

**REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, MAUFACTURE, INSTALLATION, REPLACEMENT AND MAINTENANCE OF AIRPORT SIGNS FOR A PERIOD OF 60 MONTHS AT OR TAMBO INTERNATIONAL**

**Tender Number:** : ORT 6288/2019/RFP

**Issue Date** : 16 March 2020

**Closing Date** : 28 April 2020 at 11:00AM

**Optional Briefing Session Date and Time** : 23 March 2020 at 10:00AM (O.R TAMBO INTERNATIONAL AIRPORT, ORTIA JOC PARADE ROOM

<b>Bidding Company Name</b>	
<b>Representative Name</b>	
<b>Email address</b>	
<b>Contact Number</b>	
<b>Entity with a BBBEE Level 1 – 2</b>	
<b>Signature</b>	
<b>Date</b>	

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**AIRPORTS COMPANY**  
SOUTH AFRICA

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## 1. SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1. Access to RFB documents

Tenders are available on [www.etenders.gov.za](http://www.etenders.gov.za). Kindly print and complete.

### 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 Tender Management Office/Procurement 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 **STRICTLY** on or before **28 April 2020 at 11:00 AM**.

#### 1.2.1. Hand delivery:

The bid document must be delivered to the Tender Management Office located at the address below:

#### **Tender Box C**

The Tender Box C is located at  
ACSA Office  
North Wing  
3<sup>rd</sup> Floor

**OR Tambo International Airport**

Bids must be in duplicate (an original printed document and one printed copy of the original). The original document will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original document will take precedence.

### 1.3. Late Bids

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



#### 1.4. Clarification and Communication

Name: Dineo Mathabatha

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Designation: Category Specialist

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Tel: **011 723 7986**

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Email: **Dineo.mathabatha@airports.co.za**

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- 1.4.1.** Request for clarity or information on the tender may only be requested until **Monday 06 April 2020 at 16:00 (PM)**. All responses for queries or for clarity sought by a bidder will also be sent to all other entities which have responded to the Request for Bids **within forty-eight (48) hours** of clarification sought.
- 1.4.2.** 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 be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

#### **1.5. Optional Briefing Session**

**An optional briefing session** shall be held at ACSA Airport on the date and time stipulated below:

**Airports Company South Africa (ACSA)**

**O.R Tambo International Airport**

**JOC Parade Room**

**Date: 23 March 2020, Monday**

**Time: 10:00AM**



## 1.6. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders will be disqualified where they have not materially complied with any of ACSA's requirements/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.

## 1.7. Disclaimers

It must be noted that ACSA has the right to:

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

## 1.8. Validity Period

- 1.8.1. ACSA requires a validity period of **one hundred and twenty (120) working days** calculated from the closing date for Bid submission. During the validity period of the tender the prices which have been quoted by the bidder must remain firm and valid.
- 1.8.2. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

## 1.9. Confidentiality of Information

- 1.9.1. ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.9.2. ACSA will not disclose the names of bidders until the tender process has been finalised, whereby all participants will be published on National Treasury eTender Portal.
- 1.9.3. 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**.

## 1.10. Hot – Line

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



Airports Company South Africa TIP-OFFS ANONYMOUS

**Free Call: 0800 00 80 80**

**Free Fax: 0867 261 681**

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

- 1.11.** By submitting a bid, the bidder certifies that the information and documents provided are true, correct and devoid of any fraudulent misrepresentations. ACSA will seek further legal action if the bidder fails to comply with this paragraph 1.11.

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



**AIRPORTS COMPANY**  
SOUTH AFRICA

### 2.1. Background

- Since inception approximately 24 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), King Shaka (KSIA) and the other sites are: Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport and Kimberley Airport .
- 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.

### 2.2. Purpose of this Tender

The scope of works entails the provision of the following service. The Scope will cover the following:

- Design, Manufacture, Installation, Replacement and Maintenance of Signs at OR Tambo International Airport

## 3. SECTION 3: PREFERENCE POINTS AND PRICE

### 3.1. Preference Points Claims

3.1.1. 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:

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

3.1.2 The value of this bid is estimated to not 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:

	<b>Points</b>
3.2.1 <b>Price</b>	<u>80</u>
B-BBEE Status Level of Contribution	<u>20</u>
<b>Total Points for Price and B-BBEE must not Exceed</b>	<b>100</b>

3.2.2 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 an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.



3.2.3 ACSA has 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.





### 3.3 Definitions

- 3.3.1 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 3.3.2 **“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;
- 3.3.3 **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 3.3.4 **“Black People”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 3.3.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);
- 3.3.6 **“Designated Group”** means:
- 3.3.6.1 Black Designated Groups;
  - 3.3.6.2 Black People;
  - 3.3.6.3 Women;
  - 3.3.6.4 People with disabilities; or
  - 3.3.6.5 Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 3.3.7 **“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;
- 3.3.8 **“EME”** means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 3.3.9 **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 3.3.10 **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 3.3.11 **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 3.3.12 **“Person”** includes a juristic person;
- 3.3.13 **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;



- 3.3.14 **“Price”** means all applicable axes less all unconditional discounts;
- 3.3.15 **“QSE”** means a qualifying small business enterprises in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 3.3.16 **“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;
- 3.3.17 **“Rural Area”** means:
- 3.3.17.1 a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or
- 3.3.17.2 an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 3.3.18 **“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;
- 3.3.19 **“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 3.3.20 **“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;
- 3.3.21 **“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; and
- 3.3.22 **“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

#### 3.4 **Adjudication Using A Point System**

- 3.4.1 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.
- 3.4.2 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
- 3.4.3 Points scored will be rounded off to the nearest 2 decimal places.

#### 3.5 **Award of Business where Bidders have Scored Equal Points Overall**

- 3.5.1 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.



3.5.2 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.

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

### 3.6 Points Awarded for Price

#### The 80/20 or 90/10 Preference Point Systems

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

#### 3.6.1 Points Awarded for B-BBEE Status Level of Contribution

3.6.1.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below

B-BBEE Level Contributor	Status of	Number of Points (90/10 system)	Number of Points (80/20 system)
1		10	20
2		9	18
3		8	16
4		5	12
5		4	8
6		3	6
7		2	4
8		1	2
Non-compliant contributor		0	0



- 3.6.1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.
- 3.6.1.3 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 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.
- 3.6.1.4 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.
- 3.6.1.5 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.
- 3.6.1.6 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.
- 3.6.1.7 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.
- 3.6.1.8 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.

**3.7 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 Paragraphs 3.2.1)

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

(Points claimed in respect of paragraph 3.1 must be in accordance with the table reflected in paragraph 3.6.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).



### 3.8 Sub-Contracting

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

3.8.2 If yes, indicate:

3.8.2.1 The sub-contracted percentage is: \_\_\_\_\_%

3.8.2.2 The type of ownership is as follows in terms of percentage out of 100:

3.8.2.2.1 black ownerships is: \_\_\_\_\_

3.8.2.2.2 black youth ownership is: \_\_\_\_\_

3.8.2.2.3 black women ownership is: \_\_\_\_\_

3.8.2.2.4 black people with disabilities ownerships is: \_\_\_\_\_;

3.8.2.2.5 black people in rural areas, underdeveloped areas or townships ownerships is: \_\_\_\_\_

3.8.2.2.6 black ownership of the co-operative is: \_\_\_\_\_

3.8.2.2.7 black people who are military veteran ownership is: \_\_\_\_\_

3.8.2.2.8 Combined ownership of any of the above is: \_\_\_\_\_.

3.8.3 The tendering condition must specify that the tenderer may only subcontract to a QSE listed above if the QSE has a B-BBEE status level that is equal to or more than that of the tenderer/bidder.

3.8.3.1 The name of the sub-contractor is: \_\_\_\_\_

3.8.3.2 The B-BBEE status level of the sub-contractor is: \_\_\_\_\_

3.8.3.3 The sub-contractor is an EME: YES / NO (*\*Delete whichever is not applicable*)

3.8.4 A bidder may not sub-contract any portion of the tender after award without the written approval a delegated ACSA representative.

### 3.9 Declaration with Regard to the Bidder

3.9.1 Name of bidding entity

3.9.2 VAT Registration

3.9.4 Company registration  
number:

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3.9.5 Type of company / firm:



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

[TICK APPLICABLE BOX]

3.10 Describe principal business activities

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3.11 Company Classification

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transportation, *etcetera*.

[TICK APPLICABLE BOX]

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

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3.13 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 this bid of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 3.13.1 The information furnished is true and correct;
- 3.13.2 The preference points claimed are in accordance with the General Conditions as indicated in this Section;
- 3.13.3 In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- 3.13.4 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:
  - 3.13.4.1 Disqualify the person from the bidding process;



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- 3.13.4.2 Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- 3.13.4.3 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;
- 3.13.4.4 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
- 3.13.4.5 Forward the matter for criminal prosecution.

**Witnesses:**

1. \_\_\_\_\_

_____ Signature(s) of bidder(s)
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2. \_\_\_\_\_

Date : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



## 4 SECTION 4: EVALUATION CRITERIA



**AIRPORTS COMPANY**  
SOUTH AFRICA

### 4.1 OVERVIEW

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

4.1.2 The requirements of any given stage must be complied with prior to progression to the next stage. ACSA disqualify bidders without requesting any outstanding document/information. Except where clarification is required.

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

Stage 1	Stage 2	Stage 3	Stage 4
Check if Bidder meets the pre-qualifying criteria	Check if all the mandatory documents have been received	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE)

## 4.2 PRE-QUALIFICATION CRITERIA

4.2. 1 In terms of the PPPFA Regulation 4, an organ of state can apply pre-qualifying criteria to advance certain Designated Groups.

4.2.2 Accordingly, **(A)** Only bidders with a **Level 1 or 2 BBBEE** (Broad Based Black Economic Empowerment) contributor level will be considered to go through to the next stage of the evaluation. **(Bidder must submit a valid copy or original SANAS approved BBBEE certificate, EME and QSE may submit a sworn affidavit and JV must submit the Consolidated BBBEE Certificate).**

**(B)** The Tenderers must subcontract a minimum of **30%** of the contract value towards the advancement of QSE's or EME's that meet the following criteria. Prior to appointment of the successful tenderer verification of the chosen QSE's or EME's will be conducted. The chosen QSE's or EME's shall meet at least one of the following criteria:

- i. an EME or QSE which is at least 51% owned by black people;
- ii. an EME or QSE which is at least 51% owned by black people who are youth;
- iii. an EME or QSE which is at least 51% owned by black people who are women;
- iv. an EME or QSE which is at least 51% owned by black people with disabilities;
- v. an EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships
- vi. a cooperative which is at least 51% owned by black people
- vii. an EME or QSE which is at least 51% owned by black people who are military veterans
- viii. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.

**A bidder that fails to meet the above-mentioned pre-qualifying criteria at closing date, will be disqualified**

#### 4.3 Mandatory Requirements

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

- a) Acceptance of Terms and Conditions of the Bid
- b) Completion and Signing of SBD 6.2 – Declaration Certificate for Local Production and Content for Designated Sectors
- c) Completed and Signed Form of Offer and Acceptance Form with the amount corresponding to the Total Price Schedule
- d) Bidder must provide a Letter from the accredited accountant confirming the turnover of at least R5million per annual for any of the last three (3) financial year

**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: No Bid will be awarded to any person without the valid letter of good standing from the Compensation Commissioner stating the Signage works as the nature of the business.**

**NB: No Bid will be awarded to Bidder with no Signage Plant Manufacturing facility equipped with full machinery. ACSA reserves the right to do site inspections and due diligence on the business before the award.**

**NB: It is the responsibility of the Bidder to ensure that one person on both shifts have the Skyjack operating license. Bidder must provide the valid Skyjack operating certificate.**

**NB: Bidder must establish the operational office in Gauteng Province within two months of the award, if they are outside Gauteng Province.**

#### 4.4 Functionality

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

**NB:** Functionality phase require full compliance of **60 Points** to prevent elimination from the Bid. It should be further noted that a **Minimum Qualifying Score per criteria must be fully** met as set out. Failure to achieve any of the minimum score will result in the elimination for further consideration even if the overall minimum score has been achieved.

**Note:**

**Qualifications** - (Proof of qualification should be attached to the resource's CV's for evaluation purposes. The resources CV's should clearly state the role assigned for this contract.)

- Foreign (non-South African) qualifications shall be accompanied by an SAQA equivalent letter/certificate
- No tender will be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality of any of the criterion as indicated in the Tender data and summarised in the table below.
- The obligation to demonstrate compliance with all the above will remain with the Tenderer and ACSA's decision in this regard will be final.
- Only tenderers scoring at least the minimum threshold points for each criterion and sub criterion of functionality will be considered for further evaluation on Price and B-BBEE. They will be evaluated further in terms of the 80 /20 preference points system described below.

## FUNCTIONALITY/ TECHNICAL EVALUATION CRITERIA

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

Quality criteria	WQ	Sub criteria Quality Score	*Max Score	Min Score
Tenderer's resource proposal	40	Qualifications	20	12
		Year of experience in similar works	20	12
Company References and experience	60	References	30	18
		Years of exposure in Design, Manufacture, Installing and Supply & Maintenance of Signs industry	30	18

Bidders must demonstrate clear and concise understanding of this criteria relative to scope of work and deliverables to be able to earn points. The obligation to demonstrate compliance with all the above will remain with the Tenderer and ACSA's decision in this regard is final.

### \* FUNCTIONALITY HURDLE BREAKDOWN

**For evaluation purposes, Tenderers MUST submit the following documentation for each resource:**

- CV's
- Certificates reflected on the CV.
- Contactable references to reflect on the CV's.

#### Resources required:

- 1 x Site Manager
- 4 x Signage technician
- 8 x Signage technician assistant
- 1 x Graphic Designer

**Please note that the total score for the Site Manager and Signage Technicians will be the combined average score of the two (Signage Technicians are 4 and their score will be combined as one average)**

## 1. RESOURCE PROPOSAL

Quality criteria	WQ	Sub criteria Quality Score	*Max Score	Min Score
Tenderer's resource proposal	40	Qualifications	20	12
		Year of experience in similar works	20	12

### Qualification – 20

QUALIFICATION (20 POINTS)			
Site manager (5 Points)	Max Score	Signage Technician x 4 (5 Points - combines average)	Max Score
Matric/ N3	2	Grade 10/ N1	2
Matric/ N3 <b>and</b> Basic Supervisory Certificate	3	Grade 10/ N1, Valid Skyjack operating license <b>and</b> Certificate of working in heights	3
Matric/ N3, OHS Certificate <b>and</b> Basic Supervisory Certificate	5	Grade 10/ N1, OHS Certificate, Valid Skyjack operating license <b>and</b> Certificate of working in heights	5

QUALIFICATION (10 POINTS)	
Graphic Designer (10 points)	Max Score
Certificate in Graphic designing	4
Diploma in Graphic designing	6
Degree in Graphic designing	10

## Years of Experience – 20

Detailed description of experience in replacement and maintenance of signage's be included in the CV. The experience to be considered for evaluation should be in line with the role or similar to the position mentioned below.

<b>YEARS OF EXPERIENCE (10 POINTS)</b>			
<b>Site manager (5 Points)</b>	<b>Max Score</b>	<b>Signage Technician x 4 (5 Points - combines average)</b>	<b>Max Score</b>
1 to 3 Year	<b>2</b>	1 to 2 years	<b>2</b>
4 to 5 years	<b>3</b>	3 to 4 years	<b>3</b>
More than 5 years	<b>5</b>	5 Years or more	<b>5</b>

<b>YEARS OF EXPERIENCE (10 POINTS)</b>	
<b>Graphic Designer (10 points)</b>	<b>Max Score</b>
1 to 3 Year	<b>4</b>
4 to 5 years	<b>6</b>
More than 5 years	<b>10</b>

## 2. COMPANY REFERENCE AND EXPERIENCE

<b>Quality criteria</b>	<b>WQ</b>	<b>Sub criteria Quality Score</b>	<b>*Max Score</b>	<b>Min Score</b>
Company References and experience	<b>60</b>	References	<b>30</b>	<b>18</b>
		Years of exposure in Supply, Manufacture and Maintenance of Signs industry	<b>30</b>	<b>18</b>



**Company References and Experience – 30**

The Tenderer should provide proof of company references, including contact details of similar works previously completed. **Similar works include Design, Manufacturing, Installation/ Supply and Maintenance of Signs.**

Bidders to provide the completed/ current projects reference letters indicating the number of years exposed in sign industry

<b>References (30 Points)</b>	<b>Max Score</b>
2 Reference (minimum of 2 years of exposure)	<b>10</b>
3 References (3 years of exposure)	<b>18</b>
4 or more References (4 years and more of exposure)	<b>30</b>

**Years of exposure to the Signs Industry (30)**

For the References provided above, the Tenderer should refer to works that are similar in nature to the industry of this Signage work. Preference is given to similarity in type of work:

<b>Similarity in type of work previously completed/current (30 Points)</b>	<b>Max Score</b>
Supply Signs	<b>10</b>
Supply, Manufacture and Maintain Signs	<b>18</b>
Design, Supply, Manufacture and Maintain Signs	<b>30</b>

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## 5. SECTION 5: RETURNABLE DOCUMENTS

### 5.1 & 5.2 Mandatory Returnable documents

ACSA will disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not. The mandatory documents and information are as follows:

1. Mandatory Returnable Documents Required for Evaluation	SUBMITTED [Yes or No]
Completed and Signed Form of Offer and Acceptance Form with the amount corresponding to the Total Price Schedule (Contract C1.1)	
Acceptance of Terms and Conditions of the Bid	
Completion and Signing of SBD 6.2 – Declaration Certificate for Local Production and Content for Designated Sectors	
Bidder must provide a Letter from the accredited accountant confirming the turnover of at least R5million per annual for any of the last three (3) financial year	
2. Returnable Documents and Information for Evaluation	
Declaration of Interest Form	
Declaration of Forbidden Practices	
Company Experience	
CVs of Key Resources	
Reference Letters	
Companies Intellectual Property Commission (CIPC) documents	
Valid B-BBEE/ Consolidated B-BBEE Certificate or a sworn affidavit if an EME or QSE	
Tax Compliance Status (Tax Clearance Certificate or Tax Compliance Status PIN)	
Bidders must produce a valid letter of good standing issued by the Department of Labour	
C2.2 Activity Schedule	
Record of Addenda to Tender Documents	
Proposed Amendments and Qualifications	



Schedule of the Tenderer's Experience and References	
Schedule of key personnel's details	
Compulsory Enterprise Questionnaire	
Schedule of Tools and Special Equipment (C3 Annex C)	
Contract start-up proposal (C3 Annex D)	
Suggested Maintenance Programme (C3 Annex F)	
<b>3. Other Returnable Documents Required for Evaluation purposes that will be incorporated into the contract</b>	
Joint Venture (JV) Agreement (If applicable)	



### **5.3 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.



## APPENDIX A ACSA TERMS AND CONDITIONS

This RFP is open to South African Registered Bidders and overseas. All legal requirements for tax and customs must be observed and the cost is for the bidder.

ACSA reserves the right to award the contract on the basis of RFP submitted or to negotiate at the option of ACSA terms and conditions suitable to this RFP; and by submission of its RFP the proposer agrees to be legally bound thereby if its RFP is accepted by ACSA.

ACSA or its duly appointed representatives shall be the sole adjudicators of the RFP s received. The decision shall be final and **no discussion or correspondence regarding the reason for the acceptance or rejection of any RFP will be furnished except as required by law.**

ACSA shall not be liable for any expense incurred by any proposer in the preparation and submission of its RFP.

If the RFP has been awarded on the strength of information furnished by a proposer, which information proves 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:

- (a) Recover from the relevant proposer all costs, losses or damages incurred by it as a result of the award and/or
- (b) Cancel the award of the RFP 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.

If a written contract has been concluded between the parties and ACSA exercises the right to cancel such contract, the proposer shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by ACSA as a result of such cancellation and having to make alternative arrangements. ACSA shall furthermore have the right to recover such losses, damages or additional costs by means of set off against monies due or which may become due to the proposer in terms of the said contract. Otherwise ACSA may process a claim in terms of a performance bond provided for due fulfillment of the contract by the proposer. Until such time as the amount of such losses, damages or additional costs have been determined, ACSA shall retain such monies for any loss or damage, which ACSA may suffer or has suffered.

If ACSA and the successful proposer fail to enter into and execute a formal written contract within thirty (30) days of the award as a result of the proposer's failure to comply with the representation made in his/her RFP , then the RFP may 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.

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

All agreements arising from RFP s 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 in accordance with applicable laws and policy.



ACSA reserves the right to **postpone the closing date for submission** of RFP s or to withdraw the RFP at any time.

Works must be executed in the name of the business actually tendering to perform the design, manufacturing, supply, installation and maintenance, and if awarded the contract it must be signed by an authorised representative of the proposer. In the case of a joint venture or partnership, evidence of such authorisation from all members must be included. In the case of a joint venture RFP, officers authorised by both entities must sign the RFP form. The address and telephone numbers of the proposer must appear in B-BBEE Vendor form

The foreign exchange values for the imported content shall be indicated in the country of source and in US Dollar. The exchange rates used in calculating the SA Rand value must be clearly stated in the Schedule of rates, in the RFP.

The following is of utmost importance to ensure the smooth and efficient payment of invoices:

- ✓ Ensure that a proper procurement process was followed and a PO number is obtained before any goods are delivered or services are rendered.
- ✓ The above PO number must be reflected on the invoice. ACSA will not pay any suppliers if they have delivered any goods or services without a PO number. Even if you have a signed contract with ACSA, you STILL need a PO number. Please ensure that you receive a PO number from ACSA which you then can quote on all your invoices that relate to that contract.
- ✓ An invoice will only be accepted at the Contact Centre if it has an ACSA Purchase Order (PO) number. Invoices without a PO number will be returned directly to the supplier, and will not be forwarded to the SSC for processing.
- ✓ Please provide business with a delivery note or a copy tax invoice to assist them in processing the goods receipt as soon as the goods are delivered or the service rendered.
- ✓ Please deliver or post the original invoices to the relevant Contact Centre, and to speed up the process you can email the invoice in PDF format to [invoices.acsa@airports.co.za](mailto:invoices.acsa@airports.co.za). The original invoice should not be handed to business.
- ✓ Ensure that you obtain a reference number for your invoice submission as you would require this number for any future correspondence and as proof of submission.
- ✓ Please contact the Contact Centre only for any queries as the SSC will not receive any further direct queries.
- ✓ Payment by means of Electronic funds transfers.
- ✓ At present Airports Company South Africa affects all payments by means of the Electronic Funds Transfer (EFT). We do not issue any cheques anymore.
- ✓ Invoices will be paid on the last working day of the month following the invoice date e.g. if an invoice date is 15 April 2010, it will be paid on the 31 May 2010, unless ACSA has contractually in writing committed to different payment terms. Invoices must be submitted in time for payment.
- ✓ Should you have different payment terms negotiated in writing with Airports Company South Africa, please mail this signed contract to [suppliers@acsa.co.za](mailto:suppliers@acsa.co.za) in order to ensure that your payment is made in time.



✓ If you have been paid historically via cheque, you need to ensure that you submit your correct banking details to us to be loaded on our system. Please in this instance ensure that you do the following:

- Email a copy of a cancelled cheque to [suppliers@acsa.co.za](mailto:suppliers@acsa.co.za) as proof of your banking details

The RFP Submission shall be in English.

### **Binding Arbitration Provision**

It is a condition of participation in this RFP process and the proposer and ACSA agree that should any dispute or difference arise between any proposer and ACSA:

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

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).
- 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.
- 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.
- 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.
- Save as set out in this clause, the arbitration shall be conducted in accordance with the rule of the Arbitration Foundation of Southern Africa.
- The arbitration shall be held in Johannesburg in the English language.



**RFP Acceptance**

- ACSA reserves the right to reject:-
  - a. Incomplete RFP s
  - b. Late RFP s
  - c. Conditional RFP s.
  - d. Non-compliant RFP s with one or more of the procedural and administrative criteria.
- ACSA reserves the right to withdraw the RFP 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 Proposer.
- ACSA reserves the right to weigh criteria and is not obligated to offer this opportunity to the highest financial proposer nor any responsibility for expenses or loss, which may be incurred by any Proposer in preparation of his RFP.
- Proposers may include with their RFP s any descriptive matter, which, if referred to in the RFP, will form part of the RFP. In case of any discrepancy, however, the issued RFP and Contract Documents and information completed therein by the Proposer, will be considered as the valid and binding RFP.
- ACSA reserves the right to award portions of the RFP to different proposers and is not obligated to accept the whole or only one RFP for purposes of the award of the contract or contracts.
- Proposers may be asked to revise, clarify and/or provide additional information during the RFP evaluation process. These requests would require immediate action and responded to in writing within two (2) working days of the receipt of such request.

<b>ACCEPT</b>		<b>ACCEPT WITH AMENDMENT/S</b>		<b>DO NOT ACCEPT</b>	
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**COMPANY NAME:** \_\_\_\_\_

**REPRESENTATIVE NAME AND SURNAME:** \_\_\_\_\_

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

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



## APPENDIX B SBD 6.2 Declaration certification for local production and content for designated sectors

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

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

### 1. General Conditions

1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.

1.2. 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.

1.3 Where necessary, for bids referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

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

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

1.6 A bid may be disqualified if –

(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

(b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.





2. Definitions

- 2.1. "bid" includes written price quotations, advertised competitive bids or proposals;
  - 2.2. "bid price" price offered by the bidder, excluding value added tax (VAT);
  - 2.3. "contract" means the agreement that results from the acceptance of a bid by an organ of state;
  - 2.4. "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;
  - 2.5. "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).
  - 2.6. "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 (this includes labour or intellectual property costs), 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;
  - 2.7. "local content" means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
  - 2.8. "stipulated minimum threshold" means that portion of local production and content as determined by the Department of Trade and Industry; and
  - 2.9. "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.
3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods	Stipulated minimum threshold
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?  
(Tick applicable box)

YES                      NO

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

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

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



Currency            Rates of exchange

US Dollar

Pound Sterling

Euro

Yen

Other

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

5.        Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES                NO

5.1. If yes, provide the following particulars:

(a)       Full name of auditor: .....

(b)       Practice number: .....

(c)       Telephone and cell number: .....

(d)       Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

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

<b>LOCAL CONTENT DECLARATION</b>
<b>(REFER TO ANNEX B OF SATS 1286:2011)</b>
LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)
IN RESPECT OF BID NO. ....
ISSUED BY: (Procurement Authority / Name of Institution): .....
NB
1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <a href="http://www.thdti.gov.za/industrial%20development/ip.jsp">http://www.thdti.gov.za/industrial development/ip.jsp</a> . Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.
I, the undersigned, ..... (full names),
do hereby declare, in my capacity as .....
of .....(name of bidder entity), the following:
(a) The facts contained herein are within my own personal knowledge.
(b) I have satisfied myself that:
(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:
Bid price, excluding VAT (y) R
Imported content (x), as calculated in terms of SATS 1286:2011 R
Stipulated minimum threshold for local content (paragraph 3 above)
Local content %, as calculated in terms of SATS 1286:2011
If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.



# O.R. TAMBO

INTERNATIONAL AIRPORT  
AIRPORTS COMPANY SOUTH AFRICA

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

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

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

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

WITNESS No. 1

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

WITNESS No. 2

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



**APPENDIX C DECLARATION OF INTEREST FORM**

**DECLARATION FORM**

o **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.

o **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

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---

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

**Declaration:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder



**APPENDIX D DECLARATION OF FORBIDDEN PRACTICES FORM**

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:

	Description	Penalty	Organ of State / State Owned Company
a)			
b)			

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.

	Description	Organ of State / State Owned Company
a)		
b)		

This declaration was signed on \_\_\_\_\_ of \_\_\_\_\_ 2020

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_



**APPENDIX E COMPANY REGISTRATION DOCUMENTS (Attach CIPC documents here)**





**APPENDIX F 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			



**APPENDIX G PROPOSED AMENDMENTS AND QUALIFICATIONS**

Page	Clause or item	Proposal

**Attach additional pages if more space is required.**

Signed		Date	
Name		Position	
Tenderer			



APPENDIX H Tendering entity or entities' Organogram specific to this Bid.



**APPENDIX I SCHEDULE OF KEY PERSONNEL'S DETAILS**

**1. Site Manager**

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

1.	<b>Name:</b>	
2.	<b>Surname:</b>	
3.	<b>Position:</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**

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>Surname:</b>	
3.	<b>Position:</b>	<b>Technician 1</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**

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>Surname:</b>	
3.	<b>Position:</b>	Technician 2
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**

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

11.	<b>Name:</b>	
12.	<b>Surname:</b>	
13.	<b>Position:</b>	<b>Technician 3</b>
14.	<b>Nationality:</b>	
15.	<b>Date of Birth:</b>	
16.	<b>Highest Qualification:</b>	
17.	<b>Other Qualification</b>	
18.	<b>Other Qualification</b>	
19.	<b>Other Qualification</b>	
20.	<b>Other Qualification</b>	



**SCHEDULE OF KEY PERSONNEL'S DETAILS**

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

21.	<b>Name:</b>	
22.	<b>Surname:</b>	
23.	<b>Position:</b>	<b>Technician 4</b>
24.	<b>Nationality:</b>	
25.	<b>Date of Birth:</b>	
26.	<b>Highest Qualification:</b>	
27.	<b>Other Qualification</b>	
28.	<b>Other Qualification</b>	
29.	<b>Other Qualification</b>	
30.	<b>Other Qualification</b>	





## ANNEXURE J SCHEDULE OF RESOURCES FOR THIS CONTRACT

**Note: Attach copy of resource's CVs and qualification in this section**, the information contained on the CVs will be used in the evaluation of the tender



**APPENDIX K JOINT VENTURE (JV) AGREEMENT (IF APPLICABLE)**



**APPENDIX L TAX CLEARANCE CERTIFICATE (Attach a Tax Compliance Status or PIN)**



**APPENDIX M ORIGINAL OR COPY OF B-BBEE/ Consolidated B-BBEE CERTIFICATE/AFFIDAVIT FOR EME AND QSE (Attach Original or Certified copy of BBEE here)**



**APPENDIX N CENTRAL SUPPLIER DATABASE REPORT**



**APPENDIX O REFERENCE LETTER TEMPLATE**

(REFERENCE TO BE PRINTED ON LETTER HEAD OF REFEREES)

**Attn.: ACSA Supply Chain Management - Corporate**

Airports Company South Africa Limited

E-mail: [Procurement.Corp@airports.co.za](mailto:Procurement.Corp@airports.co.za)

Facsimile (086 535 9125)

Date:

**To Whom It May Concern**

ACSA: RFB REFERENCE No.: **ORT 6288/2019/RFP**

I hereby confirm that:

- The Bidder: \_\_\_\_\_ performed \_\_\_\_\_ work for our Company. The scope of works included inter-alia.....
- The work was completed to our satisfaction and successfully implemented at our Company.
- The estimated value of the contract with the Bidder was R\_\_\_\_\_.
- The Bidder performed the specified work for our Company

From \_\_\_\_\_ To \_\_\_\_\_  
**MM/YYYY MM/YYYY**

*Note to referee: If any other work was done, please explain the relationship with your company below:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully

\_\_\_\_\_  
**NAME & SURNAME**

**POSITION:** \_\_\_\_\_



**Appendix P Letter of Good Standing**