

# TENDER DOCUMENT

FOR

**the Maintenance of Fire Detection and Gas  
Suppression System at Cape Town  
International Airport for a period of 5 years**

**Tender Reference Number: CIA6674/2021/RFP**

**OCTOBER 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”.**

**VOLUME 1**

**NAME OF TENDERER: .....**



## TENDERER'S DETAILS

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



**RFP Timelines**

<b>Bid Invitation</b>	<b>14<sup>th</sup> October 2021</b>
<b>Non-Compulsory Briefing Session</b>	<b>MICROSOFT TEAMS MEETING – Please send your e-mail address to: ctiatender.admin@airports.co.za and state the Tender reference number Briefing Session: Wednesday 20<sup>th</sup> October 2021 @ 10h30</b>
<b>Enquiries closing Date and time</b>	<b>Friday 29<sup>th</sup> October @ 12h00</b>
<b>RFP submission closing Date and time</b>	<b>Friday 12<sup>th</sup> November 2021 @ 12h00</b>



<b>Tender for the Maintenance of Fire Detection and Gas Suppression System at Cape Town International Airport for a period of 5 years – CIA6674/2021/RFP</b>	
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## T1.1 Tender Notice and Invitation to Bid

AIRPORTS COMPANY SOC Ltd invites tenders for

**Tender for the Maintenance of Fire Detection and Gas Suppression System at Cape Town International Airport for a period of 5 years – CIA6674/2021/RFP**

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

### 1. Briefing session

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](mailto: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 **Wednesday 20<sup>th</sup> October @ 10h30**

### 2. Tender Documents

The tender documents will be available from electronic copies of the tender documents will be available for download on the ACSA (Airports Company South Africa) and E-TENDER website [www.etender.gov.za](http://www.etender.gov.za) during the same period. The initiative will also be advertised on the CIDB website - No hard copy bid documents will be issued by Airports Company South Africa

Available for download on : **Thursday 14<sup>th</sup> October 2021**

Tender documents may be downloaded from the ACSA Tender Portal/website as follows:

[Tender Bulletin \(airports.co.za\) - https://www.airports.co.za/business/tender-bulletin/current-and-future-tenders#](https://www.airports.co.za/business/tender-bulletin/current-and-future-tenders#)

### 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](mailto: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 **4MB/attachment**

#### **4. Closing Date**

The closing time for receipt of tenders is (South African Time) is **Friday 12<sup>th</sup> November 2021 @ 12h00**. Tenders must be placed inside the **Tender box**, which will be at the:

**TENDER BOX – Procurement Office  
Ground Floor  
Southern Office Block Building  
Cape Town International Airport  
Matroosfontein – Cape Town**

No telephonic, faxed or e-mailed tenders will be accepted. No late tenders will be accepted. Bidders to ensure that their names and contacts are reflected on the cover of the bid document.

Tenders may only be submitted on the tender documentation that is issued.

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

#### **5. Enquiries and Contact Information**

All enquiries are to be addressed to the e-mail address: [ctiatender.admin@airports.co.za](mailto:ctiatender.admin@airports.co.za)  
Clarification period ends : **29<sup>th</sup> October 2021 @ 12h00**

#### **6. Procurement Procedures**

Open Tender with Competitive selection will be used.

#### **7. Pre-Qualification Criteria**

To advance certain designated groups in line with Regulation 4 of the 2017 PPPFA Regulations, only the following bidders will be:

- **An EME or QSE**
- **Bidders with a BBBEE level status of 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.



***In the event that a willing and participating bidder does not qualify on the above Pre-Qualification criteria you will be disqualified and will not progress to the Mandatory Phase of the evaluation process. This is a gated/hurdled evaluation procedure.***

## **8. Mandatory Administration Requirements**

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

- Signed form of offer and acceptance (C1.1) (Found in the NEC3 contract document)
- Tenderers must complete and sign the declaration of interest form (SBD4)
- Tenders must provide proof of COIDA (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA
- Provide valid proof of CIDB grading level 6SF (Mechanical Engineering Works) or higher.

**NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).**

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

**NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)**

**NB: The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner (COIDA).**

## **9. Evaluation**

Bid submissions responsive to mandatory administrative requirement and prequalification will be evaluated using the Functionality, Price and Preference Method.

- a. ACSA will score functionality, rejecting all tender offers that fail to score the minimum number of points for functionality stated in the Tender data.
- b. No tender will be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the Tender data and summarised in the table below.
- c. Only tenderers scoring at least the minimum threshold points of 60 out of 100 for each criterion and sub criterion of functionality will be considered for further evaluation on Price and BBB-EE. They will be evaluated further in terms of the 80/20 preference points system described below.
  - i. Price and BBB-EE 80 / 20 preference points system)

The Bid will be scored using the 80:20 preferential points system with 80 reflecting Price and 20 reflecting BBB-EE recognition. ACSA will only accept valid BBB-EE certificates from SANAS or a sworn affidavit for EME's/QSE's.

## T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annexure F of the CIDB Standard for Uniformity in Construction Procurement (May 2010) as published in Government Gazette No 38960, Board Notice 136 of 2015 of 10 July 2015. (See [www.cidb.org.za](http://www.cidb.org.za)).

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
<b>F.1</b>	<b>GENERAL</b>
F.1.1	The Employer is AIRPORTS COMPANY SOUTH AFRICA.
F.1.2	<p>The Bid documents issued by the Employer comprise:</p> <p><b>Part T1-Tendering procedures</b></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><b>Part T2- Returnable documents</b></p> <p>T2.1 List of returnable documents  T2.2 Bid Schedules (Included in T2.1)</p> <p><b>Part C1: Agreements and contract data</b></p> <p>C1.1 Form of offer and acceptance  C1.2 Contract data  C1.3 Insurance Schedule  C1.4 Occupational Health and Safety Agreement  C1.5 ACSA Terms and Conditions of Bid</p> <p><b>Part C2: Pricing data</b></p> <p>C2.1 Pricing instructions  C2.2 Activity Schedules</p> <p><b>Part C3: Scope of work</b></p> <p>C3 Scope of work</p> <p><b>Part C4: Site Information</b></p> <p>C4 Site Information</p> <p><b>Part C5: Annexures</b></p> <p>Annexure A: Copy of the CIDB Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts  Annexure B: Copy of CIDB Standard for Developing Skills Through Infrastructure Contracts</p>
F.1.4	<p>The Employer's SCM agent is:  Name: <b>Graham Mitchell</b></p> <p>The Employers contract owner is:  Name: <b>Nyaniso Yeko</b></p>



Clause Number	Tender Data
F.1.6	<ol style="list-style-type: none"> <li>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.</li> <li>2. ACSA reserves the right to award this tender to any Tenderer, regardless if this Tenderer should be the lowest priced or not.</li> <li>3. ACSA reserves the right to award this tender to any Tenderer, regardless if this Tenderer should be the highest scored (in terms of F.3.11) or not.</li> <li>4. ACSA reserves the right to cancel this tender at any time.</li> <li>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 tenderers, should it decide to proceed to avoid the contract.</li> </ol>
<b>F.2</b>	<b>Tenderers Obligations</b>
F.2.1	<p>Only those tenderers who satisfy the following Prequalification criteria and Mandatory Administrative Requirements are eligible to submit tenders:</p> <p style="padding-left: 40px;"><b>1. Pre-Qualification Criteria</b></p> <p>To advance certain designated groups in line with Regulation 4 of the 2017 PPPFA Regulations, only the following bidders will be:</p> <ul style="list-style-type: none"> <li>• <b>An EME or QSE</b></li> <li>• <b>Bidders with a BBBEE level status of level 1 or level 2 or level 3</b></li> </ul> <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> <p><b><i>In the event that a willing and participating bidder does not qualify on the above Pre-Qualification criteria you will be disqualified and will not progress to the Mandatory Phase of the evaluation process. This is a gated/hurdled evaluation procedure.</i></b></p>

Clause Number	Tender Data
	<p><b>2. Mandatory Administration Requirements</b></p> <p>Bids that do not meet any one of the following requirements (valid proof/certification must be provided if required) will be disqualified and will not be evaluated further:</p> <ul style="list-style-type: none"> <li>• Signed form of offer and acceptance (C1.1) Found in the NEC3 contract document</li> <li>• Tenderers must complete and sign the declaration of interest form (SBD4)</li> <li>• Tenders must provide proof of COIDA (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA</li> <li>• Provide valid proof of CIDB grading level 6SF or higher</li> </ul> <p style="text-align: center;"><b>NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).</b></p> <p style="text-align: center;"><b>NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.</b></p>
F.2.7	<p>The arrangements for a non-compulsory briefing session are as stated in the <i>Tender Notice and Invitation to Tender</i>.</p> <p>Tenderers must sign the attendance register in the name of the tendering entity. Addenda will be issued to and tenders will be accepted only from those tendering entities appearing on the attendance list.</p>
F.2.13.3	<p>Each tender offer communicated on paper shall be submitted as an original plus one copy in separate and sealed envelopes as well as a .pdf electronic copy on a memory stick.</p> <p>In addition to the hard copy submission – please e-mail an electronic .pdf copy to <a href="mailto:ctiatender.admin@airports.co.za">ctiatender.admin@airports.co.za</a>– and please let us know that you have submitted using both methods.</p> <p>The e-mail submission should be parcelled into 4MB/attachments</p>
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>Please observe correct Sanitation protocols when delivering the hard copy Tender documents:</p> <p>Please remember to wear a face mask when entering any ACSA property – The Security will direct you for sanitization procedure before delivery</p> <p><b>Location of tender box:</b> Tender Box – Ground Floor</p> <p><b>Physical address:</b> Southern Office Block Building, Cape Town International Airport – Matroosfontein, Cape Town</p>

Clause Number	Tender Data
	<b>Identification details:</b> Reference number, title, tenderer's name and contact details must be clearly written outside the package.
F.2.13.6	A two-envelope procedure will not be followed.
F.2.13.9	Telephonic, telegraphic, telex or facsimile 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 84 working days (due to the delays caused by the COVID-19 Lockdown REF: <b>Regulation and Ordinance from the President of South Africa - Matamela Cyril Ramaphosa</b> <b>IN RESPONSE TO NATIONAL STATE OF DISASTER (SARSCoV2 – Covid-19)</b> : ACSA reserves the right to request an extension if and when required.
F.2.23	<p>The tenderer is required to submit with his tender.</p> <ul style="list-style-type: none"> <li>a) Original or certified copy of a valid Tax Clearance Pin Certificate.</li> <li>b) Any certificates requested in T2 (The list of tender returnable documents) and;</li> <li>c) Copies of relevant documents as requested in other sections of this document.</li> </ul> <p>*The requirements of the Construction Industry Development Board Act and the Regulations may change from time to time and ACSA will be required to apply the version of the Construction Industry Development Board Act and Regulations applicable at the time of contract award. Tenderers should keep themselves updated on these requirements. Further information on the CIDB and CIDB registration can be found on the CIDB website <a href="http://www.cidb.org.za">www.cidb.org.za</a></p>
<b>F.3</b>	<b>EMPLOYER'S UNDERTAKINGS</b>
F.3.4	The tender offers will not be opened immediately after completion of tender closing formalities at the ACSA offices due to social distancing as well as other complications caused by the COVID-19 Lockdown REF: <b>Regulation and Ordinance from the President of South Africa - Matamela Cyril Ramaphosa</b> <b>IN RESPONSE TO NATIONAL STATE OF DISASTER (SARSCoV2 – Covid-19</b>
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: Pre-Qualification, Mandatory, Functionality and Price and Preference with a decision to move to Negotiations if necessary - as described under this document.</p>

### Functionality / Technical Evaluation

The evaluation process will be based on threshold criteria and will be as follows:

No.	Evaluation Area	Minimum Threshold	Max Points
1	Company Experience	12	20
2	References	9	15
3	Guarantees & Warrantees	6	10
4	Accreditation (ORHVS)	6	10
5	Resourcing	18	30
6	Maintenance Program & Schedule	9	15
	<b>TOTAL</b>	<b>60</b>	<b>100</b>

The functional / technical evaluation will be based on the above threshold, where bidders who fail to:

- Achieve the minimum points will not be considered further in the evaluation process.
- It should be further noted that a minimum qualifying score per criteria must be met as set out in this bid document.
- The table above and sub criteria with their own minimums also apply.
- Bidders must demonstrate clear and concise understanding of this criteria relative to scope of work and deliverables in order to earn points.
- The obligation to demonstrate compliance with all the above will remain with the Tenderer and ACSA's decision in this regard will be final.
- All Foreign Qualifications must be accompanied by a letter from the South African Qualifications Authority.

## Functionality breakdown

Criteria Description	Minimum Threshold	Weight
<p><b>1. Experience</b></p> <p>Proven company experience in repairing and maintaining the following systems: Fire Detection systems and Gas Suppression Systems. The company to have a minimum of 3 projects with experience in Maintenance of Fire Detection system and a minimum of 2 projects with experience in Gas Suppression System totalling to a minimum of 5 projects combined.</p> <ul style="list-style-type: none"> <li>• <b>5 &lt; Maintenance Projects/Sites</b>      <b>0</b></li> <li>• <b>5 Maintenance Projects/Sites</b>      <b>12</b></li> <li>• <b>&gt; 5 Maintenance Projects/Sites</b>      <b>20</b></li> </ul> <p>Proven experience must be demonstrated by means of a list of Projects and Maintenance sites, Purchase orders or Tender awards.</p>	<b>12</b>	<b>20</b>
<p><b>2. References</b></p> <p>Contactable reference's for where works was executed in reference to the sites submitted in section 1 (Experience).</p> <ul style="list-style-type: none"> <li>• <b>5 &lt; References</b>      <b>0</b></li> <li>• <b>5 = References</b>      <b>9</b></li> <li>• <b>&gt;5 References</b>      <b>15</b></li> </ul> <p>Contactable references must include site where maintenance was done, this must include telephone or cell phone numbers, email address and contact names.</p>	<b>9</b>	<b>15</b>
<p><b>3. Guarantees &amp; Warrantees</b></p> <p>Warranties and guarantees on workmanship and new spares.</p> <ul style="list-style-type: none"> <li>• <b>&lt; 1 year</b>      <b>0</b></li> <li>• <b>= 1 year</b>      <b>6</b></li> <li>• <b>&gt;=2 year</b>      <b>10</b></li> </ul> <p>A supplier must submit in writing commitment of the duration with regards to warranties and guaranties on workmanship and new spare parts.</p>	<b>6</b>	<b>10</b>
<p><b>4. Accreditation (ORHVS)</b></p> <p>Valid or Commitment letter to undergo training within 3 months of award.</p> <ul style="list-style-type: none"> <li>• <b>Not Provided = 0</b></li> <li>• <b>Provided Commitment Letter = 6</b></li> <li>• <b>ORHVS Certificate Provided = 10</b></li> </ul>	<b>6</b>	<b>10</b>

Criteria Description	Minimum Threshold	Weight												
<p><b>5. Site Supervisor.</b></p> <p><b>5.1 Relevant Supervisory Experience</b> (<i>project details and reference to be supplied</i>)</p> <table border="1"> <tr> <td>&gt;3</td> <td>2 -3</td> <td>1-2</td> </tr> <tr> <td>6</td> <td><b>3</b></td> <td>0</td> </tr> </table> <p><b>5.2 Relevant Management Qualification</b> (<i>copy of the SAQCC/FDIA ID Card</i>)</p> <table border="1"> <tr> <td>Higher</td> <td>N4</td> <td>Other</td> </tr> <tr> <td>4</td> <td><b>3</b></td> <td>0</td> </tr> </table>	>3	2 -3	1-2	6	<b>3</b>	0	Higher	N4	Other	4	<b>3</b>	0	3	10
>3	2 -3	1-2												
6	<b>3</b>	0												
Higher	N4	Other												
4	<b>3</b>	0												
<p><b>6. Commissioner / Technician x 2</b></p> <p><b>6.1 Relevant Experience in Maintenance of the fire detection and gas suppression system.</b> (<i>Project details and reference to be supplied</i>)</p> <table border="1"> <tr> <td>&gt;3yrs</td> <td>2 -3yrs</td> <td>1-2yrs</td> </tr> <tr> <td>7</td> <td><b>3</b></td> <td>0</td> </tr> </table> <p><b>6.2 Relevant Gas Suppression / Fire detection Commissioner Accreditation</b> (<i>copy of the SAQCC/FDIA ID Card</i>)</p> <table border="1"> <tr> <td>Provided</td> <td>Not Provided</td> </tr> <tr> <td><b>3</b></td> <td>0</td> </tr> </table>	>3yrs	2 -3yrs	1-2yrs	7	<b>3</b>	0	Provided	Not Provided	<b>3</b>	0	3	10		
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7	<b>3</b>	0												
Provided	Not Provided													
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<p><b>7. Cabler / Assistant x 2</b></p> <p><b>7.1 Relevant Experience</b> (<i>project details and reference to be supplied</i>)</p> <table border="1"> <tr> <td>&gt;3yrs</td> <td>2 -3 yrs.</td> <td>1-2yrs</td> </tr> <tr> <td>7</td> <td><b>3</b></td> <td>0</td> </tr> </table> <p><b>7.2 Relevant Gas Suppression / Fire detection Maintenance Accreditation</b> (<i>copy of the SAQCC/FDIA ID Card</i>)</p> <table border="1"> <tr> <td>Provided</td> <td>Not Provided</td> </tr> <tr> <td><b>3</b></td> <td>0</td> </tr> </table>	>3yrs	2 -3 yrs.	1-2yrs	7	<b>3</b>	0	Provided	Not Provided	<b>3</b>	0	3	10		
>3yrs	2 -3 yrs.	1-2yrs												
7	<b>3</b>	0												
Provided	Not Provided													
<b>3</b>	0													

Criteria Description	Minimum Threshold	Weight
<b>8. Maintenance Program &amp; Schedule.</b> The outcome to be made on a one-year from Jan 2022 to Dec 2022 duration assumption as per the scope provided of 42 Panels. <ul style="list-style-type: none"> <li>• No Program 0</li> <li>• Programme without timelines 9</li> <li>• Program with timelines 15</li> </ul> The respondent will provide a preliminary Project Plan which demonstrates realistic time frames which meets the required deadline.	9	15
<b>SCORE</b>	<b>60</b>	<b>100</b>

***The minimum threshold for functionality is the minimum threshold set for criterion/criteria and achieve a minimum of 60 points out of 100 points for functionality for their tender to progress to the next stage. Tenderers are required to score the minimum threshold for each criterion to achieve the minimum qualifying score of 60 points as set out in the table.***

#### NB SCORING NOTES

**Reference letter of the Bidding entity/entities must have the following as a minimum.**

- 1) Referee Company letter head.
- 2) The order number or contract reference number.
- 3) The description of works performed by the bidder.
- 4) The value of the works performed by the bidder.
- 5) The start and end date of the works performed by the bidder, in the format Month and Year.

**6) N.B All this information in the bidders' reference letter must support information populated in forms.**

Clause Number	Tender Data
F.3.13	<p>a) In addition to the requirements of the Condition of Tender, offers will only be accepted if:</p> <ul style="list-style-type: none"> <li>i. the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</li> <li>ii. the tenderer has not abused the Employer's supply chain management system; and</li> <li>iii. the tenderer has not failed to perform on any previous contract and has not been given a written notice to this effect.</li> <li>iv. The Employer/ may also request that the tenderer provide written evidence that his financial, labour and other resources are adequate for carrying out the contract.</li> </ul> <p>b) The Employer reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any tenderer. The tenderer shall provide all reasonable assistance in such investigations.</p> <p>c) The bid documents shall be submitted as a whole and shall not be taken apart unless the tenderer is instructed to do so in the bid documents.</p> <p>d) The list of returnable documents (PART T2) must be completed in full. (A tenderer's company profile will not be used by ACSA to complete PART T2 on behalf of the tenderer).</p> <p>If PART T2 is not completed in full by the tenderer, his offer may be rejected.</p>
F.3.17	The number of paper copies of the signed contract to be provided by the employer is two.



## T2.1 List of Returnable Documents

### Part 1 Returnable Schedules required for tender evaluation purposes.

DOCUMENTS SUBMITTED	YES	NO
C1.1 Form of Offer and Acceptance		
C2.2 Activity Schedule		
Certificate of attendance of non-compulsory briefing session		
Certificate of Authority to Sign Tender		
Certificate of Authority of Joint Ventures (where applicable)		
Record of Addenda to Tender Documents		
Proposed Amendments and Qualifications		
Schedule of the Tenderer's Experience and References		
Schedule of key personnel's details		
Bid specific Organogram		
Schedule of key personnel's details including their CV's and qualifications		
Maintenance Methodology		
Pre-bid Subcontracting agreement		
CIDB proof of registration		
Proposed Subcontractors (Where applicable)		
Enterprise Questionnaire		
Declaration of interest (SBD 4)		
Preference points claim (SBD 6.1)		
Local Content (SBD 6.2)		
Bidders past supply chain management practices (SBD 8)		
Certificate of Independent bid determination (SBD 9)		
Guarantee/Warranty letter		
ORHVS Certification/Letter of commitment		

### Part 2 Other documents required for tender evaluation purposes.

DOCUMENTS SUBMITTED:	YES	NO
SARS Tax Clearance Pin Certificate		
Broad Based Black Economic Empowerment (BBB-EE) verification certificate		

Letter of Good Standing with the Workers Compensation Commissioner		
Proof of Registration to the Central Supplier Database (CSD)		

**Part 3 Returnable Schedules that will be incorporated into the contract.**

<b>DOCUMENTS SUBMITTED</b>	<b>YES</b>	<b>NO</b>
Proposed Amendments and Qualifications		
Schedule of Tools and Special Equipment (C3 Annex E)		
Contract start-up proposal (C3 Annex F)		
Suggested Maintenance Programme (C3 Annex H)		
Suggested Stores, Environmental and safety management proposal (C3 Annex I)		
Resource proposal (C3 Annex G)		

**Part 4 Other documents that will be incorporated into THE CONTRACT**

<b>DOCUMENTS SUBMITTED</b>	<b>YES</b>	<b>NO</b>
C1.1 Form of Offer and Acceptance		
C1.2 Contract Data as per the NEC3 Term Service Contract (April 2013)		
C2.1 Pricing Instructions		
C2.2 Price List (including the Activity Schedule)		
C3 Service Information – including All Annexes		

**FORM A 1. 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 of their members or their board of directors, as the case may be.

In the event that the tenderer is a joint venture, a certificate of authority for signatories (Form A3) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested.

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 the **Maintenance of Fire Detection and Gas Suppression System at Cape Town International Airport for a period of 5 years – CIA6674/2021/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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

Signed		Date	
Name		Position	
Tenderer			

**FORM A 2. 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.....

### FORM A 3. Joint Venture Agreement

(Bidder to attach agreement/Memorandum of Understanding between the party/s.)

Indicate the type of tendering structure by marking with an X where applicable:

Unincorporated Joint Venture (registration number for each member of the JV)	
Incorporated JV	

Please complete the following:

Name of lead partner/member of JV	
CIPC Registration Number Please submit as <ul style="list-style-type: none"> <li>• Incorporated: Consolidated in the JV entity name</li> <li>• Unincorporated: Individual entities</li> </ul>	
VAT Registration number Please submit as <ul style="list-style-type: none"> <li>• Incorporated: Consolidated in the JV entity name</li> <li>• Unincorporated: Individual entities</li> </ul>	
CIDB Registration number Please submit as <ul style="list-style-type: none"> <li>• Incorporated: Consolidated in the JV entity name</li> <li>• Unincorporated: Individual entities</li> </ul>	
Shareholding organogram breakdown (for each individual company / JV member) clearly identifying percentages owned by individual shareholders (full names and ID numbers) and other entities (provide full legal/trading name and respective identifying registration / trust members)	
BBBEE Certificate: Please submit as <ul style="list-style-type: none"> <li>• Incorporated: Consolidated in the JV entity name</li> <li>• Unincorporated: Individual entities</li> </ul>	
CSD Report: Please submit as <ul style="list-style-type: none"> <li>• Incorporated: Registered on CSD as the JV entity</li> <li>• Unincorporated: Individual Entities</li> </ul>	
Letter of Good Standing: Please submit as <ul style="list-style-type: none"> <li>• Individual entities</li> </ul>	
Contact Person	
Telephone number	
E-mail address	
Postal address (also each member of the JV)	
Physical Address (also each member of the JV)	

**FORM A 4. 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:

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

**FORM A 5. PROPOSED AMENDMENTS AND QUALIFICATIONS**

The Tenderer shall record any deviations or qualifications he/she may wish to make to the tender documents in this Returnable Schedule.

Page	Clause or item	Proposal

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

**FORM A 6. SCHEDULE OF THE TENDERER'S COMPLETED WORKS (EXPERIENCE).**

• **Make as many copies of this page as YOU require to fill in.**

- *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. **Maintenance of Fire Detection and Gas Suppression System at Cape Town International Airport for a period of 5 years – CIA6674/2021/RFP** or similar works stated in the functionality evaluation requirement - etc

\*Each line to be supported by referral letter with specific details as populated below. If start and end date are not there in the format required, the project experience will be disregarded by the bid evaluation committee.

	<b>Employer/Company, Contact Person and Telephone Number.</b>	<b>Description of Contract (Works which the bidder performed)</b>	<b>Value of Work which the bidder performed inclusive of VAT (Rand)</b>	<b>Duration – (N.B <u>Start and End dates</u> written in a format of Month and Year)</b>
1.				
2.				
3.				
4.				
5.				

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

Signed		Date	
Name		Position	
Tenderer			



## **BIDDING ENTITY/ENTITIES' REFERENCE LETTERS**

- Insert Bidding entity or entities' reference letter in support of the information provided in **Form A 7 {SCHEDULE OF THE TENDERER'S COMPLETED WORKS (EXPERIENCE)}**.
- In the event of a joint venture enterprise, details of all members of the joint venture shall similarly be attached to this form.
- Reference letter of the Bidding entity/entities must have the following as a minimum: -
  1. Referee Company letter head.
  2. The order number or contract reference number.
  3. The description of works performed by the bidder.
  4. The value of the works performed by the bidder.
  5. The start and end date of the works performed by the bidder, in the format Month and Year.

***N.B All this information in the bidders' reference letter must support information populated in form A 9.***

**FORM A 7. SCHEDULE OF THE TENDERER'S CURRENT COMMITMENTS**

- *Make as many copies of this page as YOU require to fill in.*
- *In the event of a joint venture enterprise, details of all members of the joint venture shall similarly be attached to this form.*

	<b>Employer, Contact Person and Telephone Number.</b>	<b>Description of Contract</b>	<b>Value of Work inclusive of VAT (Rand)</b>	<b>Duration (Start and End dates)</b>
1.				
2.				
3.				
4.				

Signed		Date	
Name		Position	
Tenderer			

**FORM A 8. SCHEDULE OF KEY PERSONNEL'S DETAILS**

**1. Site Supervisor**

Make as many copies of this page as required

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

1.	<b>Name:</b>	
2.	<b>Position:</b>	
3.	<b>Surname:</b>	
4.	<b>Nationality:</b>	
5.	<b>Date of Birth:</b>	
6.	<b>Highest Qualification:</b>	
7.	<b>Other Qualification</b>	
8.	<b>Other Qualification</b>	
9.	<b>Other Qualification</b>	
10.	<b>Other Qualification</b>	

**SCHEDULE OF KEY PERSONNEL'S DETAILS**

**2. Commissioner / Technician x 2**

Make as many copies of this page as required

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

1.	<b>Name:</b>	
2.	<b>Position:</b>	
3.	<b>Surname:</b>	
4.	<b>Nationality:</b>	
5.	<b>Date of Birth:</b>	
6.	<b>Highest Qualification:</b>	
7.	<b>Other Qualification</b>	
8.	<b>Other Qualification</b>	
9.	<b>Other Qualification</b>	
10.	<b>Other Qualification</b>	

**SCHEDULE OF KEY PERSONNEL'S DETAILS**

**3. Cabler / Assistant x 2**

Make as many copies of this page as required

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

1.	<b>Name:</b>	
2.	<b>Position:</b>	
3.	<b>Surname:</b>	
4.	<b>Nationality:</b>	
5.	<b>Date of Birth:</b>	
6.	<b>Highest Qualification:</b>	
7.	<b>Other Qualification</b>	
8.	<b>Other Qualification</b>	
9.	<b>Other Qualification</b>	
10.	<b>Other Qualification</b>	

## **SCHEDULE OF KEY PERSONNEL'S DETAILS INCLUDING THEIR CV'S AND QUALIFICATIONS**

**Note: Attach copy of resource's most recent and updated CVs and qualification in this section**, the information contained on the CVs will be used in the evaluation of the tender. Please ensure that you supply relevant information for interrogation by the TPEC (Tender Preparation and Evaluation Committee)

**FORM A 9. A) MAINTENANANCE METHODOLOGY**

**B) PROJECT PLAN**

**Insert Methodology Statement and Approach here**

**FORM A 10. PRE-BID SUBCONTRACTING AGREEMENT (if applicable)**

Please note sub-Contracting requirements as per PPPFA Act and CIDB requirements



**FORM A 11. BID SPECIFIC ORGANOGRAM TO THIS TENDER**

Insert the Organogram here – Be specific to the onsite TEAM deployment.

**FORM A 12. CIDB - CONSTRUCTION INDUSTRY DEVELOPMENT BOARD**

Tenderer to insert proof of a valid CIDB grading.

Note: CIDB of the lead Partner in a JV must be equivalent to or higher than the Grading required by this Bid.

**FORM A 14. SCHEDULE OF PROPOSED SUB-CONTRACTORS (if applicable)**

We notify you that it is our intention to employ the following Sub-contractors for work in this contract.

If we are awarded a 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.

	<b>Name and address of proposed Sub-contractor</b>	<b>Nature and extent of work</b>	<b>Previous experience with Sub-contractor.</b>
1.			
2.			
3.			
4.			
5.			

**FORM A 15. ENTERPRISE QUESTIONNAIRE**

**The following pertains to the Tenderer. 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: Record of service of the state**

Indicate by marking the relevant boxes with a cross, if any 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 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

**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 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 tenderers 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 \_\_\_\_\_

*Enterprise name* \_\_\_\_\_

**FORM A 16.      BBBEE VERIFICATION CERTIFICATE**

The bid must include an original or certified copy of the B-BBEE verification certificate issued by a SANAS accredited verification agency, the certificate should be an original or a certified copy.

The Preferential Procurement Regulations section 12 (3) states that, “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 Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

**FORM A 17. TAX CLEARANCE PIN CERTIFICATE**

All bid submissions must have a valid original tax clearance pin certificate as part of the compliance requirements. If a company or close corporation has not yet been formed at the time of submitting a bid, the prospective shareholders or members must each supply a tax clearance pin certificate/s in their personal capacities.



**FORM A 18. LETTER OF GOOD STANDING WITH THE WORKERS COMPENSATION  
COMMISSIONER (COIDA)**

Tenderer to insert proof of a valid Letter of Good Standing (Letter of Good Standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA)

**FORM A 19. CSD - Central Supplier Database**

Please insert valid and current print-out here

**FORM A 20. GUARANTEE/WARRANTEE LETTER**

Warranties and Guarantees on workmanship and new spares.

Please insert letters here

**FORM A 21. ORHVS ACCREDITATION CERTIFICATE OR COMMITMENT LETTER**

Valid or Commitment letter to undergo training within 3 months of award.  
Please insert certificate/letter here

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 favouritism, 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 authorised 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. **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, shareholder<sup>2</sup>, 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.
- <sup>1</sup> "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.

<sup>2</sup> "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:

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 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 Employee Number / 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



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20. preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.2 Points for this bid shall be awarded for:

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

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

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

1.4 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.

1.5 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)



4	12
5	8
6	6
7	4
8	2
<b>Non-compliant contributor</b>	<b>0</b>

**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		NO	
-----	--	----	--

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		NO	
-----	--	----	--

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		
<b>OR</b>		

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 service provider
  - Other service providers, 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.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....

**LOCAL CONTENT**

**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>
<b>Maintenance of Fire Detection and Gas Suppression System</b>	100 %
<b>Parts</b>	
<b>Labor</b>	

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](http://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 FINACIAL 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).

<p>WITNESSES</p> <p>3. ....</p> <p>4. ....</p>
--

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

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 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 bidder may be disregarded if that bidder, 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 **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder 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?</p> <p>(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 audi alteram partem rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder 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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder 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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	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 Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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). <sup>2</sup> Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 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. disregard the bid of any bidder if that bidder, 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 This 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 To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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 Bidder)

- 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 bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- 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 bidder, whether or not affiliated with the bidder, 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 bidder and/or is in the same line of business as the bidder

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

6. 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.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

**SBD 9**

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 penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



### **Part C3: Scope of work**

The contractor will be responsible for the maintenance and repairs of fire detection System and the gaseous suppression system at Cape Town International Airport, the appointed service provider will be fully responsible for meeting all requirements relating to the maintenance and repair. All work will be carried out to standards as required by the Original Equipment Manufacturer (OEM) as well as any applicable governing law and/or regulations. It is crucial for the contractor to note that CTIA is a National Key Point and governed as such. The system is located the following areas:

- Terminal Buildings (Terminal 1 &2, CTB, Terminal 5)
- Office Buildings (SOB, Power & Lighting, Fire station)
- All remote Substations and Plantrooms
- Parkade Buildings
- Cargo Warehouses excluding SA Cargo Buildings
- Oval Building
- Airfield buildings.
- FedEx
- Foxtrot 8 Locker Rooms
- VIP (Protocol Lounge)

The specifications and requirements in this document comprise the description of the Works. The Contractor will be appointed directly by the Airports Company of South Africa.

#### **Scope of Work:**

CTIA FDS Equipment to be maintained

The CTIA Fire Detection installation comprises of the following equipment:

- 46 x Ziton Panels Installed with Maestro software (4 Master Panels and 36 Slave panels).
- 3000 x Optical detector
- 500 x Heat Detectors
- 343 x Breakglass Unit
- 236 x Optical Sounders
- 98 x CO2 Gas Bottles
- x Nitrogen Gas Bottles
- 34 x HFC227 Gas Bottles
- Interface to Ancillary equipment
- 118 Batteries

#### **Weekly Inspection and Faults Elimination.**

The contractor will be required to conduct weekly inspection in all panels; all faults are to be eliminated before the end of that day unless waiting for spares which did not form part of stock keeping. Major faults e.g. loop faults: open loops communication faults etc will be fixed immediately once ACSA representative has been informed, detailed report to be submitted detailing the failure, its cause, and steps to be taken to prevent re-occurrence.

#### **Periodic maintenance of complete system.**

The system in use is a combination of Ziton and Aritech Products. Work and servicing conducted on these systems will be conducted by a Contractor that has received training by the suppliers on the relevant products. The Contractor shall maintain the following detectors and manual call points twice a year in all areas as per supplier specification in compliance to SANS 10139 as follows:

- Addressable detectors
- Conventional manual call points
- Maintenance shall include inspection of equipment for operations, adjustment for correct positioning and cleaning of equipment.
- Fire detectors will be activated and checked for operation
- Control modules in main control panel will be removed, cleaned, and tested.
- Cable termination's will be checked and tightened
- Ensure that all panel's report to the Maestro System and that the correct alarms reflect on the Maestro system

- Ensure that the links between the Fire Systems and other control systems are operational and ensure that all systems are functional as per the Rational Fire Design Panel under maintenance must be isolated from the entire network, to avoid alarms because of these tests.

The frequency of the maintenance tasks may vary depending on operational requirements. Cleanliness and functioning of detectors shall be evaluated and the interval between services adjusted accordingly. Contractor must ensure that all detectors and manual call points are at least serviced bi-annually, all serviced detectors and call point lists to date to be submitted to ACSA representative monthly.

### **Periodic testing of system functionality Co2.**

The Contractor shall test full system functionality as per the OEM specification at least once every year and complying with SANS 10139. The Contractor shall work hand in hand with the ACSA contract manager in scheduling such tests. Testing should be conducted on the following panels and control unit:

- Addressable gas control units
- Conventional gas control units
- Addressable fire panels
- Conventional fire panels
- Gas panels
- Deluge systems
- Global control panels
- Visual and audible alarms associated with the area will be tested and checked for correct operation.
- Control signals to remote stations and equipment within the airport will be tested.
- Check the integrity of the wire centers and test the correct operation of the seal curtains in the sub stations quarterly.

The end-to-end test (communication link test) for Ziton systems shall be conducted on the selected areas on a quarterly basis with double knock activation as follows:

- Between panels and main panels in the OCC helpdesk (for Ziton only)
- Between panels and CTIA Fire station,
- Communication with Maestro System
- Functional tests on all auxiliaries controlled by the Fire detection System, such as lifts, escalators,
- Extraction fans, fire doors, roller shutter doors, audible alarms, PA systems and air-conditioning shutdown.

These tests to be checked against the Rational Fire Design for the airport and all deviations to be reported by the contractor.

Each area of the airport will receive a functional end to end test within a period of 6 months.

It should be noted that all tests to be conducted must be communicated via ACSA representative to inform all affected stakeholders. All tests involving double knock should be conducted after the last scheduled flight.

### **Maintenance on Fire Detection Sensors**

The Contractor shall compile and maintain (twice a year) an inventory of sensors that falls outside the manufacturer's prescription of serviceability and include the date of installation and location of each sensor and ACSA will be in control of this inventory as part of the contract.

The Contractor shall upon direction from ACSA replace these sensors as part of the maintenance requirement of the contract. ACSA will be responsible for supplying these sensors to the Contractor for this purpose as part of the contract.

The Contractor is to maintain an accurate and updated inventory of all fire detection and gas suppression systems and all its relevant accessories at ACSA and this will be controlled by the ACSA contract manager.

### **Maintenance on Standby Batteries.**

The Contractor must replace standby batteries utilized by the detection system, once every 18 (eighteen) months or when deemed unserviceable, whichever comes first. Each battery is to be engraved with the date the battery came into use. Batteries cost will be covered by ACSA as part of the contract terms. The number of batteries currently in use at ACSA is 118. A register is to be kept by the Contractor with numbers, locations and replacement dates and needs to be submitted to the ACSA representative all the time.

Batteries will be checked generally, and electrolyte replenished.

Power supply units will be checked for satisfactory operation.

#### Hydrostatic Testing & Inspection.

Hydrostatic testing and inspections will be done on any of the Gas, CO2 cylinders and flexi-hoses on their due date during the contract period. ACSA will be responsible for payment of these tests to the Contractor for this purpose as part of this contract.

When discharge of a system occurred, the following rules apply:

1. A hydrostatic test is to be done immediately should the previous hydrostatic test be older than 10 Years; or during hydrostatic testing recharging, the Contractor shall replace all indicator gauges as part of the contract.
2. The Contractor is to construct blow-off systems at the Contractor's lay-down area. ACSA will be responsible for replacing and refilling any cylinders and/or flexi-hoses that fail their hydrostatic testing and inspection as part of the contract.
3. FM200 gas suppression system release will be tested for satisfactory operations/signal if applicable
4. FM200 gas suppression system delay mechanism will be tested, if applicable
5. Contractor must ensure that a penetration seal in the wire centers is intact and seal curtains in the substations are operational.

#### Quality Control and Reporting.

The contractor shall provide a complete set of reports and quality control documents in accordance with the contractor's ISO 9001 certification, to manage the report process and action all aspects of the maintenance program. The maintenance report will be made up by the following reports:

- Maintenance schedules
- Service reports
- Test reports
- Download reports
- Feedback reports
- Fix system reports
- Repairs reports
- New installation reports (where applicable)
- Hand-over reports (where applicable)
- Health and safety reports

Download the technical alarms on the Maestro system on a weekly basis and clear the alarms within the specified Service Level times

The contractor shall report to ACSA monthly with a monthly report. The updated documents and the issues raised from these reports will be fully discussed and raised to ACSA regarding the contract.

#### Training twice

The Contractor shall provide training at least twice a year to users of fire detection and gas suppression systems.

Note: Copies of the documentation are kept in the ACSA: Maintenance and Engineering library and are immediately available.

#### Extent of the works

The Contractor will be fully responsible for meeting all requirements in this document regarding the Works. In addition, all Works will be carried out to the standard and frequency as required by the Original Equipment Manufacturer (OEM) and Maintenance and Engineering working procedures, as well as any applicable governing law and/or regulations.

Upon arrival at Employer's premises at the pre-arranged time, the Contractor shall report to the Employer's representative and attend to any matters which may necessitate action.

Upon completion of the service/maintenance visit, the Contractor shall complete a comprehensive written service report in respect of Fire Detection System visit, listing all activities undertaken, additional work performed, and consumables used and submit this report to the Employer's representative for approval and

endorsement before leaving the premises. The report pro-forma shall be to the Employer's approval. Detailed maintenance (Work Orders) sheets shall be completed for after service.

It should be noted that the preventive maintenance amount should include all standby fees, permit, cell phone support and normal maintenance related spares as per contractual agreement.

An annual stock should be submitted to the contract manager at the beginning on each year for all critical replacement spare parts needed for execution of works. The principle that applies to stockkeeping is that down-time on equipment should be kept to a minimum. Therefore, all consumables that might be necessary for the execution of the works shall be readily available at the airport premises.

The contractor should guarantee the availability of any major spare parts - priority one spare parts (e.g. detectors, batteries, magnetic locks, network cards etc.) to be on site within 24 hours (calculated from the time the breakdown is reported).

The contractor should list exclusions, if any, to the above with the maximum time necessary to acquire this spare part.

The works is located at Cape Town International Airport at various locations in restricted and access-controlled areas.

**Standards and specifications**

Contractor must conduct maintenance according to and comply with the following requirements:

- FDIA or SAQCC registered or similar recognized association
- SANS 10139: Fire detection and alarm systems for buildings
- SANS 101400: The application of the National Building Regulations
- SANS 14520 Part 1-15: Gaseous fire-extinguishing systems
- ISO 9001: Quality Management System
- OEM Maintenance Manuals

**Specific Maintenance:**

**Essential Power Audits**

A team from the Fire Detection System contractor will be required to attend a six-monthly Essential Power Audit which is carried out after hours between 23:00 and 05:00, it must be understood that the essential power audit is conducted by the Electrical appointed contractor by ACSA, a FDS contractor is solely expected to oversee and contribute on the behaviour of the Fire Detection System during these biannual audits.

**System Availability:**

The contractor shall maintain an overall system Availability of 99.5% for each month. The total installed system (to calculate Availability) will be determined by the number of Amplifiers and microphones in operation  
Availability = Total Downtime (hrs.) of all FDS units as referenced to the total units per respective month.

WITNESSES  .....  .....
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..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....