qualifies for award will be required to enter into a Service Level Agreement.
- 2.4.4 The model proposed is that of a Concession through use of a bespoke Agreement. The Agreement is part of the Mandatory returnables and must be accepted by way of initialling all the pages and signing on the signature page.
- 2.4.5 Bidders will be required to apply for airside permits for their staff in line with Airport legislation. The cost of the permit will be for the bidder's account. A personal permit is approximately R300 without any icons and is valid for 2 years, where after a new permit will have to be applied for.
- 2.4.6 Bidders will be required to conform to the management rules at the Airport. Spot fines will be levied for transgressions of these management rules.
- 2.4.7 The Successful bidder will allow ACSA to conduct site inspections at regular intervals or as and when ACSA requires conducting such inspections.
- 2.4.8 The Successful bidder shall undertake to make provisions for the ACSA review meetings at intervals to be advised from time to time.
- 2.4.9 The Successful bidder shall sign the letter of award within 5 working days from date of issue. ACSA shall move to the next successful bidder in line if such award letter is not signed and returned within the stipulated 5 working days period.
- 2.4.10 Before award, the Successful Bidder will be required to secure and maintain the following insurances for the duration of the agreement within 5 working days:
  - 2.4.10.1 **Aviation liability** insurance, for an amount of not less than USD 500,000,000 (Five hundred million US dollars). The aviation liability cover must have extensions for Environmental Liability and Motor 3<sup>rd</sup> party liability.

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2.4.10.2 **Product liability** insurance for an amount of not less than USD 500,000,000 (Five hundred million US dollars).

2.4.10.3 **General Liability** insurance for an amount of not less than R100,000,000 (One hundred million rands).

2.4.10.4 **The insurance certificate** must include the following:

2.4.10.4.1 Full Details of the insured. ACSA shall also be named as the co-insured

2.4.10.4.2 Full details of the Insurer

2.4.10.4.3 Full details of cover

2.4.10.4.4 Period of Cover

2.4.10.4.3 Name, Surname, contact details and signature of the authorising signatory.

2.4.11 ACSA reserves a right to negotiate with the successful bidder.

## 2.4 Pricing Schedule

### ***PRICING SCHEDULE UNDER FORM 5 OF THE RETURNABLE DOCUMENTS***

Bidders must only price in accordance with the pricing schedule above, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification. Disbursements will be reimbursed at actual cost.

The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g., three-star hotel, bed and breakfast, telephone cost, reproduction cost, etcetera). On basis of these particulars, certified invoices will be checked for correctness.

## SECTION 3: EVALUATION CRITERIA

### 3.1 Evaluation Criteria

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

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	Stage 7
Check if all the documents have been received.	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference (B-BBEE)	Objective Criteria	Post tender negotiations. (if needed)	Security Vetting (If needed)

\*Security vetting if deemed necessary.

### 3.3 Mandatory Requirements

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

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1. Attendance of the Compulsory Briefing - **THE ATTENDANCE REGISTER WILL BE USED AS PROOF OF ATTENDANCE.**

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2. Duly filled in Pricing Schedule – **FORM 5.**  
**For each airport. Failure to complete all pricing schedules for all airports within an RFP package shall result in disqualification of the bidder.**

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3. Proof of valid Registration with JIG (Joint Inspection Group). A valid JIG registration certificate shall be the acceptable proof of registration. The certificate will be validated with JIG and if it is invalid, it will result in the disqualification of the bidder.

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4. Petroleum wholesale license issued by the South African Department of Energy.

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5. Consent by key personnel whose CVs are submitted that their personal information can be used and processed according to the requirements of the Tender in line with POPI Act no 4 of 2013.  
**FORM 5.11**

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6. Acceptance by submission of a fully initialled and signed Service Level Agreement by the bidder for provision of Bulk Storage Operations and Into-Plane Services, Fuel Reserve stock holding and maintenance of Bulk Fuel storage and hydrant facilities

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7. It is requirement that the tender include a transformation component aligned with the following:
  - A transformation plan which aims at achieving the objectives of the Charter for the South African Petroleum and Liquid Fuels Industry: Empowering Historically Disadvantaged South Africans
  - A transformation plan which entails commitments to socio-economic development in the vicinity of each Airport; and
  - A transformation plan which entails commitments to Enterprise development to ensure sustainable capacitation of subcontracted Black-owned entities.

**NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.**

**No award will be made to an entity which is not registered on the CSD (Central Supplier Database) with National Treasury. Bidders must supply their unique number.**

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### 3.4 Local Content and Production

Not Applicable

### 3.5 Functionality

The functionality evaluation will be conducted by the end-user/operations/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:

#### Functionality Evaluation Criteria

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. **The Bidder must score at least the minimum score per criterion and the overall minimum of 60 out of 100 points in order to be eligible for further evaluation on Price and B-BBEE (80/20 split)**

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**A1 Bidders Experience**

Item No	Bidders' experience (Supported by reference letters)	Points	Maximum Points	Minimum Points
Poor	No information provided or information is not complete	0		
Satisfactory	<p>Bidder has for a CONTINUOUS period of at least 5 years between 2009 to date performed the following for an airport client:</p> <ul style="list-style-type: none"> <li>JET A1 Storage Facility Operations including Into-plane services at a commercial airport.</li> <li>The JET A1 storage facility's total design capacity is at least 320 000 but less than 1 million litres.</li> <li>Where Daily consumption/throughput is at least 30 000litres but less than 250 000 litres.</li> </ul>	15		
Good	<p>Bidder has for a CONTINUOUS period of at least 5 years between 2009 to date performed the following:</p> <ul style="list-style-type: none"> <li>JET A1 Storage Facility Operations including Into-plane services at a commercial airport.</li> <li>The JET A1 storage facility's total design capacity is at least 1 (One) million but less than 2(two) million litres.</li> <li>Where Daily consumption/throughput is greater than 250 000 litres but less than 500 000 litres.</li> </ul>	18	25	15

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Item No	Bidders' experience (Supported by reference letters)	Points	Maximum Points	Minimum Points
Very Good	Bidder has for a CONTINUOUS period of at least 5 years between 2009 to date performed the following: <ul style="list-style-type: none"> <li>JET A1 Storage Facility Operations including Into-plane services at a commercial airport.</li> <li>The JET A1 storage facility's total design capacity is more than 3 (Three) million litres.</li> <li>Where Daily consumption/throughput is more than 500 000 litres</li> </ul>	25		

## A2 Key Personnel's qualifications and Experience

	Key personnel Qualifications	Qualifications	Experience	Points	Max Points	Min Points
Poor		No or insufficient information		0	25	15
Good	Operations GM	A certified and SAQA accredited Engineering Degree or Business-Related Degree	<ul style="list-style-type: none"> <li>Years' Experience in senior management and in management of petroleum products storage facilities with at least 320 000 litres of total storage design capacity.</li> <li>Demonstrated 2 years Fuel stakeholders (Throughputters/airlines, refineries/ fuel transporters) management experience.</li> <li>First-hand experience with performing risk assessment and implementing controls at fuel processes management facilities.</li> </ul>	15	25	15

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	Key personnel Qualifications	Qualifications	Experience	Points	Max Points 25	Min Points 15
	Operations Engineering Manager	A certified and SAQA accredited Mechanical/Chemical/Electrical Engineering Degree	<ul style="list-style-type: none"> <li>• 10 Years engineering experience post qualification and at least 5 of the 10 years must be in a petroleum industry.</li> <li>• 3 years in Implementing maintenance management programs and performance reviews.</li> <li>• Demonstrated 3 years' experience in the execution of GMR 2(1) Responsibilities</li> </ul>			
	Maintenance Supervisor	SAQA Accredited Trade Test (Fitting/Millwright/Electrician/Instrumentation)	<ul style="list-style-type: none"> <li>• At least 3 years' experience in the maintenance supervision of petroleum storage depots or plants or hydrant facilities.</li> <li>• 2 years' experience in OHS (i.e., permit to work system, induction, risk assessment, plant safety inspections)</li> </ul>			
	Shift Operations Supervisors	Matric/ N3 and certification through a suitable and relevant (Petroleum) training program.	<ul style="list-style-type: none"> <li>• At least 3 years' experience in the supervision of receiving and dispatching operations at Petroleum storage depots.</li> <li>• 2 years' experience in OHS (i.e., having worked with permit to work system, safety meetings, having undergone a safety induction, risk assessments, safety inspections)</li> </ul>			

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	Key personnel Qualifications	Qualifications	Experience	Points	Max Points 25	Min Points 15
Very Good	Senior Operations GM or Executive	A certified and SAQA accredited Engineering Degree or Business-Related Degree	<ul style="list-style-type: none"> <li>• 5 Years or more Experience in senior management and in management of petroleum products storage facilities with at least 3 million litres of total storage design capacity.</li> <li>• Demonstrated 2 years Fuel stakeholders (Throughputters, airlines, refineries, fuel transporters) management experience.</li> <li>• First-hand experience with performing risk assessment and implementing controls at fuel processes or management facilities.</li> </ul>	25		
	Operations Engineering Manager	A certified and SAQA accredited Mechanical/Chemical/Electrical Engineering Degree and PRENG/Pr.Tech and GCC	<ul style="list-style-type: none"> <li>• More than 10 Years engineering experience post qualification and at least 5 of the 10 years must be in a petroleum industry.</li> <li>• Demonstrated 3 years' experience in the execution of GMR 2(1) Responsibilities.</li> <li>• More than 3 years in Implementing maintenance management programs and performance reviews.</li> </ul>			
	Maintenance Supervisor	SAQA Accredited Trade Test (Fitting/Millwright/Electrician/Instrumentation)	<ul style="list-style-type: none"> <li>• More than 3 years' experience in the maintenance supervision of petroleum storage depots or plants.</li> </ul>			

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	Key personnel Qualifications	Qualifications	Experience	Points	Max Points 25	Min Points 15
			<ul style="list-style-type: none"> <li>More than 2 years' experience in OHS (i.e., permit to work system, induction, risk assessment, plant safety inspections)</li> </ul>			
	Shift Operations Supervisors	Matric/ N3	<ul style="list-style-type: none"> <li>More than 3 years' experience in the supervision of receiving, quality testing and dispatching operations at Petroleum storage depots.</li> <li>More than 2 years' experience in OHS (i.e., having worked with permit to work system, safety meetings, having undergone a safety induction, risk assessments, safety inspections)</li> </ul>			

NB All qualifications and experience requirements of the 4 key personnel must be met simultaneously to either obtain minimum or maximum points. Should one or more of the key resources not meet the qualifications and or experience requirements, The bidder will be allocated no points.

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### A3 Methodology

#### A3.1 Organogram

	Proposed Organogram	Points	Maximum Points	Minimum Points
Poor	Insufficient or No information	0		
Good	<p><b>The Organogram is detailed and shows the following:</b></p> <ul style="list-style-type: none"> <li>Names and surnames of key personnel</li> <li>Sufficient shift staff complement for each of the airports to perform into-plane operations.</li> <li>Sufficient shift staff complement for each of the airports to perform fuel storage facility operations (Airline order fulfilment planning, receiving, quality testing and airline order fulfilments)</li> <li>Sufficient maintenance staff complement to perform hydrant and storage facilities maintenance activities at each of the airports.</li> <li>Sufficient security staff complement to provide 24 hr security services at each of the airports.</li> <li>Sufficient site management and supervision staff for day-to-day management of storage and into plane operations</li> <li>Sufficient allocation of Health and Safety personnel at each site</li> <li>Sufficient admin personnel to manage the daily reporting requirements at each site.</li> </ul>	6		
Very Good	Besides being GOOD, the organogram shows how scaling of staff complement will be implemented on a yearly basis according to the fuel consumption projections.	10	10	6

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### A3.2 Proposed operating procedures.

Item No	Proposed Operating procedures	Points	Maximum Points	Minimum Points
Poor	No or insufficient information	0		
Good	<ul style="list-style-type: none"> <li>Procedures cover all fuel handling processes from receipt, storage, fuel quality control, into plane operations and are aligned with Jig 1, 2 and 4.</li> <li>Occupational risk assessment for such a facility</li> <li>Procedures for monitoring of environmental compliance</li> <li>Procedure for the management of fuel stock, supply/demand, and billing of airlines</li> </ul>	9		
Very Good	<ul style="list-style-type: none"> <li>All items of the above (good descriptor) Besides being aligned to Jig 1, 2 and 4, the procedure incorporates other stringent best practises from operational experience.</li> <li>Quality assurance program to ensure compliance operations.</li> <li>Reliability engineering program that monitors performance of maintenance</li> <li>Risk management procedure for assessing process, equipment, operator, and environmental risk</li> </ul>	15	15	9

### A4 Pricing Methodology of into plane services

Item No	Pricing Methodology of into plane costs	Points	Maximum Points	Minimum Points
Poor	No information or insufficient information provided	0		
acceptable	Provide a pricing commitment	6		
Good	<ul style="list-style-type: none"> <li>Pricing is based on staffing structure.</li> <li>Allocation of staff time to the various activities of the fuel farm</li> <li>Factors in the shift rostering of people</li> <li>Into-plane systems of work</li> </ul>	8	10	6

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Item No	Pricing Methodology of into plane costs	Points	Maximum Points	Minimum Points
Very Good	<ul style="list-style-type: none"> <li>All items contained in good together with</li> <li>Provisions for staff training and factoring in staff absenteeism rates.</li> <li>Specific attention to supervisory requirements over specific activities.</li> <li>Granular detail of time taken to perform refuelling operation including the safety checks before and after the operation</li> </ul>	10		

**A5 Pricing Methodology of working capital (reserve stock at site)**

Item No	Pricing methodology of working capital	Points	Maximum Points	Minimum Points
Poor	No information or insufficient information provided	0		
Acceptable	Provide a pricing commitment for the duration of the contract	9		
Good	<ul style="list-style-type: none"> <li>Pricing based on return-on-investment requirements of the company.</li> <li>Landed cost of fuel (indicative transportation and handling costs with clarity on it being a reimbursable cost</li> <li>Pricing per litre provided so that as volumes at site increase, the holding stock and corresponding cost will also increase</li> </ul>	12		
Very Good	<ul style="list-style-type: none"> <li>All items contained in good together with</li> <li>Pricing formular that also contains the crude oil price averages for a period as well as R/Dollar exchange rates</li> </ul>	15	15	9

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**Table 1 - Summary of Evaluation Criteria**

Item No	Evaluation criteria	Min threshold of points for acceptable proposal/bid	Maximum Points
1	Bidder's experience	15	25
2	Key Personnel's Qualifications and experience	15	25
3	Methodology		
3.1	Proposed Organogram	6	10
3.2	Proposed Operational Procedures	9	15
3.3	Pricing methodology of monthly fee for working capital (strategic reserves) at the site	9	15
3.4	Into-plane pricing methodology	6	10
	<b>Total points</b>	<b>60</b>	<b>100</b>

**3.5.1. Price and B-BBEE**

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **90/20** Price will amount to **90 points**, whilst preference will be **10 points**. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exist, justifying an award to another bidder or ACSA splits the award or cancels the bid, *etcetera*.

A maximum of 90 points will be allocated for price based on the following formulae:

$$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where:

$P_s$  = Points scored for price of tender under consideration

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Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

Please refer to **Pricing Instructions and Schedule FORM 5 (Separate Pricing Schedules)**

Bidders are requested to submit B-BBEE certificates. In the event of a tie on points for two or more bidders, the contract will be awarded to a bidder/s that scored the highest points for specific goals. If two or more entities score the same points for specific goals, the award will be decided by drawing of lots.

#### **Identification of Preference Point System.**

In terms of Regulation 3 (1 and 2) of the Preferential Procurement Regulations of 2022:

- A. An organ of state must, in the tender documents, stipulate—
- (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7;
  - (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.
- B. 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.

#### **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.

The following goals as per ACSA's Transformation Policy will form part of this bid/tender. In terms of this bid/tender, Preference points will be awarded in terms of the table below:

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Item	Category	Specific Goals	Minimum Target	Score
				10
4.	COMMERCIAL	51% owned by Black male and Black women and Black youth and People living with disabilities	60%	10
		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 be achieved)		8
		51% owned by Black male or Black women or Black youth or People living with disabilities		6
		Less than 51% owned by Black male, Black women, Black youth, People living with disabilities		4
		Other		0

Bidders must submit their valid Broad Based Black Economic Empowerment (B-BBEE) Certificates together with the supporting documentation (workings) of the certificate. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

- (a) Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- (b) A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- (c) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- (d) Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- (e) A consortium or joint venture must provide a joint venture agreement.
- (f) In the event that there is a split up / break away / termination of the partnership / joint

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venture / consortium, your appointment to the panel will be terminated.

- (g) The certificate must be in the bidder's name, where the service is subcontracting (through sub- contracting / joint venture);
- (h) The certificate must be in both the bidders name and the appointed sub-contractor. In the case the service is sub-contracted the bidder must attach the documentation confirming the JV or sub-contractor.
- (i) In the event a trust, JV, sub-contracting, or consortium exists the principal contractor, each need to submit mandatory legislative requirements documentation as per mandatory requirements.
- (j) A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 30% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- (k) A person awarded a contract may not sub-contract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

### 3.5.2. Objective Criteria

3.5.2.1. In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals (Preference) justify the award to another bidder or ACSA splits the award or cancels the bid, or commercial risks *etcetera*. After price and Preference evaluation, the Bids must be checked to determine compliance with prescribed objective criteria. Objective criteria that will be used in the evaluation of this Bid must be disclosed in the published Bid document and evaluated, failing which ACSA will be bound to award the Bid to the highest points earner on Price and Preference.

#### 3.5.2.2. Prescribed objective criteria for this bid.

The objective criteria chosen and advanced in this RFP is as follows:

**3.5.2.2.1.** ACSA requires sub-contracting for this bid to local black owned of Exempted Micro Enterprises (EME) and/or Qualifying Small Entities (QSE) as an objective criterion for local economic empowerment. ACSA shall require minimum target sub-contracting of 30% for tenders/bids above R30 million. The subcontracted bidders must all have the relevant CSD registration.

**Bidders to Provide list of Subcontractors contracted, together with their signed agreement.**

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## 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:

<b>MANDATORY RETURNABLE DOCUMENTS AND INFORMATION</b>	<b>SUBMITTED [Yes or No]</b>
<i>FORM 5: Priced offer as per Pricing Instruction and Schedule</i>	
<i>FORM 5.10: Pro Forma Concession Agreement/SLA</i>	
<i>FORM 5.11: All Other Mandatory Criteria Documents for this Tender</i>	

### 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:

<b>OTHER RETURNABLE DOCUMENTS AND INFORMATION</b>	<b>SUBMITTED [Yes or No]</b>
<i>FORM 5.1: Declaration of Interest Form and Politically Exposed Persons</i>	
<i>FORM 5.2: SBD 4 Bidder's Disclosure Form</i>	
<i>FORM 5.3: SBD 6.1 Preference Points Claim Form</i>	
<i>FORM 5.4: SBD 6.2 Declaration for local content and production for PPPFA designated sectors – <b>NOT APPLICABLE</b></i>	
<i>FORM 5.5: Confidentiality and Non- Disclosure Agreement</i>	

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<b>FORM 5.6:</b> <i>Acceptance of Terms and Conditions of RFP And Bidder's Particulars</i>	
<b>FORM 5.7:</b> <i>Certificate of Authority to Sign Tender</i>	
<b>FORM 5.8:</b> <i>Certificate of Authority of Joint Ventures (where applicable)</i>	
<b>FORM 5.9:</b> <i>Joint Venture (JV) Agreement (If applicable)</i>	
<b>FORM 5.12:</b> <i>All Functional Criteria Documents for this Tender</i>	
<b>FORM 5.13:</b> <i>Company profile, executive summary, and organogram</i>	
<b>FORM 5.14:</b> <i>BEE Certificate and Scorecard</i>	
<b>FORM 5.15:</b> <i>Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in orders by SARS)</i>	
<b>FORM 5.16:</b> <i>Certified Copies of Identity documents of Directors, / Trustees / Members / Shareholders and Senior management</i>	
<b>FORM 5.17:</b> <i>Certificate of Incorporation</i>	
<b>FORM 5.18:</b> <i>Central Supplier Database Report (CSD)</i>	
<b>FORM 5.19:</b> <i>Latest audited financial statements/management accounts</i>	

#### 4.3 Validity of submitted information.

Bidders must ensure that any document or 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.

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## SECTION 5: RETURNABLE DOCUMENTS

### FORM 5: PRICING SCHEDULE

The **Pricing Schedule and the Site Operation Instructions** will only be provided to bidders as a separate document once the Non-Disclosure Agreement (under **Form 5.5**) has been signed and returned to ACSA by **the 11<sup>th</sup> of December 2023**. This will allow ACSA to discuss these documents at the Compulsory Tender Briefing to be held on the 12<sup>th</sup> of December 2023.

Bidders must only price in accordance with This will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule for all airports in the RFP Package will render the bidder disqualified.

**EACH TAB OF THE PRICING SCHEDULE SHOULD BE FILLED IN. FAILURE TO PROVIDE A PROPOSAL WILL RESULT IN A BIDDER BEING DISQUALIFIED.**

Guidelines by the Employer.

- The amounts inserted in the Activity Schedules are deemed to include for all amounts, general obligations etc, necessary to carry out the services described in the various documents.
- ACSA will award to the bidder that offers the **highest cumulative EBITDA** for ACSA and its Stakeholders at the 2 airports over the contract period. The successful bidder will be required to apply for airside permits for their staff in line with Airport legislation. The cost of the permit will be for the bidder's account. A personal permit is approximately R300 without any icons and is valid for 2 years, where after a new permit will have to be applied for.
- Permit amounts can change at any given time. Bidder will be notified accordingly.
- Minimum ACSA rental required per airport for this tender:

Rental per month George Airport	<b>R 58 249,71 (excluding VAT)</b>
---------------------------------	------------------------------------

Rental per month Upington Airport	<b>R 58 249,71 (excluding VAT)</b>
-----------------------------------	------------------------------------

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**IF ANY BIDDER PROVIDES ACSA A RENTAL PER MONTH AMOUNT THAT IS BELOW THE SET MINIMUM, THEN THAT BIDDER WILL BE DISQUALIFIED.**

**THE CONTRACT WILL BE AWARDED TO THE HIGHEST CUMULATIVE EBITDA FOR ACSA AND ITS STAKEHOLDERS ACROSS ALL 2 AIRPORTS. FAILURE TO SUBMIT INFORMATION FOR ALL 2, WILL RESULT IN DISQUALIFICATION. BIDDERS CANNOT SUBMIT FOR ONLY PART OF THIS TENDER, BUT THE FULL SCOPE.**

Signed	_____	Date	_____
Name	_____	Position	_____
Tenderer	_____		

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**FORM 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

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Tax Reference number of the bidding entity

---

VAT Registration number of the bidding entity

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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

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**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

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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) herby 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

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**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 interest<sup>1</sup> 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

---

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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 consortium<sup>2</sup> 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.

<sup>2</sup> 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.

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- 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.

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

**Tel +27 11 723 1400 Fax +27 11 453 9354**  
**Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632**  
**P O Box 75480, Gardenview, Gauteng, South Africa, 2047**  
**[www.airports.co.za](http://www.airports.co.za)**

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofu (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatswayo, Dr KH Badimo, F Sefara (Company Secretary)

**FORM 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 bids invited. It contains general information and serves as a claim form for preference points.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to **exceed R 50 000 000** (all applicable taxes included) and therefore the **90/10 preference** point system shall be applicable: or

b) The **10-preference** point system will be applicable to this bid

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference.

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

	POINTS
<b>PRICE</b>	<b>90</b>
<b>PREFERENCE</b>	<b>10</b>
<b>Total points for Price and Preference must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of Preference supporting documents together with the bid, will be interpreted to mean that preference points are not claimed.

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

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## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of works, goods or services, through price quotations, advertised competitive bidding processes or proposals;

**“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“functionality”** means the ability of a bidder to provide works, goods or services in accordance with specifications as set out in the bid documents.

**“prices”** includes all applicable taxes less all unconditional discounts;

- (e) **“proof of B-BBEE status level of contributor”** means:

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

- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

**“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

or

$$Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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**4. POINTS AWARDED FOR PREFERENCE**

Specific Goals	Score	
	20	10
51% owned by Black male and Black women and Black youth and People living with disabilities	20	10
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	8
51% owned by Black male or Black women or Black youth or People living with disabilities	10	6
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	4
Other	0	0

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for being in accordance with the table below:

**5. PREFERENCE CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

5.1 Preference: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of audited Shareholders Certificates, and B-BBEE Certificate and Scorecard, or Sworn BEE Affidavit in line with the relevant B-BBEE Sector Code.

**6. DECLARATION WITH REGARD TO COMPANY/FIRM**

6.1 Name of company/firm:.....

6.2 VAT registration number:.....

6.3 Company registration number:.....

**6.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited
- Foreign Company (Not Registered in South Africa)

[TICK APPLICABLE BOX]

**6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

6.6 COMPANY CLASSIFICATION *[TICK APPLICABLE BOX]*

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

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

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the audited Shareholders Certificate, the BEE Scorecard, or Sworn BEE Affidavit indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;

If the audited Shareholders Certificate, the BEE Scorecard, or Sworn BEE Affidavit has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
- (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.

WITNESSES

1. ....

2. ....

.....

SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

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## 5.4 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS SBD 6.2 (*Not applicable*)

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

the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

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The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
xxxxx	xx%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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- 3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
 .....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

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- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

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

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

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

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

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

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

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**Form 5.5: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (NDA)**

**KINDLY REFER TO THE NON-DISCLOSURE AGREEMENT PROVIDED WITH THIS TENDER AS A SEPARATE DOCUMENT**

**NOTE TO BIDDERS:**

- 1. BIDDERS WHO DO NOT SIGN THE NDA AND RETURN IT TO ACSA BY THE 11<sup>TH</sup> OF DECEMBER 2023, WILL NOT RECEIVE THE PRICING SCHEDULES AND THE OPERATIONS INSTRUCTIONS FOR EACH SITE.**

Signed	_____	Date	_____
Name	_____	Position	_____
Tenderer	_____		

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**FORM 5.6: 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: RA7356/2023/RFP

**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 Jet A1 Storage, Operation, Maintenance and into-plane service project 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 documentation provided by Airports Company South Africa in this Request for Proposal.

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- 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 Airport Company South Africa
- 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 *eighty-four (84) days* calculated from the closing date for Proposal submission.

Thus done and signed at		on this the		day of		2023
-------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

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**FORM 5.7: CERTIFICATE OF AUTHORITY TO SIGN TENDER**

Insert certified copy of an extract from the minutes of a meeting of the Board of Directors or Members authorizing the person who signs the Submission to sign it on behalf of the Company, Corporation or Firm.

Signed	_____	Date	_____
Name	_____	Position	_____
Tenderer	_____		

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**RFP 1 - RA7356/2023/RFP**



**FORM 5.8: CERTIFICATE OF AUTHORITY OF JOINT VENTURES (WHERE APPLICABLE)**

This Returnable Schedule is to be completed by joint ventures.

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

Please attach JV agreement stipulation % share of each JV

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_ Position \_\_\_\_\_  
 Tenderer \_\_\_\_\_

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**FORM 5.9: JOINT VENTURE (JV) AGREEMENT (IF APPLICABLE)**

Bidder to attach duly signed agreement/Memorandum of understanding between the parties.

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

Tender .....

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**RFP 1 - RA7356/2023/RFP**





**FORM 5.10: SERVICE LEVEL AGREEMENT**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

*Tender* .....

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**RFP 1 - RA7356/2023/RFP**

**FORM 5.11: ALL MANDATORY CRITERIA DOCUMENTS REQUIRED FOR THIS TENDER**

1. Attendance of the Compulsory Briefing - **THE ATTENDANCE REGISTER WILL BE USED AS PROOF OF ATTENDANCE.**

- 
2. Duly filled in Pricing Schedule – **FORM 5.**  
**For each airport. Failure to complete all pricing schedules for all airports within an RFP package shall result in disqualification of the bidder.**

- 
3. Proof of valid Registration with JIG (Joint Inspection Group).  
A valid JIG registration certificate shall be the acceptable proof of registration. The certificate will be validated with JIG and if it is invalid, it will result in the disqualification of the bidder.

- 
4. Petroleum wholesale license issued by the South African Department of Energy.

- 
5. Consent by key personnel whose CVs are submitted that their personal information can be used and processed according to the requirements of the Tender in line with POPI Act no 4 of 2013. **FORM 5.11**

- 
6. Acceptance by submission of a fully initialled and signed Service Level Agreement by the bidder for provision of Bulk Storage Operations and Into-Plane Services, Fuel Reserve stock holding and maintenance of Bulk Fuel storage and hydrant facilities

- 
7. It is requirement that the tender include a transformation component aligned with the following:
    - A transformation plan which aims at achieving the objectives of the Charter for the South African Petroleum and Liquid Fuels Industry: Empowering Historically Disadvantaged South Africans
    - A transformation plan which entails commitments to socio-economic development in the vicinity of each Airport; and
    - A transformation plan which entails commitments to Enterprise development to ensure sustainable capacitation of subcontracted Black-owned entities.
- 

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**PROTECTION OF PERSONAL INFORMATION CONSENT FORM**

**Attn:** ACSA Supply Chain Management - Corporate  
Thami Mncube  
Tender Preparation and Evaluation Committee Chairperson  
E-mail: [Thami.Mncube@airports.co.za](mailto:Thami.Mncube@airports.co.za)

**Date:**

**RFP REFERENCE NUMBER.: RA7356/2023/RFP**

JET A1 RECIEPT, STORAGE OPERATIONS AND MAINTENANCE, INCLUDING INTO-PLANE SERVICES FOR A PERIOD OF 10 YEARS AT ACSA REGIONAL AIRPORTS NAMELY GEORGE AND UPINGTON AIRPORTS

In line with the Protection of Personal Information (POPI) Act no 4 of 2013, I hereby confirm that I give consent for:

- The Bidder: .....to submit my CV  
for the position of ..... in the  
abovementioned tender from ACSA.
- I confirm that all the information provided in the CV is correct and ACSA can follow up and verify with the references listed.

Yours faithfully

.....

**REFERENCE NAME & SURNAME**

.....

**SIGNATURE**

**TELEPHONE:**.....

**EMAIL:**.....

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**FORM 5.12: ALL FUNCTIONAL CRITERIA DOCUMENTS AS PER SECTION 3.5 OF THIS TENDER DOCUMENT**

**BIDDERS TO ATTACH OTHER RETURNABLE DOCUMENTS UNDER THE FUNCTIONAL CRITERIA AS SPECIFIED IN SECTION 3.5 OF THIS TENDER DOCUMENT**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

Tender .....

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**FORM 5.13: COMPANY PROFILE, EXECUTIVE SUMMARY, AND ORGANOGRAM**

**Bidder to provide brief summary of their organisation and include their organisation’s Organogram relevant to this opportunity with names, (starting with the Managing Directors/CEO)**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

Tender .....

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**FORM 5.14: BEE CERTIFICATE AND SCORECARD**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

Tender .....

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**FORM 5.15: TAX PIN NUMBER**

**ACSA MAY NOT AWARD TO A BIDDER WHOSE TAX AFFAIRS HAVE NOT BEEN DECLARED TO BE IN ORDERS BY SARS**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

Tender .....

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**FORM 5.16: CERTIFIED COPIES OF IDENTITY DOCUMENTS OF DIRECTORS, / TRUSTEES / MEMBERS /  
SHAREHOLDERS AND SENIOR MANAGEMENT**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

*Tender* .....

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**FORM 5.17: CERTIFICATE OF INCORPORATION**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

*Tender* .....

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**FORM 5.18: CENTRAL SUPPLIER DATABASE REPORT (CSD)**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

*Tender* .....

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**FORM 5.19: LATEST AUDITED FINANCIAL STATEMENTS/MANAGEMENT ACCOUNTS**

Signed ..... Date \_\_\_\_\_

Name ..... Position \_\_\_\_\_

*Tender* .....

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