



**Request for Quotation for Service Provider who will be responsible for Servicing and Repairs to the Trolley, Trolley Movers and its associated components for a period of six (6) months**

**Airport** : Cape Town

**Tender Number:** : Rfq 70450

**Issue Date** : 09 May 2022

**Closing Date** : 03 June 2022 at 16:00

**Briefing Session Date and Time** : N/A

**Venue** : N/A

## SECTION 1: INSTRUCTIONS TO BIDDERS

- **SECTION 1: INSTRUCTIONS TO BIDDERS**

- **Access to RFQ documents**

Kindly print and complete

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the 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 ..... using the following method.

- Tender box:

The Tender box is located at: N/A

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- Email submissions: [sellina.tomsana@airports.co.za](mailto:sellina.tomsana@airports.co.za)

The bid documents must be sent to the following email address below:

- Proposals must be in an electronic copy of the bid documents. 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.

- **Alternative Bids**

Page 2

Tel +27 11 723 1400 Fax +27 11 453 9354  
The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008  
P O Box 75480, Gardenview, Gauteng, South Africa, 2047  
[www.airports.co.za](http://www.airports.co.za)

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

As a general rule, ACSA only accepts bids which have been prepared in response to the tender invitation. However, for this tender alternative bids will be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this tender invitation. The alternative bid will only be considered where the bidder has submitted together with its alternative bid, an offer which materially complies with the requirements of this tender. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this tender document.

#### 1.4 Late Bids

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

#### 1.5 Clarification and Communication- N/A

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

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

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Request for clarity or information on the tender may only be requested until N/A**

Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Quotation/Information invitation.

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

#### 1.6 Compulsory Briefing Session-

##### **A compulsory briefing /as below details**

Briefing/Site Inspection Session Requirements	Detail
Date	
Time	
Venue	
Access to Restricted Area, Cargo, Airside, Terminal	
Documentation, e.g. ID, Temporary Permit, etc	Identity Document
Personal Protective Equipment, Safety boots	Reflective Jackets, Masks and Strict Covid 19 Regulations will be followed: Social Distance, Sanitizing.

### 1.7 Bid Responses

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

### 1.8 Disclaimers

- It must be noted that ACSA may:
- Award the whole or a part of this tender;
- Split the award of this tender;
- Negotiate with all or some of the shortlisted bidders;

- Award the tender to a bidder other than the highest scoring bidder where objective criteria allow; and/or
- Cancel this tender.

### **1.9 Validity Period**

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

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

During the validity

period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

### **1.10 Confidentiality of Information**

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

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

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

### **1.11 Hot – Line**

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: [acsa@tip-offs.com](mailto:acsa@tip-offs.com)

## **SECTION 2: LOCAL CONTENT AND PRODUCTION**

## 2.1 Introduction

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This tender falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and production for this tender is \_\_\_\_\_ of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure ..... of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

## 2.2 Calculation of local content and production

Local content means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place. Imported content means the portion of the bid price represented by the cost the cost of components, parts or materials which have been or are still imported (whether by the supplier or its sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry. The South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content. The formula to be used to calculate local content is as follows:

$$LC = 1 \left( \frac{x}{y} \right) \times 100$$

Where:

X represents imported content

Y represents bid price excluding value added tax

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

## 2.3 Declaration certificate for local production and content (SBD 6.2)

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the SABS approved technical specification number SATS 1286:201x.

## **1.1 General Conditions**

- 1.1.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 1.1.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.1.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.1.5 A bid will be disqualified if:
  - 1. The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
  - 2. The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

## **1.2 Definitions**

- 1.2.1 "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by ACSA for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 1.2.2 "Bid Price" price offered by the bidder, excluding value added tax (VAT);
- 1.2.3 "Contract" means the agreement that results from the acceptance of a bid by an ACSA;

- 1.2.4 “Designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 1.2.5 “Duly Sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 1.2.6 “Imported Content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 1.2.7 “Local Content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 1.2.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 1.2.9 “Sub-Contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**2.6 The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

<u>Description of service, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

2.7 Does any portion of the services, works or goods offered have any imported content? YES/NO



3. If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 2.3 above must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

The rate(s) of exchange against the appropriate currency is as follows:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER / PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF RFQ No. -**

**ISSUED BY:** (Airports Company South Africa SOC

Ltd): \_\_\_\_\_

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**NB:** The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, \_\_\_\_\_ (full names),

do hereby declare, in my capacity as

\_\_\_\_\_

of \_\_\_\_\_ (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 2.3 above and the following figures:

Bid price, excluding VAT (y)	R...
Imported content (x)	R...
Stipulated minimum threshold for Local content (paragraph 2.6 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Airports Company South Africa SOC Ltd has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Airports Company South Africa SOC Ltd imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**WITNESS No.1:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**WITNESS No 2:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

### **SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK**

The Service Provider will be responsible for Servicing and Repairs to the Trolley, Trolley Movers and its associated components for a period of six (6) months. Maintenance will be performed as per OEM (Original Equipment Manufacturer) as well as applicable governing and statutory regulations.

**ACSA CTIA has 3500 WANZYL trolleys in circulation, 3 Lind P60 Trolley Pullers and 6 Movexx Trolley Pusher units.**

#### **WANZYL TROLLEYS**

ACSA CTIA has 3200 luggage trolleys in circulation and below is the scope of work or suggested maintenance programme

- Perform Bi-Annual maintenance on the Wanzyl units
- Clean the entire trolley
- Clean and wash out wheels and Axle with solvents after maintenance and repairs
- Check mechanism, control and crankcase handle, repair or adjust if required.
- Clean unit exterior and ensure that all covers are securely fixed.
- Check and adjust if necessary
  - Top Brake rod and brake rod
  - Carry out thorough braking test on entire trolley
  - Pressure spring
  - Double swivel castor fork
- Check anti-static strip operation and ensure blind rivet fixed
- Check lateral sheets and bumpers if properly are secure and repair if required
- Check nesting shoe for evidence of chafing and repair if necessary
- Check lateral metal sheets and bumpers if properly are secured and repair if required.
- Check nesting shoe for evidence of chafing and repair if necessary.
- Check handle profile and repair if required
- Check cylindrical screw mountings and tighten if required
- Check and tighten if necessary all hold down bolts.
- Check for any unusual noise and vibration and repair if required.
- Examine shaft and seal glands and replace if necessary
- Check for any sign of corrosion and treat rust accordingly if necessary

**Linde P60**

- The P60 units are used to transport the trolleys from car rentals, and CTB to the arrival's terminal.
- It is very critical to the trolley operations and Special attention needs to provide to it.
- Below is a suggested maintenance program and the service provider to repair and replace any defective parts identified.
- The service provider will be required to repair and replace any defective mechanical and electrical parts found during inspections

The Linde P60 maintenance shall be conducted in accordance to the below OEM maintenance regime:

## General information

To keep the tow tractor in a state that is ready for use at all times, you should regularly perform a small number of maintenance and inspection tasks according to the instructions in the operating manual. Maintenance may only be performed by qualified persons authorised by the manufacturer. You can agree to have this work performed on the basis of a maintenance contract concluded with your authorised dealer.

If you wish to perform this work yourself, we recommend having at least the first three checks carried out by an authorised technician in the presence of your workshop representative. Your workshop staff can then be instructed accordingly.

Whenever performing maintenance, the tow tractor must be parked on a flat surface and be at a standstill (engine switched off, switch key removed and battery connector disconnected).

No modifications (attachment or conversion) may be made to the tow tractor without the manufacturer's approval.

All servicing work on the tow tractor must be followed by a functional check and a test run.

### CAUTION

The tow tractor must always be properly labelled.

All missing or damaged identification plates and/or adhesive labels must be replaced.

For the warehouse or order number, please consult the spare parts catalogue.

### WARNING

For a tow tractor with a fixed cab, the side doors may close during maintenance and trap the technician.

Always keep both side doors open during maintenance operations.

### ENVIRONMENT NOTE

*Observe the information regarding working with consumables.*

### NOTE

*When using tow tractors in extreme conditions (e.g. extreme heat or cold, high levels of dust etc.), the time periods specified in the maintenance overview must be reduced accordingly.*

## Maintenance intervals

Under certain conditions, there is the possibility of changing the intervals of some maintenance operations listed in the maintenance overview.

Please use the recommended consumables, engine oil and coolant. The inspection and maintenance intervals depend on the operating and application conditions of the truck.

When used in heavy-duty or very harsh conditions, in particular:

- Very dusty environments
- Corrosive environments
- Cold stores

maintenance intervals must be halved.

Contact the After Sales Service Centre.

## Maintenance safety guidelines

No changes, modifications or additions may be made to the tow tractor without the manufacturer's approval.

### DANGER

**Incorrect inspection and maintenance procedures may result in the malfunction of safety-critical components.**

Only carry out inspection and maintenance routines if you have been trained, and are authorised to do so.

### DANGER

**Do not make modifications to the drive or braking parameters without informing the drivers of the tow tractor.**

If the drive or braking parameters are modified, the drivers of the tow tractor must be informed. They must be able to familiarise themselves with the new operating characteristics before putting the tow tractor into service.

### DANGER

**Many accidents and injuries in the workshop are due to non-compliance with certain basic maintenance and safety rules. These accidents can therefore be avoided.**

Respect the following safety guidelines. Anticipate potential dangers. Proceed with care and caution to reduce the risk to a minimum.

An alert, cautious mechanic is a safe one.

- Before carrying out any repair work, park the truck. The parking brake is automatically applied. Switch off the ignition, disconnect the battery and, if necessary, place wedges under the front and rear wheels.
- Before carrying out any electrical maintenance or checks, raise the drive wheel clear of the ground and securely chock the tow tractor in position.
- Protective equipment (e.g. goggles and protective gloves) must be worn at all times when working on batteries.
- Take the necessary fire precautions when working on batteries.

- Always handle, charge and maintain batteries according to the manufacturer's instructions supplied with the battery.
- Always ensure that any lifting equipment is of sufficient capacity and has the relevant certification. All blocks, jacks and chains etc. must be examined regularly and may only be used for the intended purpose.
- Use only prescribed attachment points when towing or lifting. Attach connections carefully. Check that the pins and/or bolts provided are secure before loading. Never stand close to drawbars, slings or chains that are working under load.
- Never wear rings, wrist watches, jewellery, loose or dangling items of clothing (ties, torn clothing, scarves, unbuttoned jackets or overalls with open zip fasteners) that could get caught up in moving parts. Always wear approved safety clothing.
- Never carry out maintenance or servicing operations on the tow tractor when anyone is sat on the seat, unless that person is fully trained and involved in the operation being carried out.
- Never switch on the tow tractor from any position other than the driver's seat.
- The design of service steps or platforms used in the workshop or onsite must comply with current regulations.
- Label all controls to indicate that a service or repair operation is being carried out.
- Protective equipment, i.e. goggles and gloves, must be worn at all times when using compressed air or steam cleaning equipment.
- Perform a functional check and test run after every service.

## Handling lubricants

Always handle lubricants safely and as specified by the manufacturer.

Only store lubricants in approved containers and in specified storage locations. As lubricants may be flammable, do not let them come into contact with hot objects or flames.

Clean the area surrounding the part in question before applying lubrication, changing the filter or performing repairs on the hydraulic system.

Use only clean containers when replenishing fuel and lubricants.



#### ENVIRONMENT NOTE

*Lubricants and cleaning compounds used during maintenance procedures may be*

*harmful to the environment. Please observe the following:*

- *Follow the manufacturer's safety and disposal instructions when using lubricants and cleaning compounds*
- *Avoid spilling lubricants. Clear up any spillage immediately using a suitable absorbent, and dispose of the spilt lubricant as per local regulations*
- *Always dispose of used or contaminated lubricants as specified. Follow laws and regulations*
- *Dispose of used parts, empty containers, filters etc. as per local regulations*



## Technical data for inspection and maintenance

Assembly	Material/Lubricant	Capacity/Adjustment value	
Drive axle	Gearbox oil	1.2 litres	
Tyres		Front	8 bar
		Rear	8 bar
Brake system	Brake fluid	As required	
	Brake linings	Minimum thickness 2 mm	
Steering chain	Chain spray		As required
General lubrication points	Grease/oil		As required
Electrical equipment			
Main circuit	Fuse	48 V	1 x 160 A
Battery	Distilled water	As required	
	Non-acidic grease	As required	
Traction motor		28 V AC	

### **Movexx T2500**

- ACSA CTIA has 6 Movexx in service used to transport the trolleys from different location to one central location at the airport. These shall be maintained in accordance the OEM Requirements.



#### 4.3 FIXED COST – PREVENTATIVE MAINTENANCE

##### Site Establishment and Administration

Item no.	Description – Preliminary and General	Frequency		Total
<b>Preliminary and General: contract Administration Cost</b>				
1	Airport Safety Induction Airport permits	Yearly		
2	Airport Parking fees (provisional amount)	Once Off		
3	Safety administrative cost	Once Off		
<b>Total</b>				

Equipment	Total Qty	Cost Per Unit	Monthly Cost	Total Annual Cost
Maintenance of Luggage Trolleys	3500			
Maintenance of Linde P60 Trolley Pullers	3			
Maintenance of Movexx Trolley Pushers	6			
Artisan and Assistant Standby (After Hours Availability)	N/A			
TOTAL Inclusive [R]				

#### 4.4 ADHOC COSTS - VARIABLE

The Adhoc costs will not form part of the fixed contract costs and will be as per the schedule shown in the table below. For planned work, a quotation will be required and a PR (Purchase Requisition) created before work commences. Thereafter, invoices will be required to process payment.

For emergency work, permission to carry out work outside the scope of the fixed contract service has to be obtained from the Manager Mechanical Maintenance or his authorised representative or the M&E Manager. PR and Orders for work done will be issued by the employer as soon as possible.

Any additional work (not covered elsewhere in the contract) will be charged at the following rates.

#### Labour rates and Mark-up

Any work not included under part1 shall be deemed additional work or non-scheduled items and will be charged at the following rates:

#### Labour

Item#	Description	Weekend/ Holidays (R/hour)	Normal hours (R/hour)	After hours (R/hour)	Monthly Rate (R/month)
1	Technician / Site Supervisor				
2	Artisan 1				
3	Artisan 2				
4	Semi-skilled				

<sup>a</sup>All rates to exclude VAT. Subject to mutual agreement between ACSA and the Contractor, the number of staff allocated to the contract may be increased/ decreased to cater for special needs that may arise from time to time.

The engineer would be required to assist with investigations on major incidents onsite and shall not form part of the onsite permanent structure.

#### Mark-up (third party procured items/services)

Cost <sup>b</sup>	Mark-up
R0 – R 2000	20%
R 2001- R10 000	15%
R 10 001- R50 000	10%
Over R50 000	7%

<sup>b</sup>Cost shall be net cost (excluding VAT) of parts delivered to site with all discounts deducted.

Any outsourced services (sub-contracted work) utilised in place of existing resources which would normally form part of routine maintenance on the contract will not be subject to a mark-up and will be part of the routine maintenance cost of the Contractor.

Contractor will provide ACSA with 3 quotations to ensure the most feasible pricing is achieved

Contractor to conduct basic maintenance and first line fault finding on 3rd party equipment where spares are imported, all costs relating to importing and shipping of the spares shall be invoiced at cost to ACSA, unless already calculated into the OEM standard price list.

#### **Minimum Requirements**

- ***A Valid Tax Pin Status***
- ***A Valid B-BBEE Certificate***
- ***Signed Declaration of Interest Forms***
- ***Proof of CSD registration (MAAA Number)***
- ***Letter of good standing***

### **SECTION 4: PREFERENCE POINTS AND PRICE**

#### **4.1 Preference Points Claims**

In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference.

The 80/20 Preference Point System for bids with a Rand value of more than R30,000-00 but not exceeding R50,000,000-00 (all applicable taxes included)

The tender will therefore be evaluated using 80/20 preference points system: This means that on the 80/20 system the B-BBEE status level of contributor will earn the bidder points out of 20

- Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), an affidavit in the case of Qualifying Small

Enterprises and an Emerging Micro Enterprises or an Auditor/Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

- **Definitions**

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

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

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

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

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

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

4.3.7    **“EME”** means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;

4.3.8    **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is

binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

- 4.3.9 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 4.3.10 **“Non-Firm Prices”** means all prices other than “firm” prices;
- 4.3.11 **“Person”** includes a juristic person;
- 4.3.12 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 4.3.13 **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 4.3.14 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 4.3.15 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

#### 4.4 Adjudication Using A Point System

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

- 7 Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts
- 8 Points scored will be rounded off to the nearest 2 decimal places.

### 1.1. Award of Business where Bidders have Scored Equal Points Overall

- 8 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 9 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
- 10 Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

### 1.2. Points Awarded for Price

- 1. The 80/20 Preference Point Systems

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

#### 80/20

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

Where

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

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

### 1.3. Points Awarded for B-BBEE Status Level of Contribution

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

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

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.

5. 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.
6. 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.
7. 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.
8. 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.
9. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
10. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

#### **1.4. Bid Declaration**



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

**B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 4.2.1 and 4.7.1:**

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

(Points claimed in respect of paragraph 4.8.1 must be in accordance with the table reflected in paragraph 4.7.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## **SECTION 5: EVALUATION CRITERIA**

- **Evaluation Criteria**

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

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.

- **Mandatory Requirements**

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

○ **Local Content and Production**

Bidders must complete and return SBD 6.2 (Declaration of Local Content and Production form) on the closing date and time of this tender. ACSA will disqualify any bidder which has not submitted the SBD 6.2 form on the closing date and time. The form must be completed under **Section 2** at 2.8 of this tender document.

○ **Functionality / Technical**

The description of the functionality evaluation criteria is explained below.

a) Functional/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. Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. The evaluation process will be based on threshold criteria where bidders which fail to achieve a **minimum threshold** on each element will not be considered further in the evaluation. The of the evaluation are as follows

- (a) Tenders will be pre-evaluated on the criteria as set out below. Bidders that score less than **60 out of 100 points** for this criterion will be regarded as non-responsive and will not be evaluated on price and B-BBEE. Unclear, vague, fragmented, or incomplete information provided will result in no points being allocated. Bidders must ensure that only relevant information is submitted, for points to be awarded.

	Evaluation Area	Evaluation Criteria	Weighting	Minimum Threshold
1	<b>Company Previous Mechanical Experience</b>	<b>Maintenance history and list of past contracts</b>		
	1.1. Tenders must submit proof of Company Experience on Maintenance/Repairs on Mechanical and Electrical/Electronic Systems or Work of Similar Complexity. Provide contactable references where maintenance works were executed.	<ul style="list-style-type: none"> <li>▪ 0 years – 2 years : 5 points</li> <li>▪ &gt; 2 years – 4 years : 15 points</li> <li>▪ &gt; 4 years – 8 years : 20 points</li> <li>▪ &gt; 8 years' experience : 30 points</li> </ul>	30	20
2	<b>Human Resources - Staff experience for Mechanical</b> - Attach CV's as per the format indicated in Appendix N	<b>Skilled Staff</b>		

	<b>Site Manager/Supervisor</b> Provide proof of <b>relevant</b> years of experience  <input type="checkbox"/> Years of experience in Managing Maintenance on Mechanical and Electrical/Electronic Systems or Work of Similar Complexity	<ul style="list-style-type: none"> <li>▪ &lt; 2 years' experience : 0 points</li> <li>▪ 2 years – &lt; 4 years' experience : 10 points</li> <li>▪ 4 years – 8 years' experience : 20 points</li> <li>▪ &gt; 8 years' experience : 30 points</li> </ul>	30	20
	<b>Site Manager/Supervisor</b> Provide proof of <b>relevant</b> qualifications for all requirements listed below  <input type="checkbox"/> NQF level 4 and Higher <input type="checkbox"/> Any OHS Qualification	<ul style="list-style-type: none"> <li>▪ Not all requirements provided (0 points)</li> <li>▪ All requirements provided (10 points)</li> </ul>	10	10
	<b>Artisan(s)</b> Years of experience in Maintenance of Mechanical and Electrical Systems	<ul style="list-style-type: none"> <li>▪ &lt; 2 years' experience : 0 points</li> <li>▪ 0 years – 1 years' experience : 2 points</li> <li>▪ 1 years – 3 years' experience : 5 points</li> <li>▪ &gt; 3 years' experience : 10 points</li> </ul>	10	5
	Provide proof of <b>relevant</b> qualifications for all requirements listed below  <input type="checkbox"/> NQF level 4 and Higher	<input type="checkbox"/> Not all requirements provided (0 Points) <input type="checkbox"/> All requirements provided (10 Points)	10	10
<b>3</b>	<b>Operational Plan</b>			
	The plan should include but not limited to: <ul style="list-style-type: none"> <li>▪ Organogram of team committed to the Contract</li> <li>▪ Comprehensive proposal that shows a detailed plan of how the bidder is going to utilise its expertise, experience, and resources to constantly meet the SLA as stipulated in the contract</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nothing provided (0 Points)</li> <li>▪ Plan includes Organogram that details roles and responsibilities as it relates to the SLA, does not include Risk, Operating Procedures and Spares Procurement (5 Points)</li> <li>▪ Plan includes Organogram that details roles and responsibilities as it relates to the SLA, plus Risk Operating Procedures and Spares Procurement (10 Points)</li> </ul>	10	5
			100	70

- **Price and B-BBEE**

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**

## **SECTION 7: DECLARATION FORM**

- **Making a Declaration**

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

- **All bidders must complete a declaration of interest form below:**

Full name of the bidder or representative of  
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding  
entity

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

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

Page 28

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

**The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008**

**P O Box 75480, Gardenvue, Gauteng, South Africa, 2047**

**[www.airports.co.za](http://www.airports.co.za)**

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

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

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

- **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

### Section 8: 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
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Furthermore, I/We declare that to the best of my/our knowledge there is /are no further practices to be declared or which are in the process of being finalised. The following are alleged practices which have not yet been finalised.

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

This declaration was signed on \_\_\_\_\_ of \_\_\_\_\_ 202\_\_\_\_\_

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_

**ACCEPTANCE OF RFB TERMS AND CONDITIONS**

TO: Supply Chain Management Office

Airports Company South Africa SOC Ltd.

Bid Reference No: **CIA RFQ 70450**

**Bidder's Name and Contact Details**

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

The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008

P O Box 75480, Gardenview, Gauteng, South Africa, 2047

[www.airports.co.za](http://www.airports.co.za)

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

### Proposal Certification

We hereby submit a Proposal in respect of the at Cape Town International Airport.

We acknowledge that ACSA's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder/s,

We have read, understand, and agree to be bound by the content of all the documentation provided by ACSA in this Request for Proposal.

We accept that ACSA's Bid Adjudication Committee decision is final and binding.

We certify that all forms of Proposal as required in the Proposal document are included in our submission.

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

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



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

The Proposal is binding on this Tenderer for a period which lapses after one hundred and twenty (120) days calculated from the closing date of proposal submission.

Thus done and signed at		on this the		day of		2022
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Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	

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