



Request for Quotations for the Installation of Jet A1 Fuel Hydrant Lay Flat Pits Lids for a Period of three (3) months at O.R. Tambo International Airport

Tender Number: : RFQ 68892

Issue Date : 31 January 2022

Closing Date : 28 February 2022 (10:00 am)

Briefing Session Date and Time : 08 February 2022, Idube boardroom, 3rd floor north wing

Site Inspection : N/A



SECTION 1: INSTRUCTIONS TO BIDDERS

1.1 Collection of RFQ documents

RFQ document available on e-tender website <http://www.treasury.etenders.gov.za>

1.2 Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before 10h00 (AM/) on the 28th of February 2022 using the following method(s): (**Choose acceptable delivery methods and delete out whichever is not applicable*)

1.2.1 Tender box: **Not applicable**

The Tender box is located at:

1.2.2 Email submissions:

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

Sandra.Sebokolodi@airports.co.za



1.3 Alternative Bids (*Delete out whatever is not applicable)

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

Name:	Sandra Sebokolodi
Designation:	Buyer
Tel:	011 723 2636 or 062 751 4511
Email:	Sandra.Sebokolodi@airports.co.za
Fax:	

Request for clarity or information on the tender may only be requested until 11h00 (AM) of 25 October 2018 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 Quotation 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 session will be held on 08th of February 2022 at 10:00 (AM). The session will be held at the following location:

(*Physical address)



O.R Tambo International Airport

3rd Floor Admin building

**Idube boardroom 3rd floor, north wing of the airport,
maintenance and technical department**



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

- a) It must be noted that ACSA may:
- b) Award the whole or a part of this tender.
- c) Split the award of this tender.
- d) Negotiate with all or some of the shortlisted bidders.
- e) Award the tender to a bidder other than the highest scoring bidder where objective criteria allow; and/or
- f) 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 ninety (90) 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



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.

2.4 General Conditions

- 2.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 2.4.2 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.
- 2.4.3 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.
- 2.4.4 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.
- 2.4.5 A bid will be disqualified if:
 - The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
 - The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.



2.5 Definitions

- 2.5.1 “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.
- 2.5.2 “Bid Price” price offered by the bidder, excluding value added tax (VAT).
- 2.5.3 “Contract” means the agreement that results from the acceptance of a bid by an ACSA.
- 2.5.4 “Designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
- 2.5.5 “Duly Sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.5.6 “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.
- 2.5.7 “Local Content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place.
- 2.5.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.5.9 “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

2.8 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):

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

3.1 Background

Since inception approximately 20 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented. The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport, Kimberley Airport and the Corporate Office.

The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.

ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa

3.2 Purpose of this Tender (*Detail the purpose of this tender, the historical background and how it will assist ACSA)

To ensure that the roof ventilators are always available to perform their function when required. To comply

With regulatory and insurance requirements

3.2 Scope of Work (*Ensure that all relevant information is included and that it is aligned to the evaluation criteria as well as mandatory returnable information/documents)

As detailed in the contract



3.4 Minimum Requirements (*List all the minimum requirements, i.e. delivery lead-times, years of experience, qualifications, certifications, value of projects done and service levels, etcetera)

Only bidders meeting the following criteria will be considered for this tender:

- a) As per evaluation criteria below
- b) _____
- c) _____
- d) _____

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 preferential point systems are as follows:

- a) The 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- b) The 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the .../... system shall be applicable. Preference points for this bid shall be awarded for:

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

Points

4.2.1 Price



B-BBEE Status Level of Contribution _____

Total Points for Price and B-BBEE must not Exceed

100

- 4.2.2 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or 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.
- 4.2.3 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.

4.3 Definitions

- 4.3.1 **“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

- 4.4.1 The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.
- 4.4.2 Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts
- 4.4.3 Points scored will be rounded off to the nearest 2 decimal places.

4.5 Award of Business where Bidders have Scored Equal Points Overall

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

4.6 Points Awarded for Price

- 4.6.1 The 80/20 or 90/10 Preference Point Systems

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

80/20 or 90/10

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

Where

P_s = Points scored for comparative price of bid under consideration



Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

4.7 Points Awarded for B-BBEE Status Level of Contribution

4.7.1 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 Status Level of Contributor	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.

4.7.2 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.

- 4.7.3 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.
- 4.7.4 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.
- 4.7.5 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.
- 4.7.6 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.
- 4.7.7 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.

4.8 Bid Declaration

- 4.8.1 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).



4.9 Sub-Contracting

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

4.9.2 If yes, indicate:

- a) The sub-contracted percentage is: _____%
- b) The name of the sub-contractor is: _____
- c) The B-BBEE status level of the sub-contractor is: _____
- d) The sub-contractor is an EME: YES / NO (**Delete whichever is not applicable*)



4.10 Declaration with Regard to the Bidder

4.10.1 Name of bidding entity

4.10.2 VAT Registration number:

4.10.3 Company registration

4.10.4 Type of company / firm:

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

4.10.5 Describe principal business activities

4.10.6 Company Classification

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transportation, *etcetera*.



[TICK APPLICABLE BOX]

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

4.10.8 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 4.7.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 4.10.8.1 The information furnished is true and correct.
- 4.10.8.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 4.1 of this Section.
- 4.10.8.3 In the event of a contract being awarded as a result of points claimed as shown in paragraph 4.7.1, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct.
- 4.10.8.4 If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
 - 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 5: EVALUATION CRITERIA**5.1 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.



Functionality / Technical Evaluation

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

	Description of quality criteria	WQ	Sub criteria	Max Score	Minimum Threshold
			Quality Score		
1	Tenderer's resource proposal	40	Qualifications	20	12
			Years of experience in similar works	20	12
2	Project Planning	40	Project Plan	20	12
			Delivery Timeline	20	12
3	Company's References and experience	20	Company references Experience Similarity in works, scope	20	12
Total				100	60

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

- Achieve the minimum points will not be considered further in the evaluation process.
- It should be further noted that a minimum qualifying score per criteria must be met as set out in this bid document.
- The table above and sub criteria with their own minimums also apply.
- Bidders must demonstrate clear and concise understanding of this criteria relative to scope of work and deliverables in order to earn points.
- Only tenderers scoring at least the minimum of 60% out of 100% for each criterion and sub criterion of functionality will be considered for further evaluation on Price and B-BBEE
- The obligation to demonstrate compliance with all the above will remain with the Tenderer and ACSA's decision in this regard will be final.
- All Foreign Qualifications must be accompanied by a letter from the South African Qualifications Authority.

Functionality breakdown

1. TENDERER'S RESOURCE PROPOSAL BREAKDOWN (40 Points)

Qualifications (20 points) – Proof (certificates, relevant registrations, diplomas or degrees) of qualification should be attached to the resources' CV's.

Resource Description	Poor = 0	Acceptable =12	Very good = 20
Project Manager	If any of these resources' experience is below minimum requirements, the score is automatically zero for the whole matrix on qualifications	<ul style="list-style-type: none">• Certificate in Project management or Engineering• Any OHS training certificate	<ul style="list-style-type: none">• National diploma in Engineering or Project management• OHS Act and Construction Regulation 84 of 7 February 2014. Proof of qualification• Valid Safety training Certificate
Artisan		SAQA Accredited Millwright / Fitter trade test certificate	<ul style="list-style-type: none">• National diploma in Engineering or Project management• Any OHS training certificate
NB Scoring Notes			
- Qualification requirements apply concurrently, and bidders must meet all requirements for all resources to score either acceptable score or very good score.			
- If bidders supply any mix of qualifications corresponding to acceptable or very good scores, minimum (acceptable) points will be allocated.			



Years of Experience of key personnel as per the evaluation criteria (20 Points)- (Proof of relevant experience should be included in the resources' CV's).

Resource Description	Poor = 0	Acceptable =12	Very good = 20
Site Manager/Technician	If any of these resources' experience is below minimum requirements, the score is automatically zero for the whole matrix on Experience	<ul style="list-style-type: none">• 3 Experience in maintenance of petroleum facilities• 2 yrs supervisory experience• 2 yrs OHS experience	<ul style="list-style-type: none">• more than 3 years' Experience in maintenance of petroleum facilities• more than 2 yrs supervisory experience• more than 2 yrs OHS experience
Artisan		3 yrs experience in the maintenance of petroleum facilities	More than 3 yrs experience in the maintenance of liquid petroleum facilities
NB Scoring Notes			
- Experience requirements apply concurrently, and bidders must meet all requirements for all resources to score either acceptable score or very good score.			
- If bidders supply any mix of experience corresponding to acceptable or very good scores, minimum (acceptable) points will be allocated.			

2. PROJECT PLANNING BREAKDOWN (40)

Project Planning – (20 Points)

Score	Requirements
Poor=0	Project plan is generic (only shows phases without detailed activities) and not tailored specific to the project. The activities are not logical (not arranged in a manner that can be practically implemented) and activity relationships are not shown, nor resources provided for each activity. The critical path is not shown.
Satisfactory=12	Project plan is specific and shows project phases with detailed activities and it is tailored specific to the project. The activities are logical (arranged in a manner that can be practically implemented) and activity relationships are shown as well as resources provided for each activity. The critical path is also shown.
Very good=20	Project plan is specific and shows project phases with detailed activities and it is tailored specific to the project. The activities are logical (arranged in a manner that can be practically implemented) and activity relationships are shown as well as resources provided for each activity. The critical path is also shown.

**Delivery period – (20 Points)**

Description	Point allocation
Completion is after 3 Months	0
Completion is between 2 to 3 Months	12
Completion is within 2 Months	20

The project completion is read from the critical path

3. RELEVANT REFERENCE AND EXPERIENCE OF THE TENDERING ENTITY/ENTITIES BREAKDOWN (20)

Number of relevant completed Maintenance / Installation contracts OR Maintenance/installation of mechanical pipe work / assembly work (20 Points) -The Tenderer should provide proof of company references of Maintenance / Installation of mechanical pipe work / assembly completed.

Company experience on Maintenance / Installation contracts - 20			
Item No	MAX points =20	MIN points = 12	Poor = 0
1	More than One reference letter from client(s) showing relevant experience to the scope of this bid.	One reference letter from a client showing relevant experience to the scope of this bid.	No reference letter or reference letter is irrelevant to the scope of this bid.

Comment: NB All reference letters must be in line with the information required below

Each Reference letter or completion certificate of the Bidding entity/entities must have the following as a minimum

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



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

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Check if all the documents have been received	Check if minimum local content and production thresholds have been met	Check if minimum Supplier Development commitment or threshold has been met	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE)	Post tender negotiations

(*Delete whichever step is not applicable)



5.3 Mandatory Requirements

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

- | | |
|----|--|
| a) | Complying with List of Returnable Documents in Section 6.1 |
| b) | CIDB grading level 2 ME or Higher |
| c) | To advance certain designated groups in line with Regulation 4 of the 2017 PPPFA Regulations, only bidders with a level 1 BEE status will be considered. |
| d) | |

*(*Include any minimum requirements and the submission of proof. The requirements could be on experience, at least three referees, certification or proof of professional membership, etcetera)*

5.4 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.

5.5 Supplier Development

In this tender Supplier Development will be evaluated as a pre-qualification/threshold criterion. Bidders that fail to meet the pre-qualification criteria/threshold will not be considered for the next stage of the evaluation. Such bidders will be disqualified from the tender process.

The evaluation criteria will be as follows: (*Delete whichever is not applicable)

Prequalification (*Delete if the threshold route is selected)

It is a requirement of this tender that bidders commit an overall _____% of the contract value towards Supplier Development initiatives. These initiatives must be on the following:



- a) Skills Development
- b) Increase in black / woman / youth / disabled ownership percentage
- c) Improvement of employment equity percentage
- d) EME Spend
- e) Preferential procurement
- f) Rural integration and small business promotion
- g) _____
- h) _____

I/we do/do not accept the supplier development commitment as a condition of the tender. I/We understand that failure to commit to this condition of the tender will result in our bid being disqualified.

Threshold (*Delete if the prequalification route is selected)

The successful bidder will be expected to spend a portion of the contract value on supplier development initiatives. This commitment will also be incorporated into the final contract and delivery against the commitment will be monitored as part of contract management processes. Bidders must meet a threshold of _____% at the supplier development stage to proceed to the next stage of the evaluation. Bidders which fail to meet the threshold for supplier development will be disqualified from the tender process. This tender will be evaluated on supplier development using the following criteria:

Criteria	Required Threshold	
Skills Development		%
Small business promotion		%
		%
		%



5.6 Functionality / Technical

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

Prequalification

The evaluation will be based on the availability of required minimum documents/information. Bidders must show that they have the following in order to be promoted from the functional/technical mandatory requirements stage of the evaluation: (**Mention minimum requirements which ACSA requires from a technical/functional perspective. The prequalification stage is used where there will be no in depth functional or technical evaluation and bidders will be promoted to the next stage after showing that they are in possession of the minimum requirements*)

- | | |
|----|---|
| a) | Show that a bidder has done the relevant work for at least three clients (<i>* Minimum requirement</i>) |
| b) | Provide proof of a Master's in Business Administration specialising in Aviation Management (<i>* Minimum requirement</i>) |
| c) | (<i>* Minimum requirement</i>) |
| d) | (<i>* Minimum requirement</i>) |

Threshold

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of % on the functional/technical stage will not be considered further in the evaluation. The thresholds on each element of the evaluation are as follows (**Used only where each element has its own threshold. Delete out if there is only a functional/technical wide threshold. In that case only list the elements of the functional/technical evaluation without their specific thresholds*):

- | | | |
|----|--|---|
| a) | | % |
| b) | | % |
| c) | | % |
| d) | | % |



5.7 Price and B-BBEE

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of _____ / _____. Price will amount to _____ points, whilst preference will be _____ points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the tender, *etcetera*. The pricing schedule to be completed is as follows:

	Description	Cost
a)		
b)		
c)		

Bidders must only price in accordance with the pricing schedule above, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification. Disbursements will be reimbursed at actual cost. The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g. three star hotel, bed and breakfast, telephone cost, reproduction cost, *etcetera*). On basis of these particulars, certified invoices will be checked for correctness.



SECTION 6: RETURNABLE DOCUMENTS

6.1 Mandatory Returnable documents

(*Ensure that all mandatory returnable documents are documents ACSA may not proceed without and requesting them after the closing date and time will compromise the fairness of the process or contravening the law i.e. priced offer and SBD 6.2 for local content & production for designated sectors, etcetera) ACSA will disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not. The mandatory documents and information are as follows:

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Priced offer	
Declaration of Interest Form	
Non-Disclosure Agreement	
SBD 6.2 (Declaration for local content and production for PPPFA designated sectors)	
CIDB grading Level 2 ME or higher	



6.2 Other Returnable Documents and information

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]

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

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
B-BBEE Certificate	
Tax Clearance Certificate (ACSA may not award a tender to a bidder whose tax affairs have not been declared to be in order by SARS)	
Names and identity numbers of Directors	
Certificate of Incorporation	



6.3 Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this tender remains valid for the duration of the contract period. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

SECTION 7: DECLARATION FORM

7.1 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.

7.2 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


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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder



SECTION 8: BRIEFING SESSION FORM

This is to certify that:

Bidder Name _____

Attached a briefing / site inspection meeting which was held on _____ of _____ 202____.
Bidder was represented by:

Name: _____

Designation: _____

This certification is made on behalf of ACSA by:

Name: _____

Designation: _____

Signature: _____

Date: _____



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
a)			
b)			

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

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

This declaration was signed on _____ of _____ 202____

Name: _____

Designation: _____

Signature: _____



APPENDIX A: COVER LETTER



APPENDIX B: DECLARATION OF INTEREST 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



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

Full Name	Identity Number	Personal Income Tax Reference Number

7.1 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 C: 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 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:



APPENDIX D: CONSENT TO VETTING FORM

Any person/people responsible for the appointment of a professional team to assist in the renovation of the international ablution facilities at OR Tambo International Airport, must provide consent to undergoing a rigorous vetting process.

I/We hereby give consent to being vetted by ACSA for the appointment of a professional team to assist in the renovation of the international ablution facilities at OR Tambo International Airport. We further pledge to comply with all requirements under this process as required by ACSA.

Please provide full Names of Directors / Trustees / Members / Shareholders/ Employees of the bidding entity that are likely to undergo vetting as required by ACSA:

Full Name	Identity Number



Declaration:

I/We the undersigned _____ (Name) hereby certify that the information furnished under this consent form 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 E: ACCEPTANCE OF RFQ TERMS AND CONDITIONS

TO: The Supply Chain General Manager
Airports Company South Africa Ltd.

Proposal No:

1. Bidder's Name and Contact Details

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



2. Proposal Certification

We hereby submit a Proposal in respect of **the Installation of Jet A1 Fuel Hydrant Lay Flat Pits Lids for a Period of three (3) months at O.R. Tambo International Airport**, through an Open Tender Process in accordance with ACSA's requirements.

- 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,
- 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 Committees' 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 ninety (90) days calculated from the closing date of proposal submission.

This done and signed at		on this the		day of		2017
-------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	



APPENDIX F: BRIEFING SESSION FORM:

The Installation of Jet A1 Fuel Hydrant Lay Flat Pits Lids for a Period of three (3) months at O.R. Tambo International Airport

<p>This is to certify that</p> <p>I</p> <p>Representative of (tenderer).....</p> <p>.....</p> <p>Of (address).....</p> <p>.....</p> <p>.....</p> <p>telephone number.....</p> <p>fax number.....</p> <p>visited and examined the site on date.....</p>
--



APPENDIX G: PROOF OF COMPANY REGISTRATION



APPENDIX H: JOINT VENTURE (JV) AGREEMENT (IF APPLICABLE)



**APPENDIX I: VALID B-BBEE CERTIFICATE FROM APPROVED CERTIFICATION BODY / SWORN
AFFIDAVIT**



APPENDIX J: VALID CERTIFIED TAX CLEARANCE CERTIFICATE



APPENDIX K: TECHNICAL APPROACH



**APPENDIX N:****SCHEDULE OF KEY PERSONNEL'S DETAILS**

- A schedule needs to be completed for the key staff member that will be involved in the contract as per functionality criteria.
- This form must be accompanied by the Key staff CV and certified copies of qualifications as per functionality criteria.

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



APPENDIX O:

BIDDERS RELEVANT EXPERIENCE (MUST INCLUDE BUT NOT LIMITED TO THE REQUESTED CLIENT REFERENCE LETTERS)

<u>Company</u>	<u>Details of Services Provided</u>	<u>Value</u>	<u>Period / Term of Contract (Start and End dates)</u>	<u>Contact Name</u>	<u>Contact Details</u>



APPENDIX P: CIDB Grading (Construction Industry Development Board



APPENDIX S: PRICED OFFER

Offer

The employer, identified in the acceptance signature block, wishes to enter into a contract for the

INSTALLATION OF JET A1 FUEL HYDRANT LAY FLAT PITS LIDS

The contractor, identified in the offer signature block, has examined this document and addenda hereto as listed in the schedules, and by submitting this offer has accepted the conditions thereof.

By the representative of the contractor, deemed to be duly authorised, signing this part of this form of offer and acceptance, the contractor offers to perform all the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	
Value Added Tax @ 15% is	
The total offered amount due inclusive of VAT is	
(in words)	

(The above amount should be calculated as per the guide provided in the Pricing Data [Subtotal J]. In the event of any conflict between the amount above and the Pricing Data [Subtotal J], the latter shall prevail.)

for the Contractor

Signature Date

Name Capacity

(Name and address of organisation)

.....

Name and signature of witness Signature

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.



RFQ SUBMISSION CHECKLIST (Please complete the below checklist. Please print once completed and place at the beginning of your submission)

APPENDIX	DOCUMENT	INCLUDED	
		YES	NO
A	Cover Letter		
B	Declaration Form		
C	Declaration of forbidden practises Form		
D	Consent to vetting Form		
E	Acceptance of Request for Quotation Terms & Conditions & Bidders Particulars		
F	Briefing Session Form	NA	NA
G	Certificate of Incorporation		
H	Proof of company registration documents		
I	Joint Venture (JV) Agreement (if applicable)		
J	Valid B-BBEE Certificate from approved certification body		
K	Valid Original Tax Clearance Certificate		
L	Technical Approach		
M			
O	SCHEDULE OF KEY PERSONNEL'S DETAILS FORM: Accompanied by the key personnel CV and certified copies of qualification as per the functionality criteria		
P	Bidder's experience schedule		
Q	CIDB		
R	Priced offer		