

TENDER DOCUMENT

FOR THE

**Provision of Hygiene Services at Cape
Town International Airport for a period
of 5 years**

Tender Reference Number: CIA6633/2021/RFP

SEPTEMBER 2021

Issued by

Airports Company South Africa
Cape Town International Airport

Note:

Upon Acceptance of the Offer by the Employer, this Tender Document becomes the Contract Document, subsequent to which, all references to the term "Tenderer(s)" then become synonymous with the term "Contractor".

***PLEASE NOTE: This Tender is issued under the NATIONAL
TREASURY INSTRUCTION NO 5 OF 2020/2021: EMERGENCY
PROCUREMENT IN RESPONSE TO NATIONAL STATE OF DISASTER
(SARSCoV2 – Covid-19)***

VOLUME 1

RFP Timelines

Bid Invitation	29th September 2021
Non-Compulsory Briefing Session	MICROSOFT TEAMS MEETING – Please send your e-mail address to: ctiatender.admin@airports.co.za and state the Tender reference number Briefing Session: 8th October 2021 @ 12h00
Enquiries closing Date and time	15th October 2021 @ 12h00
RFP submission closing Date and time	29th October 2021 @ 12h00

NAME OF TENDERER:

TENDERER'S DETAILS

1	NAME OF TENDERER (BIDDING ENTITY)	
		(FULL NAME, i.e. CC, (Pty) Ltd, JV, SOLE PROPRIETOR)
2	TEL NUMBER	
3	FAX NUMBER	
4	EMAIL	
5	NAME OF CONTACT	
6	NATIONAL TREASURY CSD REGISTRATION NUMBER	MAAA
7	TENDER AMOUNT (VAT Incl) This should be the same as the C1.2 Offer and Acceptance in the Contract	

Tender for the Provision of Hygiene Services at Cape Town International Airport for a Period of Five (5) Years	
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PART T1: TENDERING PROCEDURES

T1.1 Tender Notice and Invitation to Bid

The Airports Company of South Africa SOC Ltd hereby invites **Tenders for the Provision of Hygiene Services at Cape Town International Airport for a Period of Five (5) Years with Tender Reference number CIA6633/2021/RFP.**

Only Bidders that satisfy the eligibility criteria (as stated elsewhere in this document) can tender.

1. Briefing Session

There will be no site inspection/walkabout

Due to the COVID – 19 pandemic and in compliance with National Treasury Instruction note 5, there a **non-compulsory** briefing session with representatives of the Employer will take place electronically – invitations will be sent to willing parties.

Please send details to: ctiatender.admin@airports.co.za to indicate your willingness and availability to attend and/or receive an electronic brief.

Date for the non-compulsory session is **8th October 2021 @ 12h00**

2. Tender Documents

Tender document are available from **29th September 2021** for free download from National Treasury's eTender Publication Portal - <http://www.etenders.gov.za> and ACSA Tender Bulletin website - <http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders> Kindly print and complete.

3. Submission of bid documents

- a) The envelopes containing bid documents must be labelled as follows: 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.
- b) The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder.
- c) The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the Bid documents.
- d) In addition to the hard copy submission – please e-mail an electronic .pdf copy to ctiatender.admin@airports.co.za – and please let us know that you have submitted using both methods.

The e-mail submission should be parcelled into a maximum of 4MB/attachment

The bid document must be delivered to the Procurement Office located at the address below and must be addressed as follows:

The Tender Box is located at:
CapeTown International Airport
Ground Floor – Procurement Office - Southern Office Block Building
Cape Town International Airport – Matroosfontein – Cape Town 8000

Closing Date

The closing time for receipt of tenders **29th October 2021 @ 12h00** No telephonic or faxed tenders will be accepted. No late tenders will be accepted.

Tenders may only be submitted in the same sequence as they have been requested in the bid document.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

4. Enquiries/Clarification and Communication

Name: Graham Mitchell

Designation: Senior Buyer

Email: **ctiatender.admin@airports.co.za**

Request for clarity or information on the tender may only be requested until **12h00 on 15th October 2021**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal invitation.

Clarification questions will be responded on a weekly based and uploaded on e-tenders and sent to bidders that provided e-mail addresses.

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

5. Procurement Procedures

Competitive selection will be used. Open Tender

6. Prequalification/Eligibility criteria

To be recognised as being responsive bidders are required to satisfy the following pre-qualification requirements:

- a tenderer having a stipulated minimum B-BBEE status level 1 or level 2 or level 3

Please note in the event of a joint venture (JV) a valid consolidated BBBEE verification in the name of the JV shall be submitted.

A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

7. Mandatory Administrative Criteria

Bids that do not meet any one of the following criteria (valid proof/certification must be provided if required) may be disqualified and may not be evaluated further:

- Fully completed and signed form of offer (C1.2 - Found in the Contract document)
- Bidders must submit a valid Letter of Good Standing COIDA or proof of application if they are in the process or renewing an expired one;
- No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.
- No bid will be awarded to any service provider not registered on the National Treasury Central Supplier Database.

8. Evaluation

Bid submissions that have been deemed to be responsive to prequalification and mandatory administrative criteria will be evaluated using the Functionality and Price and Preference Method.

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

Threshold Guidelines

- b. The functional/technical evaluation will be based on a threshold approach, wherein bidders which fail to achieve the **overall minimum number of points** as well as failing to achieve the **minimum number of points in each of the technical/functional evaluation sub-criteria** may not be considered further in the evaluation.
- c. Bidders who meet the minimum scores will be evaluated further in terms of the 80/20 preference points system described below.
- d. Price and B-BBEE 80 / 20 (preference points system)

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of 80/20, where Price will account for 80 points, whilst preference will account for 20 points. ACSA will only accept valid B-BBEE certificates from SANAS accredited verification agencies as proof of B-BBEE status. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the tender, etcetera.

Bidders must only price in accordance with the Activity Schedule provided in Section C2 Pricing Data, this will enable ACSA to compare priced offers. Failure to price in the format of the activity schedule provided may make the bid liable for disqualification. Failure to submit a priced offer will make the bid liable for disqualification.

9. Bid Responses

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

10. Disclaimers

It must be noted that ACSA reserves its right to:

- i. Award the whole or a part of this tender;
- ii. Split the award of this tender;
- iii. Negotiate with all or some of the shortlisted bidders;
- iv. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
- v. To reject the lowest acceptable tender received; and/or
- vi. Cancel this tender.

11. Validity Period

- i. ACSA requires a validity period of one hundred and twenty (120) business/working days for this tender.
- ii. 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.

12. Confidentiality of Information

- i. ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore;
- ii. ACSA will not disclose the names of bidders until the tender process has been finalized.
- iii. Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. In the event that the bidder requires consultation with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

13. Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

T1.2 Tender Data

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause Number	TENDER DATA
F.1	GENERAL
F.1.1	The Employer is AIRPORTS COMPANY SOUTH AFRICA.
F.1.2	<p>The Bid documents issued by the Employer comprise:</p> <p>Part T1-Tendering procedures</p> <p>T1.1 Tender notice and invitation to tender T1.2 Standard Conditions of Tender T1.3 Tender data T1.4 Evaluation procedure and criteria</p> <p>Part T2- Returnable documents</p> <p>T2.1 List of returnable documents T2.2 Bid Schedules (Included in T2.1)</p> <p>Part C1: Agreements and contract data</p> <p>C1.1 Contract Data C1.2 Form of Offer and acceptance C1.3 Insurance Schedule C1.4 Occupational Health and Safety Agreement C1.5 ACSA Terms and Conditions of Bid</p> <p>Part C2: Pricing data</p> <p>C2.1 Pricing instructions C2.2 Activity Schedules</p> <p>Part C3: Scope of work</p> <p>C3 Service Information</p> <p>Part C4: Site Information</p> <p>C4 Site Information</p>
F.1.4	<p>The employer’s agent is:</p> <p>Name: Graham Mitchell Senior Buyer SCM Category Management For the Business Unit :</p> <p>Name: Anelisiwe Mayatula Supervisor Building and Facilities Maintenance • Building and Facilities Maintenance</p>
F.1.6	<ol style="list-style-type: none"> 1. ACSA reserves the right to amend the terms and conditions of this tender at any time prior to finalisation of the contract between the parties. 2. ACSA reserves the right to award this tender to any Bidder, regardless if this Bidder should be the lowest priced or not. 3. ACSA reserves the right to award this tender to any Bidder, regardless if this Bidder should be the highest scored (in terms of F.3.11) or not. 4. ACSA reserves the right to cancel this tender at any time.

Clause Number	TENDER DATA
	<p>5. A contract in respect of the Services will not necessarily result from the tender responses received by ACSA and ACSA reserves the right to conduct a further procurement process with or without a request for tender or to enter negotiations with any one or more of the Bidders, should it decide to proceed to avoid the contract.</p>
F.2	BIDDER'S OBLIGATIONS
F.2.1	<p>Bids that do not meet any one of the following criteria (valid proof/certification must be provided if required) may be disqualified and may not be evaluated further:</p> <ul style="list-style-type: none"> • Prequalification/Eligibility criteria <p>To be recognised as being responsive bidders are required to satisfy the following pre-qualification requirements:</p> <ul style="list-style-type: none"> • a tenderer having a stipulated minimum B-BBEE status level 1 or level 2 or level 3 <p>Please note in the event of a joint venture (JV) a valid consolidated BBBEE verification in the name of the JV shall be submitted.</p> <p>A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.</p> <ul style="list-style-type: none"> a. Mandatory Administrative Criteria <p>Bids that do not meet any one of the following criteria (valid proof/certification must be provided if required) may be disqualified and may not be evaluated further:</p> <ul style="list-style-type: none"> • Full completed and signed form of offer (C1.2 Found in the Contract Document) • Bidders must submit a valid Letter of Good Standing COIDA or proof of application if they are in the process or renewing an expired one; - No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service. - No bid will be awarded to any service provider not registered on the National Treasury Central Supplier Database. <p>Please Note: No Bid will be awarded to any person whose tax matters have not been declared in order by the South African Revenue Service</p> <p>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/CSD report</p>
F.2.7	The information about no briefing session is as stated in the <i>Tender Notice and Invitation to Tender</i> .
F.2.13.3	Each tender offer communicated on paper shall be submitted as an original plus one copy in separate and sealed envelopes as well as an electronic copy on a memory stick.

Clause Number	TENDER DATA
F.2.13.5	<p>The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of Tender Box: Cape Town International Airport Southern Office Block Building – Procurement Department Ground Floor Cape Town International Airport – Matroosfontein Cape Town 8000</p> <p>Identification details: Reference number, title, Bidder's name and contact details</p>
F.2.13.6	A two-envelope procedure will not be followed.
F.2.13.9	Telephonic, telegraphic, telex or facsimile tender offers will not be accepted.
F.2.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
F.2.16	The tender offer validity period is 120 working days .
F.2.18	During the tender process, the Bidder must submit other material requested by the employer within seven calendar days of being requested to do so.
F.2.23	<p>The Bidder is required to submit with his tender;</p> <ul style="list-style-type: none"> a) All returnable documents, schedules and certificates requested in T2 (The list of tender returnable documents) for both the bidder and the sub-contractor; and b) Copies of any other relevant documents as requested in other sections of this document.
F.3	EMPLOYER'S UNDERTAKINGS
F.3.4	There will be no public opening of Bid offers
F.3.11	<p>Only responsive tenders that satisfy the eligibility criteria (as per F.2.1 in this document) will be evaluated.</p> <p>The method for evaluation of responsive tenders shall be Method 2: Four Stage approach using Pre-Qualification, Mandatory, Functionality and Price and Preference as described under Clause F.3.11.3</p>

Functionality / Technical Evaluation

The functionality/technical evaluation will be conducted by a Tender Preparation and Evaluation Committee (TPEC) which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on threshold criteria. The criteria will be as follows:

Threshold

The functional/technical evaluation will be based on a threshold approach, wherein bidders which fail to achieve the overall minimum number of points as well as failing to achieve the minimum number of points in each of the technical/functional evaluation sub-criteria may not be considered further in the evaluation.

It should be further noted that a minimum qualifying score per sub-criterion and overall must be met (Gated/Hurdled evaluation method)

Bidders must demonstrate clear and concise understanding of these criteria relative to scope of work and deliverables to be able to earn points.

Description of quality criteria	WQ	Sub criteria	Minimum Score	Maximum Threshold
Bidders Experience	40	Size per site	12.5	20
		Years of experience in similar works	12.5	20
Key Personnel Qualifications and Experience	60	Personnel Experience	24	30
		Personnel Qualifications	21	30
SCORE			70	100

No.	Description	Minimum Score	Maximum Score
1.	Bidder's experience - in supply, installation and servicing (replenishment and maintenance) of hygiene equipment in an operation of similar nature and/or complexity	12.5	20
	1.1 Size per Site and number of equipment serviced <ul style="list-style-type: none"> • Less than 200 Hygiene Equipment = [0] • 200 to 500 Hygiene Equipment = [12.5] • 500 to 1000 Hygiene Equipment = [15] • Greater than 1000 Hygiene Equipment = [20] <i>Evidence – Client reference letter/s and Bidder's experience schedule.</i>		

No.	Description	Minimum Score	Maximum Score
	<p>1.2 Bidders experience in supply, installation and servicing (replenishment and maintenance) of hygiene equipment in an operation of similar nature and/or complexity i.e., high traffic environment</p> <ul style="list-style-type: none"> • Less than a year = [0] • 1 to 2 years = [12,5] • Greater 2 years = [20] <p><i>Evidence – Client reference letter/s and Bidder’s experience schedule.</i></p>	12.5	20
2. Key Personnel Experience and Qualification			
	<p>2.2 Site Manager (1 Resource) - years of experience in supply, installation and servicing (replenishment and maintenance) of hygiene equipment. Responsible for all administration and site management activities.</p> <ul style="list-style-type: none"> • Less than 3 years = [0] • 3 to 5 years = [6] • Greater than 5 = [10] <p>2.3 Team Leader/Supervisor - years of experience in supply, installation and servicing (replenishment and maintenance) of hygiene equipment. Responsible for all supervision activities.</p> <ul style="list-style-type: none"> • Less than 1 year = [0] • 1 to 4 years = [6] • Greater than 5 = [10] <p>2.4 Technician 1 - years of experience in supply, installation and servicing (replenishment and maintenance) of hygiene equipment.</p> <ul style="list-style-type: none"> • Less than 1 year = [0] • 1 to 2 years = [6] • Greater 2 = [10] <p>2.5 Technician 2 - years of experience in supply, installation and servicing (replenishment and maintenance) of hygiene equipment.</p> <ul style="list-style-type: none"> • Less than 1 year = [0] • 1 to 2 years = [6] • Greater 2 = [10] <p><i>Evidence: Bidders are required to complete the Summarized CVs for all key personnel and submit detailed copies of CVs and certified copies of certificates and qualifications</i></p>	6	10
		6	10
		6	10
		6	10

No.	Description	Minimum Score	Maximum Score
3. Key Personnel Qualification			
	<p>3.2 Site Manager Qualification (1 Resource) - The Site Manager is required to possess the right level and/or mix of qualifications to ensure that the contract is managed impeccably.</p> <ul style="list-style-type: none"> • Supervisory Training or Management Training = [2] and • Occupational Health and Safety Training and/or First Aid = [3] and • Hygiene services and/or Washroom Training = [4] <p>Note: Scores are calculated cumulatively Evidence: Bidders are required to complete the Summarised CVs for all(1 resources) key personnel and submit detailed copies of relevant CVs and certified copies of certificates and qualifications for 1 resources</p> <p>3.3 The Team Leader/Supervisor is required to possess the right level and/or mix of qualifications to ensure that the contract is managed impeccably.</p> <ul style="list-style-type: none"> • Supervisory Training or Management Training = [1] and/or • Occupational Health and Safety Training/First Aid = [2] • Hygiene services/ Washroom Training = [3] <p>Note: Scores are calculated cumulatively <i>Evidence: Bidders are required to complete the Summarized CVs for all key personnel and submit detailed copies of CVs and certified copies of certificates and qualifications</i></p>	<p>9</p> <p>3</p>	<p>9</p> <p>6</p>
	<p>3.4 Technician 1 - is required to possess the right level and/or mix of qualifications to ensure that the contract is managed impeccably.</p> <p>Hygiene services/ Washroom Training = [3] And Occupational Health and Safety Training/First Aid = [2]</p> <p>3.5 Technician 2 - is required to possess the right level and/or mix of qualifications to ensure that the contract is managed impeccably.</p> <p>Hygiene services/ Washroom Training = [3] And Occupational Health and Safety Training/First Aid = [2]</p> <p>3.6 The Operator- is required to possess the right level and/or mix of qualifications to ensure that the contract is managed impeccably.</p> <ul style="list-style-type: none"> • Hygiene services/ Washroom Training = [3] And • Occupational Health and Safety Training/First Aid = [2] <p>Note: Scores are calculated cumulatively</p>	<p>3</p> <p>3</p> <p>3</p>	<p>5</p> <p>5</p> <p>5</p>

No.	Description	Minimum Score	Maximum Score
	<i>Evidence: Bidders are required to complete the Summarized CVs for all key personnel and submit detailed copies of CVs and certified copies of certificates and qualifications</i>		
TOTAL		70	100

T2: RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS AND SCHEDULES

THE TENDER DOCUMENT MUST BE SUBMITTED AS A WHOLE i.e. All volumes (including the fully priced Activity Schedules) as is, bound together in one single document. All forms must be properly completed in black ink as required.

The List of returnable schedules and documents required which may be used for tender evaluation purposes and incorporated into the contract agreement are as follows:

Bidders must please include all documents for the sub-contractor/s (if applicable) as well, except the following which **are only for the subcontractor** at tendering, but will be required within 3 months of contract award:

- Submission of UIF compliance certificate;
- Contract Cleaners National Provident Fund participation and compliance certificate; and
- Skills Development Levy compliance certificate
- However, it must be noted that the award to the successful bidder with a sub-contractor who does not meet the above requirements will have a suspensive condition which will require that such requirements are met and in place within three (3) months of contract award.

Tender document reference No.	Returnable document name
2.1.1.	Confirmation of Receipt of Addenda to Tender Enquiry Documents
2.1.2.	Certificate of Authority for Signatory
2.1.3.	Certificate of Authority for Joint Ventures (if applicable)
2.1.4.	Signed JV Agreement (if applicable)
2.1.5.	Declaration of company experience
2.1.6.	Proof of Registration and/or membership with cleaning association
2.1.7.	COIDA Letter of Good Standing/ Or proof of application
2.1.8.	CIPC (Company Registration documentation and certificates)
2.1.9.	Copy of CSD Registration
2.1.10.	SARS Tax Pin Status
2.1.11.	B-BBEE Certificate
2.1.12.	Schedule of the bidder's experience and references
2.1.13.	Copies of Client Reference Letters of Previous contracts
2.1.14.	Start up Proposal
2.1.15.	Schedule of Bidder's current commitments
2.1.16.	CV's of Key Personnel (Please attach detailed CVs)
2.1.17.	Certified Certificates of Qualifications of Key Personnel
2.1.18.	Contingency Plan Proposal
2.1.19.	Transformation Proposal
2.1.20.	Schedule of Proposed Sub-Contractors (If applicable)
2.1.21.	Eligibility Questionnaire/Disclosure of Material Litigation Form
2.1.22.	Declaration of Interest (SBD 4)

2.1.23.	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2011 (SBD 6.1)
2.1.24.	Local Content (SBD 6.2)
2.1.25.	Declaration of Tenderer's Past Supply Chain Management Practises (SBD 8)
2.1.26.	Certificate of Independent Bid Determination (SBD 9)
2.1.27.	Compulsory Enterprise Questionnaire
2.1.28.	Quality Declaration
2.1.29.	Quality Management System/Performance Monitoring
2.1.30.	Environmental /Plan regarding the Works
2.1.31.	Commitment to Training Programme/Initiatives
2.1.32.	Insurance
2.1.33.	Additional Basic Conditions of employment compliance certification
	Unemployment Insurance Fund compliance certificate
	Contract Cleaners National Provident Fund participation and compliance certificate
	Bargaining council certificate (if applicable) – required before appointment
	Skills Development Levy compliance certificate
	Other
2.1.32	Audited Financial Statements
2.1.33	Proposed Amendments and Qualifications (if applicable)
2.1.34	Sworn affidavit confirming opening of an office in the Cape Town District within 3 months
C1.2	Form of offer
	Schedule of deviations
C1.4	OHS Agreement
	OHS Appointment by contractor
C1.5	Acceptance of ACSA Terms and Conditions
C2.2	Activity-Based Price Schedule
	Instructions to tenderers (Order of Preference)

T2.2 Returnable Schedules: Submission Checklist

Tender document reference No.	Tender document name	CHECKLIST	
		YES	NO
2.1.1.	Confirmation of Receipt of Addenda to Tender Enquiry Documents		
2.1.2.	Certificate of Authority for Signatory		
2.1.3.	Certificate of Authority for Joint Ventures (if applicable)		
2.1.4.	Signed JV Agreement and/or sub-contracting agreement (if applicable)		
2.1.5.	Declaration of company experience		
2.1.6.	Proof of Registration and/or membership with cleaning association		
2.1.7.	COIDA Letter of Good Standing		
2.1.8.	CIPC (Company Registration documentation and certificates)		
2.1.9.	Copy of CSD Registration		
2.1.10.	Original SARS Tax Clearance Pin Certificate		
2.1.11.	Certified copy of B-BBEE Certificate		
2.1.12.	Schedule of the bidder's experience and references		
2.1.13.	Certified copies of Client Reference Letters of Previous contracts		
2.1.14.	Start up proposal		
2.1.15.	Schedule of Bidder's current commitments		
2.1.16.	Summarized CV's of Key Personnel (Please attach detailed CVs)		
2.1.17.	Certified Certificates of Qualifications of Key Personnel		
2.1.18.	Contingency Plans		
2.1.19.	Transformation Proposal		
2.1.20.	Schedule of Proposed Sub-Contractors		
2.1.21.	Eligibility Questionnaire/Disclosure of Material Litigation Form		
2.1.22.	Declaration of Interest (SBD 4)		
2.1.23.	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2011 (SBD 6.1)		
2.1.24.	Local Content (SBD 6.2)		
2.1.25.	Declaration of Tenderer's Past Supply Chain Management Practises (SBD 8)		
2.1.26.	Certificate of Independent Bid Determination (SBD 9)		
2.1.27.	Compulsory Enterprise Questionnaire		
2.1.28.	Quality Declaration		
2.1.29.	Quality Management System/ Performance monitoring process		
2.1.30.	Environmental Policy/Plan regarding the Works		
2.1.31.	Commitment to Training Programme/Initiatives		
2.1.32.	Insurance		
2.1.33.	Additional Basic Conditions of employment compliance certification		
	Unemployment Insurance Fund compliance certificate		
	Contract Cleaners National Provident Fund participation and compliance certificate		
	Bargaining council certificate (if applicable)		

	Skills Development Levy compliance certificate		
	Other		
2.1.32	Audited Financial Statements – last financial years		
2.1.33	Proposed Amendments and Qualifications (if applicable)		
2.1.36	Sworn affidavit confirming opening of an office in the Cape Town District within 3 months		
C1.2	Form of offer and Acceptance		
	Schedule of deviations		
C1.4	OHS Agreement		
	OHS Appointment by contractor		
C1.5	Acceptance of ACSA Terms and Conditions		
C2.2	Activity-Based Price Schedule		
	Instructions to tenderers (Order of Preference)		

2.1.1 RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been considered in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		

Print and attach additional pages if more space is required.

Signed		Date	
Name		Position	
Bidder			

2.1.2. CERTIFICATE OF AUTHORITY TO SIGN TENDER

Signatories for close corporations and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution and/or the minutes of the meeting of their members or their board of directors, as the case may be.

In the event that the Bidder is a joint venture, a certificate of authority for signatories (Form A4) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested by tender condition F.2.13.4

An example is shown below:

"By resolution of the board of directors taken on 20____ Mr/Ms_____ has been duly authorized to sign all documents in connection with this tender for **CIA6633/2021/RFP** and any contract which may arise therefrom on behalf of

(block capitals)

Signed on behalf of Company:

In his/her capacity as:

Date: Signatory of Authority:

Witnesses:

Signature

Name

Signature

Name

Signed		Date	
Name		Position	
Bidder			

2.1.3. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures in addition to Form A3 for each JV member.

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.

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

2.1.4. SIGNED JV AGREEMENT / MEMORANDUM OF UNDERSTANDING

2.1.5. DECLARATION IN RESPECT OF MINIMUM COMPANY EXPERIENCE

Please complete and sign in the spaces provided below to confirm that you have a minimum of 1- 2 years' experience in the provision of cleaning services to operations similar nature and/or to those of the Employer.

I/We herewith confirm that we will meet the minimum years of experience of _____years in the provision of cleaning services to operations of similar nature and/or complexity to those of the Employer.

Name of Bidder:

SIGNATURE:DATE:
(of person authorised to sign on behalf of the bidder)

Please provide a detailed information on your experience in the Schedule of bidder's experience.

2.1.6. PROOF OF REGISTRATION AND/OR MEMBERSHIP WITH CLEANING ASSOCIATION

Please attach confirmation of the bidder's /registration membership with a cleaning association or proof of application

2.1.7. COIDA LETTER OF GOOD STANDING

Please attach the bidder's COIDA Letter of Good Standing to this page/or proof of application

2.1.8. CIPC DOCUMENTATION (COMPANY REGISTRATION DOCUMENTATION AND CERTIFICATION)

Please attach the bidder's the following documentation:

- Company profile;
- CIPC documentation;

2.1.9. COPY OF CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION

Please attach a copy/proof of the bidder's CSD registration.

2.1.10. SARS TAX PIN STATUS CONFIRMATION

Please attach the required tax pin Certificate.

2.1.11. BBEE VERIFICATION CERTIFICATE

The bid must include a certified copy of the B-BBEE verification certificate issued by a SANAS accredited rating agency – Or - An Affidavit signed and stamped by a recognized SAPS Police Station or Legal Commissioner of Oaths

For an Incorporated Joint Venture, a joint venture BBEE certificate or proof of application

2.1.12. SCHEDULE OF THE BIDDER'S RECENT EXPERIENCE

Make as many copies of this page as required

In the event of a joint venture enterprise, details of all members of the joint venture shall similarly be attached to this form.

The following is a statement of work i.e. providing cleaning services to operation/s of similar nature and/or complexity as ACSA operations.

	Client, Contact Person and Telephone Number.	Type of Operation where service was rendered	Description of Contract/services rendered	Value of contract	Square Meterage of site	Duration (Start and End dates)
1						
2						
3						
4						

Note: When completing the above schedule, Bidders must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

Signed		Date	
Name		Position	
Bidder			

2.1.13. SIGNED COPIES OF CLIENT REFERENCE LETTERS (MINIMUM OF 1 REQUIRED)

As a minimum the client reference numbers must include the following information:

- a. Printed on client letterhead;
- b. Details of the services provided by bidder. These details must be as descriptive as possible bearing in mind all the components of providing Hygiene Services;
 - Size of area serviced
 - value of contract
 - scope of services
- c. Contract duration (start and end dates);
- d. Confirmation of the type of operation run by the client;
- e. Level of satisfaction with the performance of the bidder.
- f. Signed and dated by client (signatory to have delegated level of authority to sign).
- g. Name and contact details (email and telephone) of client representative

2.1.14. START UP PROPOSAL

- Bidder has included their understanding of the required services and scope of work (Methodology statement):
 - Hygiene Services
 - Hygiene Equipment Installation and Maintenance
 - General Cleaning
 - Chemical Handling
 - Disposal including hazardous waste
 - Onsite storage
- Bidder has included resources for the services: Management of site, organogram and reporting line specifically for this tender
- Bidder has included training schedule for the contract considering continuity of services
- Bidder included contingency plan for industrial strike and mitigation risks of insufficient resources

2.1.15. SCHEDULE OF THE BIDDER'S CURRENT COMMITMENTS

Make as many copies of this page as required

The Bidder shall list below all assignments with which the proposed key personnel (as named in Form "C6") are currently involved.

In the event of a joint venture enterprise, details of all members of the joint venture shall similarly be attached to this form.

	Employer, Contact Person and Telephone Number.	Description of Contract	Approx value of Work inclusive of VAT (Rand)	Duration (Start and End dates)
1.				
2.				
3.				
4.				

Signed		Date	
Name		Position	
Bidder			

**SUMMARISED CVS OF KEY PERSONNEL
SITE MANAGER**

A schedule needs to be completed for each key staff member that will be involved in the contract as per functionality criteria.

1.	Name:	
2.	Position/Role of the contract:	
3.	Surname:	
4.	Highest Qualification:	
5.	Other Qualification	
6.	Other Qualification	
7.	Details of Experience/Description of employment	
8.	Details of Experience/Description of employment	

NB: Detailed/comprehensive copies of CVs for each staff member to be attached to summarised CV of each staff member.

Name: _____

Signed: _____

Date: _____

Note: When completing the above schedule, Bidders must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

TEAM LEADER/SUPERVISOR

A schedule needs to be completed for each key staff member that will be involved in the contract as per functionality criteria.

9.	Name:	
10	Position/Role of the contract:	
11	Surname:	
12	Highest Qualification:	
13	Other Qualification	
14	Other Qualification	
15	Details of Experience/Description of employment	
16	Details of Experience/Description of employment	

NB: Detailed/comprehensive copies of CVs for each staff member to be attached to summarised CV of each staff member.

Name: _____

Signed: _____

Date: _____

Note: When completing the above schedule, Bidders must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

TECHNICIAN 1

A schedule needs to be completed for each key staff member that will be involved in the contract as per functionality criteria.

17	Name:	
18	Position/Role of the contract:	
19	Surname:	
20	Highest Qualification:	
21	Other Qualification	
22	Other Qualification	
23	Details of Experience/Description of employment	
24	Details of Experience/Description of employment	

NB: Detailed/comprehensive copies of CVs for each staff member to be attached to summarised CV of each staff member.

Name: _____

Signed: _____

Date: _____

Note: When completing the above schedule, Bidders must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

TECHNICIAN 2

A schedule needs to be completed for each key staff member that will be involved in the contract as per functionality criteria.

25	Name:	
26	Position/Role of the contract:	
27	Surname:	
28	Highest Qualification:	
29	Other Qualification	
30	Other Qualification	
31	Details of Experience/Description of employment	
32	Details of Experience/Description of employment	

NB: Detailed/comprehensive copies of CVs for each staff member to be attached to summarised CV of each staff member.

Name: _____

Signed: _____

Date: _____

Note: When completing the above schedule, Bidders must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F.3.11

2.1.16. COPIES OF CERTIFICATE AND QUALIFICATIONS OF KEY PERSONNEL

2.1.17. CONTINGENCY PLANNING PROPOSAL

Bidders are required to prepare and submit a proposal which responds to the scope of work and will clearly demonstrate how bidders will . The Contingency Planning proposal must address key areas of the service provision that have been mentioned throughout this bid document.

Bidders' Contingency Planning proposal must cover the following:

- i. Training programme for staff which will highlight the type of training courses, resource levels/type that it would apply to and the schedule. The schedule should ensure that there is continuity of service.
- ii. Bidders must include a contingency plan which will address issues such as absenteeism, industrial actions, performance monitoring and management and any other potential disruptions to the contract.
- iii. SARS Cov2 Awareness and/or Protocol – New ways of working

2.1.18. TRANSFORMATION PROPOSAL

2.1.19. SCHEDULE OF PROPOSED SUB-CONTRACTORS

We notify you that it is our intention to employ the following Sub-contractors for work in this contract. Please submit sub-contracting agreement/s.

If we are awarded the contract, we agree that this notification does not change the requirement for us to submit the names of proposed Sub-contractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We acknowledge and agree that any sub-contractor will be subjected to further evaluation by ACSA representatives to qualify their ability to deliver the Scope Of Works – noting that according to the PPPFA a minimum of 30% of the awarded contract would be subcontracted.

	Name and address of proposed Sub-contractor	Nature and extent of work	Previous experience with Sub-contractor.
1.			
2.			
3.			

Signed		Date	
Name		Position	
Respondent			

2.1.20. ELIGIBILITY QUESTIONNAIRE/ DISCLOSURE OF MATERIAL LITIGATION FORM

1. If the organisation is a company, provide details of any resolutions, court orders or proceedings for the company's winding up (otherwise than for the purpose of bona fide reconstruction or amalgamation).

Please provide details or declare if not applicable:

2. If the organisation is a company, has the company OR is the company subject to proceedings for the appointment of a receiver, manager or administrator on behalf of a creditor appointed (in respect of the company's business or any part thereof)?

Tick as appropriate

Yes	
No	

If yes, please provide details:

3. Provide a statement of any material, pending or threatened litigation or other legal proceedings, which relate to the conduct of its business or profession.

Please provide details or declare if not applicable:

4. Has the organisation been convicted of a criminal offence relating to the conduct of its business or profession?

Tick as appropriate

Yes	
No	

If yes, please provide details:

5. Has the organisation committed an act of grave misconduct in the course of its business or profession?

Tick as appropriate

Yes	
No	

If yes, please provide details:

4. In the last 3 years and in respect of any services equivalent to or similar to the Services, has your organisation ever had to pay liquidated damages or financial low service damages levied in respect of a failure to perform the terms of a contract?

Tick as appropriate

Yes	
No	

If yes, please provide details:

5. In the last 3 years, and in respect of any services equivalent to or similar to the Services, has your organisation ever had a contract terminated or its employment determined under the terms of a contract?

Tick as appropriate

Yes	
No	

If yes, please provide details:

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within his / her personal knowledge and are to the best of his / her knowledge both true and correct.

Signed.....

Date.....

Name.....

Position.....

Bidder.....

2.1.21. DECLARATION OF INTEREST (SBD 4)

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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

.....

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

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:
.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Number	Employee / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

2.1.22. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD6.1)

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

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 be below R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity 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;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“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;
- (f) **“functionality”** means the ability of a Bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“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;
- (i) **“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;
- (j) **“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	
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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 attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . . . =(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 B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional Contractor
- Other Contractors, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor 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 the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>

<p>..... SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE:</p> <p>ADDRESS</p>

2.1.23. LOCAL CONTENT

SBD 6.2

1. Introduction

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This tender falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and production for this tender is 100% of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

2. Calculation of local content and production

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

$$LC = 1 \left(\frac{x}{y} \right) X 100$$

Where:

X represents imported content

Y represents bid price excluding value added tax

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

Declaration certificate for local production and content (SBD 6.2)

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

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

3. General Conditions

- 3.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 3.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 3.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 3.4 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.
- 3.5 A bid will be disqualified if:
 - The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
 - The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

4. Definitions

- 4.1 "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by ACSA for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 4.2 "Bid Price" price offered by the bidder, excluding value added tax (VAT);

- 4.3 “Contract” means the agreement that results from the acceptance of a bid by an ACSA;
- 4.4 “Designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 4.5 “Duly Sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 4.6 “Imported Content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 4.7 “Local Content” means that portion of the bid price, which is not included in the imported content, provided that local manufacture does take place;
- 4.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 4.9 “Sub-Contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

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

<u>Description of service, works or goods</u>	<u>Stipulated minimum threshold</u>
Hygiene Services	100 %
Equipment and Parts	
Labor	

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

If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 3 above must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

IN RESPECT OF RFQ No. -

ISSUED BY: (Airports Company South Africa SOC Ltd):

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

I, the undersigned, _____ (full names),

do hereby declare, in my capacity as

of _____ (name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

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

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

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

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

WITNESSES

3.

4.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

2.1.24. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTISES (SBD 8)

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any tenderer may be disregarded if that tenderer, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act No 12 of 2004? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the tenderer and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
-------	-----------------------------

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
 CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
 AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Tenderer

2.1.25. CERTIFICATE OF INDEPENDENT BID DETERMINATION (SDB 9)

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9, 2005 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any tenderer if that tenderer, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SDB 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Tenderer)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the tenderer to sign this Certificate, and to submit the accompanying bid, on behalf of the tenderer;
4. Each person whose signature appears on the accompanying bid has been authorized by the tenderer to determine the terms of, and to sign the bid, on behalf of the tenderer;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the tenderer, whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer
6. The tenderer has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ 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.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative law service damages 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Tenderer

2.1.26. COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars shall be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Particulars of members and directors in close corporations and companies

Name*	Identity number*	Personal income tax number*

--	--	--

*Attach separate page if more space needed

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> a member of any municipal council <input type="checkbox"/> a member of any provincial legislature <input type="checkbox"/> a member of the National Assembly or the National Council of Province <input type="checkbox"/> a member of the board of directors of any municipal entity <input type="checkbox"/> an official of any municipality or municipal entity | <ul style="list-style-type: none"> <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act No. 1 of 1999 <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity <input type="checkbox"/> an employee of Parliament or a provincial legislature <input type="checkbox"/> an employee of ACSA <input type="checkbox"/> a member of ACSA's board of directors |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise

appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;

iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Respondents or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;

v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
<i>Enterprise name</i>			

The following pertain to the Bidder. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*, Identity number*, Personal income tax number*

*Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

1. Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder

2. Name of institution, public office, board or organ of state and position held

3. Current or within last 12 months?

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorises the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Bidders or those responsible for compiling the service information that could cause or be interpreted as a conflict of interest;
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____

Name _____ Position _____

Bidding entity _____

2.1.27. QUALITY DECLARATION

QUESTION	ANSWER (tick applicable)	
	YES	NO
1. Has top management approved a comprehensive plan for the implementation of a quality management system?		
2. Has top management approved all the relevant documents of your quality management system?		
3. Has your quality management system been implemented in all your offices and in all your subsidiary companies?		
4. Did you use a consultant to assist you with the development and implementation of your quality management system? (Name:_____)		
5. Name of company's Management Representative for Quality (Name:_____)		

TO BE SIGNED BY MANAGEMENT REPRESENTATIVE RESPONSIBLE FOR QUALITY MANAGEMENT OR CEO.

Signed..... Date.....

Name..... Position.....

Respondent.....

2.1.28. QUALITY MANAGEMENT SYSTEM OR PERFORMANCE MANAGEMENT PROPOSAL Please attach the company's Quality Management System/Plan to this page

2.1.29. ENVIRONMENTAL POLICY/PLAN/INSURANCE

Please attach the company's Environmental policy, plan or to this page. The policy or plan should address how the operations of the company contribute to the green environment i.e. use environmental friendly cleaning materials

2.1.30. COMMITMENT TO TRAINING PROGRAMMES/INITIATIVES

This schedule will include Continuous Improvement Methodology and/or Lean Solutions

2.1.31. INSURANCE (Commitment on Award only)

Please give details of insurance held by you, enclosing a copy of the policy held by you in relation to that insurance.

As a minimum, for maintenance contracts, the contractor is responsible only for the following:

- Deductible of R25 000, in the event of a claim against the contractor for damage to 3rd party property.
- Deductible of R250 000, in the event of a claim against the contractor for damage to an aeroplane.

These clauses on deductibles will form part of the contract.

Detailed information on ACSA Insurance can be found in Section C1.5.

Employers Liability Insurance

INSURER:	
POLICY NO:	EXPIRY DATE:
EXTENT OF COVER:	

Enclosed? (Please tick as appropriate)

Yes	
No	

Public Liability (Third Party Insurance)

INSURER:	
POLICY NO:	EXPIRY DATE:
EXTENT OF COVER:	

Enclosed? (Please tick as appropriate)

Yes	
No	

Contract Works Insurance

INSURER:	
POLICY NO:	EXPIRY DATE:
EXTENT OF COVER:	

Enclosed? (Please tick as appropriate)

Yes	
No	

2. Please enclose full details of any claims in excess of R35,000 made against all Firms' insurance policies within the last three years.

Enclosed? (Please tick as appropriate)

Yes	
No	
N/A	

Signed..... Date.....

Name..... Position.....

Respondent.....

2.1.32. ADDITIONAL COMPLIANCE CERTIFICATION WITH BASIC CONDITIONS OF EMPLOYMENT

Please submit the following documentation as supporting proof of your compliance with basic employment conditions:

1. Unemployment Insurance Fund (UIF) compliance certificate;
2. Contract Cleaners National Provident Fund participation and compliance certificate;
3. Confirmation of membership as for NBC (Cleaning bargaining council) on a letterhead or documentation from NBC
4. Skills Development Levy compliance;
5. Other

Sub-contractor/s exempt from submitting the above for purposes of evaluation but should submit the same within 3 months of contract award, should the documents or proof of application not be available after three months, a low service damage of R5000 for each month will be levied on the main contractor

2.1.33. ANNUAL FINANCIAL STATEMENTS

Please attach latest audited financial statements with comparative figures for the past one (1) year.

2.1.34. PROPOSED AMENDMENTS AND QUALIFICATION

The Respondent shall record any deviations or qualifications he may wish to make to the REQUEST FOR PROPOSAL documents in this Returnable Schedule.

Page	Clause or item	Proposal

2.1.35. Confirmation for an office in the Cape Town district

Proof of address of office in the airport's municipal area/ Affidavit to establish offices in Municipalities in vicinity of the Airport – **Cape Town district**

A satellite Office will also suffice