

**Request for Proposals for the Provision of General Cleaning and Hygiene service at Bram Fischer International Airport for a period of five (05) years.**

|                                     |   |
|-------------------------------------|---|
| <b>Bid Number:</b>                  | <b>: BFIA7352/2023/RFP</b>  |
| <b>Issue Date</b>                   | <b>: 26 January 2024</b>  |
| <b>Query Closing Date</b>           | <b>: 13 February 2024 @16:00PM</b>  |
| <b>Compulsory Briefing Session</b>  | <b>: 06 February 2024 @11:00PM</b>  |
| <b>Site Inspection Requirements</b> | <b>: 06 February 2024 @12:00PM (Bidders to bring along ID Documents and a reflector Jacket)</b> |
| <b>Bid Closing Date and Time</b>    | <b>: 27 February 2024 @12:00PM</b>  |

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

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



## 1. SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1. Access to RFB/P/I documents

Tenders are available on [www.etenders.gov.za](http://www.etenders.gov.za) ACSA Tender Bulletin website - <http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders>. Kindly print and complete.

### Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management 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 bid documents. Bid documents must be submitted on or before **27 February 2024 @12:00PM**.

#### 1.1.1. Hand delivery:

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

**Bram Fischer International Airport**  
**Private Bag X20562**  
**Thaba Nchu Road**  
**Bloemfontein**  
**Free State**  
**9300**

#### 1.1.2. Tender box:

**Bram Fischer International Airport**  
**Private Bag X20562**  
**Thaba Nchu Road**  
**Bloemfontein**  
**Free State**  
**9300**

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

## 1.2. Late Bids

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

## 1.3. Clarification and Communication

Name: Mochaki Monyela

Designation: Senior Buyer

Email: [Mochaki.monyela@airports.co.za](mailto:Mochaki.monyela@airports.co.za)

1.3.1. Request clarity or information on the bid may only be requested until 13 February 2024 @ 16:00PM. **Any** responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Bid.

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

## 1.4. Compulsory Briefing and Site Inspection Session

A compulsory briefing session will be held on **06 February 2024 @ 11:00AM**. The session will be held at the following location:

**Bram Fischer ECC Boardroom**

**Bram Fischer International Airport**

**Private Bag X20562**

**Thaba Nchu Road**

**Bloemfontein**

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**Free State**

**9300**

### **Compulsory Site Inspection Session**

A compulsory Site Inspection session will be held on **06 February 2024 @ 12:00PM**.

**Note:** Bidders to bring along ID Documents and a reflector Jackets.

### **1.5. Bid Responses**

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

### **1.6. Disclaimers**

It must be noted that ACSA reserves its right to:

- 1.6.1. Award the whole or a part of this bid;
- 1.6.2. Split the award of this bid;
- 1.6.3. Negotiate with all or some of the shortlisted bidders;
- 1.6.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;
- 1.6.5. To reject the lowest acceptable bid received; and/or
- 1.6.6. Cancel this bid.

### **1.7. Validity Period**

- 1.7.1. ACSA requires a validity period of hundred and twenty (**120**) business/working days for this bid. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

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### 1.8. Confidentiality of Information

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

### 1.9. Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 or 086 726 1681

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

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

### 2.1 Background and/or Purpose of this

The contractor shall provide cleaning services in the Main Terminal Building (Check-in, Concourse, Departure, Arrivals, ACSA Offices on ground, first and mezzanine floors), All baggage halls both arrivals and departures, Baggage Screening Area, Car Rental Building, Cargo Building, Gate10 Building, Fire and Rescue (fire station), Apron Office and Maintenance Complex.

### 2.2 Scope of Work

Airport Company South Africa SOS Ltd hereby invites proposals for the provision of general cleaning, services at the Bram Fischer International Airport for a period of 5 years.

The successful bidder will provide cleaning services in relation to the following sub-categories:

- General Cleaning
- High access cleaning
- Hygiene equipment supply, consumables, and services
- Supply of all cleaning consumables and materials; and
- Supply and maintenance of all cleaning machinery and equipment.

In general, the scope of work should cover, inter alia; all internal and external, general, and routine cleaning of common areas. Including floors, tiles, partition wall, furniture, windows cleaning, deep cleaning of sanitary convenience and washing facilities, kitchens, boardrooms, staff areas and restrooms, baggage sortation areas, pavements, and walkways, as well as cleaning of telephones, and other periodic cleaning as required, carpet cleaning, litter picking, and removal of chewing gums and stains when required.

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## SECTION 3: EVALUATION CRITERIA

### 3.1 Evaluation Criteria

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

3.1.2 The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to disqualify bidders without requesting any outstanding document/information.

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

| Stage 1                                       | Stage 2                | Stage 3  | Stage 4                       | Stage 5            | Stage 6                                   | Stage 7  |
|---|------------------------|--|-------------------------------|--------------------|---|--|
| Check if all the documents have been received | Mandatory Requirements | Evaluate on functionality or the technical aspect of the bid | Evaluate price and Preference | Objective Criteria | Post tender negotiations<br>If applicable | Security Vetting<br><br><b>(Will be conducted if deemed necessary)</b> |

### 3.3 Mandatory Requirements

- (a) Completed **in full** and signed Form of offer C1.1. (NEC Document)
- (b) Valid Letter of Good standing with workman's compensation commissioner **COIDA**.
- (c) Completed in full and signed Bidder's Disclosure Form (**SBD 4**) attached.
- (d) **Provide proof of Accreditation with professional body or bodies in cleaning industry services.**  
(Bidders must have valid membership with the cleaning industry professional body or bodies, e.g. the National Contract Cleaners Association (NCCA) or Black Economic Empowerment Cleaning Association (BEECA); This proof must be valid and will be verified.)
- (e) Attendance of the **compulsory briefing session**.

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### 3.5 Functionality

The functionality evaluation will be conducted by the Tender Preparation and Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria. The criteria will be as follows:

#### 3.5.1. Functionality Criteria

The functional evaluation will be based on a threshold, where bidders which fail to achieve a **minimum of 71 points** on the functional stage will not be considered further in the evaluation. **Bidders are expected / required to score the minimum threshold for each criterion in order to achieve the total minimum qualifying score points as set out in the table below.**

| Description of quality criteria                   | WQ         | Sub criteria   | Maximum Score | Minimum Threshold |
|---|------------|--|---------------|-------------------|
|   |            |  | Quality Score |                   |
| <b>Relevant Bidder Experience</b>                 | <b>45</b>  | Experience   | <b>45</b>     | <b>35</b>         |
| <b>Experience and Qualifications of Key Staff</b> | <b>35</b>  | Site Manager Cleaning  | <b>15</b>     | <b>10</b>         |
|   |            | Supervisor Cleaning  | <b>20</b>     | <b>14</b>         |
| <b>Start-up Proposal</b>                          | <b>20</b>  | Start-up proposal that shows the bidder's ability to deliver the contract. | <b>20</b>     | <b>12</b>         |
|   | <b>100</b> |  | <b>100</b>    | <b>71</b>         |

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**Functionality Evaluation Criteria Breakdown:**

| #  | Description   | Minimum Score | Maximum Score |
|----|---|---------------|---------------|
| 1. | <b>Bidder's experience</b> - in cleaning services at in an operation of similar nature and/or complexity <p>1.1 Bidder must provide proof of experience (minimum <b>Three (3)</b> reference letter(s)) in the provision of cleaning services to operations of a similar nature and/or complexity to those of ACSA but not limited to airports. Operations that may be regarded as similar to ACSA operations are generally regarded as high traffic area operations whilst cleaning services are conducted.</p> <p>0 &gt; = 3 years = 0<br/>           3 &gt; = 5 Years = 20<br/>           More than 5 = 25</p> <p><b>Number of years will be calculated cumulatively depending on number of reference letters submitted and should be verifiable.</b></p> <p><b>The number of years completed that will be considered shall be at least one (1) completed year i.e., not less than 12 Months.</b></p> <p><b>A valid signed reference letter should have client letterhead, scope of services rendered including size of area serviced, value of contract, name of contact person and contact details of contact person (phone number or email address).</b></p> | 20            | 25            |
|    | 1.2 Size per square meters in high traffic environments<br>Main cleaning <ul style="list-style-type: none"> <li>• Less than 5 000 m<sup>2</sup> = [0]</li> <li>• 5 000 m<sup>2</sup> to 6000 m<sup>2</sup> = [15]</li> <li>• Greater than 6 000 m<sup>2</sup> = [20]</li> </ul> <p><b>Evidence – Valid Contactable client reference letter/s and Bidder's experience schedule. A valid signed reference letter should have client letterhead, scope of services rendered including size of area serviced, value of contract, name of contact person and contact details of contact person (phone number or email address).</b> Reference letters missing above key information may be rendered invalid and may not be considered.</p> <p><b>Size measurement is per client facility per project and not an accumulated total across different projects or clients</b></p>   | 15            | 20            |
| 2. | <b>Key Personnel Experience and Qualification</b> <p><b>Evidence:</b> Bidders are required to complete the Summarized CVs for all key personnel and submit detailed copies of relevant CVs and certified copies of certificates and qualifications</p>  |               |               |

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| # | Description  | Minimum Score | Maximum Score |
|---|--|---------------|---------------|
|   | <p>2.1 <b>SITE MANAGER EXPERIENCE</b> - Site Manager's years of experience (as Site Manager) in cleaning services environment</p> <ul style="list-style-type: none"> <li>• Less than 3 years = [0]</li> <li>• = 3 to 5 years = [6]</li> <li>• Greater than 5 years = [10]</li> </ul>   | 6             | 10            |
|   | <p>2.2 <b>SITE MANAGER QUALIFICATION</b> - The Site Manager is required to possess the right level and/or mix of qualifications to ensure that the contract is managed impeccably.</p> <ul style="list-style-type: none"> <li>• Matric = [3]</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• Occupational Health and Safety Training or basic cleaning training certificate or basic cleaning training attendance register = [1]</li> </ul> <p><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• Management/Supervisory skills training= [1]</li> </ul> <p>Note: Scores are calculated cumulatively</p>   | 4             | 5             |
|   | <p>2.3 <b>SUPERVISOR EXPERIENCE (X 2 Resources)</b> - Supervisor's years of experience (as Shift Manager) in cleaning services environment.</p> <ul style="list-style-type: none"> <li>• Less than 3 years = [0]</li> <li>• = 3 to 5 years = [6]</li> <li>• Greater than 5 years = [10]</li> </ul> <p><i>Evidence: Bidders are required to complete the Summarized CVs for all(1 resources) key personnel and submit detailed copies of relevant CVs and certified copies of certificates and qualifications.</i></p> <p><i>NOTE; The number of resources required is 2, should the bidder submit only one (1) resource, they will score zero (0) for this requirement.</i></p>  | 6             | 10            |
|   | <p>2.4 <b>SUPERVISOR QUALIFICATION (X 2 Resources)</b> - The Supervisor's is required to possess the right level and/or mix of qualifications to ensure that the contract is managed impeccably.</p> <ul style="list-style-type: none"> <li>• Matric certificate = [6] <b>AND</b></li> <li>• Occupational Health and Safety Training = [2] <b>AND / OR</b></li> <li>• Basic cleaning training certificate or basic cleaning training attendance register = [2]</li> </ul> <p>Note: Scores are calculated cumulatively</p> <p><i>Evidence: Bidders are required to complete the Summarised CVs for all (2 x resources) key personnel and submit detailed copies of relevant CVs and certified copies of certificates and qualifications for 2 x resources</i></p> | 8             | 10            |

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| #                   | Description   | Minimum Score | Maximum Score |
|---------------------|---|---------------|---------------|
|                     | <i>NOTE: The number of resources required is 2, should the bidder submit only one (1) resource, they will score zero (0) for this requirement.</i>  |               |               |
|                     | <b>3. Start-up Proposal</b><br><br>Provide a start-up proposal that shows the bidder's ability to deliver the contract.   |               |               |
|                     | <p>1. Bidder has included their understanding of the required services and scope of work (Methodology statement):</p> <ul style="list-style-type: none"> <li>- General Cleaning</li> <li>- Chemical Handling</li> <li>- Carpet Cleaning</li> <li>- Disposal including hazardous waste.</li> <li>- Onsite storage</li> </ul> <p>2. Bidder has included resources for the services:</p> <ul style="list-style-type: none"> <li>- Management of site, organogram and reporting line specifically for this tender.</li> </ul> <p>3. Bidder has included training schedule for the contract considering continuity of services. (<b>Equipment Management and machine operator, Carpet care and cleaning, Advanced cleaning course, Personal Hygiene and Basic cleaning course, toilet cleaning and deep cleaning</b>).</p> <p>4. Bidder included contingency plan for industrial strike and mitigation risks of insufficient resources.</p> <p><b>Poor – Did not submit 1 OR 2 OR 3 = (0 points)</b><br/> <b>Average – Submitted 1, 2 AND 3 = (12 points)</b><br/> <b>Good – Submitted 1, 2, 3 AND 4 = (20 points)</b></p> | 12            | 20            |
| <b>Total points</b> |   | <b>71</b>     | <b>100</b>    |

### 3.5.2. Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA preference point system. Bidders will be ranked by applying the preferential point scoring *80/20 for bids with the rand value equal to or below R50 million*. A maximum of 80 points is allocated for price based on the following formulae:

80/20

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$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

### Evaluation of Preference

ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Paste applicable goal here:

| Category          | Specific Goals   | Score |
|-------------------|--|-------|
|                   |  | 20    |
| Cleaning Services | ≥51% owned by Black male and/or Black women and Black youth and People living with disabilities  | 20    |
|                   | ≥51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must be achieved) | 15    |
|                   | ≥51% owned by Black male or Black women or Black youth or People living with disabilities  | 10    |
|                   | < 51% owned by Black male, Black women, Black youth, People living with disabilities   | 5     |
|                   | Other  | 0     |

### 3.5.3. Objective Criteria

#### 2. Locality:

Bidders situated in business address of Free State Province.

**Note: Bidders must submit proof of residence / operation in Free State Province**, and this can include:

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- Verifiable Water, Electricity or Levy account in the name of director and or shareholder or company / firm. **OR**
- Existing Property Lease Agreement accompanied by Proof of Payment to lessor for the past three months. **OR**
- Copy of Permission to Occupy (PTO) with valid stamp from Tribal Authority. **OR**
- Proof of Voter Registration (screenshot) of a shareholder and/director visit [Voter information center - Electoral Commission of South Africa \(elections.org.za\).](http://Voter information center - Electoral Commission of South Africa (elections.org.za).)

**N.B: Bidder that does not meet the Objective Criteria requirement will be disqualified and not proceed to the next stage of the process.**

### **3.5.3.1. Prescribed objective criteria for this bid**

The objective criteria chosen and advanced in this RFPs are as follows;

3.5.3.1.1. The promotion of enterprises located in a specific province for work to be done or services to be rendered in the province (Free State Province).

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## SECTION 4: RETURNABLE DOCUMENTS

### 4.1 Mandatory Returnable documents

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

| MANDATORY RETURNABLE DOCUMENTS AND INFORMATION                      | SUBMITTED<br>[Yes or No] |
|---|--------------------------|
| <i>Priced offer</i>   |                          |
| <i>Declaration of Interest Form and Politically Exposed Persons</i> |                          |
| <i>SBD 4 Bidder's Disclosure Form</i>                               |                          |
| <i>SBD 6.1 Preference Points Claim Form</i>                         |                          |
| <i>Confidentiality and Non-Disclosure Agreement</i>                 |                          |
|   |                          |

### 4.2 Other Returnable Documents and information

These types of documents and information are required but are not mandatory or are only mandatory at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time or might already have them on the system. Where a document or information is only mandatory at a specific stage in the process, ACSA may only disqualify a bidder for non-submission at that stage and after reasonable efforts were made to request the document from the bidder. The documents are as follows:

**Tel +27 11 723 1400 Fax +27 11 453 9354**  
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**[www.airports.co.za](http://www.airports.co.za)**

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



| OTHER RETURNABLE DOCUMENTS AND INFORMATION  | SUBMITTED<br>[Yes or No] |
|---|--------------------------|
| <i>BEE Certificate and Scorecard or BBBEE QSE/EME Affidavit</i>   |                          |
| <i>Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in orders by SARS)</i> |                          |
| <i>Names and identity numbers of Directors, / Trustees / Members / Shareholder</i>                                      |                          |
| <i>Certificate of Incorporation of the bidding entity showing ownership split</i>                                       |                          |
| <i>Central Supplier Database Report (CSD)</i>   |                          |

#### 4.3 Validity of submitted information

Bidders must ensure that all conditions, documents and information which has been submitted in pursuance to this bid remains valid for the duration of the contract period. In the event where a validity document expires an updated document must be submitted. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

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## SECTION 5: RETURNABLE DOCUMENTS

### 5.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

#### Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids.

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) also known as Domestic Prominent Influential Persons (DPIP) in their organisation. See below definition of PEP/DPIP.

Politically Exposed Persons or DPIP are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

#### 5.1.1 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of  
the bidding entity

---

Identity Number

---

Position held in the bidding entity

---

Registration number of the bidding entity

---

Tax Reference number of the bidding entity

---

VAT Registration number of the bidding entity

---

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I/We certify that there is / no PEP/DPIP conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

Where a relationship or PEP/DPIP conflict of interest exists, please provide details of the ACSA employee or official and the extent of the relationship below:

---



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**PEP/DPIP Declaration**

DPIP/PEP Declaration for self/family member or close associate:

| <b>Nature of Political Exposure</b> | <b>Term of the office</b> | <b>Description of activities relating to political exposure</b> |
|-------------------------------------|---------------------------|---|
|                                     |                           |   |
|                                     |                           |   |
|                                     |                           |   |
|                                     |                           |   |
|                                     |                           |   |

Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity

| <b>Full Name</b> | <b>Identity Number</b> | <b>Personal Income Tax Reference Number</b> |
|------------------|------------------------|---|
|                  |                        |   |
|                  |                        |   |
|                  |                        |   |
|                  |                        |   |
|                  |                        |   |

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

**Declaration:**

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

---

 Signature

---

 Date

---

 Position

---

 Name of bidder

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## 5.2 BIDDER'S DISCLOSURE FORM SBD 4

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

---

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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**5.3 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

---

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals / Preference.

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**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | 20            |
| <b>SPECIFIC GOALS / PREFERENCE</b>               | 80            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b>    |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| The specific goals/preference point allocated points in terms of this tender  | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|
| 51% owned by Black male and Black women and Black youth and People living with disabilities   | 20   |  |
| 51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must be achieved) | 15   |  |
| 51% owned by Black male or Black women or Black youth or People living with disabilities  | 10   |  |
| Less than 51% owned by Black male, Black women, Black youth, People living with disabilities  | 5  |  |
| Other   | 0  |  |

### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited

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Non-Profit Company  
 State Owned Company  
 [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

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.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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

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**Form 5.5: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

between

**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

(Registration No. 1993/004149/30)

(“**Airports Company**”)

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

**AND**

**[NAME OF SERVICE PROVIDER]**

(Registration No: \_\_\_\_\_)

(“\_\_\_\_\_”)

of

[Service Providers Address]

**Tel +27 11 723 1400 Fax +27 11 453 9354**

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Issue: 2

Issue Date: 30/09/2022

Page 28  
Confidential



## 1. **INTERPRETATION**

In this agreement -

- 1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
- 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of confidential nature of the disclosing party, in whatever form it may be;
- 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
- 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
- 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
- 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
- 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
- 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below; but does not include information which -
- 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
- 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
- 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;

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1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement; is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

For the purposes of this agreement the party, which discloses confidential information, shall be referred to as "the disclosing party" and the party, which receives the confidential information, shall be referred to as "the receiving party".

1.2 "affiliate" –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person "controls" another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;

1.3 "disclosing party" – the party disclosing confidential information in terms of this agreement and being Airports Company;

1.4 "receiving party" – the party receiving confidential information in terms of this agreement;

1.5 "the parties" – the Airports Company and \_\_\_\_\_.

## 2. **INTRODUCTION**

2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement ("the potential agreement"), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.

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- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

### **3 USE OF CONFIDENTIAL INFORMATION**

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

### **4 NON-DISCLOSURE**

- 4.1 THE RECEIVING PARTY undertakes that –
  - 4.1.1 it will treat the disclosing party's confidential information as private and confidential and safeguard it accordingly;
  - 4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party's confidential information failing into the hands of unauthorised persons or entities;
  - 4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -
  - 4.1.4 unless it is strictly necessary for the purposes referred to in 2.1 above; and

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4.1.5 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement, and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

## 5. **COPIES**

5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".

5.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –

5.2.1 where copies of the confidential Information are held;

5.2.2 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held; and

5.2.3 the names and addresses of the persons to whom confidential information has been disclosed and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

## 6. **THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY**

6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the "**Company IP**") for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.

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6.2 If the receiving party requires the use of such Company IP, a request must be sent to the ***[INTERNAL NOTE: INSERT EMAIL ADDRESS OF THE SCM OFFICIAL]***. Each single request by the same receiving party shall be treated as a new request.

6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.

6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

## **7. DURATION**

7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.

7.2 This agreement shall remain in force for a period of **5** years ("the term"), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

## **8. TITLE**

8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:

- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

## **9. RELATIONSHIP BETWEEN THE PARTIES**

9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties

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or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein

- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

#### **10. ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.
- 10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

#### **11. DOMICILIUM**

- 11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.
- 11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicilium to any other address which is not a post office box or poste restante.

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11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.

11.4 Any notice given and any payment made by one party to the other ("the addressee") which:

- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
- 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
- 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

**12. GENERAL**

12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.

12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.

12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.

12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.

12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.

12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.

12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.

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12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.

12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

**SIGNED** at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

**AIRPORTS COMPANY SOUTH AFRICA SOC  
LIMITED**

the signatory warranting that he is duly authorised thereto.

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

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

**AS WITNESSES**

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

2. \_\_\_\_\_

**SIGNED** at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

**[NAME OF SERVICE PROVIDER]**

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**AIRPORTS COMPANY**  
SOUTH AFRICA

the signatory warranting that s/he is duly authorised thereto.

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

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

**AS WITNESSES**

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

2. \_\_\_\_\_

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Issue: 2

Issue Date: 30/09/2022

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Confidential

**FORM 5.6: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS**

TO: Airports Company South Africa SOC Limited (ACSA)  
Airports Company South Africa Limited.

Proposal No: \_\_\_\_\_

**1. Bidder's Name and Contract Details**

|                                    |  |
|------------------------------------|--|
| Bidder:                            |  |
| Physical Address:                  |  |
| Correspondence to be addressed to: |  |
| Phone numbers:                     |  |
| Email Address:                     |  |
| Contact Person:                    |  |

**2. Proposal Certification**

We hereby submit a Proposal in respect of the **Tender for the provision of cleaning and hygiene service at Bram Fischer International Airport for a period of five (05) years with reference BFIA7352/2023/RFP** in accordance with Airports Company South Africa's requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,

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- We have read, understand and agree to be bound by the content of all the conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.
- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airports Company South Africa or its agent.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.

|                         |  |             |  |        |  |     |
|-------------------------|--|-------------|--|--------|--|-----|
| Thus done and signed at |  | on this the |  | day of |  | 202 |
|-------------------------|--|-------------|--|--------|--|-----|

|            |  |
|------------|--|
| Signature: |  |
| Name:      |  |

For and behalf of:

|                      |  |
|----------------------|--|
| Bidding entity name: |  |
| Capacity:            |  |

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## C1.2 CONTRACT DATA

### PART 1: C1.2.1 GENERAL CONDITIONS OF CONTRACT

#### 1. FORM OF CONTRACT

ACSA's Service Agreement based on the **NEC3 Term Service contract** (will apply).

#### Interpretation of the contract:

In the event of any ambiguity, inconsistency or conflict between the General Conditions of Contract, Special Conditions, Pricing Data, Service information, or other, the order of precedence shall be as follows:

Firstly, the Service information (C3) and Annexes thereto shall prevail;

Secondly the Contract Data (C1.2) and Conditions of Contract;

Thirdly the General Conditions of Contract;

Fourthly the Pricing data;

Lastly any schedules, drawings and other documents included with this agreement.

## General Conditions of Contract

The General Conditions of Contract comprise the NEC3 Term Service Contract, April 2013, published by the NEC, and the following "Particular Conditions", which include amendments and additions to such General Conditions.

The following Particular Conditions amplify the General Conditions of Contract and highlight areas in that document that require specific attention.

**Wherein in the contract it is stated no contract data is required accordingly the *conditions of contract* remain unaltered as per NEC3 Term Service Contract, April 2013**

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**C1.2a - Data provided by the *Employer***

| Clause | Statement   | Data  |
|--------|---|---|
| 1      | <b>General</b>  |   |
|        | The <i>conditions of contract</i> are the core clauses and the clauses for main Option: |   |
|        |   | <b>A: Priced contract with price list</b>   |
|        | dispute resolution Option:  | <b>W1: Dispute resolution procedure</b>   |
|        | and secondary Options:  |   |
|        |   | <b>X1: Price Adjustment for inflation</b>   |
|        |   | <b>X2: Changes in the law</b>   |
|        |   | <b>X18: Limitation of Liability (as amended in Option Z)</b>  |
|        |   | <b>Z: Additional conditions of contract</b>   |
|        | of the NEC3 Term Service Contract (April 2013)  |   |
| 10.1   | The <i>Employer</i> is (Name):  | <b>Airports Company South Africa SOC Limited</b><br><b>Reg. No 1993/004149/30 VAT no 4930138393</b>   |
|        | Address:  | <b>Bram Fischer International Airport</b><br><b>Private Bag X20562</b><br><b>Thabe Nchu Road</b><br><b>Bloemfontein</b><br><b>Free State</b><br><b>9300</b> |

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|          |   |   |
|----------|---|---|
| Tel No.  | <b>051 407 2200</b>   |   |
| 10.1     | The <i>Service Manager</i> is:                              | <b>Ryan Smith</b>   |
|          | Address   | <b>Bram Fischer International Airport</b><br><b>Private Bag X20562</b><br><b>Thabe Nchu Road</b><br><b>Bloemfontein</b><br><b>Free State</b><br><b>9300</b>   |
|          | Tel No.   | <b>051 407 2200</b>   |
|          | e-mail:   | <a href="mailto:Ryanw.smith@airports.co.za"><u>Ryanw.smith@airports.co.za</u></a>   |
| 11.2(1)  | The <i>Accepted Plan</i> is                                 | <b>Section C3 of this document, including Annexes thereto as submitted by the <i>Contractor</i> and accepted by the <i>Service Manager</i></b>  |
| 11.2(2)  | The <i>Affected Property</i> is                             | <b>Bram Fischer International Airport</b>   |
| 11.2(13) | The <i>service</i> is                                       | <b>General Cleaning Service, as set out fully in Part C3 Service Information</b>  |
| 11.2(14) | The following matters will be included in the Risk Register | <ol style="list-style-type: none"> <li>1 <b>Access to site, Permit to Work, Health and Safety</b></li> <li>2 <b>Statutory approvals and ACSA approvals</b></li> <li>3 <b>Site Constraints and Constructability</b></li> <li>4 <b>Notification of Claims</b></li> <li>5 <b>Financial and Procurement</b></li> <li>6 <b>Impact on Operations</b></li> </ol> |

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


**Stakeholder Management**

Also refer to site specific HIRA, which outline the general hazards, in Part C4 of this document

|          |   |  |
|----------|---|--|
| 11.2(15) | The <i>Service Information</i> is in                                  | <b>The section titled Service Information included as section C3 of this document.</b>                         |
| 12.2     | The <i>law of the contract</i> is the law of                          | <b>the Republic of South Africa</b>  |
| 13.1     | The <i>language of this contract</i> is                               | <b>English</b>   |
| 13.3     | The <i>period for reply</i> is  | <b>5 working days</b>  |
| 21.1     | The period within which the Contractor provides the Contractor's Plan | <b>30 calendar days from Contract Date</b>   |
| <b>2</b> | <b>The Contractor's main responsibilities</b>                         | <b>Detailed in Part C3 (Service Information)</b>   |
| <b>3</b> | <b>Time</b>   |  |
| 30.1     | The <i>starting date</i> is   | <b>01 April 2024</b>   |
| 30.2     | The <i>Service Period</i> is  | <b>60 Months from the starting date, or when the contract value has been expended, whichever occurs first.</b> |
| <b>4</b> | <b>Testing and Defects</b>  | <b>No data is required for this section of the <i>conditions of contract</i></b>                               |
| <b>5</b> | <b>Payment</b>  |  |
| 50.1     | The <i>assessment interval</i> is on the                              | <b>20th day of each successive month</b>   |
| 51.1     | The <i>currency of this contract</i> is the                           | <b>South African Rand (ZAR)</b>  |
| 51.2     | The period within which payments are made is                          | <b>within 30 days</b>  |

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|      |  |   |
|------|--|---|
| 51.4 | The <i>interest rate</i> is  | The prime lending rate of the Nedbank Bank, as determined from time to time.  |
| 6    | <b>Compensation events</b>   | <b>No data is required for this section of the <i>conditions of contract</i>.</b>   |
| 7    | <b>Title</b>   | <b>No data is required for this section of the <i>conditions of contract</i>.</b>   |
| 8    | <b>Risks and insurance</b>   |   |
| 83.1 | The <i>Employer</i> provides these insurances from the Insurance Table | <p>(i) <b>Insurance against loss of or damage to the <i>services</i>, Plant and Materials comprising Contract Works Insurance, SASRIA Special Risks Insurance and Marine &amp; Air Cargo insurance; and</b></p> <p>(ii) <b>Insurance (Public Liability Insurance) against liability for loss or damage to property (except the <i>services</i>, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) caused by activity in connection with the contract;</b></p> |
|      |  | <p><b>Note: The terms and other matters applicable to these insurances provided by the Employer (and to insurances generally) are detailed in the insurance schedule attached as section C1.4 to the <i>contract</i> ("the Insurance Schedule").</b></p>  |
| 83.1 | The <i>Contractor</i> provides these additional insurances             | <b>Professional Indemnity Insurance</b>   |

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|   |  | <b>Note: The terms and other matters applicable to this insurance provided by the Employer are likewise detailed in section C1.4 to the contract.</b> |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
|---|--|---|------|----------|-------------------------------------|--------------------|---------|---|-------------------------|--------|---|---------------------|---------|---|----------------------------|---------|-----------------|
| 83.2  | The minimum amounts of cover or minimum limits of indemnity required for the insurance table | <b>Refer to section C1.4.</b>   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| <b>9</b>  | <b>Termination</b>   | <b>There is no Contract Data required for this section of the <i>conditions of contract</i>.</b>  |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| <b>10 Data for main Option clause</b>   |  |   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| A   | Priced contract with price list  | <b>There is no Contract Data required for the main option clause.</b>   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| <b>11 Data for Option W1</b>  |  |   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| W1.1  | The <i>Adjudicator</i> is  | <b>The person appointed jointly by the parties from the list of adjudicators contained below</b>  |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| <table border="1"> <thead> <tr> <th>Name</th><th>Location</th><th>Contact details<br/>(phone &amp; e mail)</th></tr> </thead> <tbody> <tr> <td>Adv. Ghandi Badela</td><td>Gauteng</td><td>+27 11 282 3700<br/><a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a></td></tr> <tr> <td>Mr. Errol Tate Pr. Eng.</td><td>Durban</td><td>+27 11 262 4001<br/><a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a></td></tr> <tr> <td>Adv. Saleem Ebrahim</td><td>Gauteng</td><td>+27 11 535-1800<br/><a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a></td></tr> <tr> <td>Mr. Sebe Msutwana Pr. Eng.</td><td>Gauteng</td><td>+27 11 442 8555</td></tr> </tbody> </table> |  |   | Name | Location | Contact details<br>(phone & e mail) | Adv. Ghandi Badela | Gauteng | +27 11 282 3700<br><a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a> | Mr. Errol Tate Pr. Eng. | Durban | +27 11 262 4001<br><a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a> | Adv. Saleem Ebrahim | Gauteng | +27 11 535-1800<br><a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a> | Mr. Sebe Msutwana Pr. Eng. | Gauteng | +27 11 442 8555 |
| Name  | Location   | Contact details<br>(phone & e mail)   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| Adv. Ghandi Badela  | Gauteng  | +27 11 282 3700<br><a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| Mr. Errol Tate Pr. Eng.   | Durban   | +27 11 262 4001<br><a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| Adv. Saleem Ebrahim   | Gauteng  | +27 11 535-1800<br><a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |
| Mr. Sebe Msutwana Pr. Eng.  | Gauteng  | +27 11 442 8555   |      |          |                                     |                    |         |   |                         |        |   |                     |         |   |                            |         |                 |

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|   |   |   |
|---|---|---|
|   |   | <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>  |
| Mr. Sam Amod                            | Gauteng   | <a href="mailto:sam@samamod.com">sam@samamod.com</a>  |
| Adv. Sias Ryneke SC                     | Gauteng   | 083 653 2281<br><a href="mailto:reyneke@duma.nokwe.co.za">reyneke@duma.nokwe.co.za</a>  |
| Mr. Emeka Ogbugo<br>(Quantity Surveyor) | Pretoria  | +27 12 349 2027<br><a href="mailto:emeka@gosiamco.za">emeka@gosiamco.za</a>   |
| W1.2(3)                                 | The <i>Adjudicator nominating body</i> is:  | <b>The current Chairman of Johannesburg Advocate's Bar Council</b>  |
| W1.4(2)                                 | The <i>tribunal</i> is:   | <b>Arbitration</b>  |
| W1.4(5)                                 | The <i>arbitration procedure</i> is   | <b>The arbitration procedure is set out in The Rules for the Conduct of Arbitrations 2013 Edition, 7th Edition, published by The Association of Arbitrators, (Southern Africa)</b>  |
|   | The place where arbitration is to be held is  | <b>Johannesburg, South Africa.</b>  |
|   | The person or organization who will choose an arbitrator  | <b>The Arbitrator is the person selected by the Parties as and when a dispute arises in terms of the relevant Z Clause, from the Panel of Arbitrators provided under the relevant Z clause if the arbitration procedure does not state who selects an arbitrator. The Arbitrator nominating body is the Chairman of the Johannesburg Advocates Bar Council.</b> |
| <b>Option A</b>                         | The Contractor prepares forecasts of the final total of the Prices for the whole of the Services at intervals no longer than 4 weeks. |   |
| <b>12</b>                               | <b>Data for secondary Option</b>  |   |
| <b>X1</b>                               | <b>Price Adjustment for inflation</b>   | <b>The index referred to in this clause shall be deemed to refer to the CPI index on the <i>starting date</i>. Price adjustment for inflation shall only take place on contract anniversary</b>   |

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|            |   |  |
|------------|---|--|
| <b>X2</b>  | <b>Changes in the law</b>   | <b>No data is required for this secondary Option</b>   |
| <b>X18</b> | <b>Limitation of liability</b>  |  |
| X18.1      | The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to:  | <b>Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue</b>   |
| X18.2      | For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to:                            | <b>The total of the Prices</b>   |
| X18.3      | The <i>Contractor's</i> total liability to the <i>Employer</i> for defects due to his design which are not listed on the Defects Certificate is limited to:                   | <b>The total of the Prices</b>   |
| X18.4      | The <i>Contractor's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than excluded matters, is limited to: | <p><b>The Contractor's total direct liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the total of the Prices and applies in contract, tort or delict and otherwise to the extent allowed under the law of the contract.</b></p> <p><b>The excluded matters are amounts payable by the Contractor as stated in this contract for:</b></p> <ul style="list-style-type: none"> <li>- <b>Loss of or damage to the Employer's property,</b></li> <li>- <b>Defects liability,</b></li> <li>- <b>Insurance liability to the extent of the Contractor's risks</b></li> <li>- <b>death of or injury to a person;</b></li> </ul> <p><b>infringement of an intellectual property right</b></p> |

**Amendments to the Core Clauses**

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|   |   |
|---|---|
| <b>Z1</b>   | Interpretation of the law   |
| <b>Z1.1</b>   | <b>Add to core clause 12.3:</b><br>Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, the <i>Service Manager</i> , the <i>Supervisor</i> , or the <i>Adjudicator</i> does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing. |
| <b>Z2</b>   | <b>Providing the Service:</b>   |
| <b>Z2.1</b>   | <b>Delete core clause 20.1 and replace with the following:</b><br>The <i>Contractor</i> provides the Service in accordance with the Service Information and warrants that the results of the Service, when complete, shall be fit for their intended purpose.   |
| <b>Z5</b>   | <b>Termination</b>  |
| <b>Z5.1</b>   | <b>Add the following to core clause 91.1, at the second main bullet, fifth sub-bullet point, after the words “assets or”:</b> “business rescue proceedings are initiated or steps are taken to initiate business rescue proceedings”.   |
| <b>Amendment to the Secondary Option Clauses</b>        |   |
| <b>Z7</b>   | <b>Limitation of liability:</b>   |
| <b>Insert the following new clause as Option X18.6:</b> |   |
| <b>Z7.1</b>   | The <i>Employer</i> 's liability to the <i>Contractor</i> for the <i>Contractor</i> 's indirect or consequential loss is limited to R0.00   |
| <b>Z7.2</b>   | Notwithstanding any other clause in this contract, any proceeds received from any insurances or any proceeds which would have been received from any insurances but for the conduct of the <i>Contractor</i> shall be excluded from the calculation of the limitations of liability listed in the contract  |
| <b>Additional Z Clauses</b>                             |   |
| <b>Z8</b>   | <b>Cession, delegation and assignment</b>   |
| <b>Z8.1</b>   | The <i>Contractor</i> shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the <i>Employer</i> , which consent shall not be unreasonably withheld. This clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or not) of the <i>Contractor</i>                       |

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**Z8.2** The *Employer* may cede and delegate its rights and obligations under this contract to any person or entity

**Z9 Joint and several liability**

**Z9.1** If the *Contractor* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the *Employer* for the performance of the Contract.

**Z9.2** The *Contractor* shall, within 1 week of the Contract Date, notify the *Service Manager* and the *Employer* of the key person who has the authority to bind the *Contractor* on their behalf.

**Z9.3** The *Contractor* does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the *Employer*.

**Z10 Ethics**

**Z10.1** The *Contractor* undertakes:

**Z10.1.1** not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;

**Z10.1.2** to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the *Employer* is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.

**Z10.2** The *Contractor*'s breach of this clause constitutes grounds for terminating the *Contractor*'s obligation to Provide the Works or taking any other action as appropriate against the *Contractor* (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.

**Z10.3** If the *Contractor* is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuity, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the *Employer*, the *Employer* shall be entitled to terminate the contract in accordance with the procedures stated in core clause 92.2. the amount due on termination is A1.

**Z11 Confidentiality**

**Z11.1** All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the *Contractor* and shall not be used or divulged or

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published to any person not being a party to this contract, without the prior written consent of the *Service Manager* or the *Employer*, which consent shall not be unreasonably withheld.

**Z11.2** If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the *Service Manager*.

**Z11.3** This undertaking shall not apply to –

**Z11.3.1** Information disclosed to the employees of the *Contractor* for the purposes of the implementation of this agreement. The *Contractor* undertakes to procure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;

**Z11.3.2** Information which the *Contractor* is required by law to disclose, provided that the *Contractor* notifies the *Employer* prior to disclosure so as to enable the *Employer* to take the appropriate action to protect such information. The *Contractor* may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;

**Z11.3.3** Information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time);

**Z11.4** The taking of images (whether photographs, video footage or otherwise) of the *works* or any portion thereof, in the course of Providing the *Works* and after Completion, requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*

**Z11.5** The *Contractor* ensures that all his Subcontractors abide by the undertakings in this clause.

**Z12** *Employer's Step-in rights*

**Z12.1** If the *Contractor* defaults by failing to comply with his obligations and fails to remedy such default within 2 weeks of the notification of the default by the *Service Manager*, the *Employer*, without prejudice to his other rights, powers and remedies under the contract, may remedy the default either himself or procure a third party (including any subcontractor or supplier of the *Contractor*) to do so on his behalf. The reasonable costs of such remedial works shall be borne by the *Contractor*

**Z12.2** The *Contractor* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or

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recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Contractor* under the contract or otherwise for and/or in connection with the *works*) and generally does all things required by the *Service Manager* to achieve this end.

**Z13 Liens and Encumbrances**

**Z13.1** The *Contractor* keeps the Equipment used to Provide the Services free of all liens and other encumbrances at all times. The *Contractor*, vis-a-vis the *Employer*, waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and procures that his Subcontractors similarly, vis-a-vis the *Employer*, waive all liens they may have or become entitled to over such Equipment from time to time

**Z14 Intellectual Property**

**Z14.1** Intellectual Property ("IP") rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret or other intellectual or industrial property right relating to the Works.

**Z14.2** IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the works.

**Z14.3** The *Contractor* gives the *Employer* an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the *works* for the purposes of constructing, repairing, demolishing, operating and maintaining the works

**Z14.4** The written approval of the *Contractor* is to be obtained before the *Contractor*'s IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any *Contractor*'s IP available to any third party the *Employer* shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the *Employer* would use to protect its IP

**Z14.5** The *Contractor* shall indemnify and hold the *Employer* harmless against and from any claim alleging an infringement of IP rights ("the claim"), which arises out of or in relation to:

**Z14.5.1** the *Contractor*'s design, manufacture, construction or execution of the Works

**Z14.5.2** the use of the *Contractor*'s Equipment, or

**Z14.5.3** the proper use of the Works.

**Z14.6** The *Employer* shall, at the request and cost of the *Contractor*, assist in contesting the claim and the *Contractor* may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.

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**Z15 Dispute resolution:**
**Z15.1 Appointment of the Adjudicator**

An *Adjudicator* is appointed when a dispute arises, from the Panel of Adjudicators below. The referring party nominates an *Adjudicator*, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Adjudicator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Adjudicator* listed in the Panel of Adjudicators below

The Parties appoint the *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013

**Panel of Adjudicators**

| Name                                    | Location | Contact details<br>(phone & e mail)   |
|---|----------|---|
| Adv. Ghandi Badela                      | Gauteng  | +27 11 282 3700<br><a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>           |
| Mr. Errol Tate Pr. Eng.                 | Durban   | +27 11 262 4001<br><a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>       |
| Adv. Saleem Ebrahim                     | Gauteng  | +27 11 535-1800<br><a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>   |
| Mr. Sebe Msutwana Pr. Eng.              | Gauteng  | +27 11 442 8555<br><a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a> |
| Mr. Sam Amod                            | Gauteng  | <a href="mailto:sam@samamod.com">sam@samamod.com</a>                                      |
| Adv. Sias Ryneke SC                     | Gauteng  | 083 653 2281<br><a href="mailto:reyneke@duma.nokwe.co.za">reyneke@duma.nokwe.co.za</a>    |
| Mr. Emeka Ogbugo<br>(Quantity Surveyor) | Pretoria | +27 12 349 2027<br><a href="mailto:emeka@gosiamco.co.za">emeka@gosiamco.co.za</a>         |

**Z15.2 Appointment of the Arbitrator**

An *Arbitrator* is appointed when a dispute arises from the Panel of Arbitrators below. The referring party nominates an *Arbitrator*, which nomination is

**Panel of Arbitrators**

| Name | Location | Contact details<br>(phone & e mail) |
|------|----------|-------------------------------------|
|      |          |                                     |

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|  |   |          |   |
|--|---|----------|---|
| <p>either accepted or rejected by the other party. In the instance of a rejection of the nominated <i>Arbitrator</i>, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an <i>Arbitrator</i> listed in the Panel of <i>Arbitrators</i> below</p> | Adv. Ghandi Badela                      | Gauteng  | +27 11 282 3700<br><a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>           |
|  | Mr. Errol Tate Pr. Eng.                 | Durban   | +27 11 262 4001<br><a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>       |
|  | Adv. Saleem Ebrahim                     | Gauteng  | +27 11 535-1800<br><a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>   |
|  | Mr. Sebe Msutwana Pr. Eng.              | Gauteng  | +27 11 442 8555<br><a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a> |
|  | Mr. Sam Amod                            | Gauteng  | <a href="mailto:sam@samamod.com">sam@samamod.com</a>                                      |
|  | Adv. Sias Ryneke SC                     | Gauteng  | 083 653 2281<br><a href="mailto:reyneke@dumanokwe.co.za">reyneke@dumanokwe.co.za</a>      |
|  | Mr. Emeka Ogbugo<br>(Quantity Surveyor) | Pretoria | +27 12 349 2027<br><a href="mailto:emeeka@gosiam.e.co.za">emeeka@gosiam.e.co.za</a>       |

**Z16 Notification of a compensation event**

**Z16.1** Delete “eight weeks” in clause 61.3 and replace with “four weeks”. Delete the words “unless the event arises from the Service Manager or the Supervisor giving an instruction, issuing a certificate, changing an earlier decision or correcting an assumption.

**Z17 BBBEE and Tax Clearance Certificates**

**Z17.1** The *Contractor* shall be expected to annually present a compliant BEE Certificate and a Tax Clearance Certificate. Failure to do adhere to these requirements shall be considered a material breach of the conditions of this Contract, the sanction for which may be a cancellation of this Contract.

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**Z18 Communication**
**Z18.1 Add a new Core Clause 14.5 and 14.6 to read as follows:**

The *Service Manager* requires the written consent of the Employer if an action will result in a change to the design, scope, and Service information that is 5% or more

**Z18.2 The *Service Manager* requires the written consent of the Employer if an action will result in the Completion Date being extended by more than 30 days.**
**Z19 Delegation**

As stipulated by Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 as amended the *Contractor* agrees to the following:

**Z19.1 As part of this contract the *Contractor* acknowledge that it (mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act No 85 of 1993 as amended and agree to ensure that all work being performed, or Equipment, Plant and Materials being used, are in accordance with the provisions of the said Act, and in particular with regard to the Construction Regulations.**
**C1.2 b - DATA PROVIDED BY THE CONTRACTOR**

| Clause | Statement                                 | Data  |
|--------|---|---|
| 10.1   | The Contractor is (Name):<br><br>Address: |   |
|        |   | Telephone No.                                 |
|        |   | Fax No.                                       |
| 11.2   | The <i>working areas</i> are              | See C3 'Service Information'                  |
| 24.1   | The <i>Contractor's Key people</i> are:   | <b>CV's to be appended to Tender Schedule</b> |
|        |   | Name:   |

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Job:

Responsibility:

Qualifications:

Experience:

Name:

Job:

Responsibility:

Qualifications:

Experience:

Name:

Job:

Responsibility:

Qualifications:

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Experience:

Name:

Job:

Responsibility:

Qualifications:

Experience:

11.2 The following matters will be 1.  
included in the Risk Register

2.

3.

4.

5.

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6.

7.

### C1.3 INSURANCE COMMITMENT

#### INSURANCES:

- Professional Indemnity, Public Liability, etc.
- Summary of Terms and other Matters Applicable to Employer Provided Insurance
- Insurance requirements for contracts below R50million on the Airside

#### 1. PART 1: NOTES TO SCHEDULE:

- a. The provision of insurance by the *Employer* does not limit the obligations, liabilities or responsibilities of the *Contractor* under this contract in any way whatsoever (including but not limited to any requirement for the provision by the *Contractor* of any other insurances).
- b. Unless specifically otherwise stated, capitalised terms in this schedule (other than *Employer*, *Contractor* and *works* where written in italics) have the meaning assigned to them in the relevant policy of insurance.
- c. This Insurance Schedule is a generic term sheet generally applicable to the *Employer's* projects. In the circumstances:

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- (i) If this Insurance Schedule reflects the amount of any cover provided by the *Employer* to be higher than the amount required in the Contract Data, the *Employer's* obligation under this Contract is limited to the lower amount; and
- (ii) If this Insurance Schedule provides for any cover which is not stated to be provided by the *Employer* in the Contract Data, the *Employer's* obligation under this Contract is limited to the cover stated in the Contract Data.

d. The terms governing the Employer provided policies of insurance are the terms detailed in the policies themselves. This schedule is merely a summary of the key terms. It is the responsibility of the bidder to obtain copies of the policies and satisfy itself of the actual terms as required by the bidder.

## 2. PART 2: ACSA MAINTENANCE CONTRACTS INSURANCE CLAUSE:

### 2.1. Insurance Affected by the Employer:

Notwithstanding anything elsewhere contained in the Contract and without limiting the obligations, liabilities or responsibilities of the Contractor in any way whatsoever (including but not limited to any requirement for the provision by the Contractor of any other insurances) the Employer shall effect and maintain as appropriate in the joint names of the Employer, Contractors and Sub-Contractors, Consultants and Sub-Consultants the following insurances which are subject to the terms, limits, exceptions and conditions of the Policy:

- a. Public Liability Insurance which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of R100 million in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause. The policy will be subject to a Deductible of R25,000 for Property Damage claims only but R250,000 where Loss or Damage involves Aircraft.
  - (i) The Employer shall pay any premium due in connection with the insurance affected by the Employer.
  - (ii) The Contractor shall not include any premium charges for this insurance except to the extent that he may deem necessary in his own interests to effect supplementary insurance to the

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insurance effected by the Employer. The Employer reserves the right to call for full information regarding insurance costs included by the Contractor.

- (iii) Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer.
- (iv) In the event of any occurrence which is likely to or could give rise to a claim under the insurances arranged by the Employer the Contractor shall:
  - (A) In addition to any statutory requirement or other requirements contained in the Contract immediately notify the Employer's Insurance Broker or the Insurers by telephone or telefax giving the circumstances nature and an estimate of the loss or damage or liability

### **C1.3 INSURANCE COMMITMENT**

- (B) Complete a Claims Advice Form available from the Insurance Brokers to whom the form must be returned without delay.
- (C) Negotiate the settlement of claims with the Insurers through the Employer's Insurance Brokers and shall when required to do so obtain the Employer's approval of such settlement.
- (D) The Employer and Insurers shall have the right to make all and any enquiries to the site of the Works or elsewhere as to the cause and results of any such occurrence and the Contractor shall co-operate in the carrying out of such enquiries.
- (v) The Contractor will be liable for the amount of the Deductible (First Amount Payable in respect of any claim made by or against the Contractor or Sub-Contractors under the insurances effected by the Employer.
- (vi) Where more than one Contractor is involved in the same claim the Deductible will be borne in pro-rata amounts by each Contractor in proportion to the extent of each Contractor's admitted claim.

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- (vii) Any amount which becomes payable to the Contractor or any of his Sub-Contractors as a result of a claim under the Contact Works Insurance shall if required by the Employer be paid net of the Deductible to the Employer who shall pay the Contractor from the proceeds of such payment upon rectification repair or reinstatement of the loss or damage but this provision shall not in any way affect the Contractor's obligations liabilities or responsibilities in terms of the Contract.
- (viii) In respect of any amount which becomes payable as a result of a claim under any Public Liability Insurance the Contractor or his Sub-Contractors shall be required to pay the amount of the Deductible to the Insurer to facilitate settlement of such claim.

## **2.2. Insurance Affected by the Contractor:**

Without in any way detracting from any requirements contained elsewhere in this contract the Contractor and Sub-Contractors shall where applicable, provide as a minimum the following:

- a. Insurance of Contractors Equipment (including tools offices and other temporary structures and contents) and other things (except those intended for incorporation into the Works) brought onto the Site for a sum sufficient to provide for their replacement.
- b. Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as may be amended or in terms of any similar Workers Compensation and Unemployment Insurance enactment's in the Suppliers' or Sub Supplier's operational, manufacturing or assembly locations.
- c. Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity.
- d. Public Liability Insurance for an amount sufficient to cover the Contractors obligations in terms of the Deductible of R25,000 or R250,000 as stated above.
  - (i) The insurances to be provided by the Contractor and his Sub-Contractors shall:
    - (A) Be affected with Insurers and on terms approved by the Employer.
    - (B) Be maintained in force for whatever period the perils to be insured by the Contractor are at risk (including any defects liability period during which the Contractor is responsible for the care of the Works)

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(C) Submit to the Employer the relevant Policy or Policies of Insurance or evidence acceptable to the Employer that such insurances have been affected.

(ii) In the event that the Contractor or his Sub-Contractor receives any notice of cancellation or restrictive modification to the insurance provided to them they shall immediately notify the Employer in writing of such cancellation or restriction and shall advise what action the Contractor or his Sub-Contractor will take to remedy such action.

If the Contractor fails to effect and keep in force the insurances referred to then the Employer may effect and keep in force any such insurances and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount paid by the Employer from any monies due or which may become due to the Contractor or recover same as a debt from the Contractor.

### **C1.3 INSURANCE COMMITMENT**

#### **2.3. Sub-Contractors:**

The Contractor shall:

- Ensure that all potential and appointed Sub-Contractors are aware of the whole contents of this clause; and
- Enforce the compliance by Sub-Contractors with this clause where applicable.

#### **2.4. Bidder Acknowledgement:**

- The bidder hereby acknowledges that, in the event of their bid being successful, the necessary insurance requirements shall be met prior to signing of the contract.
- Proof of insurance must be submitted to the satisfaction of ACSA upon award.

**Bidder / Entity Name**

:

|  |  |
|--|--|
|  |  |
|--|--|

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**Authorised Signatory Name**

*Duly Authorised Person to Sign*

|   |  |
|---|--|
| : |  |
|---|--|

**Position**

|   |  |
|---|--|
| : |  |
|---|--|

**Signature**

|   |  |
|---|--|
| : |  |
|---|--|

**Date**

|   |  |
|---|--|
| : |  |
|---|--|

**INCIDENT ADVICE FORM**

**NOTE: PLEASE SEND A COPY HEREOF TO ACSA HEAD OFFICE**

Send to: .....

\*From: .....

**Aon South Africa (Pty) Ltd - Construction & Engineering**

Attention: Priscilla Hart

1 Sandton Drive

**Tel +27 11 723 1400 Fax +27 11 453 9354**

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Issue: 2

Issue Date: 30/09/2022

Sandhurst, Sandton

2196

Tel No: +27 (11) 944 7974

E- mail: [priscilla.hart@aon.co.za](mailto:priscilla.hart@aon.co.za)

\*Please provide name of contracting company, site address, telephone, fax numbers and e-mail.

DATE OF LOSS:

REPORTED TO SITE AGENT BY: DATE

REPORTED TO AON SOUTH AFRICA BY: DATE

Locality of Incident:

How did the loss /damage/injury/death occur (cause)?

---



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Details and nature of loss /damage/injury/death:

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Issue: 2

Issue Date: 30/09/2022

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Confidential



Names and address of witnesses:

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Estimated cost of repairs, if applicable (Separate records of all costs must be kept):

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Who or what appears to be responsible for the loss /damage/injury/death:

---

---

Person whom assessor should contact:

---

---

Telephone, fax number and e-mail:

---

---

SIGNED BY:..... SIGNATURE:.....

COMPANY:..... DATE: .....

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## PART C2

### PRICING DATA

#### C2.1 PRICE INSTRUCTION

##### 1. PRICE AND B-BBEE:

This is the final stage of the evaluation process and will be based on the PPPFA Preference Point System of 80/20 where Price will amount to 80 points, and B-BBEE will amount to 20 points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the bid, etcetera. Pricing schedule is to be completed. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification.

##### 2. PRICING INSTRUCTIONS:

- 2.1. Bidders must price in accordance with the pricing schedules below, this will enable ACSA to compare priced offers.
- 2.2. Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.
- 2.3. A detailed breakdown of costs to be attached.
- 2.4. All rates quoted as part of this bid will apply to ad hoc works as/when required (additional work outside scheduled maintenance).
- 2.5. Do not leave any area blank in the pricing schedules (e.g. if not applicable (N/A) or included in cost elsewhere, indicate accordingly)
- 2.6. Bidder's Offers that contain correctional fluid will be disqualified.
- 2.7. The use of correctional fluid is strictly prohibited and All corrections to be countersigned

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## 2.8. Call Out Pricing

- 2.8.1. The cost on call outs will be claimed on proven call out and associated costs.
- 2.8.2. Where the repairs exceed two (2) hours the hourly rate quoted in the Labour Rate schedule will apply.

## 2.9. Permit costs:

- Permit costs will need to be paid up front by the successful bidder and ACSA will reimburse against proof of payment.
- No mark-up to be levied on Permit costs.
- All employees will be checked for criminal records and no permit will be granted to those with criminal records.
- Cost for lost permits and new employees will not be reimbursed by ACSA.

## 2.10. 3rd Party Procured Items and Services:

- Spares, material and sub-contracted work will be charged at cost plus mark-up.
- VAT shall not form part of mark-up calculations.
- The procured spares/materials quotes must be market related and contractor to provide a receipt from supplier. Cost shall be net cost (excluding VAT) of parts supplied to site with all discounts deducted.
- All material supplied must be SABS approved.

## 2.11. The Bid offer must be inclusive of VAT.

## 2.12. The VAT portion must be indicated separately.

## 2.13. Payment for this contract will be against proven cost.

## 2.14. Annual Increases will be negotiated with CPI (averaged) being the maximum granted.

## C2.2 PRICING SCHEDULES / PRICED BILL OF QUANTITIES

### 1. Pricing Schedule 1:

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The following Activity Schedule is provided “as-is” for the benefit of the Tenderer. ACSA cannot guarantee that it is complete in all respects. The Tenderer is responsible for providing an Activity Schedule which is accurate, complete and in accordance with their proposal. Also, refer to C3 (Service information) for activities that need to be priced. Only items listed in this Activity Schedule may be billed to the Employer.

**Summary Page: Total contract value (5 years)**

| Period  | Annual escalation | Rand value |
|---|-------------------|------------|
| <b>Year 0 to 1</b>  | <b>0%</b>         |            |
| <b>Years 1 to 2</b>   | <b>6%</b>         |            |
| <b>Year 2 to 3</b>  | <b>6%</b>         |            |
| <b>Year 3 to 4</b>  | <b>6%</b>         |            |
| <b>Year 4 to 5</b>  | <b>6%</b>         |            |
| <b>Total contract value for 5 years contract<br/>(to be carried to the Form of Offer)</b> |                   |            |

- *Bidder are required to carry down the annual contract value from the Activity Based price Schedule – Cleaning Cost Summary. The value must be carried down under period Year 0 to 1.*
- *Escalations to be added to the annual contract value going forward will be approximately 6% per annum. this will be subject to published Consumer Price Index (CPI) Increases.*
- *Price adjustments will take place on the anniversary of the contract each year, however the escalation will not be an automatic adjustment. ACSA reserves the right to negotiate such contract price adjustment.*
- *Labour cost Increases will be paid In line with government gazetted rates.*

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**ACTIVITY BASED PRICING SCHEDULE - CLEANING COST SUMMARY**

| Item                     | Description  | Unit    | Total monthly Amount | Total annual contract amount years 1 |
|--------------------------|--|---------|----------------------|--------------------------------------|
| 1                        | Permits/Induction costs (Rates)  | Yearly  |                      |                                      |
| 2                        | Management fee – Administration overheads/expenses breakdown – monthly costs | Monthly |                      |                                      |
| 3                        | Uniform and PPE cost* [special replacement cycle in months]                  | Monthly |                      |                                      |
| 4                        | Management and administration personnel costs                                | Monthly |                      |                                      |
| 5                        | General and Specialised Cleaning Labour costs                                | Monthly |                      |                                      |
| 6                        | Machinery costs  | Monthly |                      |                                      |
| 7                        | Equipment costs  | Monthly |                      |                                      |
| 8                        | Chemicals  | monthly |                      |                                      |
| 9                        | Consumables  | monthly |                      |                                      |
| 10                       | Hygiene Installations and refills  | monthly |                      |                                      |
| <b>Total (Excl. VAT)</b> |  |         |                      |                                      |

- *Bidder must only price in accordance with the pricing schedule above, this will enable ACSA to compare priced offers.*
- *Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification.*
- *Bidder are required to submit proof of changes in prices as supporting documentation for the request for contract price adjustment. Supporting documentation may include: Bargaining council Increase confirmation, Sectoral determination gazetted labour Increase, supplier Increase letter etc.*

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- *Bidders are to submit a monthly staff complement report when Invoicing, indicating actual staff members who were present together with a report from biometric system. bidder will only be paid for actual staff numbers, where no replacement was made for absenteeism or planned leave, a credit note must be issued.*

**DETAILED COST BREAKDOWN**
**1.1. Permit Cost - At Cost**

| Item         | Description  | Unit       | Qty           | Rate | Total amount per annum (PRO-RATA) * |
|--------------|--|------------|---------------|------|-------------------------------------|
| 1            | Personnel Permit*  | Per person | As Required * |      |                                     |
| 2            | Cell phone Permit – Only Supervisors and Site Manager                                    | Per person | As Required * |      |                                     |
| 3            | Airside Induction Course – for all staff members including supervisors and site managers | Per person | As Required * |      |                                     |
| <b>Total</b> |  |            |               |      |                                     |

- *The number of permits required will be based on the total number of staff, which includes Supervisors, all cleaners, including relievers.*
- *Calculate the full amount for 5 years, and Pro-rata for one year (i.e., divide by 5).*
- *1<sup>st</sup> Payment will be release as a once of initiation fee on proven costs, no mark-up to be added (inception of contract).*
- *2<sup>nd</sup> Payment will be released at the 1<sup>st</sup> renewal of permits (End of year 2).*
- *3<sup>rd</sup> Payment will be releases at the 2<sup>nd</sup> renewal of permit (End of year 4).*

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- *Personnel Permit prices are subject to change. Latest prices are attached. Bidders can contact Permit office to confirm latest pricing for permits. Quantity of permits is per number of employees in the staff complement including Senior Manager for Management meetings.*
- *Permit and Induction training to be change at cost.*
- *Before a Permit is issued, a police Clearance will be done. No permit will be granted to person who are not in good standing with their criminal record.*
- *Bidders to note that any changes in the staff between permit renewal cycles of 2 years is for the cost of the Contractor.*

## 1.2. Management Fee - Administration overhead/expenses breakdown - Monthly Costs

| ADMINISTRATION ACTIVITY AND/OR OVERHEADS/EXPENSES | UNIT     | QUANTITY | RATE | TOTAL MONTHLY FEE (PRO RATA MONTHLY FEE) |
|---|----------|----------|------|--|
| Insurance   | Monthly  |          |      |  |
| Safety File                                       | Once off |          |      |  |
| Fee for OHS Requirement                           | Once off |          |      |  |
| Biometric time and attendance system              | Monthly  |          |      |  |
| Contract Management                               | Monthly  |          |      |  |
| Other: Specified by bidder                        | Monthly  |          |      |  |
| <b>Total</b>                                      |          |          |      |  |

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- Please provide a management fee breakdown in terms of related direct/indirect overheads and expenses.
- Please provide the equivalent (Pro Rata) monthly charge.
- Payment for Safety File is once off for the contract.
- Bidders to note that the file and compliance to OHS will be audited monthly.

**1.3. Uniforms and PPE - Monthly (Replacement cycle in months every 24 months)**

| DESCRIPTION                        | UNIT | QUANTITY    | RATE | TOTAL MONTHLY COSTS (PRO RATA) |
|------------------------------------|------|-------------|------|--------------------------------|
| General Cleaning                   | Each | As Required |      |                                |
| Supervisor                         | Each | As Required |      |                                |
| Specialised Cleaners (Special PPE) | Each | As Required |      |                                |
| Other: Specified by the bidder     | Each |             |      |                                |
| <b>Total</b>                       |      |             |      |                                |

- The number of uniform and PPE required will be based on the total number of staff, which include Supervisor, all general and specialised cleaners, including relieved and anyone else required.
- Please use the replacement cycle specified i.e., 2 pairs per person every 24 months
- The other areas that will require a shorter replacement cycle e.g. outside areas.
- The uniform design and fabric will require ACSA approval.
- Please provide the equivalent (Pro Rata) monthly charge.
- Please allow for relievers in calculating number of uniforms.

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**1.4. Management and Administration Personnel**

| DESCRIPTION OF ROLE                           | HOURS PER MONTH PER RESOURCE | RESOURCE RATE/HOUR | TOTAL AMOUNT PER RESOURCE PER MONTH | NUMBER OF RESOURCES | TOTAL MONTHLY FEE |
|---|------------------------------|--------------------|-------------------------------------|---------------------|-------------------|
| Site Manager<br>(08:00 – 16:00 Mon – Fri)     | 160                          |                    |                                     | 1                   |                   |
| Shift Supervisor<br>(06:00 – 13:00 Mon – Fri) | 70                           |                    |                                     | 2                   |                   |
| Shift Supervisor<br>(12:30 – 20:00 Mon – Fri) | 75                           |                    |                                     | 2                   |                   |
| Shift Supervisor<br>(08:00 – 16:00 Sat)       | 18                           |                    |                                     | 2                   |                   |
| Shift Supervisor<br>(08:00 – 20:00 Sun)       | 24                           |                    |                                     | 2                   |                   |
| <b>TOTAL</b>                                  |                              |                    |                                     |                     |                   |

- Shift times are specified in Part C3
- Please provide a management and administration cost breakdown in terms of human resource cost.
- This fee will be inclusive of public holidays, weekends and overtime and night shift allowance for nightshift workers.
- Payment will be subject to proven costs.
- There should always be a full staff compliment for the shift. The ones will be upon the service provider to ensure that the shift is serviced without employees working overtime.
- On every weekend there must be a supervisor on site, who can either be the Site Manager or someone senior from Operations Office.

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- *Hours per week will be the service delivery time rendered to ACSA by the Contractor and not necessarily the total hours for a shift of workers. ACSA has taken into consideration that the total number of hours worked by a cleaner per week are regulated and capped.*
- *Shifts/ Operational Hours to cover:*
  - *Morning Shift: (Monday to Friday) 06h00 – 13h00*
  - *Afternoon Shift (Monday to Friday) 12h30 - 20h00*
  - *Morning Shift (Saturday) 08h00 - 16h00*
  - *Morning Shift (Sunday) 08h00 - 20h00*
  - *This Is applicable to Public Holidays*

### 1.5. General Labour Costs

**(Please apply the hourly rate from table 1.5.1.- Cleaning Service Labour Rate breakdown)**

| GENERAL LABOUR BY SHIFT                   | HOURS PER MONTH PER RESOURCE | RESOURCE RATE/HOUR S | TOTAL AMOUNT PER RESOURCE PER MONTH | NUMBER OF RESOURCE | TOTAL MONTHLY FEE |
|---|------------------------------|----------------------|-------------------------------------|--------------------|-------------------|
| Morning Shift (06h00 – 13h00 Mon – Fri)   | 70                           |                      |                                     | 11                 |                   |
| Afternoon Shift (12h30 – 20h00 Mon – Fri) | 75                           |                      |                                     | 11                 |                   |
| 07h00am – 16h00pm Mon - Fri               | 160                          |                      |                                     | 2                  |                   |

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|                                  |    |  |  |    |  |
|----------------------------------|----|--|--|----|--|
| Sat Shift (08h00 – 16h00 Sat)    | 18 |  |  | 22 |  |
| Sunday Shift (08h00 – 20h00 Sun) | 24 |  |  | 22 |  |
|                                  |    |  |  |    |  |
| <b>TOTAL</b>                     |    |  |  |    |  |

- Please provide a fee breakdown in terms of human resource cost
- Failure to quote using rates that are compliant with gazetted minimum labour rates may lead to disqualification from further evaluation.
- This fee will be inclusive of public holidays, weekends and overtime.
- Payment will be subject to proven costs – monthly reconciliation of invoice to staff attendance.
- Hourly Calculations
  - Hours per week are the service delivery time rendered to ACSA by the Contractor and not necessarily the total hours worked by the same shift of workers. ACSA has taken into consideration that total number of hours worked by a cleaner are regulated and capped.

**Please note \*ACSA reserves the right to revise the number of staff requirements in line with changing operational requirements.**

#### **Cleaning Service Labour Rate Breakdown**

| Description      |                            | General Cleaners/Toilets Attendants | Supervisor Team Leaders | Administrator (optional) | Site Manager |
|------------------|----------------------------|-------------------------------------|-------------------------|--------------------------|--------------|
| Basic Salary     |                            |                                     |                         |                          |              |
| Hourly Rate      | Hours a shift              |                                     |                         |                          |              |
| Daily Rate       | Hours a Day                |                                     |                         |                          |              |
| Weekly Wage Cost | Hourly wage x no. of hours |                                     |                         |                          |              |

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|                             |                                 |   |   |   |   |
|-----------------------------|---------------------------------|---|---|---|---|
| Monthly Wage Cost           | 4.33 weeks a month              |   |   |   |   |
| <b>Provisions</b>           |                                 |   |   |   |   |
| Annual Leave Provisions     | 15 days per year                |   |   |   |   |
| Sick Pay                    | 10 days per year                |   |   |   |   |
| Family Responsibility Leave | 3 Days per year                 |   |   |   |   |
| <b>Other</b>                |                                 |   |   |   |   |
| Pension Provident Fund      | 5.25% contribution monthly      |   |   |   |   |
| Bonus                       | 4.33 weeks for a full 12 Months |   |   |   |   |
| Severance Pay               | 1,92%                           |   |   |   |   |
| COID                        | 1.6% of total monthly wage      |   |   |   |   |
| UIF                         | 1% of basic monthly wage        |   |   |   |   |
| Skills Deployment Levy      | 1% of monthly wage              |   |   |   |   |
| Operators Allowance         |                                 |   |   |   |   |
| Night Shift Allowance       |                                 |   |   |   |   |
| Sundays and Public Holidays |                                 |   |   |   |   |
|                             |                                 | R | R | R | R |
| Monthly Total               |                                 |   |   |   |   |
| Hourly Rate                 |                                 |   |   |   |   |

- The escalation will be in line with annual sectorial determination rates.
- Leave blank where non-applicable.
- At contract end the outgoing service provider will be expected to pay severance pays.
- An allowance for relievers must be made on the rate quoted.

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- *This fee will be inclusive of holidays, weekends, and overtime.*
- *The hourly rate from the table above should be carried over to the pricing schedule for general cleaning.*
- *Operator's Allowance is only for the specialized cleaning machines operators.*

**1.6. General Cleaning – Machinery cost breakdown**

| SPECIFICATION   | NEW | USED | MANUFACTURER/MODEL | QTY | MONTHLY RATE/UNIT | TOTAL MONTHLY COST |
|---|-----|------|--------------------|-----|-------------------|--------------------|
| Walk behind scrubber.   |     |      |                    |     |                   |                    |
| Upright Industrial Vacuum Cleaners                                    |     |      |                    |     |                   |                    |
| Industrial Wet & Dry Vacuum Cleaners (40lt)                           |     |      |                    |     |                   |                    |
| Dual Speed buffing machine  |     |      |                    |     |                   |                    |
| Brush boy / Floor boy   |     |      |                    |     |                   |                    |
| Washing Machine – Washing of microfibre Sleeves                       |     |      |                    |     |                   |                    |
| High Pressured steam cleaner for cleaning grim build up on tile grout |     |      |                    |     |                   |                    |
| Two-way radios  |     |      |                    |     |                   |                    |
| <b>Total</b>  |     |      |                    |     |                   |                    |

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- All machinery being provided on the contract must still be within its serviceable life and used in accordance with the Service levels outlined in Section C4. Annexure C. Payments will be made based on the application of these Service Levels.
- In the event that any machinery breaks down, the said machinery shall be replaced In line with agreed SLAs at the rate quoted In this schedule.
- Rate per month should Include service, maintenance and consumables cost of the machinery for the duration of the contract as no additional charges will be accepted.

#### 1.7. Specialized Cleaning Machinery

| SPECIFICATION           | NEW | USED | MANUFACTURER/MODEL | QTY | MONTHLY RATE/UNIT | TOTAL | MONTHLY COST |
|-------------------------|-----|------|--------------------|-----|-------------------|-------|--------------|
| Carpet Cleaning machine |     |      |                    |     |                   |       |              |
| <b>Total</b>            |     |      |                    |     |                   |       |              |

- All machinery being provided on the contract must still be within its serviceable life.
- In the event that any machinery breaks down, the said machinery shall be replaced In line with agreed SLAs at the rate quoted.
- Rate per month should Include service and maintenance costs of the machinery for the duration of the contract as no additional charges will be accepted.

#### 1.8. Specialized Cleaning Equipment

| SPECIFICATION | NEW | USED | MANUFACTURER/<br>MODEL | QUANTITY | MONTHLY RATE/UNIT | TOTAL | MONTHLY COST |
|---------------|-----|------|------------------------|----------|-------------------|-------|--------------|
|               |     |      |                        |          |                   |       |              |

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|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Rope access kit, equipment and PPE required by OHS Act and SANS guidelines |  |  |  |  |  |  |
| <b>Total</b>   |  |  |  |  |  |  |

- All equipment must be charged at a monthly rate for duration of the contract.
- The cost of servicing and/or replacement of the equipment must be included in the rate on a pro-rate basis.
- The service and/or replacement cycle frequency must be provided to ACSA.
- All Escalations to be linked to indexed CPI on an annual basis and not to the replacement cycle of the equipment.

### 1.9. Equipment Cost Breakdown

| Specification   | Replacement Cycle (months) | Quantity | Monthly Rounded-Off Rate | Total Monthly cost |
|---|----------------------------|----------|--------------------------|--------------------|
| Utility scaffolding – per tower at 6m height including bracing all as per OHS regulations | 24                         | 1        |                          |                    |
| 10 Ft / approximately 3m high mount ladder  | 24                         | 1        |                          |                    |
| 6 Ft A-Frame Ladder   | 24                         | 2        |                          |                    |
| Colour coded split Buckets on wheels with wringer   | 18                         | 2        |                          |                    |
| Microfibre Mop  | 4                          | 14       |                          |                    |
| Maslin Tools  | 24                         | 2        |                          |                    |
| Aluminium long handle jumbo mop (long hair)   | 4                          | 8        |                          |                    |
| Toilet kit (portable for high traffic areas)  | 4                          | 4        |                          |                    |
| Janitorial Trolley (twin bucket)  | 24                         | 4        |                          |                    |
| 30m x 2mm Extension cords   | 12                         | 3        |                          |                    |
| Long handle dust pans including whisk brooms  | 36                         | 8        |                          |                    |
| Big outdoor brooms hard and soft bristles   | 6                          | 4        |                          |                    |
| Window Squeegee's with tele poles   | 4                          | 2        |                          |                    |

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|                                 |    |    |  |  |
|---------------------------------|----|----|--|--|
| Metal Scrapers                  | 6  | 2  |  |  |
| Toilet Brushers                 | 6  | 20 |  |  |
| Scrubbing Brushers and Scourers | 6  | 4  |  |  |
| Wet Floor signs                 | 24 | 10 |  |  |
| Long Feather Dusters            | 4  | 4  |  |  |
| Short Feather Dusters           | 1  | 5  |  |  |
| Spray Bottles 750ml             | 12 | 24 |  |  |
| Pulse Mops                      | 12 | 4  |  |  |
|                                 |    |    |  |  |
| <b>Total</b>                    |    |    |  |  |

*Quantities are just indicator/minimum. The onus is upon the service provider to ensure availability of sufficient quantities of equipment at all times.*

***Please note \*ACSA reserves the right to revise the number of staff requirement in line with changing operational requirements.***

#### 1.10. List of Chemicals and Consumables

| Description   | Unit  | Quantity | Rate | Monthly Cost |
|---|-------|----------|------|--------------|
| Chemicals   |       |          |      |              |
| Approved list of chemicals  |       |          |      |              |
| Minimum stock levels to be maintained at any point in time  |       |          |      |              |
| Sanitary all-purpose cleaner with pleasant odour that prevents limescale build up leaving a skinny streak free gloss, not corrosive, kind to skin (suitable for all washable stainless steel, plastic, porcelain, ceramin, enamel, glass) | Litre | 25       |      |              |
| Biological double action cleaner/deodorizer for the cleaning and Adour control in sanitary areas, toilets, urinals, and odour control in carpets.   | Litre | 20       |      |              |
| Viscous acidity toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and   | Litre | 25       |      |              |

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



|  |       |     |  |  |
|--|-------|-----|--|--|
| bactericide that removes dirt and limescale after a short period (must be free of hydrochloric acid)   |       |     |  |  |
| Hard wear resistant polymer based self-shining dispersion that from a hard wearing, slip resistant protective film with a high gloss for high speed and ultra speed polishing. | Litre | 25  |  |  |
| Window Cleaner   | Litre | 25  |  |  |
| Powerful Alkaline cleaning agent for the machine cleaning of floor covering, low foaming, not perfumed, removes soiling.   | Litre | 25  |  |  |
| Furniture polish (non oily)  | 275ml | 24  |  |  |
| Jeyes Fluid  | Litre | 25  |  |  |
| Ready use abrasive liquid cleaner non scratching or corrosive  | Litre | 20  |  |  |
| Effective Drain Cleaner to remove all sludge building on the low points of the drains  | Litre | 15  |  |  |
| Pink liquid hand soap  | Litre | 25  |  |  |
| Toilet paper per bale - 1ply x 48 per bale small (TR size)   | Bale  | 40  |  |  |
| Toilet paper per bale - 1 ply x 20 per bale big (TR size)  | Bale  | 15  |  |  |
| Jumbo roll (Industrial/garage paper towel)   | Roll  | 25  |  |  |
| Heavy duty Refuse Bags (clear colour)  | No.   | 400 |  |  |
| Urinal Mats  | No.   | 40  |  |  |
| Green Scrubs   | No.   | 57  |  |  |
| Dusk Musk  | No.   | 20  |  |  |

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|       |  |  |  |  |
|-------|--|--|--|--|
| Total |  |  |  |  |
|-------|--|--|--|--|

**Sanitary and Hygiene Services**

| Specification  | Consumable | Quantity      | Monthly Rate | Total Monthly cost |
|--|------------|---------------|--------------|--------------------|
| Sanitary Bins – Twice a week-<br>*Service only           | Included   | 37            |              |                    |
| Oxy Air Fresheners – 60 Day cycle –<br>*Service only     | Included   | 55            |              |                    |
| Toilet seat sanitizer dispenser –<br>*Wipes              | Included   | 47            |              |                    |
| She Bin Packet –<br>*Stainless steel dispensers.         | Included   | 47            |              |                    |
| Stainless steel lockable TR2 Toilet roll holder          | Included   | 50            |              |                    |
| Stainless steel lockable big toilet roll holder          | Included   | 6             |              |                    |
| Jumbo Roll (Industrial / garage paper towel stand)       | Included   | 4             |              |                    |
| Stainless steel soap dispenser – Serra or equal approved | Included   | 27            |              |                    |
| Air towel inject Silver (Hand drier)                     | Included   | 27            |              |                    |
| Foam soap dispenser                                      | Included   | 64            |              |                    |
| Hand Sanitizer   | Included   | 10<br>1Litres | X            |                    |
| <b>Total</b>   |            |               |              |                    |

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|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

**\*Bidders are requested to provide details of product type and/or brand used for the servicing of the Sanitary Bins.**

- *Rate per Unit is net cost with no mark-up added.*
- *Therefore, the rate quoted in this schedule will be same rate that will apply at invoicing.*
- *ACSA reserves the right to replace any of the above Items with a chemical of equivalent specifications.*
- *ACSA reserves the right to apply price and usage benchmarking/referencing in order to keep the prices In line with fair marked pricing.*
- *All chemicals must be SANS approved.*
- *Items must be billed on proven/actual consumption cost.*

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## PART C3

# SERVICE INFORMATION (SCOPE / SPECIFICATIONS)

### C3 SCOPE OF WORKS

#### C3.1: Service Information

#### 1        OVERVIEW OF REQUIREMENTS

Airport Company South Africa SOS Ltd hereby invites proposals for the provision of general cleaning, services at the Bram Fischer International Airport for a period of 5 years.

The successful bidder will provide cleaning services in relation to the following sub-categories:

1. General Cleaning
2. High access cleaning
3. Hygiene equipment supply, consumables, and services
4. Supply of all cleaning consumables and materials; and
5. Supply and maintenance of all cleaning machinery and equipment.

In general, the scope of work should cover, inter alia; all internal and external, general, and routine cleaning of common areas. Including floors, tiles, partition wall, furniture, windows cleaning, deep cleaning of sanitary convenience and washing facilities, kitchens, boardrooms, staff areas and restrooms, baggage sortation areas, pavements, and walkways, as well as cleaning of telephones, and other periodic cleaning as required, carpet cleaning, litter picking, and removal of chewing gums and stains when required.

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Detailed areas of work are covered below.

 2 **DETAILED SCOPE OF WORK: AREAS TO BE COVERED**

| NUMBER | BUILDING     | AREA LOCATION         | AREA TYPE                       | AREA SIZE            |
|--------|--------------|-----------------------|---------------------------------|----------------------|
| 1      | TERMINAL     | Arrival Area          | Carpet                          | 105m <sup>2</sup>    |
|        |              |                       | “Marble/Terrazzo/Ceramic etc”   | 29,5m <sup>2</sup>   |
|        |              | Baggage Reclaim       | Carpet                          | 454m <sup>2</sup>    |
|        |              |                       | “Marble/Terrazzo/Ceramic etc”   | 186m <sup>2</sup>    |
|        |              | Public Concourse Area | Carpet                          | 22m <sup>2</sup>     |
|        |              |                       | “Marble/Terrazzo/Ceramic etc”   | 630m <sup>2</sup>    |
|        |              | Check-in Counters     | Carpet                          | 45m <sup>2</sup>     |
|        |              |                       | “Marble/Terrazzo/Ceramic etc”   | 298m <sup>2</sup>    |
|        |              | Departure Area        | “Marble/Terrazzo/Ceramic etc”   | 473,5 m <sup>2</sup> |
|        |              | Mezzanine             | Carpet                          | 122 m <sup>2</sup>   |
|        |              |                       | “Marble/Terrazzo/Ceramic etc”   | 18 m <sup>2</sup>    |
|        |              | First Floor           | Carpet                          | 362 m <sup>2</sup>   |
|        |              |                       | “Marble/Terrazzo/Ceramic etc”   | 33,8 m <sup>2</sup>  |
|        |              |                       | Vinyl/Linoleum                  | 7 m <sup>2</sup>     |
| 2      | CAR RENTAL   | Corridor              | “Marble/Terrazzo/Ceramic etc”   | 550,7 m <sup>2</sup> |
| 3      | SAPS & CARGO |                       | “Marble/Terrazzo/Ceramic etc”   | 52 m <sup>2</sup>    |
|        |              |                       | Tar/Pavement (external surface) | 380 m <sup>2</sup>   |
| 4      | GATE 10      | Corridor              | “Marble/Terrazzo/Ceramic etc”   | 210 m <sup>2</sup>   |
| 5      | FIRE STATION | Ground                | “Marble/Terrazzo/Ceramic etc”   | 127 m <sup>2</sup>   |
|        |              | Ground                | Carpet                          | 48,5 m <sup>2</sup>  |
|        |              | Ground                | Internal Concrete               | 345 m <sup>2</sup>   |
|        |              | Ground                | External concrete               | 46 m <sup>2</sup>    |
|        |              | Mezzanine Corridor    | Steel                           | 38 m <sup>2</sup>    |
|        |              | Mezzanine Offices     | Carpet                          | 13,2 m <sup>2</sup>  |
|        |              | Mezzanine Gym         | Rugs                            | 69 m <sup>2</sup>    |
|        |              | First Floor           | “Marble/Terrazzo/Ceramic etc”   | 30,77 m <sup>2</sup> |

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|   |                                 |             |                                 |                      |
|---|---------------------------------|-------------|---------------------------------|----------------------|
|   |                                 | First Floor | Carpet                          | 90 m <sup>2</sup>    |
| 6 | APRON OFFICE                    | All Surface | Vinyl/Linoleum                  | 65,8 m <sup>2</sup>  |
|   |                                 |             | Tar/Pavement (external surface) | 8 m <sup>2</sup>     |
| 7 | ELECTRICAL MAINTENANCE          | All Surface | Vinyl/Linoleum                  | 99,5 m <sup>2</sup>  |
|   |                                 |             | Tar/Pavement (external surface) | 168 m <sup>2</sup>   |
|   |                                 |             | External concrete               | 40,8 m <sup>2</sup>  |
| 8 | BUILDING & SURFACE              | All Surface | Vinyl/Linoleum                  | 232 m <sup>2</sup>   |
|   |                                 |             | External concrete               | 12 m <sup>2</sup>    |
| 9 | MAINTENANCE CONTRACTOR BUILDING | All Surface | “Marble/Terrazzo/Ceramic etc”   | 123,5 m <sup>2</sup> |

### Part C3: Scope of Work

#### SCOPE OF WORK AND REQUIREMENTS/SPECIFICATION

The contractor shall provide cleaning services in the Main Terminal Building (Check-in, Concourse, Departure, Arrivals, ACSA Offices on ground, first and mezzanine floors), All baggage halls both arrivals and departures, Baggage Screening Area, Car Rental Building, Cargo Building, Gate10 Building, Fire and Rescue (fire station), Apron Office and Maintenance Complex.

The services to be rendered by the CONTRACTOR at the Bram Fischer International Airport are the following:

| ACTIVITY (DESCRIPTION) |                                     | D                | W                | M                          | Q                          | O                          | A                               | COMMENTS    |
|------------------------|-------------------------------------|------------------|------------------|----------------------------|----------------------------|----------------------------|---------------------------------|-------------|
|                        |                                     | A<br>I<br>L<br>Y | E<br>E<br>K<br>L | M<br>O<br>N<br>T<br>H<br>L | U<br>A<br>R<br>T<br>E<br>R | N<br>R<br>E<br>Q<br>U<br>E | S<br>N<br>E<br>C<br>E<br>S<br>S |             |
| A                      | Resilient Floors: Vinyl or Linoleum |                  |                  |                            |                            |                            |                                 |             |
| i                      | Sweep with dust control mops        | X                |                  |                            |                            | X                          | X                               | As Required |

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|          |   |   |   |   |   |   |   |                         |
|----------|---|---|---|---|---|---|---|-------------------------|
| ii       | Wash and mop all floors   | X |   |   |   | X |   | As Required             |
| iii      | Burnish with floor Machine  | X |   |   |   | X |   | Twice a day / if needed |
| iv       | Deep cleaning   |   |   |   | X | X |   |                         |
| <b>B</b> | <b>Parquet &amp; Wooden Floors</b>  |   |   |   |   |   |   |                         |
| i        | Sweep with dust control mops  | X |   |   |   | X |   | As Required             |
| ii       | Wash and mop all floors   | X |   |   |   | X |   | As Required             |
| iii      | Burnish with floor Machine  | X |   |   |   | X |   | Twice a day / if needed |
| iv       | Deep cleaning   |   |   |   | X | X |   |                         |
| <b>C</b> | <b>Marble, Terrazzo, Ceramic, Quarry Tiles, Quartzite</b>   |   |   |   |   |   |   |                         |
| i        | Sweep with dust control mops  | X |   |   |   | X | X | As Required             |
| ii       | Damp mop or machine buff according to situation   |   |   |   |   | X | X |                         |
| iii      | Machine scrub   |   | X |   |   | X |   |                         |
| <b>D</b> | <b>Carpet Floor and Soft Seats</b>  |   |   |   |   |   |   |                         |
| i        | Vacuum clean carpets and skirting   | X |   |   |   | X |   |                         |
| ii       | Stain removal on cleaning   | X |   |   |   | X | X | As Required             |
| iii      | Chemical deep cleaning  |   |   |   | X | X |   |                         |
| <b>E</b> | <b>Internal Concrete &amp; Grano</b>  |   |   |   |   |   |   |                         |
| i        | Sweep   | X |   |   |   | X |   |                         |
| ii       | Damp mop – Grano only   | X |   |   |   | X |   |                         |
| <b>F</b> | <b>Dusting</b>  |   |   |   |   |   |   |                         |
| i        | Dust horizontal surfaces to height of two meters / and passenger counters / Info counter  | X |   |   |   | X | X |                         |
| ii       | Dust accessible high ledge  | X |   |   |   | X | X |                         |
| iii      | Dust vertical surface (walls, cabinets, Info counter, passenger counter, etc.   | X |   |   |   | X | X |                         |
| iv       | Dust windows ledges – low level   | X |   |   |   | X | X |                         |
| <b>G</b> | <b>Walls, Windows, and Paintwork</b>  |   |   |   |   |   |   |                         |
| i        | Spot clean marks from light switches, doors, walls  |   | X |   |   |   | X |                         |
| ii       | Cleaning of windows (windows that can be accessible through a fixed platform)   |   |   | X |   |   | X |                         |
| iii      | Cleaning of high windows (windows which can only be accessed by lifting equipment i.e. Terminal first floor, SAWS and ATNS Buildings) SAWS and ATNS windows cleaning only on outside. |   |   | X |   |   |   |                         |

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| ACTIVITY (DESCRIPTION) |  | DAILY | WEEKLY | MONTHLY | QUARTERLY | ON REQUEST | ANNUALLY | COMMENTS                                     |
|------------------------|--|-------|--------|---------|-----------|------------|----------|--|
| H                      | Glass and Metal work   |       |        |         |           |            |          |  |
| i                      | Clean glass doors  | X     |        |         |           |            | X        | Ongoing                                      |
| ii                     | Wipe bright metal fittings (to height of two meters)                 | X     |        |         |           |            |          |  |
| iii                    | Floor bumper rails   | X     |        |         |           |            |          |  |
| iv                     | Metal walkway pillars & structures                                   |       | X      |         |           |            | X        |  |
| I                      | Foyers and Entrances   |       |        |         |           |            |          |  |
| i                      | Sweep all entrance steps   | X     |        | X       |           |            | X        | More regular depending on weather conditions |
| ii                     | Clean doormats and doors   | X     | X      |         |           | X          | X        | More regular depending on weather conditions |
| iii                    | Damp mop steps and entrance lobby                                    | X     |        |         |           | X          |          |  |
| J                      | Lift Cage  |       |        |         |           |            |          |  |
| i                      | Clean interior, including indicator boards                           |       |        | X       |           |            |          |  |
| ii                     | Clean lift door tracks   | X     |        |         |           | X          |          |  |
| iii                    | Clean exterior faces of door   | X     |        |         |           | X          |          |  |
| K                      | Stairs (including Emergency Evacuation Staircases)                   |       |        |         |           |            |          |  |
| i                      | Dust handrails and fittings  |       |        | X       |           |            |          |  |
| ii                     | Maintain landings, treads, and risers according to finish            | X     |        |         |           | X          |          |  |
| iii                    | Fire escape – swept and removal of birds' nests and birds' droppings | X     |        |         |           | X          |          |  |
| L                      | Ablution Facilities  |       |        |         |           |            |          |  |
| i                      | Empty and clean all waste receptacles                                | X     |        |         |           |            |          |  |
| ii                     | Clean bowls, basins, and urinals                                     | X     |        |         |           |            |          | Every hour                                   |
| iii                    | Deep clean bowls, basins, and urinals                                |       |        | X       |           |            |          | Depending on traffic flow                    |
| iv                     | Clean mirrors  | X     |        |         |           |            |          | Every hour                                   |

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|      |   |   |   |   |   |   |                                       |
|------|---|---|---|---|---|---|---------------------------------------|
| v    | Clean and polish bright metal fittings  | X |   |   |   |   |                                       |
| vi   | Spot clean walls, doors, and partitions   | X |   |   |   |   |                                       |
| vii  | Clean floor according to type   | X |   |   | X | X |                                       |
| viii | Clean hygiene equipment (soap dispensers, paper towel dispensers and hand driers) | X |   |   |   |   |                                       |
| ix   | Showers   | X |   |   |   |   |                                       |
| x    | Showers deep clean  |   |   |   | X |   |                                       |
| xi   | SHE bins  | X |   |   | X |   | Cleaning once a week (contract)       |
| M    | Ventilation blinds  |   |   |   |   |   |                                       |
| i    | Dust / damp wash  |   |   | X |   | X |                                       |
| N    | Miscellaneous   |   |   |   |   |   |                                       |
| i    | Polish wooden desktops  | X |   |   |   |   |                                       |
| ii   | Damp mop steel and vinyl desk   |   | X |   |   |   | Twice a week                          |
| iii  | Clean directory boards  |   | X |   |   |   | Twice a week                          |
| iv   | Clean telephones  | X |   |   |   |   |                                       |
| v    | Damp wash vinyl covered furniture/ passenger counters and Information desk        | X |   |   |   |   |                                       |
| vi   | Clean all floor bumper rails  | X |   |   |   |   |                                       |
| O    | Toilet Requisites   |   |   |   |   |   |                                       |
| i    | Supplied and replenished by contractor on rechargeable basis to Client            | X |   |   |   |   |                                       |
| ii   | Supplied by Client and replenished by Contractor                                  | X |   |   |   |   |                                       |
| iii  | Consumables: Toilet Paper   | X |   |   |   |   | Every 4 hours                         |
| iv   | Hand towel paper  | X |   |   |   |   | Only were needed disabled             |
| v    | Hand soap   | X |   |   |   |   | Fill up or replace refill as required |
| vi   | Urinal liquid   | X |   |   |   |   | Fill up as required                   |
| vii  | Air freshener refills   |   |   | X |   | X | Replacement as required               |
| viii | Other consumables: ex. Black bags   | X |   |   |   |   | As Required                           |
| R    | Windows and partition Glass   |   |   |   |   |   |                                       |
| i    | Clean accessible exterior faces of windows  | X |   |   |   |   |                                       |
| ii   | Clean accessible interior of windows  | X |   |   |   |   |                                       |
| iii  | Clean both faces of partition glass   |   |   | X |   |   |                                       |

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|            |   |  |          |          |          |          |          |                             |
|------------|---|--|----------|----------|----------|----------|----------|-----------------------------|
| <b>iv</b>  | Clean interior/exterior faces of assessable shop/ display windows           |  | <b>X</b> |          |          |          |          |                             |
| <b>v</b>   | Control tower windows outer   |  |          | <b>X</b> |          | <b>X</b> |          | Important for approach view |
| <b>S</b>   | Other (i.e. Kitchen etc.) – Only ACSA Admin first floor                     |  |          |          |          |          |          |                             |
| <b>i</b>   | Wash dishes   |  | <b>X</b> |          |          | <b>X</b> |          |                             |
| <b>ii</b>  | Empty and clean all waste receptacles                                       |  | <b>X</b> |          |          |          |          |                             |
| <b>iii</b> | Clean and polish bright metal fittings                                      |  | <b>X</b> |          |          |          |          |                             |
| <b>iv</b>  | Spot clean walls, doors, cupboards, and tables                              |  |          | <b>X</b> |          |          |          |                             |
| <b>v</b>   | Clean floor according to type   |  | <b>X</b> |          |          |          |          |                             |
| <b>T</b>   | Maintenance Complex   |  |          |          |          |          |          |                             |
| <b>i</b>   | Sweep floor with dust control mops  |  | <b>X</b> |          |          |          | <b>X</b> | As Required                 |
| <b>ii</b>  | Burnish with floor machine  |  |          | <b>X</b> |          |          |          |                             |
| <b>iii</b> | Wash traffic areas  |  |          | <b>X</b> |          |          | <b>X</b> | As Required                 |
| <b>iv</b>  | Cleaning of offices at workshops  |  | <b>X</b> |          |          |          |          |                             |
| <b>v</b>   | Workshop restroom   |  | <b>X</b> |          |          |          |          |                             |
| <b>vi</b>  | Passage at workshops  |  | <b>X</b> |          |          |          | <b>X</b> | As Required                 |
| <b>U</b>   | Lock up garages   |  |          |          |          |          |          |                             |
| <b>i</b>   | Sweep out 16 lock up garages  |  |          | <b>X</b> |          |          | <b>X</b> |                             |
| <b>W</b>   | Baggage and Baggage screening areas   |  |          |          |          |          |          |                             |
| <b>i</b>   | Sweep areas   |  |          | <b>X</b> |          |          |          |                             |
| <b>ii</b>  | Clean litter bins   |  | <b>X</b> |          |          |          |          |                             |
| <b>iii</b> | Dust conveyer belts/ roller beds/ removal of sticky baggage tags from flags |  | <b>X</b> |          |          |          |          |                             |
| <b>iv</b>  | Dust x-ray units  |  |          | <b>X</b> |          |          |          |                             |
| <b>v</b>   | Dust walls/ walls corners   |  |          | <b>X</b> |          |          |          |                             |
| <b>vi</b>  | Clean marks on walls  |  |          |          | <b>X</b> |          |          |                             |
| <b>vii</b> | Windows (inner/outer)   |  |          |          | <b>X</b> |          | <b>X</b> |                             |
| <b>X</b>   | Baggage Handling areas (Incoming /outgoing)                                 |  |          |          |          |          |          |                             |
| <b>i</b>   | Dust conveyer belts / belt flaps  |  |          | <b>X</b> |          |          |          |                             |
| <b>ii</b>  | Dust roller beds  |  |          | <b>X</b> |          |          |          |                             |
| <b>iii</b> | Clean litter bins   |  | <b>X</b> |          |          |          |          |                             |
| <b>iv</b>  | Removal of sticky baggage tags from flags on carousels                      |  | <b>X</b> |          |          |          | <b>X</b> |                             |
| <b>v</b>   | Clean aluminium carousel side panels  |  |          | <b>X</b> |          |          |          |                             |
| <b>vi</b>  | Clean all pillars and cover plates  |  | <b>X</b> |          |          |          |          |                             |

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Table 1 Scope breakdown frequencies

All areas covered in terms of this AGREEMENT, must, in the reasonable opinion of the MAINTENANCE MANAGER and AIRPORT MANAGEMENT TEAM appear clean, and tidy every day of the week and for the week and for 24 hours a day. Quality Management surveys will be conduct by ACSA and the services Standard quality management team on a regular basis.

The recommended cleaning standard for different floor types is attached to the tender document and on tables below:

| Area of work                | Peak Times                           |   |  | Off-peak Times    |   |  |
|-----------------------------|--------------------------------------|---|--|-------------------|---|--|
|                             | BFIA                                 |   |  | BFIA              |   |  |
|                             | Frequency                            | Standard  | KPI  | Frequency         | Standard  | KPI  |
| Vinyl / Linoleum            | Every three hours                    | Sweep with dust control mops wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains. ** Ensuring that the kitchen is always clean. | No appearance of dirt streaks / floor shiny and clean at all times | Every six hours   | Sweep with dust control mop, wash, and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains | No appearance of dirt streaks / floor shiny and clean at all times |
| Parquet / Wooden            | Every three hours                    | Sweep with dust control mops wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains. ** Cleaning the main foyer and entrance       | No appearance of dirt streaks / floor shiny and clean at all times | Every six hours   | Sweep with dust control mop, wash, and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains | No appearance of dirt streaks / floor shiny and clean at all times |
| Marble / Terrazzo / Ceramic | Every hour (mindful for the traffic) | Sweep with dust control mops wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains. ** Cleaning on the reception area             | No appearance of dirt streaks / floor shiny and clean at all times | Every three hours | Sweep with dust control mop, wash, and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains | No appearance of dirt streaks / floor shiny and clean at all times |
| Internal concrete / Grano   | Every three hours                    | Sweep with dust control mops wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains.   | No appearance of dirt streaks / floor shiny and clean at all times | Every six hours   | Sweep with dust control mop, wash, and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains | No appearance of dirt streaks / floor shiny and clean at all times |

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|                    |                     |   |  |                   |  |  |
|--------------------|---------------------|---|--|-------------------|--|--|
| External Concrete  | Every three hours   | Sweep with dust control mops wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains. ** Cleaning of the stairs   | No appearance of dirt streaks / floor shiny and clean at all times | Every six hours   | Sweep with dust control mop, wash, and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains  | No appearance of dirt streaks / floor shiny and clean at all times |
| Tar / Pavement     | Every three hours   | Sweep with outdoor broom, report spillage and remove stains   | No appearance of dirt streaks / floor shiny and clean at all times | Every six hours   | Sweep with outdoor broom, report spillage and remove stains  | No appearance of dirt streaks / floor shiny and clean at all times |
| Carpets            |                     | Sweep with dust control mops wash and mop all floors, burnish with floor machine, clean carpets with vacuum machine, manage spillage and remove stains. ** Cleaning of offices, cleaning boardroom, dusting of offices, cleaning of blinds. | No appearance of dirt streaks / floor shiny and clean at all times | Every three hours | Sweep with dust control mops wash and mop all floors, burnish with floor machine, clean carpets with vacuum machine, manage spillage and remove stains   | No appearance of dirt streaks / floor shiny and clean at all times |
| Rugs               | Every three hours   | Sweep with dust control mops wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains.   | No appearance of dirt streaks / floor shiny and clean at all times | Every six hours   | Sweep with dust control mop, wash, and mop all floors, burnish with floor machine, deep cleaning, manage spillage & remove stains  | No appearance of dirt streaks / floor shiny and clean at all times |
| High-rise Cleaning | Every three monthly | Sweep with dust control mops, further dusters, wet mops and dry cloth wiping (where feasible) cleaning, clean birds droppings and remove bird's nests (where applicable) manage spillage & remove stains                                    | No appearance of dirt streaks / floor shiny and clean at all times | Every six monthly | Sweep with dust control mops, further dusters, wet mops and dry cloth wiping (where feasible) cleaning, clean birds droppings and remove bird's nests (where applicable) manage spillage & remove stains | No appearance of dirt streaks / floor shiny and clean at all times |
| Lift / Lift Gages  | Every hour          | Sweep with dust control mops, clean cage floor with vacuum machine, manage spillage &   | No appearance of dirt streaks / floor shiny and clean at all times | Every two hours   | Sweep with dust control mops, clean cage floor with vacuum machine, manage   | No appearance of dirt streaks / floor shiny and clean at all times |

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|                                    |   | remove stains**<br>cleaning of lifts   |   |                     | spillage & remove stains   |  |
|------------------------------------|---|--|---|---------------------|--|--|
| Glass and metal work               | Every three hours                             | Sweep with dust control mops, wash and mop all floor, burnish with floor machine, deep manage spillage & remove stains.  | No appearance of dirt streaks / floor shiny and clean at all times                        | Every six hours     | Sweep with dust control mops, wash and mop all floor, burnish with floor machine, deep manage spillage & remove stains.  | No appearance of dirt streaks / floor shiny and clean at all times |
| Foyer and entrances                | Every hour                                    | Sweep with dust control mops, wash and mop all floor, burnish with floor machine, deep manage spillage & remove stains.  | No appearance of dirt streaks / floor shiny and clean at all times                        | Every three hours   | Sweep with dust control mops, wash and mop all floor, burnish with floor machine, deep manage spillage & remove stains.  | No appearance of dirt streaks / floor shiny and clean at all times |
| Walls / Windows and Paintwork      | Every monthly, once per week or when required | Sweep with dust control mops, wash with soft scrub, wet cloth, dry cloth, manage spillage & remove stains** Wall and painting once per week and when required  | No appearance of dirt and finger print marks streaks / floor shiny and clean at all times | Every three monthly | Sweep with dust control mops, wash with soft scrub, wet cloth, dry cloth, manage spillage & remove stains  | No appearance of dirt streaks / floor shiny and clean at all times |
| Stairs                             | Every once day                                | Sweep with dust control mops, wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage and removal of birds' nest (where applicable)  | No appearance of dirt streaks / floor shiny and clean at all times                        | Every week          | Sweep with dust control mops, wash and mop all floors, burnish with floor machine, deep cleaning, manage spillage and removal of birds nest (where applicable)   | No appearance of dirt streaks / floor shiny and clean at all times |
| Blinds                             | Every once monthly                            | Water wash with wet cloth and wipe with dry cloth  | No appearance of cloth and wipe with dry cloth  | Every six monthly   | Water wash with wet cloth and wipe with dry cloth  | No appearance of dirt blinds clean at all time                     |
| Ablution Facilities – Public areas | Every hour (mindful of traffic)               | Sweep with dust control mops, wash and mop all floors, burnish with floor machine, deep cleaning, mirrors, hand driers, toilet seats, urinals, door handles, apply sanitiser on toilet seats after every usage, manage | No appearance of dirt streaks / floor shiny and clean at all times                        | Every two hours     | Sweep with dust control mops, wash and mop all floors, burnish with floor machine, deep cleaning, mirrors, hand driers, toilet seats, urinals, door handles, apply sanitiser on toilet seats after every usage | No appearance of dirt streaks / floor shiny and clean at all times |

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|  |  |                           |  |  |   |  |
|--|--|---------------------------|--|--|---|--|
|  |  | spillage & remove stains. |  |  | usage, manage spillage & remove stains.           |  |
| Ablution Facilities – Non – Public areas |  |                           |  |  | ** Ensure that the toilets are clean at all times |  |
| Other: BFIA Lockup Garages               |  |                           |  |  | Sweep with Outdoor broom                          |  |

|                            |  |  |  |  |                          |  |
|----------------------------|--|--|--|--|--------------------------|--|
| Other: BFIA Lockup Garages |  |  |  |  | Sweep with Outdoor broom |  |
|----------------------------|--|--|--|--|--------------------------|--|

**EXCLUSIONS:** Electrical and Mechanical plant rooms; IT Server Rooms; and Storerooms.

The following building and premises are excluded:

The inside of building and premises leased and/ or rented out by the AIRPORT COMPANY on a lease basis to third parties who are responsible for cleaning of the inside of the afore said buildings or premises; The inside of offices and /or toilets leased and / or rented out to third parties for their exclusive use. All outer building windows are not excluded.

## REGARGEABLE

All ablutions failing within specific areas equipped with the following at Airports Company South Africa cost. All equipment will be the responsibility of the CONTRACTOR to maintain. No mark-up will be charged on rechargeable items. Any additional items to be installed is to be verified / authorized by the Service Manager. In his absence, the CONTRACTOR shall ensure that the following rechargeable equipment in the ablution facilities, which forms part of the contract are maintained and handed back to Airports Company South Africa in a workable condition on termination of the contract.

### 3.1. Rechargeable Equipment

| ITEM                               | NUMBER OF UNITS         | COMMENTS |
|------------------------------------|-------------------------|----------|
| Toilet roll holder (Small TR2)     | 15 x Bales of 48 / bale |          |
| Toilet roll holder (Big TR)        | 25 x Bale of 20 / bale  |          |
| Industrial Paper towel             | 4 rolls                 |          |
| Soap dispensers (Liquid)           | 32                      |          |
| Soap dispensers (refill spray can) |                         |          |
| Soap dispensers (refill bag)       |                         |          |
| Sanitary bins                      | 16                      |          |
| Dirt bins                          | 30                      |          |

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|                          |   |  |
|--------------------------|---|--|
| Baby changing facilities | 1 |  |
|--------------------------|---|--|

Table 2: Ablution Facilities Utilities Installations

3.2. Rechargeable: Only the quick disintegrating shall be supplied. SDS issued and signed by the manufacturer must be always accompany the note and invoice for the toilet paper supply.

| Toilet Paper  | Number of bales / Rolls | Price per bale / roll | Total |
|---|-------------------------|-----------------------|-------|
| Toilet Paper 1 ply toilet roll code 0174<br>SANS approved 15 x 48 x 100 x 110 | 15 x Bales of 48 / bale |                       |       |
| Toilet Paper 1 ply Toilet roll code 0174<br>SANS approved big size roll       | 25 x bales of 20 / bale | 4 Rolls               |       |
| Industrial paper towel (workshop) roll  |                         |                       |       |
|   |                         |                       |       |
| <b>Sub Total</b>  |                         |                       |       |

Tabel 3: Toilet Paper (Consumables) Quantities Requirement (Supply the following info with tender submission)

- a) The toilet paper supplier that the tenderer will be Sub-contracting to
- b) The price per toilet roll
- c) The price per bale
- d) Each roll of the toilet paper to consist of 500 sheets (1ply) and be SANS approved
- e) The toilet paper to be of good quality

The successful tenderer should also note that paper should be supplied at the manufacturer's price. The tenderer will be responsible at its own cost for the replacement of hand soap dispensers, which shall include the maintenance, replacement of refill / liquid soap dispensers and the installation, soap dispensers, and TR holders + locks.

### 3.3. Ablution Facilities:

#### TERMINAL BUILDING

| <b>1. ARRIVALS BAGGAGE CLAIM</b> |                                |               |                  |
|----------------------------------|--------------------------------|---------------|------------------|
| <b>1.1 .</b>                     | <b>GENTS:</b>                  | <b>TOTAL:</b> | <b>COMMENTS:</b> |
|                                  | Toilets                        | 2             |                  |
|                                  | Urinals                        | 2             |                  |
|                                  | Urinal Liquid air fresh holder | 2             |                  |
|                                  | Toilet roll holder (T2 – Mid)  | 1             |                  |
|                                  | Large roll (Toilet paper)      | 2             |                  |
|                                  | Wash basin                     | 2             |                  |
|                                  | Taps                           | 2             |                  |
|                                  | Soap dispensers (liquid soap)  |               |                  |

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|            |                                       |   |  |
|------------|---------------------------------------|---|--|
|            | Soap Dispenser (refill spray cans)    |   |  |
|            | Soap dispenser (Foam)                 | 3 |  |
|            | Hand dryers                           | 1 |  |
|            | Mirrors                               | 3 |  |
|            | Dirt bins                             | 2 |  |
|            | Air Fresheners                        | 2 |  |
|            |                                       |   |  |
| <b>1.2</b> | <b>LADIES</b>                         |   |  |
|            | Toilets                               | 2 |  |
|            | Toilet roll holder (T2 – normal size) | 4 |  |
|            | Roll Control (toilet paper)           |   |  |
|            | Wash basin                            | 2 |  |
|            | Taps                                  | 2 |  |
|            | Soap dispensers (liquid soap)         |   |  |
|            | Soap Dispenser (refill spray cans)    |   |  |
|            | Soap dispenser (Foam)                 | 2 |  |
|            | Hand dryers                           | 2 |  |
|            | Mirrors                               | 2 |  |
|            | Dirt bins                             | 2 |  |
|            | She bins                              | 4 |  |
|            | Air Fresheners                        | 2 |  |
|            |                                       |   |  |
| <b>1.3</b> | <b>DISABLED AND BABY CHANGE:</b>      |   |  |
| .          |                                       |   |  |
|            | Toilets                               | 1 |  |
|            | Urinals                               | 1 |  |
|            | Urinal Liquid air fresh holder        |   |  |
|            | Toilet roll holder (T3 –Big)          |   |  |
|            | Toilet roll holder (T2 – Mid)         |   |  |
|            | Toilet roll holder (T1 Small)         | 1 |  |
|            | Roll control (Toilet paper)           |   |  |
|            | Wash basin                            |   |  |
|            | Taps                                  | 1 |  |

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|            |   |    |  |
|------------|---|----|--|
|            | Soap dispensers (liquid soap)               |    |  |
|            | Soap Dispenser (refill spray cans)          |    |  |
|            | Soap dispenser (Foam)                       | 1  |  |
|            | Hand dryers                                 |    |  |
|            | Mirrors                                     | 1  |  |
|            | Dirt bins                                   |    |  |
|            | She bins                                    |    |  |
|            | Air Fresheners                              | 1  |  |
|            |   |    |  |
| <b>2.</b>  | <b>PUBLIC CONCOURSE &amp; CHECK-IN AREA</b> |    |  |
| <b>2.1</b> | <b>GENTS:</b>                               |    |  |
| .          |   |    |  |
|            | Toilets                                     | 4  |  |
|            | Urinals                                     | 5  |  |
|            | Urinal Liquid air fresh holder              |    |  |
|            | Toilet roll holder (T3 –Big)                | 5  |  |
|            | Toilet roll holder (T2 – Mid)               |    |  |
|            | Toilet roll holder (T1 Small)               |    |  |
|            | Roll control (Toilet paper)                 |    |  |
|            | Wash basin                                  | 1  |  |
|            | Taps  | 2  |  |
|            | Soap dispensers (liquid soap)               |    |  |
|            | Soap Dispenser (refill spray cans)          |    |  |
|            | Soap dispenser (Foam)                       | 2  |  |
|            | Hand dryers                                 | 1  |  |
|            | Mirrors                                     | 2  |  |
|            | Dirt bins                                   | 1  |  |
|            | Air Fresheners                              | 1  |  |
|            |   |    |  |
| <b>2.2</b> | <b>LADIES:</b>                              |    |  |
| .          |   |    |  |
|            | Toilets                                     | 10 |  |
|            | Urinals                                     |    |  |

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|       |                                    |   |  |
|-------|------------------------------------|---|--|
|       | Urinal Liquid air fresh holder     |   |  |
|       | Toilet roll holder (T3 –Big)       | 9 |  |
|       | Toilet roll holder (T2 – Mid)      |   |  |
|       | Toilet roll holder (T1 Small)      | 1 |  |
|       | Roll control (Toilet paper)        |   |  |
|       | Wash basin                         | 4 |  |
|       | Taps                               | 4 |  |
|       | Soap dispensers (liquid soap)      |   |  |
|       | Soap Dispenser (refill spray cans) |   |  |
|       | Soap dispenser (Foam)              | 2 |  |
|       | Hand dryers                        | 2 |  |
|       | Mirrors                            | 3 |  |
|       | Dirt bins                          | 1 |  |
|       | She Bins                           | 9 |  |
|       | Air Fresheners                     | 1 |  |
|       | Paper towel Holder (Install)       | 1 |  |
|       |                                    |   |  |
| 2.3 . | <b>DISABLED AND BABY CHANGE:</b>   |   |  |
|       | Toilets                            | 1 |  |
|       | Urinals                            |   |  |
|       | Urinal Liquid air fresh holder     |   |  |
|       | Toilet roll holder (T3 –Big)       |   |  |
|       | Toilet roll holder (T2 – Mid)      |   |  |
|       | Toilet roll holder (T1 Small)      | 1 |  |
|       | Roll control (Toilet paper)        |   |  |
|       | Wash basin                         | 1 |  |
|       | Taps                               | 1 |  |
|       | Soap dispensers (liquid soap)      |   |  |
|       | Soap Dispenser (refill spray cans) |   |  |
|       | Soap dispenser (Foam)              | 1 |  |
|       | Hand dryers                        |   |  |
|       | Mirrors                            |   |  |

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|            |                                    |   |  |
|------------|------------------------------------|---|--|
|            | Dirt bins                          |   |  |
|            | She bins                           | 1 |  |
|            | Air Fresheners                     |   |  |
| <b>3.</b>  | <b>DEPARTURE HALL</b>              |   |  |
| <b>3.1</b> | <b>GENTS:</b>                      |   |  |
| .          | Toilets                            | 3 |  |
|            | Urinals                            | 1 |  |
|            | Urinal Liquid air fresh holder     |   |  |
|            | Toilet roll holder (T3 –Big)       | 3 |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      |   |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 2 |  |
|            | Taps                               | 2 |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              | 2 |  |
|            | Hand dryers                        | 2 |  |
|            | Mirrors                            | 2 |  |
|            | Dirt bins                          | 2 |  |
|            | Air Fresheners                     | 2 |  |
|            |                                    |   |  |
| <b>3.2</b> | <b>LADIES</b>                      |   |  |
| .          | Toilets                            | 3 |  |
|            | Toilet roll holder (T3 –Big)       | 3 |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      |   |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 2 |  |
|            | Taps                               | 2 |  |
|            | Soap dispensers (liquid soap)      |   |  |

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|            |                                    |   |  |
|------------|------------------------------------|---|--|
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              | 2 |  |
|            | Hand dryers                        | 2 |  |
|            | Mirrors                            | 2 |  |
|            | Dirt bins                          | 2 |  |
|            | She Bins                           | 2 |  |
|            | Air Fresheners                     | 1 |  |
|            |                                    |   |  |
| <b>3.3</b> | <b>DISABLED AND BABY CHANGE:</b>   |   |  |
| .          |                                    |   |  |
|            | Toilets                            | 1 |  |
|            | Urinals                            |   |  |
|            | Urinal Liquid air fresh holder     |   |  |
|            | Toilet roll holder (T3 –Big)       |   |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      | 1 |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 1 |  |
|            | Taps                               | 1 |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              | 1 |  |
|            | Hand dryers                        | 1 |  |
|            | Mirrors                            | 1 |  |
|            | Dirt bins                          | 1 |  |
|            | She bins                           | 1 |  |
|            | Air Fresheners                     | 1 |  |
|            | Baby Changing                      |   |  |
| <b>4.</b>  | <b>BIDVEST LOUNGE</b>              |   |  |
| <b>4.1</b> | <b>GENTS</b>                       |   |  |
| .          |                                    |   |  |
|            | Toilets                            | 1 |  |
|            | Urinals                            |   |  |

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|            |                                    |   |  |
|------------|------------------------------------|---|--|
|            | Urinal Liquid air fresh holder     |   |  |
|            | Toilet roll holder (T3 –Big)       |   |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      | 1 |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 1 |  |
|            | Taps                               | 1 |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              | 1 |  |
|            | Hand dryers                        | 1 |  |
|            | Mirrors                            | 1 |  |
|            | Dirt bins                          | 1 |  |
|            | Air Fresheners                     | 1 |  |
|            |                                    |   |  |
| <b>4.2</b> | <b>LADIES</b>                      |   |  |
| .          |                                    |   |  |
|            | Toilets                            | 1 |  |
|            | Toilet roll holder (T3 –Big)       |   |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      | 1 |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 1 |  |
|            | Taps                               | 1 |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              | 1 |  |
|            | Hand dryers                        | 1 |  |
|            | Mirrors                            | 1 |  |
|            | Dirt bins                          | 1 |  |
|            | She Bins                           | 1 |  |
|            | Air Fresheners                     | 1 |  |
|            |                                    |   |  |

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|            |                                    |   |  |
|------------|------------------------------------|---|--|
| <b>4.3</b> | <b>DISABLED</b>                    |   |  |
|            | Toilets                            |   |  |
|            | Toilet roll holder (T3 –Big)       |   |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      |   |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         |   |  |
|            | Taps                               |   |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              |   |  |
|            | Hand dryers                        |   |  |
|            | Mirrors                            |   |  |
|            | Dirt bins                          |   |  |
|            | She Bins                           |   |  |
|            | Air Fresheners                     |   |  |
|            |                                    |   |  |
| <b>5.</b>  | <b>FIRST FLOOR</b>                 |   |  |
| <b>5.1</b> | <b>GENTS</b>                       |   |  |
|            | Toilets                            | 1 |  |
|            | Urinals                            | 1 |  |
|            | Urinal Liquid air fresh holder     |   |  |
|            | Toilet roll holder (T3 –Big)       | 1 |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      |   |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 1 |  |
|            | Taps                               | 1 |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              | 1 |  |

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|            |                                    |   |  |
|------------|------------------------------------|---|--|
|            | Hand dryers                        | 1 |  |
|            | Mirrors                            | 1 |  |
|            | Dirt bins                          | 1 |  |
|            | Air Fresheners                     | 1 |  |
|            |                                    |   |  |
|            |                                    |   |  |
| <b>5.2</b> | <b>LADIES</b>                      |   |  |
|            | Toilets                            | 2 |  |
|            | Toilet roll holder (T3 –Big)       | 2 |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      |   |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 2 |  |
|            | Taps                               | 2 |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |
|            | Soap dispenser (Foam)              | 1 |  |
|            | Hand dryers                        | 1 |  |
|            | Mirrors                            | 2 |  |
|            | Dirt bins                          | 1 |  |
|            | She Bins                           | 2 |  |
|            | Air Fresheners                     | 1 |  |
|            |                                    |   |  |
| <b>5.3</b> | <b>DISABLED AND BABY CHANGE:</b>   |   |  |
| .          |                                    |   |  |
|            | Toilets                            | 1 |  |
|            | Toilet roll holder (T3 –Big)       |   |  |
|            | Toilet roll holder (T2 – Mid)      |   |  |
|            | Toilet roll holder (T1 Small)      |   |  |
|            | Roll control (Toilet paper)        |   |  |
|            | Wash basin                         | 1 |  |
|            | Taps                               | 1 |  |
|            | Soap dispensers (liquid soap)      |   |  |
|            | Soap Dispenser (refill spray cans) |   |  |

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|  |                       |   |  |
|--|-----------------------|---|--|
|  | Soap dispenser (Foam) | 1 |  |
|  | Hand dryers           | 1 |  |
|  | Mirrors               | 1 |  |
|  | Dirt bins             | 1 |  |
|  | She Bins              | 1 |  |
|  | Air Fresheners        | 1 |  |

**OTHER BUILDINGS:**

|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
| <b>1.</b>   | <b>SUBSTATION - A</b>              |          |  |
| <b>1.1.</b> | <b>GENTS</b>                       |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Urinals                            |          |  |
|             | Urinal Liquid air fresh holder     |          |  |
|             | Toilet roll holder (T3 –Big)       | <b>1</b> |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          |          |  |
|             | Air Fresheners                     |          |  |
|             | Shower                             | <b>1</b> |  |
| <b>1.2.</b> | <b>LADIES</b>                      |          |  |
|             | Toilets                            | <b>1</b> |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          |          |  |
|             | She Bins                           |          |  |
|             | Air Fresheners                     |          |  |
|             | Shower                             | <b>1</b> |  |
|             |                                    |          |  |
| <b>1.3.</b> | <b>DISABLED</b>                    |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          |          |  |
|             | She Bins                           |          |  |
|             | Air Fresheners                     |          |  |
|             |                                    |          |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
| <b>2.</b>   | <b>MAINTENANCE BUILDING</b>        |          |  |
| <b>2.1.</b> | <b>GENTS</b>                       |          |  |
|             | Toilets                            | <b>2</b> |  |
|             | Urinals                            | <b>2</b> |  |
|             | Urinal Liquid air fresh holder     |          |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>2</b> |  |
|             | Wash basin                         | <b>2</b> |  |
|             | Taps                               | <b>2</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>2</b> |  |
|             | Dirt bins                          |          |  |
|             | Air Fresheners                     |          |  |
|             | Shower                             | <b>1</b> |  |
|             |                                    |          |  |
| <b>2.2.</b> | <b>LADIES</b>                      |          |  |
|             | Toilets                            | <b>3</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>3</b> |  |
|             | Wash basin                         | <b>2</b> |  |
|             | Taps                               | <b>2</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>2</b> |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
|             | Dirt bins                          |          |  |
|             | She Bins                           |          |  |
|             | Air Fresheners                     |          |  |
|             | Shower                             | <b>1</b> |  |
|             |                                    |          |  |
| <b>2.3.</b> | <b>DISABLED</b>                    |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          |          |  |
|             | She Bins                           |          |  |
|             | Air Fresheners                     |          |  |
|             |                                    |          |  |
| <b>3.</b>   | <b>FIRE STATION</b>                |          |  |
| <b>3.1.</b> | <b>GENTS</b>                       |          |  |
|             | Toilets                            | <b>2</b> |  |
|             | Urinals                            | <b>2</b> |  |
|             | Urinal Liquid air fresh holder     |          |  |
|             | Toilet roll holder (T3 –Big)       | <b>1</b> |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>2</b> |  |
|             | Wash basin                         | <b>2</b> |  |
|             | Taps                               | <b>2</b> |  |

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|             |                                    |   |  |
|-------------|------------------------------------|---|--|
|             | Soap dispensers (liquid soap)      | 1 |  |
|             | Soap Dispenser (refill spray cans) |   |  |
|             | Soap dispenser (Foam)              | 1 |  |
|             | Hand dryers                        |   |  |
|             | Mirrors                            | 2 |  |
|             | Dirt bins                          | 1 |  |
|             | Air Fresheners                     | 1 |  |
|             | Shower                             | 3 |  |
|             |                                    |   |  |
| <b>3.2.</b> | <b>LADIES</b>                      |   |  |
|             | Toilets                            | 2 |  |
|             | Toilet roll holder (T3 –Big)       |   |  |
|             | Toilet roll holder (T2 – Mid)      |   |  |
|             | Toilet roll holder (T1 Small)      |   |  |
|             | Roll control (Toilet paper)        | 2 |  |
|             | Wash basin                         | 2 |  |
|             | Taps                               | 2 |  |
|             | Soap dispensers (liquid soap)      | 2 |  |
|             | Soap Dispenser (refill spray cans) |   |  |
|             | Soap dispenser (Foam)              |   |  |
|             | Hand dryers                        |   |  |
|             | Mirrors                            | 2 |  |
|             | Dirt bins                          | 1 |  |
|             | She Bins                           | 2 |  |
|             | Air Fresheners                     | 1 |  |
|             | Shower                             | 3 |  |
|             |                                    |   |  |
|             | <b>APRON OFFICE</b>                |   |  |
| <b>3.3.</b> | <b>DISABLED</b>                    |   |  |
|             | Toilets                            | 1 |  |
|             | Urinals                            |   |  |
|             | Urinal Liquid air fresh holder     |   |  |
|             | Toilet roll holder (T3 –Big)       |   |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              | <b>1</b> |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | She Bins                           | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |
|             |                                    |          |  |
| <b>4</b>    | <b>GATE 10</b>                     |          |  |
| <b>4.1.</b> | <b>GENTS</b>                       |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Urinals                            | <b>1</b> |  |
|             | Urinal Liquid air fresh holder     |          |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              | <b>1</b> |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |
|             |                                    |          |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
| <b>4.2.</b> | <b>LADIES</b>                      |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      |          |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              | <b>1</b> |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | She Bins                           | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |
|             |                                    |          |  |
| <b>4.3.</b> | <b>DISABLED</b>                    |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Urinals                            |          |  |
|             | Urinal Liquid air fresh holder     |          |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      |          |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
|             | She Bins                           | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |
|             |                                    |          |  |
| <b>5</b>    | <b>CARGO / SAPS</b>                |          |  |
| <b>5.1.</b> | <b>GENTS</b>                       |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Urinals                            | <b>1</b> |  |
|             | Urinal Liquid air fresh holder     | <b>1</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |
|             | Hand dryers                        |          |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |
|             |                                    |          |  |
| <b>5.2.</b> | <b>LADIES</b>                      |          |  |
|             | Toilets                            | <b>2</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>2</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      | <b>1</b> |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              |          |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
|             | Hand dryers                        |          |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | She Bins                           | <b>2</b> |  |
|             | Air Fresheners                     |          |  |
|             |                                    |          |  |
| <b>6.</b>   | <b>CAR RENTAL BUILDING</b>         |          |  |
| <b>6.1.</b> | <b>GENTS</b>                       |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Urinals                            | <b>1</b> |  |
|             | Urinal Liquid air fresh holder     | <b>1</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      |          |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              | <b>1</b> |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |
|             |                                    |          |  |
| <b>6.2.</b> | <b>LADIES</b>                      |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |

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|             |                                    |          |  |
|-------------|------------------------------------|----------|--|
|             | Soap dispensers (liquid soap)      |          |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              | <b>1</b> |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | She Bins                           | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |
|             |                                    |          |  |
| <b>6.3.</b> | <b>DISABLED</b>                    |          |  |
|             | Toilets                            | <b>1</b> |  |
|             | Urinals                            |          |  |
|             | Urinal Liquid air fresh holder     |          |  |
|             | Toilet roll holder (T3 –Big)       |          |  |
|             | Toilet roll holder (T2 – Mid)      |          |  |
|             | Toilet roll holder (T1 Small)      |          |  |
|             | Roll control (Toilet paper)        | <b>1</b> |  |
|             | Wash basin                         | <b>1</b> |  |
|             | Taps                               | <b>1</b> |  |
|             | Soap dispensers (liquid soap)      |          |  |
|             | Soap Dispenser (refill spray cans) |          |  |
|             | Soap dispenser (Foam)              | <b>1</b> |  |
|             | Hand dryers                        | <b>1</b> |  |
|             | Mirrors                            | <b>1</b> |  |
|             | Dirt bins                          | <b>1</b> |  |
|             | She Bins                           | <b>1</b> |  |
|             | Air Fresheners                     | <b>1</b> |  |

Tables 4: Ablution Facilities Installations

## 6. HUMAN RESOURCES

The CONTRACTOR agrees that the contract price is calculated on the human resources set out under Labour as specified by the Client and the CONTRACTOR will provide the manpower per shift as here under. (Manpower under labour will be work out the manpower and shifts).

### 6.1. Manpower:

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Supervisor x 2(Female or male)

Morning Shift x 12(7 female &amp; 5 male)

Afternoon Shift x 12(7 female &amp; 5 male)

TOTAL STAFF: 26

**6.2. Shift / Operational Hours to cover:**

Morning Shift (Monday to Friday) 06h30 – 13h00 (7.00 hours)

Afternoon Shift (Monday to Friday) 12h30 – 20h00 (7.5 hours)

Saturday Shift 08h00 – 20h00 (8 hours)

Sunday (Morning shift) 08h00 – 20h00 (12 hours)

\*These schedules will elaborate on; modified and finalised with the winning bidder.

**6.2.1. Shift requirements:**

The Contractor agrees that shift hours can be changed on request from ACSA from time to time to cover changed operational hours and flight schedule time changes at Bram Fischer International Airport.

**7. LIST OF AREAS PER APPROXIMATE SQUARE METER:**

These areas and approximate square metres applicable to this contract. These areas are further Demarcated on the attached drawings contained in Appendix E. Tenderers will be given an opportunity to view the area during the compulsory site inspection.

**7.1. Terminal Building:**

| NUMBER | BUILDING     | AREA LOCATION         | AREA TYPE     | AREA SIZE          |
|--------|--------------|-----------------------|---------------|--------------------|
| 1      | TERMINAL     | Arrival Area          | Carpet        | 489 m <sup>2</sup> |
|        |              | Public Concourse Area | Ceramic Tiles | 855 m <sup>2</sup> |
|        |              | Departure Area        | Ceramic Tiles | 333 m <sup>2</sup> |
|        |              | Mezzanine             | Carpet        | 127 m <sup>2</sup> |
|        |              | First Floor           | Carpet        | 344 m <sup>2</sup> |
| 2      | CAR RENTAL   | Corridor              | Ceramic Tiles | 540 m <sup>2</sup> |
| 3      | SAPS @ CARGO | Corridor              | Ceramic Tiles | 48 m <sup>2</sup>  |
| 4      | GATE 10      | Corridor              | Ceramic Tiles | 137 m <sup>2</sup> |
| 5      | FIRE STATION | Ground                | Ceramic Tiles | 36 m <sup>2</sup>  |

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|   |                              |                    |                |                     |
|---|------------------------------|--------------------|----------------|---------------------|
|   |                              | Ground             | Carpet         | 54 m <sup>2</sup>   |
|   |                              | Mezzanine Corridor | Steel          | 19 m <sup>2</sup>   |
|   |                              | Mezzanine Offices  | Carpet         | 90 m <sup>2</sup>   |
|   |                              | Mezzanine Gym      | Hard Rubber    | 69 m <sup>2</sup>   |
|   |                              | First Floor        | Ceramic Tiles  | 25 m <sup>2</sup>   |
|   |                              | First Floor        | Carpet         | 78 m <sup>2</sup>   |
| 6 | APRON OFFICE                 | All surface        | Ceramic Tiles  | 82,5 m <sup>2</sup> |
| 7 | ELECTRICAL MAINTENANCE       | All surface        | Industrial Mat | 106 m <sup>2</sup>  |
| 8 | BUILDING & CIVIL MAINTENANCE | All surface        | Industrial Mat | 272 m <sup>2</sup>  |
| 9 | CONTRACTORS                  | All surface        | Ceramic Tiles  | 112 m <sup>2</sup>  |

## 8. TRAINING AND DEVELOPMENT

The initial and periodic on site and off-site training and development program for all skills must be submitted. All employees must be properly skilled and trained for the tasks that relate to relevant activities aimed at delivering the required services. An accredited service provider must provide all training. Proof to be submitted to ACSA management.

## WORK SPECIFICATIONS

### Glass and Aluminium Cleaning:

#### 1. The service Provider is required daily to:

- Clean off counters at check-in and boarding using cloth or soft nylon brush with gentle soap,
- No abrasive scrapers and / or blades to be used on glass & aluminium surfaces,
- Feather dust all glass surfaces before washing, then a soft mutton cloth or micro fibre cloth follow manufacturer's instructions.
- Use M3 stainless steel polish only for all stainless-steel equipment.

#### 2. Lift and other stainless-steel rails cleaning.

##### 2.1. The service provider is required to:

- Cleaning agent – Glass known glass cleaning,
- Stainless Steel – Stainless Steel polish handrail Damp micro fibre cloth (not wet)
- Steps – Vacuum / sweep or brush
- Floor plates – damp cloth (not wet)
- Lift – stainless steel polish
- Door Track – Vacuum/sweep or brush

Water must not enter the lift equipment compartment at any time.

### 3. Hula bond aluminium

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No high pressure/low pressure hoses

Mild detergents with clean water.

#### 4. Wall panels

Surface to be dust free,

Damp soft micro fibre cloth must be used,

Wipe surface of affected areas, with stroke movements, left to right with grain,

Areas to be covered must not exceed half a square meter in a motion,

Immediately, use damp chamois leather to remove any oil or all excess water.

Any surface marks or dirt will be very easily removed without any damage to the finish of the panels. This exercise can be done once six weeks, for maintenance purposes only.

#### 5. Flooring

Poor maintenance or the use of the wrong cleaning materials will not only result in an unsightly floor but may irreparably damage the floor.

| ACTIVITY  | ACTION   | NOTES   |
|-----------|--|---|
| FLOORS    | Sweep: remove soil and dirt                                    | Preferable by vacuuming or sweeping with soft broom   |
|           | Wash the floor with a light duty detergent. Use auto-scrubber  | Excessive amounts of cleaning solution should be avoided as it may seep between the tiles affecting both the adhesive and the tile. The clean-solution and the nylon pad should be usually blue or green. |
|           | Avoid excessive amount of water on the floor                   | Assess movement before washing of floors  |
| LAMINATED | Wash the floor with a light duty detergent                     | Follow manufacturer's instructions carefully.   |
|           | No polish may be applied to floors                             | No polish may be applied to floors. Glossy detergents shall be used to maintain gloss on floor.   |
| TOILETS   | Colour coded micro coded spray bottles to be used              | Daily   |
|           | Marked / colour coded spray bottles to be used                 | Daily   |
|           | No abrasive brushes to be used to clean toilet bowls or basins | Deep clean where needed. Minimum at least once a week   |

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|               |  |   |
|---------------|--|---|
|               | To be deep cleaned (after airport operational hours) | SABS approved products  |
| WALK OFF MATS | To be vacuumed daily                                 | 4 Times a day and also depending on weather for example during strong winds |
| WASH BASINS   | Colour coded micro fibre cloths to be used           | SABS approved products depending on basin type                              |
| URINALS       | To be cleaned / maintained                           | No Handy Andy   |

## 6. Methods and procedures

The Contractor must accept and respect the fact that the Airport is continuously undergoing construction and improvement and that a variety of stakeholders are involved in ACSA's business. Therefore, with reason and with prior arrangements with the Contractor, ACSA might require the following from time to time:

Re-scheduling of work accommodation other contractors

Allowing access and providing assistance to OEM suppliers to correct defects on equipment and/or system,

Checking on other contractors to reduce risk,

Pointing out services to consultants or other contractors

Providing access to other contractors

Attending co-ordination and planning meetings

Removing rubble and /or equipment from site

Providing of system data to ACSA or its consultants

Recommending improvement on maintenance procedures

Co-operation with ACSA Security relating to security initiatives.

## 7. Quality plans and control

The Contractor must execute all maintenance work per industry quality norms and standards prevailing from time to time. In this regard, the Contractor will be expected to draft quality plans from time to time that must be presented to the Service Manager. Emphasis must be on improving system reliability and ensuring that scheduled maintenance is indeed completed to recommend standards.

## 8. Environment

The Contractor will keep noise and dust levels to a minimum. At no time, shall his/her work result in nuisance, interference, or danger to the public or other person working at the Airport.

At no time, shall the Contractor:

Allow any pollution or toxic substance to be released into the air or storm water systems,

Interfere with, or put at risk, the functionality or any system or service,

Cause a fire or safety hazard:

Work instructions, daily check sheets, monthly maintenance reports, inventory reports, breakdown reports, exemption reports, etc. will all be in a format as agreed with the Service Manager.

## 9. Key personnel

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A schedule of key personnel to this Contract, including summaries of their qualifications and experience will be provided to the Service Manager at commencement of this Contract. This will, as a minimum, include all persons from technician level to management level. For the whole duration of this Contract, none of these persons will be replaced by a person of lesser ability or qualification.

#### **10. Management Meetings**

The Contractor will be expected to attend meetings relating to maintenance, operations, contract management and other issues that may arise from time to time. As far as practical, the Contractor will make the required person available for these meetings. The Contractor shall not claim for payment for attending any of these meetings.

#### **11. Electronic payments**

The Contractor should arrange with ACSA's finance department for making all payments electronically.

#### **12. Daily records**

The Contractor shall keep accurate daily records of staff attendance, maintenance work, safety inspections, and exception reports. The Contractor shall be kept on site and will be available for scrutiny by the Service Manager at any time.

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## Part C3: Scope of Works

### C3.2: Health and Safety Requirements

#### Section 17: Occupational Health and Safety

##### OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT (ACT 85 OF 1993) &  
CONSTRUCTION REGULATION 5.1(k)

#### OBJECTIVES

To assist Airport Company South Africa (ACSA) to comply with the requirements of:

1. The Occupational Health & Safety (Act 85 of 1993) and its regulations and
2. The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993) also known as the (COID Act).

**To this end an Agreement must be concluded before any contractor/ subcontracted work may commence**

**The parties to this Agreement are:**

|   |
|---|
| <b>Name of Organization:</b><br><br>AIRPORTS COMPANY SOUTH AFRICA<br>BRAM FISCHER INTERNATIONAL AIRPORT             |
| <b>Physical Address:</b><br><br>Bram Fischer International Airport, Thabe Nchu Road, Bloemfontein, Free State, 9300 |

Hereinafter referred to as "Client"

|                              |
|------------------------------|
| <b>Name of organisation:</b> |
| <b>Physical Address</b>      |

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# AIRPORTS COMPANY SOUTH AFRICA

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or [research@uiowa.edu](mailto:research@uiowa.edu).

**Hereinafter referred to as “the Mandatory/ Principal Contractor”**

## MANDATORY'S MAIN SCOPE OF WORK

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#### **GENERAL INFORMATION FORMING PART OF THIS AGREEMENT**

1. The Occupational Health & Safety Act comprises of SECTION 1-50 and all un-repealed REGULATIONS promulgated in terms of the former Machinery and Occupational Safety Act No.6 of 1983 as amended as well as other REGULATIONS which may be promulgated in terms of the Act and other relevant Acts pertaining to the job in hand.
2. "Mandatary" is defined as including as agent, a principal contractor or a contractor for work, but WITHOUT DEROGATING FROM HIS/HER STATUS IN HIS/HER RIGHT AS AN EMPLOYER or user of the plant
3. Section 37 of the Occupational Health & Safety Act potentially punishes Employers (PRINCIPAL CONTRACTOR) for unlawful acts or omissions of Mandataries (CONTRACTORS) save where a Written Agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATARY.
4. All documents attached or refer to in the above Agreement form an integral part of the Agreement.
5. To perform in terms of this agreement Mandataries must be familiar and conversant with the relevant provisions of the Occupational Health & Safety Act 85 of 1993 (OHS Act) and applicable Regulations.
6. Mandatories who utilize the services of their own Mandatories (contractors) must conclude a similar Written Agreement with them.
7. Be advised that this Agreement places the onus on the Mandatary to contact the CLIENT in the event of inability to perform as per this Agreement.
8. This Agreement shall be binding for all work the Mandatary undertakes for the client.
9. All documentation as per the Safety checklist including a copy of the written Construction Manager appointment in terms of construction regulation 8, must be submitted 7 days before work commences.

#### **THE UNDERTAKING**

The Mandatary undertakes to comply with:

#### **INSURANCE**

1. The Mandatary warrants that all their employees and/or their contractor's employees if any are covered in terms of the COID Act, which shall remain in force whilst any such employees are present on the Client's premises. A letter is required prior commencing any work on site confirming that the Principal contractor or contractor is in good standing with the Compensation Fund or Licensed Insurer.
2. The Mandatary warrants that they are in possession of the following insurance cover, which cover shall remain in force whilst they and /or their employees are present on the Client's premises, or which shall remain in force for that duration of their contractual relationship with the Client, whichever period is the longest.

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- Public Liability Insurance Cover as required by the Subcontract Agreement.
- Any other Insurance cover that will adequately makes provision for any possible losses and/or claims arising from their and /or their Subcontractors and/or their respective employee's acts and/or omissions on the Client's premises.

### **COMPLIANCE WITH THE OCCUPATIONAL HEALTH &SAFETY ACT 85 OF 1993**

The Mandatary undertakes to ensure that they and/or their subcontractors if any and/or their respective employees will always comply with the following conditions:

1. All work performed by the Mandatary on the Client's premises must be performed under the close supervision of the Mandatary's employees who are to be trained to understand the hazards associated with any work that the Mandatary performs on the Client's premises.
2. The Mandatary shall be assigned the responsibility in terms of Section 16(1) of the OHS Act 85 of 1993, if the Mandatary assigns any duty in terms of Section 16(2), a copy of such written assignment shall immediately be forwarded to the Client.
3. The Mandatary shall ensure that he/she familiarise himself/herself with the requirements of the OHS Act 85 of 1993 and that s/he and his/her employees and any of his subcontractors comply with the requirements.
4. The Mandatary shall ensure that a baseline risk assessment is performed by a competent person before commencement of any work in the Client's premises. A baseline risk assessment document will include identification of hazards and risk, analysis and evaluation of the risks and hazards identified, a documented plan and safe work procedures to mitigate, reduce or control the risks identified, and a monitoring and review plan of the risks and hazards.
5. The Mandatary shall appoint competent persons who shall be trained on any Occupational Health & Safety aspect pertaining to them or to the work that is to be performed.
6. The Mandatary shall ensure that discipline regarding Occupational Health & Safety shall be strictly enforced.
7. Any personal protective equipment required shall be issued by the Mandatary to his/her employees and shall be worn at all times.
8. Written safe working practices/procedures and precautionary measures shall be made available and enforced and all employees shall be made conversant with the contents of these practices.
9. No unsafe equipment/machinery and/or articles shall be used by the Mandatary or contractor on the Client's premises.
10. All incidents/accidents referred to in OHS Act shall be reported by the Mandatary to the Provincial Director: Department of Labour as well as to the Client.
11. No user shall be made by the Mandatary and/or their employees and or their subcontractors of any of the Client's machinery/article/substance/plant/personal protective equipment without prior written approval.
12. The Mandatary shall ensure that work for which the issuing of permit is required shall not be performed prior to the obtaining of a duty completed approved permit.
13. The Mandatary shall ensure that no alcohol or any other intoxicating substance shall be allowed on the Client's premises. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the premises. Anyone found on the premises suspected to be under the influence of alcohol or any other intoxicating substance shall be escorted off the said premises immediately.
14. Full participation by the Mandatary shall be given to the employees of the Client if and when they inquire into Occupational Health & Safety.

### **FURTHER UNDERTAKING**

1. Only a duly authorised representative appointed in terms of Section 16.2 of the OHS Act is eligible to sign this agreement on behalf of the Mandatary. The signing power of this representative must be designated in writing by the Chief Executive Officer of the Mandatary. A copy of this letter must be made available to the Client.
2. The Mandatary confirms that he has been informed that he must report to the Client's management, in writing anything he/she deems to be unhealthy and /or unsafe. He has versed his employees in this regard.
3. The Mandatary warrants that he/she shall not endanger the health & safety of the Client's employees and other

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persons in any way whilst performing work on the Client's premises.

4. The Mandatary understands that no work may commence on the Client's premises until this procedure is duly completed, signed and received by the Client.

5. Non-compliance with any of the above clauses may lead to an immediate cancellation of the contract.

**SHE FILE REVIEW FORM**

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

Contractor Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Area where work is to be performed: \_\_\_\_\_ Airport: \_\_\_\_\_

| No. | Document required   | Status received<br>(Yes / No / N/A) | Compliance Status / Comments |
|-----|---|-------------------------------------|------------------------------|
| 1   | Mandatory OHS appointments  |                                     |                              |
|     | 16(1), 16(2) & 8(2)   |                                     |                              |
|     | SHE Representative  |                                     |                              |
|     | First Aider(s)  |                                     |                              |
|     | Fire Marchall   |                                     |                              |
|     | Supervisors   |                                     |                              |
|     | Lifting Supervisors   |                                     |                              |
|     | Scaffold Inspector  |                                     |                              |
| 2   | Scope of work   |                                     |                              |
| 3   | Risk assessments  |                                     |                              |
| 4   | Equipment and tools list  |                                     |                              |
| 5   | Safe working procedures   |                                     |                              |
| 6   | Toolbox talks   |                                     |                              |
| 7   | ACSA Safety, Health, and Environmental Induction                                |                                     |                              |
| 8   | Signed Section 37(2) Agreement  |                                     |                              |
| 9   | Valid letter of good standing   |                                     |                              |
| 10  | Method statement  |                                     |                              |
| 11  | Project Specific SHE Plan   |                                     |                              |
| 12  | Fall protection and rescue plan where applicable                                |                                     |                              |
| 13  | Lifting plan where applicable   |                                     |                              |
| 14  | Valid Medical fitness certificates as per Annexure 3 of the CR 2014 regulations |                                     |                              |
| 15  | ID copies of the employees on-site  |                                     |                              |

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|    |  |  |  |
|----|--|--|--|
| 16 | Pre-populated WCL2 form  |  |  |
| 17 | Emergency plan and contact details for emergencies   |  |  |
| 18 | Proof of competencies  |  |  |
| 19 | Notification of construction work or construction permit if applicable   |  |  |
| 20 | Signed Environmental Terms and Conditions to commence work-EMS 048 attached  |  |  |
| 21 | Register of sub-contractors and activities to be undertaken  |  |  |
| 22 | Select relevant high-risk to be perform: <ul style="list-style-type: none"> <li>• Work at heights</li> <li>• Hot work</li> <li>• Work on electricity</li> <li>• Work in confined spaces</li> <li>• Excavation</li> <li>• Work on machinery</li> <li>• Other</li> </ul> |  |  |

**Approval Status:**

SHE File approval:

Date approved:

General comments:

**Details of SHE File Reviewer:**

Full name and Surname: \_\_\_\_\_

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

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

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Issue: 2

Issue Date: 30/09/2022



## Part C3: Scope of Works

### C3.3: Service Level Agreement and Performance Management

#### 1 SERVICE LEVEL AGREEMENT

##### Operational hours

Normal airport operational hours shall be regarded as being from 06:00 to 19:00 for every day of the year. However, this may be amended by the Service Manager from time to time and (with reason) shall have no impact on the Contractors fee and rates.

##### Human resources

1. Considering current airport assess control infrastructure and security arrangements and considering the physical layout of the system, the contractor shall ensure a quantity and effective positioning of staff to meet or exceed the Service Level Agreement.
2. The rostered cleaning staff compliment shall be sufficient to perform all required cleaning requirements.
3. During operational hours, the Contractor shall have sufficient personnel on-site to successfully attend to cleaning requirements.

##### Staff qualifications

It is noted that ACSA has listed the formal qualifications required under this contract. It will always remain the successful bidder's responsibility to ensure that staff is suitably qualified and experienced for the duties expected of them. Furthermore, all applicable legislative requirements must be adhered to in rostering staff.

ACSA reserve the right to verify all personnel employed under this contract. Furthermore, ACSA reserves the right to instruct that personnel that are not adequately qualified or suited for this contract be removed from the site.

#### 2 PERFORMANCE MANAGEMENT

| Key Performance Area   | Response Time | When      | Target  | Penalties   | Incentives   |
|--|---------------|-----------|---|---|--|
| Spillages, Breakages   | 10 Minutes    | All times | 100% must be achieved   | R1000 per incident  |  |
| Paper removal, litter reaction   | 10 Minutes    | All times | 100% must be achieved   | R1000 per incident  |  |
| Removal of bubble gum  | 15 Minutes    | All times | 100% must be achieved   | R1000 per incident  |  |
| Deep Cleaning of toilets   | 5 hours       |           | 100% must be achieved   | R1000 per deviation   |  |
| Meeting & Maintaining cleaning Standards and frequencies as detailed in the specifications |               | All times | 100% must be achieved   | R500 per deviation  |  |
| Meeting Requirements ASQ   |               | Monthly   | Rating of 4.2 as per ACSA KPI set by the board. Rating may change from time to time and any change will be communicated | 10% of monthly management fee following three consecutive months of failing to achieve the prescribed minimum ASQ rating* | R50 000 following three consecutive months of achieving the prescribed minimum ASQ rating* |

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|  |  |           |                 | minimum ASQ rating*  |  |
|--|--|-----------|-----------------|--|--|
| Failure to meet the contracted CPG for 3 consecutive months  |  | Monthly   | Minimum 50%     | R 10 000 per month until targets are met   |  |
| The contractor fails to / neglects to disclose correct levels and shortages to the Employer.<br>(Misrepresentation of information)                                       |  | Daily     | 3 or more times | R 1000 per day of staff shortage   |  |
| A staff does not meet the prescribed qualifications against the Contract specifications  |  | Daily     | 3 or more times | R 5000   |  |
| Contractor fails to provide a reliever for a post and leaves the post unmanned   |  | Daily     | 3 or more times | R 5000   |  |
| A Staff member's uniform does not meet the agreed upon standards and specification requirements.   |  | Daily     |                 | R 1000 immediate penalty – must be rectified within 7 days – if not rectified a penalty of R5 000 will apply |  |
| The contractors monthly or weekly reports do not meet the set requirements.  |  | Weekly    |                 | If not submitted within 7 days of each month and if reasons not communicated – Penalty of R 2 500 per month  |  |
| The contractor does not provide support as requested by the Employer during construction and any other instance where the request will have been made to the Contractor. |  | All times |                 | Immediate – R 5 000 per incident   |  |

\*The R 5000 incentive shall apply throughout the term of the contract.

\*The Employer will require that at the incentive be distributed/cascaded in the following manner.

- 60% of the incentive earned for the achievement of the ASQ target be distributed to operational staff i.e. cleaners.
- 20% of the incentive earned for the incentive be distributed/cascaded to supervisory staff. I.e. shift managers and Supervisors.
- 20% for the Contractor's discretion.
- The subcontractors shall in the incentive in accordance with their proportion of the overall contract value (i.e. 70:30)
- Proof of the above will be requested.

#### Notification of Penalties

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- The Employer will notify the contractor in writing of its intention to claim a penalty within 30 days of an event or the Employer may lose its right to claim the penalty. Should the Employer not claim a penalty for an event it shall not be interpreted that the level of performance is acceptable or that the Employer shall not be entitled to claim penalties for similar future events. Under no circumstances shall a penalty be regarded as the only action ACSA may take against the Contractor or only amount it may claim from the Contractor.
- Any claim directed at the Employer as a result of the equipment/plumbing infrastructure being unavailable will be for the account of the Contractor.
- Furthermore, the Employer will hold the Contractor liable for any costs incurred as a result of negligence of the Contractor or as a result of unreasonably poor performance including excessive time taken to effect repairs or maintenance.
- The Employer agrees that penalties shall not be levied against the Contractor for any event or non-performance that may occur during the first six (6) months from the start of the contract.
- Penalties will be limited to a maximum of R 10 000 per month.

### Proposed Response Time by Station Cleaners

In terms of the SLA, the below are the minimum standards for responses. This may differ for airport to airport due to size and square meter of area requiring rectification. The airport shall consider the times and amend their SLAs to suit operations. Minimum standards that approved Contractor shall respond to all cleaning related faults as follows:

During service hours:

| Type of Problem                             | Response Time                | When   |
|---|------------------------------|--|
| Spillage's, breakage's                      | 5 minutes                    | Any given time   |
| Papers removal, litter reaction             | 5 minutes                    | Any given time   |
| Removal of bubble gum                       | ongoing                      | Any given time   |
| Stripping and sealing of floors             | 3 day – per area identified  | After 24h00 or after last arrival/departure flight                                 |
| Hygiene cleaning of toilets                 | 3 hours                      | After 24h00  |
| Detailed cleaning                           | 3 days – per area identified | After 24h00  |
| High pressure cleaning of pavements         | 2 hours                      | After 24h00  |
| Cleaning of walls                           | 8 hours                      | After 24h00  |
| Cleaning of banister/glass partitions       |                              | Daily  |
| Cleaning of windows up to 1,7m (large)      | 4 hours                      | Any given time   |
| Cleaning of floors with industrial machines | 7hours                       | Between 24h00-05h00<br>FABL Specific:<br>After airport closure or during Saturdays |

### Quality Control Inspections

The approved Contractor shall ensure that an internal inspection system is in place in their area of work and these are conducted on an hourly basis.

The inspection shall be:

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|   |   |   |
|---|---|---|
| 1 | First inspection  | Conducted by the approved Contractor's Supervisor/Manager at the start of the shift   |
| 2 | Daily and hourly inspections as per SLA of respective airport | As per SLA and performance KPI's of ACSA staff  |
| 3 | Second inspection:<br>(Dependant on SLA, structure)           | Conducted by the approved Contractor's Operational Manager/Supervisor, together with the ACSA Contracts coordinator/Supervisor/Technician/ACSA Client Manager/IAM Department Manager.   |
| 4 | Third inspection:   | Conducted weekly, every two weeks, monthly or once every six weeks by the ACSA B&FM Team, together with a Senior Representative of the approved Contractor and his/her Supervisor Team/ Operations/Area Manager of the contractor, as per structure of the airport or SLA |

The performance of the approved Contractor shall be monitored, a benchmark of eighty-five (85) present (%) of overall cleanliness must be achieved on a monthly basis using the ACSA QMS.

The approved Contractor shall be expected to attain an ASQ rating that will be communicated by ACSA yearly based on ACSA Board Key Performance Indications.

A Cleaning action plan must be submitted on a monthly basis by the approved Contractor to the ACSA Contracts Coordinator/Supervisor/Technician/ACSA Client Manager/IAM Department Manager.

#### **Ablution Facilities Inspections**

An ablution Facility inspection sheet shall be compiled by the approved Contractor and kept in a holder provided in each ablution facility.

A two-hourly inspection shall be conducted by the approved Contractor's Supervisor on the ablution facilities, this inspection sheet must be signed following each inspection.

An ACSA Contracts Coordinator/Supervisor/Technician/ACSA Client Manager/IAM Department Manager shall inspect and sign this inspection sheet at least once a day for all on toilets on Airport Terminal Buildings.

| Airport     | Response Time to Identify deviation | Correction of minor to medium deviation | Correction of major deviation (to be assessed per event) |
|-------------|-------------------------------------|---|--|
| <b>FABL</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FACT</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FAEL</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FAGG</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FAKM</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FALE</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FAPE</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FAOR</b> | 5 minutes                           | Within 15 minutes                       |  |
| <b>FAUP</b> | 5 minutes                           | Within 15 minutes                       |  |

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Where major deviations (e.g. water leaks), the ACSA Contracts Coordinator/Supervisor/Technician/ACSA Client Manager/IAM Department shall take charge of the supervision of the 'clean up' and ensure sufficient manpower and equipment is available to minimize disruption to airport operations. Where more than one approved Contractor is in place for Cleaning Services, each Cleaning Services approved contractor shall have a common understanding to support in the areas of any other Approved Contractor by making equipment and staff available for the 'clean up' in the event of a major deviation. This is to ensure minimal disruption to airport operations.

### **Sample Performance Evaluation Checklist**

#### **A. Performance and compliance monitoring**

The Employer or his appointed representatives will monitor with the use of methods as required, the performance and compliance of the contractor in terms of the provision of services in this contract.

#### **B. Transgression by the contractor are, not limited to the following:**

1. Failure to maintain change room / toilet facilities, in a neat and clean condition.
2. Failure to timeously advise the Employer of any incident that have direct impact on the integrity of the airport.
3. Failure to disclose information relating to shortages, equipment, and incidents to the Employer.
4. Failure to conduct any of the required evacuation drills in accordance with airport evacuation procedures and frequencies. (Such airport evacuation procedures will be provided to the successful bidder)
5. Failure to comply with training requirements as prescribed in the tender document and agreed between the parties.
6. Failure to submit require reports and schedules to the Employer as required.
7. Allows or causes an action or event to take place that has a negative impact on the activities on the premises.
8. Disregards or does not pay attention to lawful commands by the authorised representative of the Employer.
9. The contractor and /or its employees are negligent or slack in the execution of their duties.
10. The contractor and/or its employees behave disorderly or ill-mannered whilst redering services. Disorderly or ill-mannered behaviour may be, but not limited to, the following:
  - a. Walking in groups in the terminals and disregarding passengers and all other airport patrons,
  - b. Screaming of speaking to each other loudly in the presence of passengers and all other patrons, and
  - c. Solicitation of money/donations from passengers and all other patrons. This conduct is strictly prohibited.
11. The contractor and /or its employees use alcohol and/or drugs or is under the influence of alcohol or drugs whilst rendered services.
12. Use of the premises of the Employer unlawfully.
13. Employees leave their posts without permission.
14. Employees sleep while on duty.
15. Acceptance of bribes, (A bribe means any benefit that may acquire, that has the effect that the services are rendered contrary to the provisions of this agreement).
16. Uniform is not up to standards or acceptable.
17. Does not comply with the laid-down OHS and SANS standards and guidelines.
18. Employees are not in possession of identity cards as required or falsely perform duties of a specific grade, without the necessary qualifications.
19. Employees may not take their phones to their post without the permission of a supervision.
20. Employees may not speak to the press, release information, or discuss events external to the Employer.
21. Employees not posted according to generic specifications (absent) or staffs not at positions of duty as determined by the job description.
22. Employees fail ti report security breaches.

#### **C. Penalty System**

The following transgressions shall not be accepted. The service provider should ensure that their employees are oriented on these as part of code od conduct. Incident shall be reported on a monthly basis and where it is found that the management is manage these transgressions the following penalties will apply.

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| No. | Description  | Penalties   |
|-----|--|---|
| 1   | Staff found sleeping or taking part or possession of goods not belonging to them. i.e. Attempted theft.  | Service Provider Code of conduct applies  |
| 2   | ACSA incurred a loss as a direct result of the negligent action or omission of the contractor in the execution of his duties in terms of the SLA   | Contractor will be responsible for damages  |
| 3   | Staff is paid less than the determined minimum wage in line with regulations including increase, bonus, and statutory leave as per the BCE act   | Reported to Dept of Labour. Penalty of R20 000  |
| 4   | Staff found using, while on duty at his/her post, personal electronic devices. i.e. Mobile phone, portable radio/cd player, DVD players.   | Service Provider Code of Conduct applies  |
| 5   | The prescribed Job description, evacuation procedure and Health and Safety plans and appointments not in place or maintained and do not meet with the prescribed guidelines, or revisions. | Notice of breach stipulating a turnaround time for rectification                            |
| 6   | The contractor or staff fail to carry out or maintain any specific instruction given by the ACSA in the execution of the services  | Service Provider Code of conduct applies  |
| 7   | Any legislative breaches and the failing to enforce legislation  | Notice of breach stipulating a turnaround time for rectification                            |
| 8   | A staff was posted for the first time at the site without being introduced to the management or receiving the required site induction and site-specific training.                          | First incident will receive a written warning. Subsequent incidents will draw a R2 500 fine |

**D. Meetings and SLA Reviews**

Spot inspections will be conducted by the Employer from time to time, along with the Contractor in accordance with the high priority areas agreed to by both parties. A Sample of the weekly performance inspection measurement scorecard is illustrated below:

| Item | Description                             | Rating |   |   |   |   |     | Comments |
|------|---|--------|---|---|---|---|-----|----------|
| 1    | Safety and Housekeeping:                | 1      | 2 | 3 | 4 | 5 | N/A |          |
|      | - Safety Warning sign in place          |        |   |   |   |   |     |          |
|      | - Isolation/cordon/Barricading off area |        |   |   |   |   |     |          |
|      | - Warning Signs in place                |        |   |   |   |   |     |          |
| 2    | Reporting:                              | 1      | 2 | 3 | 4 | 5 | N/A |          |
|      | Monthly reports submitted on time       |        |   |   |   |   |     |          |
| 3    | Personal Protection Equipment:          | 1      | 2 | 3 | 4 | 5 | N/A |          |
|      | - Wearing PPE                           |        |   |   |   |   |     |          |
| 4    | Security and Uniform:                   | 1      | 2 | 3 | 4 | 5 | N/A |          |

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|              |  |              |   |   |   |   |     |
|--------------|--|--------------|---|---|---|---|-----|
|              | <ul style="list-style-type: none"> <li>- ID card always clearly visible</li> </ul>   |              |   |   |   |   |     |
|              | <ul style="list-style-type: none"> <li>- Clear sign of the name of company</li> </ul>  |              |   |   |   |   |     |
|              | <ul style="list-style-type: none"> <li>- To be properly dressed in overall with company name on the back for identification</li> </ul> |              |   |   |   |   |     |
| 5            | Reliability:   | 1            | 2 | 3 | 4 | 5 | N/A |
|              | <ul style="list-style-type: none"> <li>- Equipment available at times with no repeat incident on equipment</li> </ul>                  |              |   |   |   |   |     |
|              | <ul style="list-style-type: none"> <li>- Keep to agreed schedule</li> </ul>  |              |   |   |   |   |     |
| 6            | Submission of documentation:   | 1            | 2 | 3 | 4 | 5 | N/A |
|              | <ul style="list-style-type: none"> <li>- Submitted with agreed time frame</li> </ul>   |              |   |   |   |   |     |
|              | <ul style="list-style-type: none"> <li>- Invoice submitted on time</li> </ul>  |              |   |   |   |   |     |
| 7            | Workmanship:   | 1            | 2 | 3 | 4 | 5 | N/A |
|              | <ul style="list-style-type: none"> <li>- Quality of cleaning services to agreed standards</li> </ul>                                   |              |   |   |   |   |     |
| 8            | Systems:   | 1            | 2 | 3 | 4 | 5 | N/A |
|              | <ul style="list-style-type: none"> <li>- System of work in place and connected to ACSA CMMS</li> </ul>                                 |              |   |   |   |   |     |
| 9            | Reaction time:   | 1            | 2 | 3 | 4 | 5 | N/A |
|              | Speed of resolving calls based on CMMS information report  |              |   |   |   |   |     |
| 10           | Safety Documentation:  | 1            | 2 | 3 | 4 | 5 | N/A |
|              | Submission and updating of Safety Documents  |              |   |   |   |   |     |
| Total Score: |  | /Total       |   |   |   |   |     |
|              |  | .....% ..... |   |   |   |   |     |

Transgressions identified during the weekly inspections will be logged in the Transgression penalty points system.

| Rating | Meaning | Description |
|--------|---------|-------------|
|--------|---------|-------------|

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|   |                     |   |
|---|---------------------|---|
| 5 | Outstanding         | All performance requirements met and surpassed in some instances                                      |
| 4 | Highly Satisfactory | Performance requirements mainly met with one or two areas not met                                     |
| 3 | Satisfactory        | Performance requirements adequately   |
| 2 | Unsatisfactory      | Performance requirements significantly below expectations, improvement required in a number of areas. |
| 1 | Poor                | Performance requirements not met, expectations not met at all.  |

SLA review meetings are held monthly, and official reviews are carried and documented quarterly. Note that the ASQ targets applies to the contract as mentioned above and will be reviewed at the same time. Below is an example of the SLA review.

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#### PART C4: SITE INFORMATION

#### DESCRIPTION OF THE SITE AND ITS SURROUNDINGS

##### General description

The location for where the services will be rendered is the Bram Fischer International Airports, in Free state. The footprint of the areas included under this contract is detailed in Part C3 of this document.



- Figure 1: Locality map of the Bram Fischer International Airport  
Bram Fischer International Airport  
N8, Thaba Nchu Road  
Bloemfontein  
9300  
GPS Coordinates: -29.095626, 26.297821

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## C4.3: ACSA Environmental Policy

### ENVIRONMENTAL TERMS AND CONDITIONS - EMS 048

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

| ISSUE   | REQUIREMENT   |
|---|---|
| <b>Environmental Policy</b>                                       | ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff.   |
| <b>Storm water, Soil and Groundwater Pollution</b>                | <ul style="list-style-type: none"> <li>No solid or liquid material may be permitted to contaminate or potentially contaminate storm water, soil or groundwater resources.</li> <li>Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required.</li> <li>Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas.</li> <li>No leaking equipment or vehicles shall be permitted on the airport.</li> </ul>  |
| <b>Air Pollution</b>  | <ul style="list-style-type: none"> <li>Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum.</li> <li>Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities.</li> <li>Fires: No open fires shall be permitted on site.</li> </ul>   |
| <b>Noise Pollution</b>  | <ul style="list-style-type: none"> <li>All reasonable measures shall be taken to minimize noise generated on site due to work operations.</li> <li>The Contractor shall comply with the applicable regulations regarding noise.</li> </ul>  |
| <b>Waste Management</b>   | <ul style="list-style-type: none"> <li>Waste shall be separated as general or hazardous waste.</li> <li>General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible.</li> <li>Under no circumstances shall solid or liquid waste be dumped, buried or burnt.</li> <li>Contractors shall maintain a tidy, litter free environment always in their work area.</li> <li>Contractors must keep on file:           <ol style="list-style-type: none"> <li>The name of the contracting waste company</li> <li>Waste disposal site used</li> <li>Monthly reports on quantities – separated into general, hazardous and recycled</li> <li>Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal</li> <li>Copy of waste permit for disposal site</li> </ol> </li> </ul> <p>This information must be available during audits and inspections.</p> |
| <b>Handling Storage Hazardous Chemical Substances (HCS)</b><br>of | <ul style="list-style-type: none"> <li>All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets.</li> <li>Materials Safety Data Sheets shall be stored with all HCS.</li> <li>All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately).</li> <li>All contractors shall be adequately informed with regards to the handling and storage of hazardous substances.</li> <li>Contractors shall comply with all relevant national, regional and local legislation regarding the transport, storage, use and disposal of hazardous substances.</li> </ul>  |

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|                                     |   |
|-------------------------------------|---|
| <b>Water and Energy Consumption</b> | ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage. |
| <b>Training Awareness</b> &         | The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.                             |

**Penalties**

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate, and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused due to the infringement at his/her own expense.

I, ..... of ..... agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: ..... on this date: ..... (dd/mm/yyyy)

at: .....

**BASELINE HIRA: ACSA GENERIC HAZARDS ASSESSMENT**
**Baseline Risk Assessment**

Project Name:

Integrated Building Maintenance and plumbing for a period of 3 years at Bram Fischer International Airport.

Document Number: HIRA 1

Revision Number: 00

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Issue: 2

Issue Date: 30/09/2022



| Risk Severity Definition          | Description: Consequence (can lead to)...                                 | Examples of what to look out for...   |
|-----------------------------------|---|---|
| <b>Category A</b><br>Catastrophic | One or more multiple deaths and complete loss or destruction of equipment | A major accident  |
| <b>Category B</b><br>Hazardous    | Serious injuries or major damage to equipment                             | Large reduction in safety margins, physical distress or workload such that the operators cannot be relied upon to perform their tasks accurately or completely                        |
| <b>Category C</b><br>Major        | Minor injuries or minor equipment damage                                  | A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of conditions impairing their efficiency |
| <b>Category D</b><br>Minor        | Incidents   | Operating limitations are breached. Procedures are not used correctly   |
| <b>Category E</b><br>Negligible   | Negligible or Inconvenience   | Few consequences. No safety consequences. Nuisance  |

| Likelihood Probability | Description                 | Examples of what to look out for...  |
|------------------------|-----------------------------|--|
| <b>Category 1</b>      | Extremely Improbable (Rare) | Almost inconceivable that the event shall occur  |
| <b>Category 2</b>      | Improbable (Seldom)         | Very unlikely that the event shall occur. It is not known that it has ever occurred before |
| <b>Category 3</b>      | Remote (Unlikely)           | Unlikely but could possibly occur. Has occurred rarely.                                    |
| <b>Category 4</b>      | Occasional                  | Likely to occur sometimes. Has occurred infrequently.                                      |
| <b>Category 5</b>      | Frequent                    | Likely to occur many times or regularly. Has occurred frequently or regularly              |

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|                      |   | Catas-trophic | Hazardous | Major | Minor | Negligible |
|----------------------|---|---------------|-----------|-------|-------|------------|
|                      |   | A             | B         | C     | D     | E          |
| Frequent             | 5 | 5A            | 5B        | 5C    | 5D    | 5E         |
| Occasional           | 4 | 4A            | 4B        | 4C    | 4D    | 4E         |
| Remote               | 3 | 3A            | 3B        | 3C    | 3D    | 3E         |
| Improbable           | 2 | 2A            | 2B        | 2C    | 2D    | 2E         |
| Extremely Improbable | 1 | 1A            | 1B        | 1C    | 1D    | 1E         |

| Generic Hazard     | Specific component Hazard  | Hazard related consequence   | Existing defenses to control risk   | Safety Index | Risk |
|--------------------|--|--|---|--------------|------|
| Site establishment | Delivering of containers and materials; increased vehicle movements and location of services                     | Operational disruptions, incidents and service disruptions                         | Site plan location requires prior approval, services to be identified by ACSA representatives and drivers to be competent and vigilant of other road users. Vehicle inspections are to be conducted daily   | 2D           |      |
| Site Access        | Access is to be controlled and movement of vehicles and staff are to be monitored to reduce impact on operations | Injuries to Airport users, traffic build up, operational delays, vehicle incidents | Site is to be access controlled. All visitors to site are to report to the site office. Entrance to site camp is to be kept clean, swept after truck deliveries to minimize impact to operations.   | 2D           |      |
| Persons on airside | Accidents and injuries   | Injury persons/Fatality  | All staff wishing to work on the Airside are to go for Airside induction training. These staff members are to have valid Permits with them at all times. Personal protective equipment required for Airside includes but is not limited to high visibility jackets (as per the procedure, hearing protection, safety shoes & hard hats (if required). An airside safety plan must be submitted before commencement of work. | 3A           |      |

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|  |                       |                                      |  |  |    |
|--|-----------------------|--------------------------------------|--|--|----|
| A  | Accidents<br>injuries | and                                  | Damage<br>aircraft/vehicles/pro<br>perty/persons               | <p>All vehicles operating on the Airside are to be fitted with a strobe light, appropriate signage in the form of a prefix, have the necessary vehicle permit in place, to be fitted with a fire extinguisher and are to be serviceable. Vehicles are to be checked by Airside Safety prior to be granted Airside access</p> <p>Airside induction is required for all persons entering the Airside. For persons wishing to drive on the Airside Service Road an AVOP 2 permit is required. Where work is to be conducted on the Airfield, then contractors are required to be under escorts or have undergone Radio License training and be in the possession of an AVOP 3 permit</p> <p>The speed limit on the Apron Service Roads is 30km/h, 15km/h at the back of stand and 60km/h on the Perimeter Road. During period of Low Visibility (LVP) will be affected and no vehicular movements are allowed on the Airfield. Low visibility procedures will be in place</p> | 4A |
| Driving<br>airside   | on                    | Incidents                            | Damage to aircraft/<br>vehicles/property/<br>persons           |  | 4A |
| Driving<br>runways<br>and<br>taxiways<br>without<br>permission | on                    | Incursion<br>(include<br>definition) | Collision<br>aircraft/property<br>damage<br>or<br>fatality/ies | <p>Runway and taxiway markings are indicated as per ICAO Annex 14. Permission is required from Air Traffic Control when crossing runways and taxiways. Signage indicating movement areas are painted on the ground or by means of illuminated signage boxes. Only persons in possession of a valid Airside Vehicle Operators Permit with the necessary radio license (Partac training) will be permitted to drive in restricted areas. Vehicles under escort must follow at reasonable distance.</p>   | 3A |
| Noise  | Health Risks          |                                      | Noise induced<br>hearing loss                                  | <p>Baseline and annual audiograms are to be conducted. Contractors are to implement a hearing conservation program and issue staff with hearing protection and provide the necessary training in this regard. Contractors to identify noisy operations in passenger areas and are to conduct noise generating operations at off peak times were possible or if</p>   | 3B |

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|                        |                                 |  |   |    |
|------------------------|---------------------------------|--|---|----|
|                        |                                 |  | unavoidable with ACSA's Project Leaders written permission.   |    |
| Jet blast              | Potential injuries and property | Damage to vehicles/property/people         | Signage warning against jet blast is installed at high risk areas. Risks associated with jet blast are covered during Airside Induction Training. Caution to be taken around aircraft when the anti-collision lights are activated in the Apron bays. 75-meter clearance behind aircraft to be observed to prevent jet blast. Contractors to be aware of aircraft movements | 4C |
| Perimeter fence breach | Security risk                   | National Key Point Violation               | Access and egress points are strictly enforced. Contractors are only to use the entry points as provided by the ACSA Project Leader. No materials are to be stored within 3meter of the perimeter fence.  | 3B |
| Crane operations       | Height of crane                 | Flight obstruction/collision with aircraft | 30-meter height restriction procedure – refer to Airfield Operation Department for further information  | 2A |
| Weather                | Adverse weather conditions      | Damage to aircraft/vehicles/equipment      | Weather warnings are issued by the Airside Safety Department as and when required. All equipment on the Airside is to be secured  | 4A |
| Construction works     | Foreign Object Debris (FOD)     | Ingestion into aircraft engine             | Airside induction is required for all staff working on the Airside, FOD bins are to be used for any FOD found lying on the ground. All waste to be secured to prevent it from becoming airborne (refer to Environmental Terms and Conditions)   | 4B |
| Construction works     | Working at Height               | Injury /fatality                           | Fall protection plan to be devised by the contractors in line with the Construction Regulations 2014. Rescue plans are to be included   | 3A |

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|                                 |  |     |   |  |    |
|---------------------------------|--|-----|---|--|----|
| Construction works              | Storage hazardous chemicals substances                         | of  | Contamination/fire/injury to persons/ environmental impact  | ACSA's Environmental terms and conditions are to be adhered to. All relevant legislation and bylaws are to be adhered to. All necessary permits are to be applied for by the contractor such as transport permits, possession permits and flammable certificates.<br><br>ACSA Environment and Fire and Rescue to be notified where a spill occurs. | 4B |
| Construction works              | Waste  |     | Attracts rodents and birds which leads to bird strikes and adds to FOD                            | Waste management to be implemented in line with ACSA's Environmental Terms and Conditions  | 4B |
| Construction works              | Spillages (fuels/oils/hydraulics /chemicals/human waste)       |     | Contamination/Pollution/injury to persons/adverse health effects                                  | ACSA's Environmental terms and conditions and applicable legislative controls are to be adhered to. ACSA Environment and Fire and Rescue to be notified where a spill occurs   | 4B |
| Construction works              | Dust   |     | Damage aircraft/injury to persons/adverse health effects/   | Dust suppression measures are to be implemented and PPE used where required  | 4B |
| Construction works/ Trenching   | Damage underground services. Interruption of critical services | to  | Electrocution, loss of critical services, damage to property, major injuries, aircraft diversions | Consult as-built plans. Scan area before trenching. Trenching to be done under competent supervision.  | 4A |
| Delivery materials              | Falling materials or stones or sand                            | of  | Vehicle/pedestrian accidents  | Materials are to be delivered within specified time frames, flagman to be utilized during deliveries, load limitations to be observed, netting is to be used, contractors to clean road after deliveries   | 4E |
| Lack of signage – warning signs | Injuries accidents   | and | Injuries accidents  | Contractors to install sufficient demarcations around construction sites along with the necessary warning signs and beacon lights (refer to Construction Regulations and Traffic Act) No signs are to be removed without prior permission and notification. Temporary way finding signage is required if signage has been disturbed                | 2D |
| Waste management                | Environmental impact   |     | Illegal dumping   | Temporary laydown areas to be identified and no illegal dumping is permitted.  | 3C |

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|                      |                                  |  |   |    |
|----------------------|----------------------------------|--|---|----|
| Trolleys             | Damaging trolleys through misuse | Injuries and property damage   | Contractors to provide their own trolleys. ACSA's trolleys are for passenger use only   | 5D |
| Golf carts           | Misuse of golf carts             | Injuries and property damage   | Contractor staff to be aware of golf cart movements on the Landside. Golf cart use for airport users only and not for contractor use for transporting materials. Golf carts operate in predetermined routes – contractors to be aware thereof | 3D |
| Fire equipment       | Use and abuse of fire equipment  | Injuries and property damage   | Fire equipment is only to be used during emergencies. Contractors to provide their own fire equipment. No materials to be stored in ACSA fire cabinets. Emergency exits are to be kept clear at all times                                     | 2B |
| Unattended bags      | Security risk                    | Injuries/fatality to Airport users/stakeholders/ ACSA employees. Bomb threat- damage to property, vehicle and or Operational disruptions | Contractors are not permitted to leave bags unattended as they will be removed and will be handed to SAPS   | 5C |
| Speed limits         | Car accidents                    | Injuries and vehicle damage  | Speed limits are show on signage in various areas.  | 3C |
| Deliveries           | Basement                         | Disrupt traffic flow and passenger movements   | Delivery notes are required, and delivery times are to be specified.  | 2C |
| Overhead works       | Falling items                    | Injuries, vehicles, property damage  | Fall protection plan required as per the Construction Regulations 2014.   | 5C |
| General housekeeping | Damage infrastructure            | Injuries, damages to property  | Site and task specific risk assessments to be carried out by the contractor   | 4C |

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