



REQUEST FOR BIDS FOR INCLUSION IN THE PANEL OF LICENSED SECURITY SERVICES AND PRICING FOR SECURITY SERVICES FOR A PERIOD OF FIVE (5) YEARS AT AIRPORTS OPERATED BY AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED (ACSA)

Tender Number : **COR7070/2023/RFP**

Issue Date : **07 February 2023**

Closing Date: **27th February 2023 (EXTENDED TO 06 MARCH 2023 AT 14:00 HOURS)**

Compulsory Briefing session

Date and Time: **A compulsory briefing session will be held via Microsoft Teams on 14 February 2023**

Session 1: **10:00 hours – 13:00 hours**

Session 2: **14:00 hours – 17:00 hours**

Please Take Note: Potential bidders are requested to pre-register for attendance to the compulsory briefing session. Registration should be sent to marcia.ngwenya@airports.co.za. In the request for registration, Potential bidders are expected to state the name of their company, the name of a representative to participate in the briefing session, their contact details and position held at the company they represent at the briefing session.



SECTION 1: INSTRUCTIONS TO BIDDERS

1.1 Collection of RFB documents

The tender documents will be available from **Tuesday 07 February 2023 from 18 hours**. Electronic copies of the tender documents will be available for download on the National Treasury Data Base during the same period. No bid documents will be available at the briefing session.

1.2 Submission of bid documents

All packages containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before ~~14h00 (PM) on Monday the 27th February 2023~~ using the following method: **THIS CLOSING DATE HAS BEEN EXTENDED TO 6 MARCH 2023 AT 14:00 HOURS.**

a) **Hand delivery:**

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

Tender box A:

The Tender Box A is located at:

ACSA Offices

North Wing

3rd Floor

OR Tambo International Airport

Tender Box A will be opened for submission and submission accepted on Friday 3RD MARCH 24th February 2023 and Monday 6 March 27th February 2023. A submission register will be available, and all respondents must complete the submission register. Bids must be in triplicate (an original printed copy and two printed copies of the original) together with an electronic copy of the bid documents using a compact disc or flash drive. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence.

1.3 Late Bids

NO LATE BIDS SHALL BE CONSIDERED

Clarification and Communication

All communications and enquiries shall be addressed to:

Name: Ms. Marcia Ngwenya

Designation: SCM Co-ordinator

Tel: Per email only

Email: marcia.ngwenya@airports.co.za

Request for clarification or information regarding the tender shall only be entertained by ACSA until **Monday the 27th February 2023**. All responses to the requests for information or clarification sought by any bidder will also be sent to all the other bidders who have attended the compulsory briefing session to this Request for Bids within forty-eight (48) hours from the date of clarification sought.

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

1.5 Compulsory Briefing Session

A compulsory briefing session will be held on 14 February 2023 via Microsoft Teams scheduled for two sessions as follows:

Session 1: 10:00 hours – 13:00 hours

Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 366 078 782 068

Passcode: 64mPmH

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+27 21 834 0841,175568450#](tel:+27218340841175568450) South Africa, Cape Town

Phone Conference ID: 175 568 450#

[Find a local number](#) | [Reset PIN](#)

Session 2: 14:00 hours – 17:00 hours

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 393 608 881 182

Passcode: goMjfb

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+27 21 834 0841,,644604513#](#) South Africa, Cape Town

Phone Conference ID: 644 604 513#

[Find a local number](#) | [Reset PIN](#)

Note: Bidders can choose to attend any one of the above compulsory briefing sessions. Attendees will be required to produce proof of registration at the session.

1.6 Bid Responses

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

1.7 Disclaimers

It must be noted that ACSA may:

- a) Award the whole or a part of this tender;
- b) Split the award of this tender;
- c) Negotiate with all or some of the shortlisted bidders;
- d) Cancel this tender prior to the making of an award



1.8 Validity Period

ACSA requires a validity period of **one hundred and twenty (120) business/working days calculated from the closing date for Bid submission**. During the validity period of the tender the prices which have been quoted by the bidder **must remain fixed, firm and valid for a minimum of 12 months**.

1.9 Confidentiality of Information

ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without the prior written approval of the bidder whose information is sought other than a court of law.

1.10 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background

This tender is composed of **two phases** and a **two-envelope system** shall be applied:

Phase 1: Airports Company South Africa SOC Limited (“ACSA”) wishes to compile a Panel of Licensed Security (Guarding) Services comprising of ~~fourteen (14)~~ **sixteen (16)** Security Service providers for the provision of Security (Guarding) Services at all ACSA airports in the Republic of South Africa in accordance with ACSA’s requirements from time-to-time for a period of five (5) years. ACSA’s terms and conditions shall apply to the agreement with the successful bidders, the successful service providers for **phase 1** of this bid, will be granted a License Concession to operate and perform work for ACSA and other stakeholders operating at ACSA operated airports.

Phase 2: Airports Company South Africa SOC Limited (“ACSA”) wishes to appoint Security companies from Panel of Licensed Security (Guarding) Services companies to offer Security Services to ACSA for a period of five (5) years. ACSA’s terms and conditions shall apply to the agreement with the successful bidders, the successful service provider/s for **phase 2** of this bid, will be granted a contract/s to offer Security Services for ACSA.

2.2 Purpose of this Tender

ACSA requires the prospective service provider to offer and deliver general security services, Specialised tactical security services, Baggage Screening Services, Specialised Security Services for high value goods/cargo, Protection of VIP and VVIP, and other associated services deemed associated and relevant as approved by ACSA. The deliverables shall be in relation to ACSA airports locations pursuant to the mandate set out in the National Key Point Act/Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended), National Aviation Security Program and to safe guard civil aviation facilities, aerodromes, aircrafts and airports. For this purpose, the Bidders shall achieve the deliverables and perform the services described in this scope of works in conformity with:

- (i) The terms and condition of the this bid;
- (ii) The services and related requirements processes, procedures and operations prescribed in the Standard Operating Procedures as may be amended by ACSA and/or relevant stakeholder from time to time by amending notice;
- (iii) The minimum requirements for Bidders prescribed in the service and/or screening Standards as may be amended by ACSA from time to time by amending notice and;
- (iv) The Bidders shall employ security personnel to perform security services at ACSA airport locations.

The Bidders shall manage the performance of their security personnel and assigned obligations, activities and responsibilities while being accountable to ACSA as a concession client in delivering security, screening and other related services and deliverables that are effective, efficient, and consistent and in the public interest.

ACSA's terms and conditions shall apply in accordance with the distinct agreements which shall be concluded with the preferred service provider(s) once the contract(s) is awarded.

2.3 Special Terms and Conditions

The Bidders shall be obliged to adhere to the terms and conditions of the tender as stipulated below.

- Bidders must provide the names, physical and postal addresses, telephone and fax numbers of their regional or provincial offices and control rooms and head office;
- Bidders must provide the names, identity numbers and street addresses of all directors, stakeholder and members or partners of, their companies or close corporations or partnerships, respectively as the case may be;
- The prospective service provider must be a South African registered entity and controlled entity, and all its security officers must be South African citizens in possession of valid South African identity (ID) document or smart card;
- **Provide South African State Security Agency and South African Police Services criminal status Clearances of the security officers who will be placed at the ACSA's concession facilities; (BIDDER MAY NOT SUBMIT THIS INFORMATION FOR PHASE 1. THIS SHALL BE A REQUIREMENT FOR PHASE 2. ACSA SHALL ASK FOR SUPPLEMENTARY INFORMATION FROM THE SECURITY COMPANIES WHO WOULD BE SUCCESSFUL IN PHASE 1).**
- Provide proof of school/tertiary, qualifications, firearm training and PSIRA qualifications of site manager and security officers. Certificates are to be verified and examined by ACSA officials and to be produced for inspection as and when required;
- On award bidders must consent to signing a Declaration of Confidentiality or Oath of Secrecy regarding any of ACSA and/or concession clients' information handled by the service provider;
- Additional security officers who will be utilised for ad hoc situations at ACSA concession facilities shall also undergo the necessary security record checks conducted by the State Security Agency (SSA) and/or South African Police Services (SAPS);
- Security officers assigned to ACSA concession sites must be eighteen (18) years and older but not older than 60 years with the relevant qualification;
- Security officers assigned to the ACSA concession must be in possession of Grade 12 (Matric) certificate or equivalent and;

- Security officers must undergo medical assessment which must be done by the service provider prior to their appointment/recruitment or as and when required by ACSA and/or as per legislative requirements.
- ACSA has the right to conduct site visits to all short listed bidders.

As part of the bid adjudication process **AND AFTER THE APOINTMENT IN PHASE 1**, the prospective service provides will be subjected to the following: -

- (i) Security screening/reliability checks by the (State Security Agency (SSA) and / or South African Police Service (SAPS) on the company structure and all directors of the company or member(s) of the close corporation.
- (ii) Security screening/reliability checks of all security officers supplied to render security services to ACSA's facilities (the level of the clearance required shall be determined by ACSA's representative).
- (iii) Signing of legal indemnities with regard to the services rendered (e.g. damage to property of third parties, loss of life or injury to be sustained by the security personnel during the execution of their duties and any other legal claims resulting from acts or omissions committed by security personnel against third parties).

Bidders must be aware that being awarded a concession and included in the panel of licensed service providers (phase 1) does not guarantee work at any of ACSA operated and controlled airports including ACSA stakeholders.

2.4 Scope of Services – Security License Providers (Concession)

2.4.1 Deliverables

The service provider shall achieve the following deliverables (the “Deliverables”), each of which is a specific deliverable required by ACSA without limitation to the services or any related obligation, activity or responsibility described in this Scope of Work or the Contract:

A. Optimum Performance Screening.

Security Screening Services shall be performed to a high standard at the Airport Locations, including without limitation by:

- (i) Preventing prohibited and non-permitted items from accessing, entering or otherwise being brought into sterile areas, restricted areas or onto aircraft;
- (ii) Identifying the essential components of an improvised explosive device and an improvised incendiary device;
- (iii) Screening persons, property, belongings and baggage in the manner and under the

circumstances prescribed by ACSA;

- (iv) Screening persons, property, belongings and baggage promptly and without interruption or delay;
- (v) Deploying Screening Personnel at screening checkpoints, access gates and elsewhere at the Airport Locations having due regard to the certification, language and gender profiles prescribed by ACSA to ensure Security Screening Personnel are continuously engaged in productive activities;
- (vi) Managing the performance of Security Screening Personnel at screening checkpoints and access gates having due regard to professionalism in dealing with the travelling public and the need for coaching, mentorship, motivation, correction and discipline;
- (vii) Resolving any incident, emergency or contingency that may actually or potentially jeopardize the continuation of screening and;
- (viii) Reporting information and data regarding the screening of persons, property, belongings and baggage in the manner, under the circumstances and within the timelines prescribed by ACSA.

B. Customer Satisfaction

Ensure that passengers and staff who access restricted areas or aircraft through any screening checkpoint or access gate who carry belongings or baggage are screened in a manner that they are satisfied with their screening experience at the Airport Locations, including without limitation, paying attention to the following:

- (i) The assistance provided by Security Personnel to complete screening promptly and address any special situations;
- (ii) The official language of communication and quality of information provided during screening;
- (iii) The responsiveness of Screening Personnel to any question asked during screening;
- (iv) The courteousness and professionalism of Screening Personnel during screening and;
- (v) The care and control applied to persons, property, belongings and baggage while being screened.

C. Suitable Screening Personnel Applicants

Ensure that applicants for employment as Security Personnel are suitable for South African Civil Aviation Authority (SACAA's) National Training and Certification Program to National Civil Aviation Security Program (NCASP) and National Key Point Act/Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended), including without limitation:

- (i) Passing assessment testing performed by the prospective service provider to evaluate the experience, knowledge, skill, ability, professionalism, personal suitability and references of applicants and;
- (ii) Meeting the Designation Standards for Screening Officers or such other minimum standards as may, from time to time, be prescribed by ACSA, SACAA and NKP.

D. Successful Security Personnel Training

Ensure that Security Personnel are successful in SACAA's National Training and Certification Program and National Key Points Training Program, including without limitation:

- (i) Training in the manner and under the circumstances prescribed by ACSA;
- (ii) Satisfying the pre-requisites for each course in SACAA's National Training and Certification Program prior to enrolment; and National Key Points Training Program;
- (iii) Passing certification and recertification testing performed by SACAA and NKP;
- (iv) Attending and completing the training, recurrent learning and certification courses and tests for which they are scheduled;
- (v) If selected for employment as training personnel, passing assessment testing performed by Accredited SACAA training service provider and;
- (vi) On Job training and firearms refresher training in terms of Firearms Regulation 21 shall be conducted annually according ACSA and NKP standards, by the service provider and training records/ certificates shall be maintained.

E. Screening Personnel Optimization

Ensure that Security Personnel performance is optimized at screening checkpoints, access gates and elsewhere at the Airport Locations having due regard to scheduling and deployment to ensure Security Personnel are continuously engaged in productive activities and unnecessary deployment/posting are avoided.

F. Shared Understanding with Security Personnel

Ensure that Security Personnel share the Security Contractor's understanding of ACSA's objectives, including without limitation:

- (i) Being promptly informed about changes to ACSA's operating activities or ACSA's corporate priorities;
- (ii) Understanding the nature and extent of any changes to ACSA's operating activities or ACSA's corporate priorities and;
- (iii) Providing accurate, reliable and consistent information to members of the travelling public about ACSA's operating activities and ACSA's corporate priorities.

G. Effective Consumables and Uniforms Management

Ensure that consumables, uniforms and related items are supplied to Security Personnel in sufficient quantities to perform security functions and are not wasted, lost or stolen.

H. Continuous Improvement in Service Delivery

Ensure that prospective service provider and its security personnel shall continuously improve performance of any Services.

I. Representation of ACSA's Interests

Ensure that ACSA's interests are represented by the prospective service provider and its Security Personnel in the performance of security functions at the Airport Locations having due regard to upholding ACSA's reputation with the public, including without limitation the travelling public, supporting ACSA's relationship with its stakeholders and air carriers, and safekeeping ACSA's property, including without limitation any equipment, information, signage or space.

J. Accurate and Timely Reporting

Ensure that operational, training, recurrent learning, certification and administrative information and data is reported accurately by the prospective service provider and Security Personnel in the manner and within the timelines prescribed by ACSA.

K. PSIRA Requirements

- (i) The company or close corporation and every director of the company or member of the close corporation must be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001);
- (ii) The prospective service provider's rates and costs must be in line with the minimum PSIRA requirements;
- (iii) The prospective service provider must provide the PSIRA registration certificate;
- (iv) Bidders must provide an original or copy of the written letter of good standing from PSIRA. This correspondence must be valid at the bid closure date. The service provider may be required to submit a valid original or certified copy of the letter of good standing at any given time during for the duration of the contract;
- (v) All security officers in the employ of the company or close corporation must be registered PSIRA and;
- (vi) All security officers supplied by the company or close corporation must be trained to the standards set out and regulated by PSIRA and by a training centre accredited by PSIRA.

2.5 Services

The prospective service provider shall perform the Services, including without limitation the following, each of which is a specific service required by ACSA without limitation to any objective or deliverable or any related obligation, activity or responsibility described in this Scope of Work or the Contract:

- (i) Passenger and Baggage Screening and Reconciliation;
- (ii) Screening Cargo and Post Office Mail;
- (iii) Catering Security;
- (iv) Aircraft Security;
- (v) Airport Security and;
- (vi) Additional Security Services.

The services involve provisions of aviation security services to ensure compliance with the respective legislation to protect the national key point and civil aviation against acts of unlawful interference as detailed below:

2.5.1 Passenger and Baggage Screening and Reconciliation

2.5.1.1 Provide

- (i) Matching of passenger against established profiles and;
- (ii) Security questioning.

2.5.1.2 Provide

- (i) Screening of checked baggage;
- (ii) Screening of transfer baggage;
- (iii) Screening of mishandled baggage;
- (iv) Physical examination of checked, transfer and mishandled baggage and;
- (v) Identification of security cleared baggage.

2.5.1.3 Provide

- (i) Screening of passengers;
- (ii) Screening of cabin and/or unchecked baggage and;
- (iii) Physical examination of passengers and unchecked baggage.

2.5.1.4 Provide

- (i) Identification of passengers prior to boarding;
- (ii) Reconciliation of boarded passengers with their baggage;
- (iii) Positive baggage identification by passengers and;
- (iv) Assistance in offloading of baggage for passenger who fails to board the aircraft.

2.5.2 Cargo and Post Office Mail

2.5.2.1 Provide

- (i) Control of access to cargo the cargo facilities;
- (ii) Screening of cargo and/or mail;
- (iii) Physical examination of cargo;
- (iv) Holding of cargo and/or mail for variable periods;
- (v) Secure storage of cargo and/ or mail and;
- (vi) Decompression/pressure chamber.

2.5.3 Catering Services

2.5.3.1 Provide

- (i) Control of access to the catering unit;
- (ii) Security supervision during food preparation;
- (iii) Security checks of catering uplifts;
- (iv) Sealing of food and/ or bar trolleys/containers and;
- (v) Physical examination of catering vehicles prior to loading.

2.5.4 Ramp/Aircraft Services

2.5.4.1 Provide for control of access to:

- (i) Aircraft and;
- (ii) Designated areas.

2.5.4.2 Provide

- (i) Search of aircraft;
- (ii) Guarding of aircraft;
- (iii) Guarding of designated areas ;
- (iv) Security of baggage in the baggage make-up area and;

- (v) Sealing of aircraft.

2.5.4.3 Provide

- (i) To safeguarding all loads during the transportation between aircraft and designated locations and;
- (ii) During offloading and loading of aircraft.

2.5.5 Airport Services

2.5.5.1 Provide for legitimate control of access to:

- (i) Airside;
- (ii) Restricted areas and;
- (iii) Designated areas.

2.5.5.2 Provide

- (i) Search of vehicles;
- (ii) Guarding of access gates;
- (iii) Guarding of vulnerable installations;
- (iv) Guarding of designated areas ;
- (v) Guarding of terminal building and related facilities;
- (vi) Screening of persons and crew;
- (vii) Screening of baggage and items;
- (viii) Screening of vehicles and containers and;
- (ix) Surveillance and patrol.
- (x) Guarding of Car parks

2.5.6 Additional Services

2.5.6.1 Provide

- (i) General security guarding of landside facilities;
- (ii) Valuable cargo operations;
 - Guarding of warehouses
 - Transportation from Cargo terminal to aircraft

- Safe guarding during loading and off-loading and ground transportation
- Handling of diplomatic bags (when declared as valuable)
- Handling of narcotics (drugs such as opium and derivations) etc. if required
- Protection of transit shipment of valuable cargo

(iii) Firearms handling and transportation;

(iv) Guarding of fuel farms and fuel depots;

(v) Off airport vulnerable installations and infrastructure and;

(vi) K9 Operations.

2.6 Written Bid

It is a requirement of this bid that a written bid/submission be made by the prospective service provider covering the following aspects:

Describe the proposed contract indicating, amongst other, how you will address each component of the below mentioned in context of national keys points program, National Key Point Act/Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended), and aviation security operations (Civil Aviation Act No. 13 of 2009 and Civil Aviation Regulations of 2011, Parts 108,109 &110). **(This section should not exceed more than 51 pages in total, and should be formatted under headings in order of the points that follow):**

- **Company Profile of Logistical Capabilities** - clearly indicating the type of security services that will be delivered, and if any sub-contractors or other departments / divisions of your organisation will be deployed; describing the business knowledge and experience in performing service in accordance with the scope of works. Describing the organization's experience with implementing security operations strategy, methods / best practices / tools, if any, etc.
- **Human Resources** – indicate your organisational policy and ethos relating to ethics code, recruitment and selection, training and skills development, Describe how you will execute the plan to implement the same at an operational level in relation to the scope of services.
- **On-Site Contract Structure & Operational Resourcing Plan** – Indicate personnel strengths with indicative administrative structure, organisation and arrangements in relation to operational personnel, supervision, on site management and corporate support and with regards to:
 - (i) A Management framework for service delivery;
 - (ii) Management structure inclusive roles and responsibility;
 - (iii) Problem resolution and escalation procedures;

- (iv) Contract and variance management;
- (v) Operational account management service delivery and;
- (vi) Strategic account management relationship alignment.

The prospective service provider's must provide a written bid that must include the details of the proposed team which will assist with administration and rendering of the security services to the ACSA Concession.

This team should include and not be limited to:

- (i) Area Manager / Regional Manager;
- (ii) Operational Manager and;
- (iii) Key Account Manager.

The Bidders must provide the curriculum vitae (CV) of each team member as proposed above. The details should include CV's, copies of their IDs, PSIRA qualifications (Certificates), knowledge and experiences of the members. The security experiences of the incumbents must be detailed in the CV.

- **Contract Operational Capacity** – How you plan to implement airports & aviation security contract management and logistics arrangements at ACSA operated airports to deliver the various types of aviation security services offered. Describe key strategic variables as per your aviation security objectives as prescribed by your organisations security policies in ensuring the effective implementation and roll-out of the annual operational plan (AOP) include the following:
 - (i) Describe how you build and maintain security culture in your organization;
 - (ii) Organisations security culture and crime prevention program success is a direct result of your direction and your goals and;
 - (iii) Define your organisations baseline and how to measure security culture and risk in your organization`s program.
- **Contract Infrastructure** – Describe relevant contract infrastructure to the provisions of aviation security services such as appropriate equipment's, established control rooms, communications apparatus, vehicles etc. The prospective service provider must have a well-established immovable facility (structure) that serves as an equipped security control room with 24 hour operational service for the purpose of reporting and provision of assistance in cases of emergency. The security control room shall be manned at all times for 24 hours. As a minimum requirement a control room shall have the following equipment in operational state:
 - (i) Facsimile machine on a direct landline;
 - (ii) Telephone on a direct landline;
 - (iii) At least one operational cellular phone;
 - (iv) LED torch;
 - (v) Operational radio-base and two-way radio communications and/or (Push to Talk) PTT;



- (vi) Installed secure security door at the control room entrance;
- (vii) Contact numbers of all managerial staff, client office and after-hours numbers, police, ambulance, fire brigade, et cetera, shall be permanently displayed on the control room wall and;
- (viii) Appropriate and trained security officers manning control room on twenty four (24) hour basis.

NB: Please indicate clearly in the written submission items applicable in your control room as stated above

Financial Plan - describe and illustrate start-up budget operations, clearly addressing possible risks, if any.

Management and Monitoring of the Services - Present a clear and comprehensive bid indicating how the services will be organised, to cater for needs of the various stakeholders at ACSA operated airports.

Business Knowledge - Describe any national and/ or international experience with airports, airlines or similar organisations;

Value Add - indicate the value that your organisation can bring in addition to those services offered and how your bid will allow for an increase in the level of service delivered including innovations based on global aviation security trends;

Efficiency Quality System - indicate if or detail how you can improve efficiency by implementing QMS policy and procedures to the scope of works that will address failures to adhere to the proposed service agreements and SLA's and describe how you would rectify non-conformances in terms of the respective legislations; and describe in detail the methods to measure the effectiveness and efficiency for each process with the proposed quality system.

SECTION 3: PREFERENCE POINTS AND PRICE

3.1 Preference Points and Price

Bidders should note that the tender evaluation will be based on **three stages** approach. The approach will be as follows:

- **Stage 1:** will be the Pre-qualification and Mandatory Administrative Requirements (checking if all the documents have been received) and;
- **Stage 2:** will be the Functionality/Technical Evaluation Criteria (evaluating the technical ability of all bidders in respect of this bid).
- **Stage 3: Will be the Price and Preference. This will form part of Phase 2 for ACSA only and not any other stakeholders. Stakeholders may opt to conduct stage 3 separately as determined by their Policies and Procedures. Bidders are requested to submit documents for stage 3 in a sealed package and a soft copy with a separate password to it.**

Bidders should note that sixteen (16) Security companies will be appointed into the Panel of Licensed Security companies. Eight (8) Service Providers with an operating turnover exceeding R50 million, four (4) Service Providers with an operating turnover of R50 million or less and four (4) Service Providers with an operating turnover of R10 million or less scoring the highest points for functionality will be appointed to form the Panel of Licensed Security Service providers.

Price and Preference (Phase 2) will be evaluated once the Panel of Licensed Security Service providers has been approved by the ACSA National Bid Adjudication Committee and appointed accordingly. The successful service providers on the panel will be approached (FOR PHASE 2) where the Prices submitted will be evaluated for Price and Preference point scoring. The successful bidders for Phase 2 will be notified in writing. Bidders are requested to submit B-BBEE certificates. In the event of a tie-on points for two or more bidders, the contract will be awarded to a bidders/s that scored the **highest points for specific goals** If two or more entities score the same points for specific goals, the award will be decided by **drawing of lots**.

3.2 Identification of Preference Point System.

In terms of Regulation 3 (1 and 2) of the Preferential Procurement Regulations of 2022:

- (1) An organ of state must, in the tender documents, stipulate—
 - (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7;
 - (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.
- (2) 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.

The following goals as per ACSA's Transformation Policy will form part of this bid/tender. In terms of this bid/tender, Preference points will be awarded in terms of the table below:

Item	Category	Specific Goals	Minimum Target	Score	
				20	10
5.	Other Goods and Services	51% owned by Black male and Black women and Black youth and People living with disabilities	30%	20	10
		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	8
		51% owned by Black male or Black women or Black youth or People living with disabilities (at least one of the designated groups must be achieved)		10	6
		Less than 51% owned by Black male, Black women, Black youth, People living with disabilities		5	4
		Other		0	0

ACSA shall require minimum target sub-contracting for tenders/bids above R30 million. ACSA shall apply sub-contracting to advance designated groups in favour of Exempted Micro Enterprises (EME) and Qualifying Small Entities (QSE).

Bidders must submit their valid Broad Based Black Economic Empowerment (B-BBEE) Certificates **together with the supporting documentation (workings) of the certificate**. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

3.2.1 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.

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

3.2.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if

- they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 3.2.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
 - 3.2.5 A consortium or joint venture must provide a joint venture agreement.
 - 3.2.6 In the event that there is a split up / break away / termination of the partnership / joint venture / consortium, your appointment to the panel will be terminated
 - 3.2.7 The certificate must be in the bidders name, where the service is subcontracting (through subcontracting / joint venture); the bidder must also attach the PSIRA certificate of the sub-contract or the JV partner.
 - 3.2.8 The certificate must be in both the bidders name and the appointed sub-contractor. In the case the service is sub-contracted the bidder must attach the documentation confirming the JV or sub-contractor.
 - 3.2.9 In the event a trust, JV, sub-contracting or consortium exists the principle contractor, each need to submit mandatory legislative requirements documentation as per mandatory requirements.
 - 3.2.10 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 30% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
 - 3.2.11 A person awarded a contract may not sub-contract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

3.3 Sub-Contracting (Phase 2)

Successful bidders to the Panel of Licensed Security Service Providers will only be allowed to sub-contract with EME/QSE from a list of approved Panel of Licensed Security Service Providers only. This list will be communicated to all successful/unsuccessful bidders for this bid and published with the National Treasury ePortal.



3.4 Declaration regarding the Bidder

Name of bidding entity

VAT Registration number:

Company registration number:

Type of company / firm:

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

[TICK APPLICABLE BOX]

3.4.5 Describe principal business activities

3.4.6 Company Classification

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

[TICK APPLICABLE BOX]



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

3.4.8 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 3.2 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 3.4.8.1 The information furnished is true and correct;
- 3.4.8.2 In the event of a contract being awarded as a result of points claimed as shown in paragraph 3.2, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- 3.4.8.3 If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
 - a) Disqualify the person from the bidding process;
 - b) Recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - e) Forward the matter for criminal prosecution.

Witnesses:

1. _____

Signature(s) of bidder(s)

2. _____

Date : _____

Address: _____

SECTION 4: EVALUATION CRITERIA

4.1 Evaluation Criteria

ACSA will use pre-determined evaluation criteria when considering received bids during the evaluation of received bids. ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have **not** submitted required mandatory documents will be disqualified from the tender process.

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

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

PHASE 1		PHASE 2	
Stage 1	Stage 2	Stage 3	
Evaluate against Pre-qualification and Mandatory Documents	(a) Evaluate Functionality and Technical aspect of the bid (b) Vetting of Directors/owners of the top 10 entities with turnover above R50m and 10 entities with turnover below R50m (EME/QSE)	Evaluate Price and Preference (Only for successfully appointed Security Services companies to the Panel of Licensed Security Services providers)	Post tender negotiations if applicable

4.3 Pre-Qualification and Mandatory Requirements

Bidders are expected to comply with one and all of the below pre-qualification and mandatory requirements stated for this bid to proceed to the next stage 2 of the evaluation. The pre-qualification and mandatory requirements are stated below:

- (i) Minimum of Eight (8) years proven security experience for companies with an Audited financial Statements Turnover of above R50 million. Bidders will be expected to comply with National Key Point Act/Critical Infrastructure Protection Act (CIPA) 8 of 2019, as amended within six (6) months after appointment.
- (ii) Minimum of five (5) years proven security experience for companies with an Financial Turnover of R50 million and below – EME/QSE.
- (iii) Proof of current and valid PSIRA Certificate, (*The bidder must submit a valid PSIRA certificate i.e. the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015.*);

- (iv) Valid letter of good standing from PSIRA; *(This correspondence must be valid at the bid closure date)*;
- (v) Principal Bidders (in the case of Joint Ventures and Consortiums) company size of a minimum of 500 security officers (Valid PSIRA proof must be submitted) for companies with an Audited financial Statements Turnover of above R50 million. **Minimum of 100 security officers for Qualifying Small Enterprises (companies with a turnover from R10million to R50million). Minimum 50 security officers for Exempted Micro Enterprises (companies with a turnover not exceeding from R10million).**
- (vi) Proof from companies with an Audited financial Statements Turnover of above R50 million of bidder's insurer undertaking to provide the bidder with;
 - a. Minimum R10M landside Public Liability
 - b. Minimum between R100M to R500M Aviation Airside Liability
- (vii) Valid letter of good standing from Compensation Commissioner;
- (viii) Valid letter of good standing from Provident Fund (Full compliance with the Provident Fund (copy of the Private Security Sector Provident Fund compliance certificate or any approved Provident Fund compliance certificate);
- (ix) Valid Proof of Skills Development Levy (SDL) payments for the last three months;
- (x) Valid Proof of most recent Employment Equity report submission to the Department of Labour;
- (xi) ~~Provide valid proof of employment equity reports approval from Department of Labour; REMOVED~~
- (xii) Valid Proof of Work Skills Plan (WSP) Annual Training Report (ATR) submission to SASSETA **and/or any other SETA**;
- (xiii) Provide valid proof of Work Skills Plan approval letter from SASSETA **and/or any other SETA**;
- (xiv) Provide evidence of minimum PSIRA Grade B for Owners/Directors of Company;
- (xv) Provide certified copy of valid firearms transportation permit and/or valid proof of application;
- (xvi) Bidders acceptance of terms and conditions of this Request For Bids;
- (xvii) Proof of attendance at a compulsory briefing session/meeting for this bid and;
- (xviii) Proof of Bidder's registration on the National Treasury Central Supplier Database.

The above requirements must be submitted and valid as at the closing date and time of this bid. Bidders are expected to meet one and all of the above stated pre-qualification and mandatory requirements in order to proceed to the next stage 2 of this bid evaluation. Any company that fails to meet one and all of the pre-qualification and mandatory requirements will be disqualified at this stage1 of this bid.

4.4 SARS Tax clearance certificate

Bidders should submit a valid and original SARS clearance certificate / PIN / proof of application. No tender may be awarded to any Bidder whose tax matters have not been declared to be in order by the South African Revenue Services.

4.5 Functionality / Technical

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

Threshold

The functional/technical evaluation will be based on a threshold, where bidders who fail to achieve a minimum of **75 points out of a total of 100 points** will not be considered further in the evaluation process. **It should be further noted that a minimum qualifying score per criterion must be met as set out in the table below. Bidders to demonstrate clear and concise understanding of each criterion relative to scope of work and deliverables.**

Function	Min Points	Max Points
Company Profile of Logistical Capabilities	4	5
Experience Reference: Letters	3	3
Human Resources Policy	7	9
Employment Conditions	4	4
Company Ethics Policy	3	4
Training & Development	11	17
Contract management & Operational Capacity	12	15
Baggage Pilferage Strategy	1	3
Uniform Policy	2	2
On-Site Contract Structure & Operational Resource Plan	3	5
Corruption Prevention Strategy	3	4
Management and Monitoring of the Services	3	4
Quality Management	12	17
Legislative Framework	2	3
Financial Sustainability	5	5
Total Score	75	100



Bidder to demonstrate clear and concise understanding of these criteria relative to scope of work its deliverables



EVALUATION CATEGORY	MINIMUM POINTS	MAXIMUM POINTS	ASSESSMENT PARAMETERS FOR PHASE
Company Profile of Logistical Capabilities - Overview & Background NB: Failure to meet the minimum points will result in the elimination of the Bidder.	4	5	<ul style="list-style-type: none"> • Proposed detail plan demonstrating the ability and experience, within the understanding of legislative framework, in delivering the required service to ACSA and/or its stakeholders regarding the scope of works. Bidders to submit the following written processes: <ul style="list-style-type: none"> • Company profile Submission- (2), No Submission = (0) • Company organogram Submission- (2), No Submission = (0) Additional one (1) point is awarded, if NKP guarding and aviation experience is provided with proof/evidence thereof
Experience NB: Failure to meet the minimum points will result in the elimination of the Bidder.	3	3	Provide three (3) customer reference letters that are not older than 3 months, which will be submitted on the letter head of the customer regarding previous experience within the industry relating to NKP for companies with an Audited financial Statements Turnover of above R50 million. <ul style="list-style-type: none"> ○ None = 0/3 ○ Reference letter = 3/3
Human Resources Policy NB: Failure to meet the minimum points will result in the elimination of the Bidder.	7	9	<ul style="list-style-type: none"> • Provide detail plan of the Human Resources Policy. Bidders to submit the following written processes: <ul style="list-style-type: none"> ○ A written recruitment and selection process regarding SACAA and/or NKP requirements No submission = (0), • Partial submission (SACAA or NKP) = (1), Full written implementation (SACAA and NKP) = (3) • Service Providers to submit a detailed process to conduct: <ul style="list-style-type: none"> ○ Psychometric assessment, ○ Credit verification record, pre-employment checks and Criminal background checks, (all the above documents to be submitted) OR, <ul style="list-style-type: none"> ○ Provide agreements with contracted accredited service providers for the above requirements. No submission- (0), Submission (2) • Provide proof of Employment Policies and Procedures Recruitment Policy, Discipline & Grievance Procedures Employment Equity Policy & Affirmative Action



EVALUATION CATEGORY	MINIMUM POINTS	MAXIMUM POINTS	ASSESSMENT PARAMETERS FOR PHASE
			Policy and HIV Aids Policy) (all the above documents to be submitted) No submission- (0), Submission (3)
Employment Conditions NB: Failure to meet the minimum points will result in the elimination of the Bidder.	4	4	<ul style="list-style-type: none"> • Provide evidence of payment of employee`s minimum monthly basic salary, as prescribed by the Basic Conditions of Employment Act, No 75 of 1997, Sectorial Determination 6 and the compliance of Private Security Industry Regulatory Authority (PSIRA) <ul style="list-style-type: none"> ○ Provide your Basic Conditions of Employment Contract No submission = 0/1 Submission = 1/1 ○ Compliance to Sectorial Determination, (provide copies pay sheet to reflect) No submission = 0/1 Submission = 1/1 ○ Provide evidence of an effective payroll, ensuring timeous payment to employees i.e. print out from system No submission = 0/2 Submission = 2/2
Company Ethics Policy NB: Failure to meet the minimum points will result in the elimination of the Bidder.	3	4	<ul style="list-style-type: none"> • Provide a comprehensive Ethics Plan to implement regarding: Policy statement, company values and provide Employee Guidelines relating to acknowledgement of the Code, accepting of gifts, business courtesies and donations Bidders to submit the following written processes: <ul style="list-style-type: none"> ○ Approved Ethics Policy by the board of directors of the bidder= 1/4 ○ Existing call line for Anonymous Tip-off's = 1/4 ○ Approved Gift Policy board of directors of the bidder = 1/4 ○ Executive Approved Code of Conduct = 1/4
Training & Development NB: Failure to meet the minimum points will result in the elimination of the Bidder.	11	17	<ul style="list-style-type: none"> • Provide a detailed plan for training skills and development. Bidders to submit the following written processes: Screener certification program regarding (Civil Aviation Regulations Parts 108 &110) and dangerous goods: <ul style="list-style-type: none"> ○ Basic Training process 3/9 ○ Recurring training process2/9 ○ On job training process3/9 ○ Absent from duty process1/9

EVALUATION CATEGORY	MINIMUM POINTS	MAXIMUM POINTS	ASSESSMENT PARAMETERS FOR PHASE
			<ul style="list-style-type: none"> • The service provider must have access to licensed firearms and competency in terms of Firearms Control Act 60 of 2000. The supplier must also have Regulation 21 valid training reports for security officers. (Provide proof of company approved firearm policy, firearm licenses and copy of registers): Submission = (3), No Submission = (0) • Provide a company approved Customer Care Management philosophy relating to staffing, personnel management and training implemented at an operational level: Submission- (2), Submission = (0) • Provide proof that the training provider utilised is accredited by South African Security Sector Education Training Authority (SASSETA) and South Africa Civil Aviation Authority (SACAA) (Proof of that organizations accreditation to be submitted) Submission- (1), No Submission = (0) <ul style="list-style-type: none"> ○ The instructors are qualified in terms of SASSETA, Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended) and International Civil Aviation Organization (ICAO) standards (Provide Proof of qualifications) Submission =(1), No Submission = (0) ○ Provide proof of accredited computer based aviation security training software license certificate and/or proof of agreement with accredited training provided Submission = (1), No Submission = (0)
<p>Contract management & Operational Capacity NB: Failure to meet the minimum points will result in the elimination of the Bidder.</p>	<p>12</p>	<p>15</p>	<ul style="list-style-type: none"> • Provide a detailed annual operations plan (AOP) with regards to scope of works: Bidders to submit the following written processes: <ul style="list-style-type: none"> ○ Provide names and CV`s of Responsible person for implementing strategy/AOP, more than 5 years` experience = 3 points less than 5 years` experience = 1



EVALUATION CATEGORY	MINIMUM POINTS	MAXIMUM POINTS	ASSESSMENT PARAMETERS FOR PHASE
			<ul style="list-style-type: none"> ○ Provide a written list of resources required: including people, budgets and equipment's No submission=(0),Submission= (2) ○ Provide a one (1) month detail security plan (lead period before the commencement of contract). Details with target dates for planned month/year – list of key (Major) tasks or steps for implementing security plan in terms of the scope of works by monitoring progress No submission=(0), Submission = (3) ○ Written description on how you will build & maintain security culture in your organization No submission= (0), Submission= (5) ○ Written description on how to measure security risk in your organization`s program No submission= (0), Submission= (2)
Baggage Pilferage Strategy NB: Failure to meet the minimum points will result in the elimination of the Bidder.	1	3	<ul style="list-style-type: none"> ● Provide a detail operational plan for mitigation of baggage pilferage regarding: <ul style="list-style-type: none"> ○ Written description on the types of preventative measures and implementation thereof No submission = (0), Submission = 1 ○ list of crime prevention technology and associated costs of employing such technology to implement strategy No submission=(0), Submission =(1)
Uniform Policy NB: Failure to meet the minimum points will result in the elimination of the Bidder.	1	1	<ul style="list-style-type: none"> ● Provide evidence of the following: <ul style="list-style-type: none"> ○ Policy describes dress code and corporate image ○ Uniform conforms to PSIRA Regulations with insignias “Security” ○ Type of uniform offered to contrast general presentation of male and female (Submit all three (3) of the above requirements) Not all submitted= 0/1 All three Submission = 1/1
On-Site Contract Structure NB: Failure to meet the minimum points	3	5	<ul style="list-style-type: none"> ● Provide on-site contract structural plan for the provision of the equipment listed with regards to scope of works and must include the following:



EVALUATION CATEGORY	MINIMUM POINTS	MAXIMUM POINTS	ASSESSMENT PARAMETERS FOR PHASE
will result in the elimination of the Bidder.			<ul style="list-style-type: none"> ○ On site Management Skills & Experience (provide the CVs of management team) No submission = 0, Submission = 1/1 ○ Background/ integrity of management and officials of company (provide South African Police Services (SAPS) clearance) No submission = 0, Submission = 1/1 ○ Support from corporate to onsite management must include contract administrative structure (provide operational organogram to ACSA's requirements) No submission = 0, Submission = 1/1 ○ Provide contingency plan in the event of industrial action for the loss of key staff, resources or facilities in ensuring the continuation of services to stakeholders No submission = 0, Submission = 1/1 ○ Provide day to day rostering Methodology and back-up capacity No submission = 0, Submission = 1/1
Corruption Prevention Strategy NB: Failure to meet the minimum points will result in the elimination of the Bidder.	3	4	<ul style="list-style-type: none"> ● Provide a detail corruption prevention plan of how to mitigate crime with regards to: <ul style="list-style-type: none"> ○ Corruption Policy and management commitment 1/4 ○ Vetting strategy 1/4 ○ Undercover agents and incentive methods 1/4 ○ Polygraph testing 1/4
Management and Monitoring of the Services NB: Failure to meet the minimum points will result in the elimination of the Bidder.	3	4	<ul style="list-style-type: none"> ● Provide a clear and comprehensive bid indicating how the services will be organized, to cater for needs of the various stakeholders with regard to: <ul style="list-style-type: none"> ○ Written description of use of international best practice in security service approach 1/4 ○ Describe the organization's ability to operate multiple aviation contracts in relation to scope of services for guarding covering: <p style="margin-left: 20px;">Cargo security, 1/4 Airlines security, 1/4 Airport security, 14</p>
Quality Management NB: Failure to meet the minimum points	12	17	<ul style="list-style-type: none"> ● Provide a detail Quality Management Program for the aviation security services regarding scope of works. The items below shall be included in plan/program: Bidders to submit the following written processes

EVALUATION CATEGORY	MINIMUM POINTS	MAXIMUM POINTS	ASSESSMENT PARAMETERS FOR PHASE
<p>will result in the elimination of the Bidder.</p>			<ul style="list-style-type: none"> ○ Assessing effectiveness of company processes, meaning: ○ Provide proof of Quality Control policy <p>No submission = 0/18, Submission = 1/18</p> <ul style="list-style-type: none"> ○ describe operational quality processes = 2/18 ○ Provide a full description of performance management process in view of: <ul style="list-style-type: none"> (1) assessing performance of staff with regard to client Service Level Agreement (SLA) <ul style="list-style-type: none"> Performance contract = 1/18 Performance review and assessments = 3/18 Incentives = 2/18 (2) which focuses on aviation performance detailing security screening results, = 1/18 (3) how do you handle impact on aviation security processes - 1/18 ○ Management commitment to quality philosophy and approach to quality management with regard to aviation security training, staffing, operational policies and procedures including review – <ul style="list-style-type: none"> No submission = 0/18 Submission = 3/18 ○ Describe audits, inspections, external audit and non-conformance processes clearly defined in the scope of works – <ul style="list-style-type: none"> No submission = 0/18 Submission = 3/18 ○ Provide proof of certification and/or certificate that conforms to any one of the following: International Air Transport Association (IATA), International Civil Aviation Organization (ICAO), International Standards Organization (ISO) or National Occupational Safety Association (NOSA) <ul style="list-style-type: none"> No submission (0), Submission = (1)
<p>Legislative Framework</p> <p>NB: Failure to meet the minimum points will result in the</p>	<p>2</p>	<p>3</p>	<ul style="list-style-type: none"> • Provide summary of understanding for the following <ul style="list-style-type: none"> ○ Written description and understanding of any one (1) of the relevant aviation legislation and/or civil



EVALUATION CATEGORY	MINIMUM POINTS	MAXIMUM POINTS	ASSESSMENT PARAMETERS FOR PHASE
elimination of the Bidder.			aviation regulations and/or other supporting legislation relative to the scope of works. No submission = 0/2 Submission = 2/2 <ul style="list-style-type: none"> o Technically capable of implementing and translating legislation in respect of scope of services (Provide proof of training certificates) No submission = 0/1 Submission = 1/1
Financial NB: Failure to meet the minimum points will result in the elimination of the Bidder.	5	5	A financial assessment of the bidders financial statement will be conducted for the purposes of establishing the bidders financial viability and ability to meet all of its contractual obligations for the duration of the contract concession Provide the last three (3) years annual Financial Statements
Total Score	75	100	

SECTION 5: RETURNABLE DOCUMENTS

5.1 Mandatory Returnable documents

ACSA will disqualify a bidder/s from the tender process that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. 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 [Yes or No]
Original Tax Clearance Certificate/SARS PIN and/or Proof of Application (ACSA may not award a bid to a bidder whose tax affairs have not been declared to be in orders by SARS)	
B-BBEE certificate (certified or original) with a supporting detailed ratings report/s	
Companies and Intellectual Property Commission (CIPC) Certificate with details of Directors	
Certificate of Incorporation	
Declaration of Interest Form	
Minimum of Eight (8) years proven security experience for companies with an Audited financial Statements Turnover of above R50 million. Bidders will be expected to comply with National Key Point Act/Critical Infrastructure Protection Act (CIPA) 8 of 2019, as amended within six (6) months after appointment. Minimum of five (5) years proven security experience for companies with an financial Turnover of R50 million and below – EME/QSE.	
Proof of current and valid PSIRA Certificate; (The bidder must submit a valid PSIRA certificate i.e. the “New Certificate” in line with industry circular issued by PSIRA on 10 March 2015.)	
Valid letter of good standing from PSIRA; (This correspondence must be valid at the bid closure date)	
Principal bidders Company size of a minimum of 500 security officers (Valid PSIRA proof must be submitted). Minimum of 100 security officers for Qualifying Small Enterprises (companies with a turnover from R10million to R50million). Minimum	

50 security officers for Exempted Micro Enterprises (companies with a turnover not exceeding from R10million). Proof in writing from PSIRA must be submitted.	
Proof of bidder's insurer undertaking to provide the bidder; (i) Minimum of R10M landside Public Liability (ii) Between R100M to R500M Aviation Airside Liability	
Valid letter of good standing from Compensation Commissioner	
Valid letter of good standing from Provident Fund (Full compliance with the Provident Fund (copy of the Private Security Sector Provident Fund compliance certificate or any approved Provident Fund compliance certificate)	
Valid Proof of Skills Development Levy (SDL) payments for the last three months	
Valid Proof of most recent Employment Equity report submission to the Department of Labour	
Provide valid proof of employment equity reports approval from Department of Labour;	
Valid Proof of Work Skills Plan (WSP) Annual Training Report (ATR) submission to SASSETA	
Provide valid proof of Work Skills approval letter from SASSETA	
Provide evidence of minimum PSIRA Grade B for Owners/Directors of Company	
Provide certified copy of valid firearms transportation permit and/or valid proof of application	
Bidders acceptance of terms and conditions of RFB	
Proof of attendance at compulsory briefing meeting	
Proof of Bidder's registration on the National Treasury Central Supplier Database	

5.2 Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this tender is valid by the closing date and time of this tender. The duty is on the bidder to provide updated information to ACSA immediately after such information expires/changes.

SECTION 6: REQUEST FOR BID SUBMISSION CHECKLIST

ITEM	DOCUMENT	INCLUDED	
		YES	NO
1	Acceptance of Request for Bid Terms & Conditions and Bidders Particulars		
2	Covering Letter		
3	Company background & Executive Summary & Organogram (Organizational Structure illustrating the composition and reporting relationship of the team)		
4	Names and identity numbers of Directors		
5	Certificate of Incorporation		
6	Joint Venture (JV) Agreement (If Applicable)		
7	Schedule of Staff available for the services		
8	Bidders relevant Experience , Bidders Contract References and List of References to the services		
9	Valid, Original Tax Clearance Certificate		
10	Declaration of Insolvency or Liquidation, Latest Audited Financial Statements, Credit References and Banking Reference		
11	Service Delivery Plan/Approach		
12	Methodology and approach for tasks identified in Scope		
13	Work plan giving comprehensive description of the work activities and time schedule etc.		
14	Declaration of conflict of interest and Declaration Form		
15	Declaration of forbidden practises		
16	PSIRA Certificate		
17	Valid Letter Of Good Standing From PSIRA		
18	Principal Bidders Company Size of a minimum of 500 Security Officers. Minimum of 100 security officers for Qualifying Small Enterprises (companies with a turnover from R10million to R50million). Minimum 50 security officers for Exempted Micro Enterprises (companies with a turnover not exceeding from R10million). Proof in writing from PSIRA must be submitted.		



19	Proof of bidder's insurer undertaking to provide the bidder; Minimum R10M landside Public Liability Between R100M to R500M Aviation Airside Liability		
20	Valid Letter Of Good Standing From Compensation Commissioner		
21	Valid Letter Of Good Standing From Provident Fund		
22	Valid Proof Of Skills Development Levy (SDL) Payments For The Last Three Months		
23	Valid Proof of most recent Employment Equity report submission to the Department of Labour		
24	Provide valid proof of employment equity reports approval from Department of Labour;		
25	Valid Proof Of Work Skills Plan (WSP) Annual Training Report (ATR) Submission To SASSETA		
26	Provide Valid Proof Of Work Skills Approval Letter From SASSETA		
27	Provide Evidence Of Minimum PSIRA Grade B For Owners/Directors Of Company		
28	Certified Copy Of Valid Firearms Transportation Permit and/or Valid Proof Of Application		
29	Attendance At Compulsory Clarification Meeting		
30	Proof Of Bidder's Registration On The National Treasury Central Supplier Database		
31	B-BBEE certificate (certified or original)		
32	Detailed project approach		
33	Organizational Structure illustrating the composition and reporting relationship of the team		
34	Methodology and approach for tasks identified in Scope		
35	Work plan giving comprehensive description of the work activities and time schedule etc.		

APPENDIX 1**ACCEPTANCE OF TERMS AND CONDITIONS OF RFB AND BIDDERS PARTICULARS**

TO: The Airport Manager
Airports Company South Africa Limited.

Bid No: COR7070/2023/RFP

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Fax Number:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Bid Certification

We hereby submit a Bid in respect of the [INSERT BID DETAIL] 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.
- We have read, understand and agree to be bound by the content of all the documentation provided by Airports Company South Africa in this Request for Bid.



- We accept that Airports Company South Africa's Tender Board's decision is final and binding.
- We certify that all forms of Bid as required in the Bid document are included in our submission.
- We certify that all information provided in our Bid is true, accurate, complete and correct.
- This Bid is specific to this project only; it has no impact, influence or effect on any other project for which a Bid may be submitted.
- The undersigned is/are authorized to submit and sign the Bid that shall be binding on closure of the Bid submission.
- The Bid is binding on this Tenderer for a period which lapses after one hundred and twenty (120) business/working days calculated from the closing date for Bid submission.

Thus done and signed at		on this the		day of		2016
-------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	



APPENDIX 2
COVER LETTER

NOTE: A covering letter must be provided to properly identify the bid and to highlight other general information that the Bidder has included regarding, for instance, the business and/or organisation.

APPENDIX 3

COMPANY BACKGROUND, EXECUTIVE SUMMARY & ORGANOGRAM

- Provide an executive summary and organogram including the highlights of your bid and the price for the implementation. This must be signed by a duly authorised representative. (Please limit this to one page).
- Your company's profile, including a brief background and outlining the number of people it employs, stability and capacity of your business, and the period for which you have been providing these services.
- A schematic representation of the structure of the bidding company needs to be supplied. If you are responding as a joint venture or consortium, please submit an organogram for each of the companies involved, and one to illustrate the composition of the joint venture or consortium.



APPENDIX 4
NAMES AND IDENTITY NUMBERS OF DIRECTORS



APPENDIX 5
CERTIFICATE OF INCORPORATION



APPENDIX 6

**SIGNED, CERTIFIED COPY OF THE JOINT VENTURE AGREEMENT OR MEMORANDUM OF
UNDERSTANDING (IF APPLICABLE)**

(Attach here)



APPENDIX 7

SCHEDULE OF HUMAN RESOURCES AVAILABLE FOR THE SERVICES

a)	Human Resources available (quantities):	Number of Full time employees
	Office Manager
	Office Administrator
	Professionals
	Consultants/Senior Consultants
	Managers/Senior Managers
	Trainers
	Other (Specify)

Provide a two or three page résumé for each proposed resources named below indicating relevant experience.

Name and Surname of Employee	Position/ Job Title	Related Experience (years)	Qualifications	Professional Registration	Full time/Part time	Indicate Specialist knowledge/ skills	Proof and abridged CV attached Yes

APPENDIX 8**BIDDER'S RELEVANT EXPERIENCE AND LETTERS OF REFERENCES****(MOST RECENT CONTRACTS)**

Company Name	Type of Services Provided	Value of Contract	Duration of Contract	Contact Name	Contact Details	Original letter of reference attached in the reference template provided (Yes/No)
1.						
2.						
3.						
4.						



APPENDIX 8 (CONTINUED)
REFERENCE LETTER TEMPLATE

(REFERENCE TO BE PRINTED ON LETTER HEAD OF REFEREES)

Attn.: ACSA Supply Chain Management - Corporate

Airports Company South Africa Limited

E-mail: Procurement.Corp@airports.co.za

Facsimile (086 535 9125)

Date: _____

To Whom It May Concern

ACSA: RFB REFERENCE No. :

I hereby confirm that:

- The Bidder: _____ performed _____ work for our Company.
- The work was completed to our satisfaction and successfully implemented at our Company.
- The estimated value of the contract with the Bidder was R _____.
- The Bidder performed the specified work for our Company

From _____ To _____

MM/YYYY

MM/YYYY

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

Yours faithfully



AIRPORTS COMPANY
SOUTH AFRICA

NAME & SURNAME

POSITION: _____



APPENDIX 9

**VALID, ORIGINAL TAX CLEARANCE CERTIFICATE OR TAX COMPLIANCE STATUS PIN OR PROOF OF
SUBMISSION**

(Attach hereto)



APPENDIX 10

FINANCIAL INFORMATION: DECLARATION OF SOLVENCY OR LIQUIDATION

(Attach here using bidder's letterhead)



APPENDIX 10 (CONTINUED)
LATEST 3 YEAR AUDITED FINANCIAL STATEMENTS

(Attach latest audited Financials here)



APPENDIX 10 (CONTINUED)

NAME, ADDRESS AND TELEPHONE NUMBERS OF AT LEAST ONE (1) CREDIT REFERENCES

(Bidders are required to attach original letters of good standing to confirm past credit track records)



APPENDIX 10 (CONTINUED)
A MINIMUM OF ONE (1) BANKING REFERENCE

(Attach here)



APPENDIX 11

SERVICE DELIVERY PLAN/APPROACH

(Detail an abridged service delivery plan on how the important milestones of services will be successfully carried including turn-around times).

Written Bid

Implementation Bid - Management Strategy Service Delivery Plan It is a requirement of this bid that a written bid/submission be made by the prospective service provider covering the following aspects:

Describe the proposed contract indicating, amongst other, how you will address each component of the below mentioned in context of national keys points program, Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended) and aviation security operations (Civil Aviation Act No. 13 of 2009 and Civil Aviation Regulations of 2011, Parts 108,109 &110). (This section should not exceed more than 51 pages in total, and should be formatted under headings in order of the points that follow):

(Attach here)



APPENDIX 12
METHODOLOGY AND APPROACH FOR TASKS IDENTIFIED IN SCOPE



APPENDIX 13
WORK PLAN GIVING COMPREHENSIVE DESCRIPTION OF THE WORK ACTIVITIES AND TIME
SCHEDULE ETC.



APPENDIX 14

DECLARATION OF CONFLICT OF INTEREST

Full details of directors, shareholders, members, partners, trustees, sole proprietors or any other person with a right or entitlement to share in profits, revenues or assets of the bidding entity should be disclosed in the table below:

Table A

Full Name	Designation (Whether shareholder / director or both)	Identity Number	Tax Reference Number	% Interest in the bidding entity

Declaration of Business Interests

- A. Are any persons listed in the table (A) above employees of Airports Company South Africa? Yes / No
- B. Are any employees of the bidding entity employees of Airports Company South Africa? Yes / No
- C. Are any family members of persons listed in the table (A) above employees of Airports Company South Africa? Yes / No

Details of persons connected with the bidding entity who are employees of Airports Company South Africa shall be disclosed below:



Table B

Full Name	Identity Number	Role within Airports Company South Africa	Relationship to bidder	% Interest

- D. Is the bidding entity or its principal listed on the National Database as a company or person prohibited from doing business with the Public Sector? Yes / No
- E. Is the bidding entity or its principal listed on the National Treasury register for Tender Defaulters in terms of S29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? Yes / No
- F. If 'Yes' to C or D above, were you informed in writing about the listing on the database of Restricted Suppliers or Register of Tender Defaulters by National Treasury? Yes / No
- G. Was the entity or persons listed in table A above convicted for Fraud or Corruption during the last five years in a court of law (including a court of law outside of the Republic of South Africa)? Yes / No



Duly Authorised Representative to Depose an Affidavit

This form should be signed by a duly authorised representative of the bidding entity before a commissioner of oaths.

I, hereby swear / affirm that the information disclosed above is true and accurate;

that I understand the content of the document;

the entity undertakes to independently arrive at any offer at any time to Airports Company South Africa without any consultation, communication, agreement or arrangement with any competitor.

In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the products or services of the Institution.

That the bidding entity or its representatives are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the award of the contract.

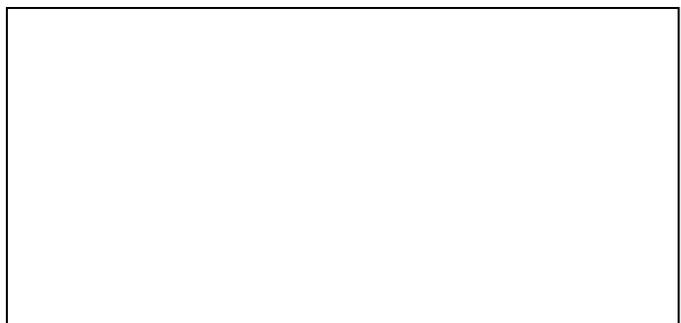
Signed on this day.....Month.....20.....

Name:

Position:

Witnessed:

Commissioners Stamp:



Name:

Position:

APPENDIX 14 (CONTINUED)

DECLARATION FORM



Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA Board Members, employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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



**APPENDIX 14 (CONTINUED)
DECLARATION FORM**

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder



**APPENDIX 15
DECLARATION OF FORBIDDEN PRACTICES**

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

I/We declare the following:

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

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

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

This declaration was signed on _____ of _____ 201_____

Name:

Designation:

Signature:



APPENDIX 16
PSIRA CERTIFICATE

(The bidder must submit a valid PSIRA certificate i.e. the "New Certificate" in line with industry circular issued by PSIRA on 10 March 2015.)

(Attach here)



APPENDIX 17

VALID LETTER OF GOOD STANDING FROM PSIRA

(This correspondence must be valid at the bid closure date)

(Attach here)



APPENDIX 18

PRINCIPAL BIDDERS' COMPANY SIZE OF A MINIMUM OF 500 SECURITY OFFICERS

(Valid PSIRA proof must be submitted)

(Attach here)



APPENDIX 19

PROOF OF BIDDER'S INSURER UNDERTAKING TO PROVIDE THE BIDDER WITH INSURANCE COVERS

(R10M landside Public Liability and between R100M to R500M Aviation Airside Liability)

(Attach here)



APPENDIX 20

VALID LETTER OF GOOD STANDING FROM COMPENSATION COMMISSIONER

(Attach here)



APPENDIX 21

VALID LETTER OF GOOD STANDING FROM PROVIDENT FUND

(Full compliance with the Provident Fund (copy of the Private Security Sector Provident Fund compliance certificate or any approved Provident Fund compliance certificate)

(Attach here)



APPENDIX 22

VALID PROOF OF SKILLS DEVELOPMENT LEVY (SDL) PAYMENTS FOR THE LAST THREE MONTHS

(Attach here)



APPENDIX 23

**VALID PROOF OF MOST RECENT EMPLOYMENT EQUITY REPORT SUBMISSION TO THE DEPARTMENT
OF LABOUR**

(Attach here)



APPENDIX 24

**PROVIDE VALID PROOF OF EMPLOYMENT EQUITY REPORTS APPROVAL FROM DEPARTMENT OF
LABOUR;**



APPENDIX 25

**VALID PROOF OF WORK SKILLS PLAN (WSP) ANNUAL TRAINING REPORT (ATR) SUBMISSION TO
SASSETA**

(Attach here)



APPENDIX 26

PROVIDE VALID PROOF OF WORK SKILLS PLAN APPROVAL LETTER FROM SASSETA

(Attach here)



APPENDIX 27

PROVIDE EVIDENCE OF MINIMUM PSIRA GRADE B FOR OWNERS/DIRECTORS OF COMPANY

(Attach here)



APPENDIX 28

**PROVIDE CERTIFIED COPY OF VALID FIREARMS TRANSPORTATION PERMIT AND/OR VALID PROOF
OF APPLICATION**

(Attach here)



APPENDIX 29
ATTENDANCE AT COMPULSORY CLARIFICATION MEETING

(Complete)

BRIEFING SESSION FORM

This is to certify that:

Bidder Name _____

Attached a briefing meeting which was held on _____ of _____ 2016.

Bidder was represented by:

Name:

Designation:

This certification is made on behalf of ACSA by:

Name:

Designation:

Signature:

Date:



APPENDIX 30

PROOF OF BIDDER'S REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

(Attach here)



APPENDIX 31

B-BBEE CERTIFICATE (CERTIFIED OR ORIGINAL) TOGETHER WITH DETAILED RATINGS REPORT

(Attach here)

APPENDIX 32

STANDARD BIDDING DOCUMENT REFERENCE 6.1 IN TERMS OF PPPFA REGULATIONS OF 2022

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

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 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).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest 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.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 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 allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by Black male and Black women and Black youth and People living with disabilities	20	10		
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	8		
51% owned by Black male or Black women or Black youth or People living with disabilities	10	6		
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	4		
Other	0	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 propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- 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.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

Appendix 33

2. TO BE ATTACHED SEPARATELY IN A SEALED PACKAGING AND A SOFT COPY WITH A SEPARATE PASSWORD TO BE RELEASED TO ACSA AFTER CONFIRMATION OF BIDDERS APPOINTMENT TO A PANEL OF APPROVED LICENSED SECURITY COMPANIES

3. TEMPLATE: PRICING SCHEDULE FOR LABOUR- BIDDERS ARE EXPECTED TO COMPLETE THIS PRICING SCHEDULE IN DETAIL IN COMPLIANCE WITH PSIRA RATES (PSIRA RATES SCHEDULES TO BE ATTACHED AS PROOF) – BASED ON SEVEN (7) DAYS A WEEK SHIFTS AND TWELVE (12) HOURS PER SHIFT

O.R. TAMBO INTERNATIONAL AIRPORT LANDSIDE ALLOCATION (All Pricing must be in line with PSIRA schedule of payments)								
#	Labour	Armed (ARM)/ Unarmed (UN)	Grade	Qty	Training Type	Unit Price	Total Rand Value (excl. VAT)	Total Rand Value (incl. VAT)
1.	Site Manager	UN	A	1	NKP			
2.	Shift Leaders	UN	A	6	NKP			
3.	Supervisor	ARM	B	16	NKP			
4.	Reaction Officers (Baggage)	UN	C	20	NKP			
5.	Electronic OB Clerk	UN	C	1				
6.	Control Room Operator	UN	C	6				
7.	Armed Response (Remote Sites)	ARM	C	4				
8.	Escorts for Adhoc	UN	C	2				
9.	Parking - Guards day	UN	C	130				
10.	Parking - Guards Night	UN	C	125				
11.	HBS - Guards Night	UN	C	40	NKP			
12.	HBS - Guards Day	UN	C	36	NKP			
13.	Reverse Screening Terminal	UN	C	32	NKP			
14.	Fuel Farm (Armed Guards)	ARM	C	2	NKP			
15.	Fuel Farm (Unarmed Guards)	UN	C	1	NKP			
16.	Delivery Basement Area	UN	C	10				
17.	Crime Management Reaction	UN	C	80	NKP			
18.	Roadway Management Teams	UN	C	20				
19.	Rapid Response Teams	ARM	A	10				
20.	Remote Sites ACSA 2A - Day (Optronic)	UN	C	4				
21.	Remote Sites ACSA 2A - Night (Dencast)	UN	C	4				
22.	N12 Approach	UN	C	2				
Total Labour				552				



O.R. TAMBO INTERNATIONAL AIRPORT AIRSIDE ALLOCATION								
#	Labour	Armed (ARM)/ Unarmed (UN)	Grade	Qty	Training Type	Unit Price	Total Rand Value (excl. VAT)	Total Rand Value (incl. VAT)
1.	Site OPS Manager	UN	A	1	NKP			
2.	Site Compliance Manager	UN	A	1	NKP			
3.	Night Manager	ARM	A	1	NKP			
4.	Contract Manager Perimeter and Terminal	UN	A	2				
5.	Supervisor	ARM	A	10				
6.	Administrator	UN		2				
7.	Guards' (day)	UN	C	173				
8.	Guards' (night)	UN	C	130				
9.	CSP-Adhoc's	UN	C	15				
10.	Control Operator - Compliance Monitoring	UN	B	2				
11.	General Adhoc	UN	C	45				
Total Labour				382				

CAPE TOWN INTERNATIONAL AIRPORT LANDSIDE ALLOCATION								
#	Labour	Armed (ARM)/ Unarmed (UN)	Grade	Qty	Training Type	Unit Price	Total Rand Value (excl. VAT)	Total Rand Value (incl. VAT)
1.	Site Manager	UN	A	1	NKP			
2.	Ops Manager	UN	A	1	NKP			
3.	Contract Manager (Day shift 12h00)	UN	A	1	NKP			
4.	Contract Manager (Night shift 12h00)	UN	A	1	NKP			
5.	Supervisor (Day shift 12h00)	ARM	B	4	NKP			
6.	Supervisor (Night shift 12h00)	UN	B	4	NKP			
7.	Compliance (Day shift 12h00)	UN	B	1	NKP			
8.	Compliance (Night shift 12h00)	UN	B	1	NKP			
9.	Security Officers (Day shift 12h00)	UN	C	61				
10.	Security Officers (Night shift 12h00)	UN	C	61				
11.	Control Room Officer (Day shift 12 Hours)	UN	B	1				
12.	Control Room Officer (Night shift 12 Hours)	UN	B	1				
13.	CPU Drivers (Day Shift)	UN	B	6				
14.	CPU Drivers (Night Shift)	UN	B	6				
15.	Admin Officers	UN		1				
16.	Touting Team – Supervisor	UN	B	2				
17.	Touting Team - Guards Day	UN	C	14				
18.	Touting Team - Guards Night	UN	C	14				
19.	General Adhoc	UN	C	38				
Total Labour				219				



CAPE TOWN INTERNATIONAL AIRPORT AIRSIDE ALLOCATION								
#	Labour	Armed (ARM)/ Unarmed (UN)	Grade	Qty	Training Type	Unit Price	Total Rand Value (excl. VAT)	Total Rand Value (incl. VAT)
1.	Site Manager	UN	A	1	NKP			
2.	Ops Manager	UN	A	1	NKP			
3.	Contract Manager (Day shift 12h00)	UN	A	1	NKP			
4.	Contract Manager (Night shift 12h00)	UN	A	1	NKP			
5.	Shift Supervisor (Day shift 12h00)	ARM	B	2	NKP			
6.	Shift Supervisor (Night shift 12h00)	ARM	B	2	NKP			
7.	Supervisor: Access Gates (Day shift 12h00)	ARM	B	7	NKP			
8.	Supervisor: Access Gates (Night shift 12h00)	ARM	B	7	NKP			
9.	Control Room Officer (Day shift 12h00)	UN	B	1				
10.	Control Room Officer (Night shift 12h00)	UN	B	1				
11.	Guards (Day shift 12h00)	UN	C	118				
12.	Guards (Night shift 12h00)	UN	C	118				
13.	CSP Adhoc	UN	C	46				
14.	Admin Officers	UN		1				
15.	Compliance (Day shift 12h00)	UN	B	1	NKP			
16.	Compliance (Night shift 12h00)	UN	B	1	NKP			
17.	General Adhoc	UN	C	60				
	Total Labour			369				

KING SHAKA INTERNATIONAL AIRPORT LANDSIDE ALLOCATION								
#	Labour	Armed (ARM)/ Unarmed (UN)	Grade	Qty	Training Type	Unit Price	Total Rand Value (excl. VAT)	Total Rand Value (incl. VAT)
1.	Site Manager	UN	A	1	NKP			
2.	Ops Manager	UN	A	2	NKP			
3.	Shift Controllers	ARM	A	6	NKP			
4.	Compliance	UN	B	1	NKP			
5.	Administrator	UN	C	1				
6.	Control Room Officers	UN	B	2				
7.	Guards day	UN	C	24				
8.	Guards Night	UN	C	24				
	Total Labour			61				



KING SHAKA INTERNATIONAL AIRPORT AIRSIDE ALLOCATION								
#	Labour		Grade	Qty	Training Type	Unit Price	Total Rand Value (excl. VAT)	Total Rand Value (incl. VAT)
1.	Site Manager		A	1				
2.	Ops Manager		A	2				
3.	Shift Controllers		A	8				
4.	Administrator		C	1				
5.	Compliance		B	2				
6.	Control Room Officers		B	2				
7.	Guards day		C	72				
8.	Guards Night		C	71				
9.	CSP - Adhocs		C	10				
	Total Labour			169				

GEORGE AIRPORT ALLOCATION									
#	Labour	Grade	Qty	Training Type	Unit Price	Total Value (VAT)	Rand (excl. VAT)	Total Value (VAT)	Rand (incl. VAT)
1.	Site Manager	A	1						
2.	Supervisor	B	3						
3.	Guards day	C	35						
4.	Guards Night	C	4						
	Total Labour		43						

UPINGTON INTERNATIONAL AIRPORT ALLOCATION									
#	Labour	Grade	Qty	Training Type	Unit Price	Total Value (VAT)	Rand (excl. VAT)	Total Value (VAT)	Rand (incl. VAT)
1.	Site Manager	A	1						
2.	Supervisor	B	4						
3.	Guards day	C	22						
4.	Guards Night	C	17						
	Total Labour		44						



KING PHALO (EAST LONDON) AIRPORT ALLOCATION									
#	Labour	Grade	Qty	Training Type	Unit Price	Total Value (VAT)	Rand (excl. VAT)	Total Value (VAT)	Rand (incl. VAT)
1.	Site Manager	A	1						
2.	Supervisor	B	3						
3.	Guards day	C	26						
4.	CSP - Adhoc's	C	2						
5.	Guards Night	C	4						
6.	Control Room Operator (24/7)	C	3						
7.	Landside - Guards Day (8)	C	4						
8.	Landside - Guards Night	C	6						
9.	Landside - general adhoc	C	2						
Total Labour			51						

BRAM FISCHER INTERNATIONAL AIRPORT ALLOCATION									
#	Labour	Grade	Qty	Training Type	Unit Price	Total Value (VAT)	Rand (excl. VAT)	Total Value (VAT)	Rand (incl. VAT)
1.	Site Manager	A	1						
2.	Supervisor	B	2						
3.	Guards day	C	18						
4.	Guards Night	C	9						
5.	CSP - Adhoc's	C	2						
6.	General Adhoc	C	2						
Total Labour			34						

PORT ELIZABETH INTERNATIONAL AIRPORT ALLOCATION									
#	Labour	Grade	Qty	Training Type	Unit Price	Total Value (VAT)	Rand (excl. VAT)	Total Value (VAT)	Rand (incl. VAT)
1.	Site Manager	A	1						
2.	Supervisor	B	3						
3.	Guards day	C	30						
4.	CSP - Adhoc's	C	3						
5.	Guards Night	C	25						
Total Labour			62						



KIMBERLY AIRPORT ALLOCATION									
#	Labour	Grade	Qty	Training Type	Unit Price	Total Value (VAT)	Rand (excl. VAT)	Total Value (VAT)	Rand (incl. VAT)
1.	Site Manager	A	1						
2.	Supervisor	B	2						
3.	Guards day	C	11						
4.	Guards Night	C	8						
Total Labour			22						

Appendix 34

1. TO BE ATTACHED SEPARATELY IN A SEALED PACKAGING AND A SOFT COPY WITH A SEPARATE PASSWORD TO BE RELEASED TO ACSA AFTER CONFIRMATION OF BIDDERS APPOINTMENT TO A PANEL OF APPROVED LICENSED SECURITY COMPANIES
2. TEMPLATE: PRICING SCHEDULE FOR EQUIPMENT - BIDDERS ARE EXPECTED TO COMPLETE THIS EQUIPMENT PRICING SCHEDULE IN DETAIL

#	Equipment Type	Day	Night	Unit Price	Total Rand Value (excl. VAT)	Total Rand Value (incl. VAT)
1.	Vehicles Tactical Double Cab /SUV with minimum 120kw fitted with digital radios/base radio and spotlights	(Used both day and night up to a max of 250km per shift and able to access airside with the relevant training requirements.) KSIA – D 2 - N 2 CDSIA – D 1 – N 1 KPA – D 1 – N 1 ORTIA – D 6 - N 6 BFIA – D 1 – N 1 CTIA – D 3 – N 3 GRG – D 1 – N 1 KIM – D 1 – N 1 UPN – D 1 – N 1				
2.	Patrol vehicles for shift change and general patrols with fitted digital radios/ base radio and spotlights	(used both day and night up to a max of 200km per day) KSIA – D 2 - N 2 CDSIA – D 1 – N 1 KPA – D 1 – N 1 ORTIA – D 6 - N 6 BFIA – D 1 – N 1 CTIA – D 3 – N 3 GRG – D 1 – N 1 KIM – D 1 – N 1 UPN – D 1 – N 1				
3.	Handcuffs (general security requirements, service provider should provider)					
4.	Digital Patrol System per site (provide automated reports and track movement of guards)	(Once off payment for the device) KSIA CDSIA KPA ORTIA BFIA CTIA GRG KIM UPN				
5.	Torches	Rechargeable, with Spare batteries and -charging units.				



		Once off payment for the device. KSIA – 20 CDSIA – 8 KPA – 8 ORTIA – 40 BFIA – 8 CTIA - 20 GRG – 8 KIM – 8 UPN – 8			
6.	Digital Hand Radios with spare batteries and chargers	Rechargeable, with Spare batteries and Charging units (Per guard, handed over to night shift). Once off payment for the device			
7.	Body Cams with recording for 24 hours and additional battery packs and storage for tactical team.	KSIA – 16 CDSIA – 8 KPA – 8 ORTIA – 40 BFIA – 8 CTIA - 20 GRG – 8 KIM – 8 UPN – 8	(Handover to the night shift at no additional cost)		
8.	Cell phones (300 minutes and 3 gig data per device)	KSIA – 6 CDSIA – 2 KPA – 2 ORTIA – 12 BFIA – 2 CTIA - 6 GRG – 2 KIM – 2 UPN – 2	Handover to the night shift at no additional cost)		
9.	Batons (general security requirements, service provider should provider)				
10.	Tablets -Portable Computers (2 gig data per device)	KSIA – 10 CDSIA – 2 KPA – 2 ORTIA – 30 BFIA – 2 CTIA - 15 GRG – 2 KIM – 2 UPN – 2	(Handover to the night shift at no additional cost)		
11.	Handguns with 15 rounds	Used day/night KSIA – 42 CDSIA – 5 KPA – 5 ORTIA – 75 BFIA – 5 CTIA - 52 GRG – 5 KIM – 5 UPN – 5			



12.	Rifles with 2 magazines and relevant numbers for the magazines	(1 rifle per vehicle) KSIA – 2 CDSIA – 1 KPA – 1 ORTIA – 6 BFIA – 1 CTIA – 3 GRG – 1 KIM – 1 UPN – 1			
13.	Mandatory Training, On Job Training and or certifications (general security requirements, service provider should provider)	All mandatory training (CAA and NKP included)			
15.	Segway	KSIA – 3 ORTIA – 10 CTIA - 6	Handed over to the night shift. Once off payment.		
16.	Digital Search Mirror	KSIA – 8 CDSIA – 2 KPA – 2 ORTIA – 40 BFIA – 2 CTIA – 16 GRG – 2 KIM – 2 UPN – 2	Handed over to the night shift. Once off payment.		

**PLEASE SEE AMMENDMENT 1 TEMPLATES
FOR LABOUR AND EQUIPMENT ATTACHED**