Request for Proposals for the provision of Event and Project management services for Airports Company of South Africa’s golf day.

<table>
<thead>
<tr>
<th>Tender Number:</th>
<th>COR6325/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>05 February 2020</td>
</tr>
<tr>
<td>Closing Date</td>
<td>24 February 2020 at 12:00</td>
</tr>
<tr>
<td>Compulsory Briefing Session date</td>
<td>12 February 2020 at 14:00</td>
</tr>
<tr>
<td>Briefing Session Venue</td>
<td>Corp Aerodrome, Oaks Building, Riverwoods Office Park, 24 Johnson Road, Bedfordview 2008</td>
</tr>
</tbody>
</table>
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<th>Page</th>
</tr>
</thead>
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**Appendix A:** ACCEPTANCE OF TERMS AND CONDITIONS OF RFB AND BIDDERS PARTICULARS  
**Appendix B:** DECLARATION FORM  
**Appendix C:** DECLARATION OF FORBIDDEN PRACTICES  
**Appendix D:** SUB-CONTRACTING  
**Appendix E:** BIDS CERTIFICATION

## SECTION 1: INSTRUCTIONS TO BIDDERS
1.1 Collection of RFQ documents


1.2 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 Supply Chain Department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder’s stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before 12:00(PM) on 24 February 2020, using the Hand delivery method:

a) **OR Tambo International Airport Tender box:**
   Located at: Tender Box A
   ACSA Offices, 3rd floor North wing
   OR Tambo International Airport

1.3 Alternative Bids

ACSA only accepts bids which have been prepared in response to the tender invitation.

1.4 Late Bids

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

1.5 Clarification and Communication

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dinah Tsumane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Specialist: Category Management</td>
</tr>
<tr>
<td>Tel:</td>
<td>011 723 2640</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Dinah.Tsumane@airports.co.za">Dinah.Tsumane@airports.co.za</a></td>
</tr>
<tr>
<td>Fax:</td>
<td>0867199620</td>
</tr>
</tbody>
</table>
Request for clarity or information on the tender may only be requested until 25 October 2019 at 17:00. 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.

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

1.6 Briefing Session
Compulsory briefing session will be held for this tender as follows:
Date: 12 February 2020
Time: 14:00
Venue: Corp Aerodrome, Oaks Building, Riverwoods Office Park, Bedfordview 2008

N.B Bidders are requested to indicate if they will be attending the briefing session and participating in the tender.

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

1.8 Disclaimers
a) It must be noted that ACSA may:
b) Award the whole or a part of this tender;
c) Split the award of this tender;
d) Negotiate with all or some of the shortlisted bidders;
e) Award the tender to a bidder other than the highest scoring bidder where objective criteria allow; and/or
f) Cancel this tender.
1.9 Validity Period

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

ACSA requires a validity period of one hundred and twenty (120) working days for this tender. 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.

1.10 Confidentiality of Information

ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval form the bidder whose information is sought. Furthermore,

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

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

1.11 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
SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1 Background

Since inception 26 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented.

The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport, Kimberley Airport and the Corporate Office.

The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.

ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa

2.2 Purpose of this Tender

The purpose of this tender is to obtain bids from Bidders, in respect to the relevant scope of services, and to evaluate these bids in order to appoint a Service Provider and set up an advantageous agreement with the most suitably qualified and experienced service provider.

The Airports Company South Africa (ACSA) Corporate Affairs Division hosts an annual AIRPORTS COMPANY OF SOUTH AFRICA Golf Day Event for its key stakeholders who add value to our business sustainability over the years. This event is aimed at celebrating and engaging with our stakeholders.

This event has grown to such an extent that a maximum number of 170 stakeholders are hosted. This includes approximately 100 golfers and 70 non-golfers for the day activities and the prize-giving. As some of our stakeholders are not golf players, activities aimed at an estimated 70 people must be planned for non-golfers, as they are an integral part of the day.
2.3 Scope of Work

PRE-EVENT PLANNING

Pre-event sourcing and logistics

Venue Management

- The venue for this event is the Houghton Golf Club (venue has already been secured)
- The appointed service provider will have to manage the venue:
  i. Cleanliness of venue
  ii. Management of catering (please note that venue will provide the catering services)
  iii. Management of the prize-giving gala dinner
  iv. Management of our watering holes (5 watering holes)
  v. Sufficient hostesses at the watering holes (2 hostesses per watering hole)

Deco

- Organise décor i.e registration, change rooms, prize-giving, non-golfers activities room etc…

Entertainment

- Source MC and entertainment

RSVP & Database management

- Design a full microsite, RSVP System management, sms, back-office build-up & monitoring of responses and updating RSVP report daily.

Registration

- Electronic registration management, create alphabetical kiosks with labelling, hostesses to direct/manage guests
- Accreditation (as a form of security)
- Hand-over of golf accessories i.e golf balls, cap, t-shirt etc…)
- Format of competition & Tee off scheduling

Meetings

- Club communication, meeting & planning all aspects with the venue
- Weekly status meetings
- MC & entertainment briefing session
- Dry run
- Updated weekly Project plan
➢ Task schedules & brief to all parties

**Prize Giving Gifts**
➢ Sourcing of prizes: Propose prizes for the winners in the different categories provided
➢ Sourcing of client’s gifts for all guests

**Branding**
➢ Branding plan & watering holes activation plan
➢ Branding on the golf cards, caddies, locker rooms, prize giving, luggage tags

**Branding, Design and Printing**
➢ Suggest a theme concept for a Golf Day Prize Giving Dinner and suggest using real examples of previous Golf Prize Giving Dinners facilitated, and examples of elements that would support your Theme Concept & invitation design.
➢ Full Day Events Programme
➢ Prize-Giving Dinner Menu & table numbers
➢ Events Signage/Directional Signage

**Golfer**
➢ Branded Golf Shirts 170 max (Pro-shop Puma/Nike or similar quality)
➢ Branded Golf Caps 170 max (Pro-shop Puma/Nike or similar quality)
➢ Branded Golfing kits to be included (Including bag, towels, balls, pins, covers and sunscreen)
➢ Branded Pitch forks and hat clips -branded
➢ Branded Bag tags
➢ Branded Gift bags

**The Club & Course**
➢ Branding set up, breakdown & corporate image
➢ Starting & finishing field, score counting & prize allocations, special competitions, etc.
➢ Pro Shop liaison prior to event and on the day
➢ Sourcing of Golf carts if the golf course doesn’t have enough
➢ Green Fees
➢ Caddy management & payments (100 max)
➢ Caddy Bibs
➢ Branded Flags
➢ Branded Registration desk
➢ Non-golfer activities managements

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**EVENT DAY**

**Pre-tournament prep**
➢ Registration management, golfers meet & greet, registration gift bag handover, competition signage and image
➢ Club liaison, bar, waiters & service
➢ Arrival refreshments, halfway house, watering hole staff & other staff requirements (ACSA & Organiser Team breakfast including caddies)
➢ Watering holes set up & management (separate spot for competition linked activities, if necessary- Giant catapult/flight scope or similar). Provide interesting ideas for activities at the watering hole.
➢ Watering Holes including snacks and beverages
➢ Swing analysis online version (Coaching corner)
➢ Swing analysis Clubhouse version
➢ Golf Coaching Clinic
➢ Prize suggestion, purchase & sponsors: Golf Prizes for 32 positions, including: Longest Drive, Closest to the Pin and Long Day and prizes for other activities including non-golfer activities with a competition element
➢ Golf cart allocation, spotters & special requests
➢ Provide interesting ideas for non-golfers and Massage services(head & shoulder) including hostesses (time to be confirmed)
➢ Photography (Provide edited images on a flashdrive/USB stick). This should include watering hole four ball pictures, general, looping pictures during price giving, four ball themed framed pictures for price giving as a form of individual gifts)
➢ Sufficient resources i.e uniformed hostess(provide the look for the day)
➢ Real-time Video

Prize Giving & Entertainment
Provide an indication of how you will execute the prize giving dinner; give different concepts with real past examples. Provide an overview of how entertainment elements will fall into place in pre-planning and on event day.

SET-UP AND EXECUTION
➢ Briefing documents for entertainment and MC
➢ Full production & technical (sound system etc) for entertainment and MC
➢ Theme décor:
  ➢ The organizer must propose fresh ideas on type of set-up (informal cocktail price giving),
  ➢ Menus to be confirmed with ACSA
  ➢ Set up, breakdown & management elements
➢ Beverages (Day and Prize giving dinner):
  ➢ ACSA to monitor Bar Limit

POST EVENT
➢ Compulsory debrief after the event

RESOURCES
➢ We require an indication of key resources that will be available for the project. Please provide a plan to ensure continuous availability from pre-planning to implementation and a list of key and experienced individuals (including top management) to be allocated to this project (supply CVs).
➢ Project leader (with Professional Golf Experience and a minimum of 5 years’ experience managing Golf Days)
➢ Events Manager/Coordinator (proven experience of event planning with minimum 3 years’ experience in the golf events)
➢ Design and Digital Specialist (5 years’ experience)

EVENT DAY STAFF COMPLIMENT
➢ Project Lead onsite
➢ Event Manager/Coordinator
➢ Registration Team
➢ Brand set-up and management of Watering holes
➢ Manning of watering holes
➢ Competition Facilitator
2.4. The proposal should include, at a minimum, the following information

2.4.1 Description of your methodology
Description of your approach and proposal to the scope arrangement, including:
Identification of the key resources who will be responsible for the engagement, including the expected percentage of their time commitment to Airports Company South Africa along with their experience plans to maintain engagement with Airports Company on a continued duration for the said period;

2.4.2 How your projects will be managed on a day-to-day basis; (project plan)

2.4.3 How you will be further developing the team at the airports to enhance their skills base and reflect this in skills transfer plan

2.4.4 Curriculum Vitae of the key team members that will be assigned including relevant experiences, qualifications, accreditations and a description of your specific capabilities and expertise in line with the scope.

2.4.5 A summary of relevant experience for which similar services are currently/were previously being provided. Include at least three reference clients (including key contact names and telephone numbers) where you are/were providing similar services to other clients.

2.4.6 Your proposed fees for the service required, itemized billing to be submitted.
SECTION 3: PREFERENCE POINTS AND PRICE

3.1. Preference Points Claims

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

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

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

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

<table>
<thead>
<tr>
<th>Points</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>80</td>
</tr>
<tr>
<td>B-BBEE Status Level of Contribution</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Points for Price and B-BBEE must not Exceed</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
3.3. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises or an Auditor/Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

3.5. Definitions

3.5.1. “All Applicable Taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

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

3.5.3. “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3.5.5. “Comparative Price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

3.5.6. “Consortium or Joint Venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

3.5.7. “EME” means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
3.5.8. “Firm Price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

3.5.9. “Functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

3.5.10. “Non-Firm Prices” means all prices other than “firm” prices;

3.5.11. “Person” includes a juristic person;

3.5.12. “Rand Value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

3.5.13. “Total Revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

3.5.14. “Trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

3.5.15. “Trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3.5.16. “ACSA” Airports Company South Africa SOC Limited
3.6.  Adjudication Using A Point System

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

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

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

3.7. Award of Business where Bidders have Scored Equal Points Overall

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

3.7.2. However, when functionality is part of the evaluation process and two or more bids have scored
equal points including equal preference points for B-BBEE, the successful bid will be the one scoring
the highest score for functionality.

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

3.8. Points Awarded for Price

3.8.1. The 80/20 or 90/10 Preference Point Systems

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

\[
\begin{align*}
\text{80/20} & \quad \text{or} \quad \text{90/10} \\

P_s &= 80 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \\

P_s &= 90 \left(1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right)
\end{align*}
\]

Where

\[
\begin{align*}
P_s &= \text{Points scored for comparative price of bid under consideration} \\
Pt &= \text{Comparative price of bid under consideration} \\
P_{\text{min}} &= \text{Comparative price of lowest acceptable bid}
\end{align*}
\]
3.9. Points Awarded for B-BBEE Status Level of Contribution

3.9.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of Points (90/10 system)</th>
<th>Number of Points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
3.9.2. 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.

3.9.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a 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.

3.9.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

3.9.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

3.9.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3.9.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

3.9.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
3.10. Bid Declaration

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

**B-BBEE Status Level of Contribution Claimed in Terms of Paragraph 3.9.1:**

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

(Points claimed in respect of paragraph 4.8.1 must be in accordance with the table reflected in paragraph 3.9.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

3.11. Declaration with regard to the Bidder

3.11.1. Name of bidding entity  
____________________________________________________

3.11.2. VAT Registration number:  
____________________________________________________

3.11.3. Company registration number:  
____________________________________________________

3.11.4. Type of company / firm:  
____________________________________________________

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]
3.11.5. Describe principal business activities


3.11.6. Company Classification

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transportation, etcetera. [TICK APPLICABLE BOX]

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

3.11.8. 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-BBEE status level of contribution indicated in paragraph 3.9.1 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 4.1 of this Section;
- In the event of a contract being awarded as a result of points claimed as shown in paragraph 3.9.1, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;

3.11.9. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:

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) Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

e) Forward the matter for criminal prosecution.

Witnesses:

1. ________________________________

______________________________
Signature(s) of bidder(s)

2. ________________________________

______________________________
Date:

____________________________________________
Address:________________________________________

____________________________________________________
SECTION 4: EVALUATION CRITERIA

ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for functionality/technical Requirements. 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 tender process.

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.

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

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Admin</td>
<td>Technical Evaluations</td>
<td>Evaluate price and</td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
<td>Preference (B-BBEE)</td>
</tr>
</tbody>
</table>

4.1. 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:

a) Acceptance of Terms and Conditions of Bid

b) Attendance to compulsory briefing session
4.2. Functionality / Technical

The functionality/technical 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 comprise of the following:

Bidders must go through Mandatory Requirement in order to be promoted from the functional/technical requirements stage of the evaluation:

**Threshold**

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of 65% on the functional/technical stage will not be considered further in the evaluation.

<table>
<thead>
<tr>
<th>Functional Evaluation Criteria</th>
<th>Measure:</th>
<th>Weighting</th>
<th>Minimum Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Experience/Profile</strong></td>
<td></td>
<td>40</td>
<td>30</td>
</tr>
</tbody>
</table>

Provide 5 years' company operational experience in organising a golf day for 100 pax or more in the field of:

Conceptualisation that entails the following:

- Event brief from the client
- Creative (with a storyline)
- Deco
- Videography and Photography
- Golf Day Activation
- Event management
- Project management
- Full microsite / RSVP System
- Full production and technical

The bidder must supply minimum of three portfolio of evidence which correspond to the three letters of reference demonstrating the the spec required = 30 points

Submit more than 3 Portfolio of evidence that correspond with more than 3 letters of reference demonstrating the required specification = 40 points

NB: if POE does not correspond with letters of reference it will count as a non-submission.
- Watering holes activations
- Budget

<table>
<thead>
<tr>
<th>Proposal: AIRPORTS COMPANY OF SOUTH AFRICA Golf Day</th>
<th>50</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal as per scope of work</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proposal with Concept (=10 Points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response must address the business objective as per scope of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of the proposal (including but not limited to):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Creativity and out of the box thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Organisation and flow of presentation (the presentation must have a story line)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If proposal does not meet expectations (0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the proposal meets requirements of scope of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the proposal exceeds the requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each element =2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non submission = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Golf Day Activation (=10 Points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that all watering holes; registration, guest management, catering and other activities are well managed. Propose activations at watering holes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of proposal of activities = 5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non submission = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Golfer Activity (5 Points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propose activities for guests who do not play golf which will commence at 11h00.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of detailed project plan= 5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non submission = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project Management (=5 Points)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting all the requirements for Events management = 5 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Must be detailed with the delivery items, status, meet deadline, update more regularly, sent updated document after status meetings etc.

- **Events Management (5 Points)**
  Ensure that all events logistics and resources are in place namely invitations, rsvp, aide memoire, registration, deco including mood boards, catering including menu tasting, entertainment/performance, MC, Shuttles, sourcing gifts and prizes etc...

- **Full microsite (10 Points)**
  Build the back-end, create & send the invitation (including Aide Memoire, Reminder), thank you note and post event survey, make call downs, monitor the response, update the RSVP report on a daily basis and send a daily report.

- **Prize giving Full Production/ Technical (5 Points)**
  The stage must be aligned to the proposed creative.

<table>
<thead>
<tr>
<th>Resources</th>
<th>10</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit a detailed organogram for the resources to be allocated for this project and detailed CV’s.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Team Lead must have 5 years experience in Golf Day management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The Project team members must each have a minimum of 3 years experience in their field of expertise.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit detailed organogram and detailed CVs of project team allocated for this project= 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No submission =0 Point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project lead CV demonstrating 5 years experience or more = 5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project team members Cvs’s in line with the organogram highlighting 3 years experience in their field of expertise =3 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.3. Price and B-BBEE

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of 80/20. Price will amount to 80 points, whilst preference will be 20 points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the tender, etcetera.

Bidders must submit all-inclusive itemised pricing in accordance with the scope of services to be rendered, this will enable ACSA to compare priced offers. Failure to submit itemised pricing offer as per above will make the bid liable for disqualification. Disbursements will be reimbursed at actual cost. The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g. three-star hotel, bed and breakfast, telephone cost, reproduction cost, etcetera). On basis of these particulars, certified invoices will be checked for correctness.

SECTION 5: RETURNABLE DOCUMENTS

5.1. 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:
<table>
<thead>
<tr>
<th>TAB</th>
<th>DOCUMENT</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Acceptance of Request for Bids Terms &amp; Conditions &amp; Bidder’s Particulars</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Bid Declaration Form</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Declaration of Forbidden Practices</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Sub-contracting form</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Bids Certification</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Covering Letter</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Company Profile - Company background &amp; Executive Summary &amp; Organogram</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>List of proposed Sub-contractors/ Joint Ventures/Partners Agreement including details of company shareholders and the percentage shareholding. (If Applicable)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Schedule of Human Resource available for the services (Resource Plan)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Company relevant Experience and Letters of contactable References</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>QSE or EME Sworn affidavit, B-BBEE Certificate from approved certification body (SANAS)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Tax Clearance Certificate /Tax Pin</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Latest Audited Financial Statements</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Delivery programme</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ID documents of Directors or Shareholders</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Central Supplier Database Summary report</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>CIPC Registration Documents</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Proposal and Portfolio of evidences</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Itemised Pricing Schedule</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Additional information</td>
<td></td>
</tr>
</tbody>
</table>

5.2. **Validity of submitted information**

Bidders must ensure that any document or information which has been submitted in pursuance to this tender remains valid for the duration of the contract period. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.
SECTION 6: TERMS AND CONDITIONS OF RFB

6.1. Conditions of the request for Bids

6.1.1. This RFB is open only to bidders who are registered and duly authorised to provide the Services in South Africa.

6.1.2. Any bids received after the bid submission closing date and time shall not be considered by ACSA and will therefore be disqualified. These bids shall be retained unopened and destroyed after the award of the contract to the successful bidder unless a written request for the return thereof is received from the relevant bidder within thirty (30) days of the award.

6.1.3. Except where specifically provided for in this RFB, a bidder may make no changes to its bid after the closing time and date.

6.1.4. ACSA reserves the right to award the contract on the basis of bid submitted by a bidder subject to ACSA’s terms and conditions and by submission of its bid the bidder agrees to be legally bound thereby if its bid is accepted by ACSA.

6.1.5. ACSA or its duly appointed representatives shall be the sole adjudicators of the acceptability and or feasibility of the bids. The decision shall be final and except as required by law or otherwise, no reason for the acceptance or rejection of any bid will be furnished.

6.1.6. If the bid has been awarded on the strength of information furnished by a Bidder, which information is proved to have been incorrect, in addition to any other legal remedy it may have, ACSA may at any time during the life of the contract:

- Recover from the relevant bidder all costs, losses or damages incurred by it as a result of the award; and/or
- Cancel the award of the bid and/or contract and claim any damages, which it may have suffered or will suffer as a result of having to make less favourable arrangements.

6.1.7. The Bidder shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by ACSA as a result of cancellation. ACSA shall furthermore have the right to recover such losses, damages or additional costs by way of set off against monies due or which may become due to the Bidder in terms of the said contract.
6.1.8. If ACSA and the successful Bidder fail to enter into or execute a formal written contract within thirty (30) days of the award (or such later date as may be determined by ACSA as a result of the bidder’s failure to comply with any representation made in the bidder’s bid, then the award shall be deemed null and void. ACSA’s aforesaid rights are without prejudice and in addition to any other rights that ACSA may have in order to claim damages. For the avoidance of doubt, in the event the bid of a successful bidder is accepted by ACSA, no agreement shall come into being until the formal contract has been negotiated and executed between ACSA and the successful bidder.

6.1.9. ACSA reserves the right to amend the terms and conditions of this RFB at any time prior to finalisation of the contract between the parties and shall not be liable to any bidder or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. All bids are submitted at the entire risk of the bidder.

6.1.10. All representations, agreements or arrangements arising from bids submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA.

6.1.11. ACSA reserves the right to postpone the closing date for submission of bids or to withdraw the RFB at any time.

6.1.12. Appendix A must be executed in the name of the business actually proposing to perform the Services if awarded the contract. Appendix A must be signed by an authorised representative of the bidder.

6.1.13. In the case of a joint venture or partnership between service providers, evidence of such a joint venture must be included in the bid in the form of a Joint Venture Agreement or Memorandum of Understanding. Each member of the joint venture may complete and sign Appendix A. Alternatively, all the members of the joint venture may in writing nominate one member of the joint venture to complete and sign Appendix A on behalf of the joint venture. This written authority must be signed by duly authorised members of the joint venture and be submitted with the Bids.

6.1.14. No tender will be awarded to a bidder who is not registered on National Treasury’s Central Supplier Database.

6.1.15. No tender will be awarded to a bidder whose tax matters have not been declared to be in order by South African Revenue Services.
6.2. **Binding Arbitration Provision**

6.2.1. It is a condition of participation in this RFB process between the bidder and ACSA and that should any dispute or difference arise between the parties, this shall be resolved by a single Arbitrator -

- Concerning the purport or effect of the RFB documents or of anything required to be done or performed there under;
- Concerning any aspect of the RFB process to anything done or decided there under or
- Concerning the validity of the award of the RFB to any bidder or the failure to award same to any Bidder, then such dispute or difference shall be finally resolved by arbitration.

6.2.2. Such arbitration shall be by a single arbitrator who shall be –

- Selected by agreement between the parties, or failing such agreement nominated on the application of any party by the Arbitration Foundation of Southern Africa (AFSA); and
- The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice relating to all matters in dispute submitted to him/her and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition or notice had been issued.

6.2.3. Upon every or any such reference, the costs of an incidental to the reference and award shall be in the discretion of the arbitrator, who may determine the amount of the costs, or direct them to be taxed as between attorney and client or as between party and party and shall direct by whom and to whom and in what manner they shall be borne and paid.

6.2.4. The award of the arbitrator shall be final and binding on the parties and any party shall be entitled to apply to the Courts to have such award made an order of court.

6.2.5. Save as set out in this clause, the arbitration shall be conducted in accordance with the rules of the Arbitration Foundation of Southern Africa.

6.2.6. The arbitration shall be held in Johannesburg in the English language.

6.2.7. However, nothing in this clause shall preclude any party to the arbitration from seeking interlocutory relief in any court having jurisdiction pending the institution of a review or other appropriate proceedings for legal redress.
6.2.8. Such arbitration shall be commenced and concluded within 30 days of the dispute having noted.

6.3. RFB Acceptance

6.3.1. ACSA reserves the right to reject:

- Incomplete bids;
- Late bids;
- Conditional bids; and
- Bids that are non-compliant with the procedural and administrative requirements.

6.3.2. ACSA reserves the right to withdraw the RFB at any time without giving rise to any obligation to be responsible for any loss or financial damage which may be incurred or suffered by any bidder.

6.3.3. This RFB implies neither obligation to accept the lowest or any bid nor any responsibility for expenses or loss, which may be incurred by any bidder in preparation of his bid.

6.3.4. Bidders may include with their bids any descriptive matter, which, if referred to in the RFB, will form part of the RFB. In case of any discrepancy, however, the issued RFB and supporting documents and information completed therein by the bidder will be considered as the valid and binding bid.

6.3.5. ACSA reserves the right to award portions of the contract to different Bidders and is not obligated to accept the whole or only one bid for purposes of the award of the contract or contracts.

6.3.6. ACSA reserves the right to not award more than one contract to a Bidder.

6.3.7. Notwithstanding any other provision to the contrary in this document, no ACSA employee or any person related to or associated (including spouse, child, cousin, friend) with an ACSA employee may (individually or through a corporate vehicle which includes a company, close corporate, trust, partnership etc.) submit a bid for consideration by the Evaluation Committee unless interest is declared and approved as per Delegated Level of Authority.
APPENDIX A: ACCEPTANCE OF TERMS AND CONDITIONS

APPENDIX B: BID DECLARATION

APPENDIX C: DECLARATION OF FORBIDDEN PRACTICES

APPENDIX D: SUB-CONTRACTING FORM

APPENDIX E: BID CERTIFICATION
APPENDIX A

ACCEPTANCE OF TERMS AND CONDITIONS OF RFB AND BIDDERS PARTICULARS

TO: The Supply Chain General Manager

Airports Company South Africa Ltd.

Bid Reference Number: **COR6325/2020**

**Bidder's Name and Contract Details**

<table>
<thead>
<tr>
<th>Bidder:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address:</td>
<td></td>
</tr>
<tr>
<td>Correspondence to be addressed to:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Phone numbers:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
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</tr>
</tbody>
</table>
APPENDIX B: DECLARATION 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. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

________________________________________________________________________

________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

I/We declare that we have not acted in any manner which promotes unfairness, contravenes any law or is against public morals. We further certify that we will in full compliance of this tender terms and conditions as well as ACSA policies in the event that we are successful in this tender.

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

____________________________  ______________________________
Signature                     Date

____________________________  ______________________________
Position                      Name of bidder
APPENDIX C: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

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

This declaration was signed on _______ of ____________________________ 20_____

Name: ________________________________________________________________

Designation: __________________________________________________________

Signature: ____________________________________________________________
APPENDIX: D Sub-Contracting

Will any portion of the contract be sub-contracted?  YES / NO (*Delete whichever is not applicable)

If yes, indicate:

a) The sub-contracted percentage is: _____%

b) The name of the sub-contractor is:
   ______________________________________________________

c) The B-BBEE status level of the sub-contractor is: ____________________

d) The sub-contractor is an EME:  YES / NO (submit proof)
APPENDIX E: BIDS CERTIFICATION

We hereby submit a Bid in respect of the event and project management services for AIRPORTS COMPANY OF SOUTH AFRICA Golf day in accordance with ACSA’s requirements. We acknowledge that ACSA’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 ACSA in this Request for Bids.

We accept that ACSA’s Tender Board’s decision is final and binding.
We certify that all forms of Bids as required in the Bids document are included in our submission.

We certify that all information provided in our Bids is true, accurate, complete and correct.

This Bids is specific to this project only; it has no impact, influence or effect on any other project for which a Bids may be submitted.

The undersigned is/are authorized to submit and sign the Bids that shall be binding on closure of the Bids submission.

The Bids is binding on this Tenderer for a period which lapses after none hundred and twenty (120) working days calculated from the closing date for Bids submission.

<table>
<thead>
<tr>
<th>Thus done and signed at</th>
<th>on this</th>
<th>day of</th>
<th>2020</th>
</tr>
</thead>
</table>

Signature:

Name:

For and behalf of:
<table>
<thead>
<tr>
<th>Tendering entity name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Capacity:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>