

**INVITATION TO BID**

**AIR TRAFFIC AND NAVIGATION SERVICES SOC LTD  
REPUBLIC OF SOUTH AFRICA**



**REQUEST FOR PROPOSALS (RFP):**

**RFP: ATNS/ATA/RFP05/2025/2026/CANTEEN\_CATERING/RE-ADVERT**

**APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER  
TO RENDER CANTEEN AND CATERING SERVICES AT ATA, HEAD OFFICE AND  
RELATED SITES FOR PERIOD OF 05 YEARS ON A RATES-BASED CONTRACT  
INCLUDING ADHOC BASIS ELEMENT**

**BID REQUIREMENTS: VOLUME 1 A - GENERAL INSTRUCTIONS AND  
ADMINISTRATIVE REQUIREMENTS**

**JANUARY 2026**

**The information contained within this document is confidential to ATNS in all respects and it is hereby acknowledged that the information provided shall only be used for the preparation of a response to this document. The information furnished will not be used for any other purpose than stated and that the information will not directly or indirectly, by agent, employee or representative, be disclosed either in whole or in part, to any other third party without the express written consent by the Company or its representative.**

REFERENCE NUMBER	ATNS/ATA/RFP05/2025/2026/CANTEEN_CATERING/RE-ADVERT
DESCRIPTION	APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO RENDER CANTEEN AND CATERING SERVICES AT ATA, HEAD OFFICE AND RELATED SITES FOR PERIOD OF 05 YEARS ON A RATES-BASED CONTRACT INCLUDING ADHOC BASIS ELEMENT
ISSUE DATE	12 January 2026
CLOSING DATE	03 February 2026
CLOSING TIME	13h00, Central African Time (CAT)
BID SUBMISSION - PHYSICAL	<b>Location:</b> ATNS Company Limited, Eastgate Office Park, Block C, South Boulevard Road, Bruma, 2298
BID SUBMISSION - ONLINE	<b>Request Process:</b>
	- Email <a href="mailto:andy@atns.co.za">andy@atns.co.za</a> and cc: <a href="mailto:tenders@atns.co.za">tenders@atns.co.za</a>
	- <b>Email Subject Line:</b> Include the tender number and description
	- A link will be provided for online submission upon receipt of the request
	- <b>Deadline for Requesting the Link:</b> 2 days before the closing date
	- <b>Note:</b> Requests after the deadline will not be processed

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**BIDDERS DECLARATION AND STRUCTURE CLARIFICATION FORM**


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**NOTE TO BIDDERS:**

Submissions from all prospective bidders must clearly specify their respective bidding structure by marking the relevant section with an 'X' below. Bidders must also indicate whether the primary bidding entity is main bidder or other to provide supporting documentation accordingly.

**A. Bidding Structure Type**

*(Mark one with an 'X')*

Structure Type	Mark (X)
Individual Bidder	
<sup>1</sup> Joint Venture (JV)	
Consortium	
With Sub-Contractors	
Other (Specify):	

**B. Primary Bidder: Tender Submission Structure**

*(Mark one with an 'X' and provide documentation as applicable – see mandatory evaluation criteria)*

Bidder Type	Mark (X)
Original Equipment Manufacturer (OEM)	
<sup>2</sup> Authorised Distributor / Reseller	
Other (Specify):	

**C. Bidder Details**

*(Complete for Individual Bidder, Lead JV Member or Primary Entity in Consortium)*

Item	Details
Registered Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	

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<sup>1</sup> If joint venture or consortium includes both OEM and distributor/reseller, clearly indicate each party's role and attach joint responsibility agreements.

<sup>2</sup> If the bidder is a distributor/reseller, a valid OEM authorisation letter must be attached.

**D. Details of Joint Venture / Consortium Members***(Only complete if applicable – add more rows as needed)***Bidding partner/member 1:**

Item	Details
Company Name	
Registration No.	
VAT No.	
Contact Person	
E-mail	
Phone No.	
Role (OEM/Reseller/Integrator/etc.)	

**Bidding partner/member 2:**

Item	Details
Company Name	
Registration No.	
VAT No.	
Contact Person	
E-mail	
Phone No.	
Role (OEM/Reseller/Integrator/etc.)	

<b>IMPORTANT NOTICE</b>
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The information contained herein, is given without any liability whatsoever to Air Traffic & Navigation Services Company Limited (ATNS) and no representation or warranty, express or implied, is made as to the accuracy, completeness, or thoroughness of the content of this Request for Proposal (RFP).

This RFP is for the confidential use of only those persons/companies who are participants of this RFP. Each recipient acknowledges that the contents of this RFP are confidential and agrees that it will not without the prior written consent of ATNS, reproduce, use, or disclose such information in whole or in part, to any other party other than as required by law or other regulatory requirements.

The Bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs. The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

## SECTION A: INTRODUCTION AND SCOPE OF WORK

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### 1. Introduction

#### About ATNS

The Air Traffic and Navigation Services (ATNS) Company of South Africa provides air traffic management, communication, surveillance, navigation, and related services, including training. ATNS manages **10% of the world's airspace** and employs over **1,100 staff** to ensure **safe, efficient, and orderly** air traffic services across **21 aerodromes** in South Africa, including OR Tambo, Cape Town, and King Shaka International Airports. In the broader African region, ATNS supports aeronautical satellite communication (VSAT networks) across **33 states**, connecting the continent from **Cape to Cairo** and extending to the Middle East.






#### ATNS Vision:

To be the leading provider of air traffic management solutions and associated services across Africa and select international markets.

#### ATNS Mission:

To provide safe, expeditious, and efficient air traffic management solutions, while ensuring economic, social, and environmental sustainability.

#### ATNS values include:

-  **Safety and Customer Centricity:** Prioritising customer needs and ensuring that safety is non-negotiable
-  **Accountability:** Holding ourselves and others accountable for our actions
-  **Agility:** Ensuring that we are flexible and adaptable to change
-  **Diversity:** Embracing inclusion, equality and social differences
-  **Integrity:** Following a moral and incorruptible corporate code




#### ATNS Business Environment

ATNS is a **State-Owned Company (SOC)**, established in 1993 under the **ATNS Company Act (Act 45 of 1993)** to provide air traffic services aligned with **ICAO** standards and **South African Civil Aviation Regulations**. As a **commercialised air navigation service provider (ANSP)**, ATNS operates on a **“user-pays” principle**, relying on revenues and debt funding to cover operational and capital expenses.



## **Regulated Business Activities**

**ATNS regulated activities contribute 90% of its revenue. Key offerings include:**

-  **Air navigation services:** Planning, operating, and maintaining airspace infrastructure such as communication, navigation, and surveillance (CNS) systems.
-  **Air traffic service charges:** Governed by the Economic Regulating Committee (RC), ATNS sets service tariffs and maintains service standards under a five-year permission structure.
-  **Training:** The ATNS Aviation Training Academy (ATA) provides internationally accredited air traffic services and technical training, earning recognition as IATA's Top Regional Training Partner in 2012 and 2013.

## **Non-Regulated Business Activities:**

- ATNS non-regulated operations contribute **10% of revenue** and focus on **regional expansion** through a subsidiary, **ATNS International**. This platform enables ATNS to explore **joint ventures and partnerships**, enhancing market opportunities and regional influence.
- For more details, visit: [www.atns.com](http://www.atns.com)

## **2. Purpose of the bid**

**2.1.** ATNS requires a suitable service provider to provide canteen/catering services for a contracted period of 5 years. Supplier will provide lunch, tea and coffee to our delegates/students and staff tea/coffee from Monday to Friday at the Aviation Training Academy. Supplier to also provide catering services to all ATNS surrounding stations, including ATNS Bruma, on an ad hoc basis. Supplier to provide canteen/catering services for end of course functions, meetings and graduations at the ATA. Supplier to ensure they have a cashier till or point of sales services available. Supplier will procure and deliver all catering consumables, beverages, perishables, cutlery and crockery, etc. required for services requested or provided. Supplier must ensure the following is adhered to:

- 1 cashier always available at till point. (07h30 to 16h30)
- Minimum of 3 staff members always available during lunch times at servicing station for students including cashier.
- Supplier to provide Halaal meals. Should supplier not have a Halaal certificate, supplier to provide Halaal meals, from a reputable Halaal supplier. Costs must be included as per pricing table.
- Meals must be provided through the original packaging from where they have been sourced. The caterer is responsible for ensuring that the food from the source is sealed and provided with tamper-proof packaging including but limited to Halaal stickers, labels and/or certificate as applicable

## **3. SCOPE OF WORK**

### **3.1. INTRODUCTION**

At present the ATNS Aviation Training Academy (ATA) has a head count of about 80 Staff and 150 Students per weekday. The total number of staff, students and guests on site requiring tea/coffee service, will be an estimated number of 250 persons. This is done at 2 service stations in the cafeteria with mounted hydroboil units.

Lunch at the cafeteria is for all students and is expected to be served from 11h45 to 14h15 at the set rate. Lunch Meal options are to be discussed and approved by ATA management in advance, with a minimum of a week ahead.

ATA students may require take-away lunch meals on occasion, and these are to be served in take-away packages. Use of take away packages and cutlery to be included in the costs.

Breakfast options, and lunch meals for staff and guests (not on a catering order), including sandwiches, is to be sold strictly at the individual's expense. A point-of-sale terminal and card machine must be provided and managed by the service provider.

The canteen's operating hours should be from 07h30 to 16h00 Monday to Friday, and the coffee stations services are from 07h00 to 16h30. The ATA building is guarded by two onsite security guards present 24 hours a day.

Catering for meetings and related functions may be requested on an adhoc basis for other regional ATNS units which include Head Office – in Bruma, OR Tambo airport unit – located next to the ATA building, Germiston airport unit, Grand central airport unit, Wonderboom airport unit, and Lanseria airport unit. Transport and related expenses must be included in the pricing table provided.

### **3.2. BACKGROUND**

ATNS staff, students, guests and contractors may make use of the canteen services and kiosk. The main cafeteria hall is used as part of the canteen and should be maintained for cleanliness and tidiness by the service provider. A near-by student lounge is used for catering functions, when there is a clash with student lunch times. The service provider is expected to cater for course-ending functions, including graduations, on a quotation basis.

ATNS will not provide for Management Fees to the successful service provider.

Canteen and Kiosk offerings and suggestions to include (Purchased at till point).

The meal options available daily including a variety of vegetarian and non-vegetarian options

- A daily selection of sandwiches, with a choice of brown, white and whole- wheat bread and fillings
- A daily range of salads/ salad bar with a minimum of 2 choices
- Daily selection of plain and fruit yoghurts
- Daily selection of cakes and pastries

- Daily selection of fresh fruit (whole and semi prepared)
- Daily selection of hot and cold beverages
- Daily selection fruit juices
- Daily selection of crisps and confectionery

Please note ATNS is a certified ISO 9001 (QMS) and ISO 14001 (EMS) organisation, where the healthiest cooking methods should be practiced in the preparation of all meals on site.

### **3.2.1. ATA STUDENT LUNCH MEAL STRUCTURES**

The service provider is expected to offer:

#### **Lunch Option 1 Meal:**

Canteen standard meal

- One starch
- One protein
- Vegetable
- Salad

#### **Lunch Option 2 Meal:**

Canteen standard meal

- One starch
- One protein
- Vegetable
- Salad
- Or Sandwich

#### **Option 3: Fruit Salad and Yoghurt**

#### **Option 4: Vegetarian meal sample (arranged in advance)**

- Spinach quiche
- Green salad
- Mixed veggies
- Mushroom
- Vegan meal

**NOTE:** Meals must be prepared with ingredients that are free from meat products or extracts. The facilities and equipment used to prepare the meals must also ensure

elimination of cross contamination with meat products or extracts. Soya or equivalent based products may be used as a protein source in addition to the vegetables served.

**Option 5: Halaal meal sample (arranged in advance)**

- Chicken
- Chips
- Salad

**NOTE:** Meals must be provided through the original packaging from where they have been sourced. The caterer is responsible for ensuring that the food from the source is sealed and provided with tamper-proof packaging including but limited to Halaal stickers, labels and/or certificate as applicable

**3.2.2. Functions:**

Workshops/functions and Meetings (packages can consist of morning tea with eats, lunch, afternoon water/tea/coffee) Priced per person. All tablecloths and presentation to be provided by the service provider.

**NB:** Bottled water twice per day (SABS approved)

**Breakfast/Morning Tea**

- Tea/coffee (Nescafe OR Equivalent)
- Scorn/muffin
- Wrap or sandwich or stuffed fat cake
- Butter
- Jam
- Mint sweets

**Lunch**

- Two starch
- Two types of proteins
- Two types of salads
- Two types of vegetable
- Soft drink

**Afternoon tea/coffee**

- Tea/coffee
- Biscuits or cake

### **3.3. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL SPECIFICATION/REQUIREMENTS**

#### **3.3.1. Environmental Management Specifications:**

The service provider shall ensure alignment with ATNS environmental commitments i.e. comply with ATNS' environmental policies, ISO 14001:2015 Environmental Management System standard and procedures.:

- Ensure that all activities shall be in line with ATNS' Safety, Health, Environment and Quality (SHEQ) Policy.
- Ensure compliance with the National Environmental Management Act No. 107 of 1998 and associated legislation to ensure duty of care is prioritised i.e. NEMA, Section 28, to ensure responsible project implementation during execution. ATNS shall not be liable for the costs of remedying pollution, environmental degradation and consequent adverse health effects as per and the Polluter Pays Principle contained in the National Environmental Management Act No. 107 of 1998.
- Provide the company environmental policy which includes reducing food waste
- Provide a site-specific Environmental Management Programme detailing the approach to be taken for minimising negative environmental impacts associated with the scope of work shall be provided and must be approved by ATNS before any work commences. The programme must include all the aspects and impacts relating to the activities, risks and mitigative measures, incident management, and aim for continuous improvement. This EMPr shall be audited as part of the site's annual auditing as a ISO 14001:2015 Certification
- Provide a Waste Management Plan should be provided as per the principles of the National Environmental Management Act (NEMA): Waste Act (No.59 of 2008 and in accordance to ATNS Waste Management Procedure i.e.:
  - Waste generated deemed for disposal shall be separated at source and collected, transported and treated by a licensed waste management Service Provider – service provider to provide permit
  - The facility where the waste is being treated/ disposed shall be a licensed facility – service provider to provide license/accreditation of the facility receiving waste collected
  - A certificate of disposal shall be issued by the waste management service provider
- Contractor employees shall attend induction/ training on environmental management prior to commencement of work and records kept. These need to be done for all new employees and refreshers.
- All environmental incidents shall be recorded and reported to ATNS

- Contractor shall ensure the sourcing of environmentally friendly and sustainable products from suppliers with proven sustainable practices (certification/ accreditation). Material used and food should be locally and responsibly sourced i.e. recycled/ sustainability-certified products; no single-use packaging, promote biodegradable/ reusable food containers and cups/cutlery.
- Energy and water consumption of canteen shall use energy-saving appliances and water-efficient equipment e.g. dishwashers and faucet aerators to minimize water usage in the canteen.
- Hazardous substance management: dedicated storage for hazardous substances in line with OHAS regulations and all chemical containing products shall have filed Safety Data Sheets and options with minimal health and environmental risks to be considered i.e. sustainable/ eco-friendly products to be used for cleaning purposes.

### **3.3.2. Occupational, Health and Safety specification**

Only the successful bidder shall be required to comply with the following requirements:

### **3.3.3. Appointed principal contractors**

The appointed principal contractor shall:

- Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
- Carry accountability and responsibility for the safety and health of their within their working area, as contemplated by section 37(2) of the OHS Act;
- Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
- Ensure that the minimum legislative, regulatory and ATNS SHE requirements are complied with on site.
- Compile a SHE (Safety, health and environmental) file where all relevant health and safety records must be kept.
- Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures.
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
- Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.
- Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- Establish health and safety committees, hold such committee meeting on site.
- Chair their own health and safety committee meetings and record such meetings.

- Appoint sufficient number of health and safety representatives in terms of legislative requirements.

#### **3.3.4. Contractor site supervisor**

Must:

- Be competent to perform the required supervisory tasks; have attended a supervision or legal liability competent training from SAQA approved training provider.
- Ensure their employees comply with the required statutory and ATNS requirements.
- Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- Issue site instructions on behalf of the appointed contractor.
- Assist the appointed contractor with the handing over process, in particular the SHE file and relevant documentation.

#### **3.3.5. Section 37(2) (Legal) Agreement**

A section 37(2) agreement must be signed between ATNS Contract Manager/Project Manager and the appointed principal contractor at the time of awarding the contract. This agreement must be submitted as part of the safety file package.

#### **3.3.6. Site Access requirements**

The Safety file package must be submitted to the SHE unit **2 weeks** before the agreed project commencement date.

- Before the successful Contractor commences with any work, the ATNS Project Manager/Contract Manager shall ensure that:
- A copy of the SHE Specification document is in the possession of the responsible person of the contracting company.
- The responsible person of the contracting company and the ATNS project manager/contract manager have signed the ATNS section 37 (2) agreement.
- The appointment of the appointed principal contractor has been concluded and signed by the Contractor and ATNS contract manager/project manager. A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment.
- Where a Subcontractor(s) is appointed by the Appointed principal Contractor, the Contractor supplies the applicable ATNS SHE specifications to the Subcontractor(s).
- The SHE unit shall assess and give written feedback to the appointed principal contractor. The safety file shall be approved in a form of a written letter from the SHE department.

#### **3.3.7. Costing for SHE within the Project**

The SHE costing must be itemised and must take into consideration the scope of work. The appointed principal contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process.

#### **3.3.8. Risk assessment (refer sec 8 & 9 of the OHS Act)**



The appointed principal contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the appointed contractor.

### **3.3.9. Housekeeping and Order**

- The appointed principal contractor shall maintain a high standard of housekeeping for the duration of the project.
- Prompt disposal of waste materials and rubbish is essential.
- All packaging material including boxes, etc. to be removed from the work area immediately.

### **3.3.10. Medicals**

**Note:** ATNS will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

- Appointed principal contractor must ensure that his/her employees have a medical surveillance program whereby employees undergo entry, periodic and exit medical fitness examinations.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The appointed contractor must ensure that his / her employees have undergone pre-entry medical examination before starting work on the contract.

### **3.3.11. Personal Protective Equipment Requirements**

- Appointed principal contractor shall comply with the requirements of GSR 2 of the OHS Act.
- The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.

### **3.3.12. Incident Investigation**

- All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using ATNS OHS incident management procedure as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.
- Appointed principal contractor must develop their own incident management procedure.
- The appointed Contractor shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.
- The objective of incident investigation should not only be a legal requirement but should establish why and how the incident occurred and find out the real root cause of

the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

### **3.3.13. Emergency Management**

- The appointed contractor must develop his/her own emergency management procedure detailing the possible emergencies that could arise due to the activities that he/she conducts at ATNS premises and how he/she will evacuate the area in case of any emergency.
- Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

### **3.3.14. Non-Conformance and Compliance**

- Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline.

## **3.4. COID**

The appointed principal contractor shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

### **3.4.1. Statutory Appointments**

For the duration of the contract, the appointed principal contractor shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractor shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles.

### **3.4.2. SHE Communication Systems**

The appointed principal contractor must develop a communication strategy/plan outlining how he/she intends to communicate SHE issues to his/her staff, the mediums he/she will employ and how he/she will measure the effectiveness of the SHE communication.

### **3.4.3. SHE file**

- The appointed principal contractor is required to keep a SHE file on site.
- The SHE file shall consist of the requirements in terms of the project's safety specification, the principal contractor's safety and health plans.
- The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

- On completion of the work/project, the appointed principal contractor must hand over a consolidated health and safety file to the project manager/contract manager.
- In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

#### **4. Validity Period**

- 4.1.** Proposals must remain valid for **120 days** from submission.
- 4.2.** Bidders may request an extension to this validity period in advance, providing reasons and justifications for the additional time required.
- 4.3.** However, ATNS reserves the right to approve or decline such requests in the interest of maintaining the competitiveness, fairness, and transparency of the bidding process.
- 4.4.** Bidders will be notified in writing regarding any matters related to extensions, if and/or when necessary.

#### **5. Correspondence during the Bid and Clarifications Before Closure.**

- 5.1.** All queries should be directed to:
  - 5.1.1.** **Andy Ngubane:** [andyn@atns.co.za](mailto:andyn@atns.co.za) (cc: [tenders@atns.co.za](mailto:tenders@atns.co.za))
  - 5.1.2.** Insert the reference number and description of tender on the subject line
  - 5.1.3.** All written queries and requests for clarification regarding this bid must be submitted using the Form of Questionnaire (Page 58) by latest 28 January 2026 at 12:00 CAT.

#### **6. Bid Structure**

- 6.1.** The bid must be submitted in **two parcels**:
  - 6.1.1. Volume 1A - General Instruction and Administrative Requirements**
    - **Volume 1A:** General instructions and administrative requirements
    - **Annexure A:** Pricing schedule (in a separate sealed envelope)

#### **7. Procedures for Submitting Bids**

- 7.1.** **Closing date and time: 03 February 2026, 13:00 CAT**
- 7.2.** Submissions can be made **online or via hard copy**.
  - 7.2.1.** For online submissions: Request a secure portal link by **29 January 2026**.

**7.2.2. Hard copy submissions:** Include **one original, one copy, and one PDF** version on USB.

**7.2.3.** Hard copies must be submitted to:

**ATNS Company Limited**

Eastgate Office Park, Block C

South Boulevard Road, Bruma, 2298, South Africa

## SECTION B: BID EVALUATION PROCESS

The bid evaluation process for this RFP will be conducted in Four (4) distinct stages as follows:

### 8. Stage 1: Administrative Requirements

No.	Requirement	Description
8.1.	Tax Compliance Certificate	Proof of tax compliance demonstrating that the bidder meets SARS requirements.
8.2.	Registration on Central Supplier Database (CSD)	Bidder must be registered on the National Treasury Central Supplier Database.
8.3.	Company Registration Documents	Certified copies of official registration documents as proof of legal entity status.
8.4.	Completed ATNS Bid Forms	Submission of completed National Treasury Standard Bidding Documents (SBD forms), including:
7.4.1	✓ SBD 1	Invitation to Bid
7.4.2	✓ SBD 3.1	Pricing Schedule- prices should be firm for period of five years
7.4.3	✓ SBD 4	Declaration of Interest
7.4.4	✓ SBD 6.1	Preference Points Claim Form
7.4.5	✓ GCC Acknowledgment	Acknowledgment of the General Conditions of Contract

**8.5.** Failure to meet administrative requirements may result in bid rejection.

### 8.6. Non-Compliance with Administrative Requirements

**8.6.1.** If the Bidder fails to comply with any of the administrative requirements, or if ATNS is unable to verify whether these requirements are met, ATNS reserves the right to:

- a) **Reject the bid** and exclude it from further evaluation, or
- b) **Accept the bid for evaluation**, subject to the following condition:

- The Bidder must submit any supplementary information within **seven (7) days** to achieve full compliance.
- The supplementary information must strictly address **administrative requirements** and **not be substantive** in nature.

## 9. Stage 2: Mandatory requirements

If the bidder fails to comply with any of the below mandatory requirements, ATNS will exclude it from further evaluation.

No.	Mandatory Criteria	Required proof / Evidence
1	Health Certificate (Certificate of Acceptability)	<p>Valid copy of Health Certificate (Certificate of Acceptability) from the local municipality.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Failure to provide this document will result in automatic disqualification</li> <li>• ATNS reserves the right to verify authenticity of the document submitted from the issuing Municipality's Environmental Health Department</li> </ul>
2	Public liability cover	<p>Valid copy of public liability cover documentation</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Failure to provide this document will result in automatic disqualification</li> <li>• ATNS reserves the right to verify authenticity of the submitted document from the issuing organisation</li> </ul>
3	Reference Letters	<p>The bidder must provide a minimum of three (3) contactable reference letters for completed canteen, catering or food services</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Failure to provide this document will result in automatic disqualification</li> <li>• The document must be printed on the official letterhead of the client organisation (referee)</li> <li>• Must clearly confirm that the canteen, catering or food services was successfully completed.</li> <li>• The service must have been completed within the past 7 years</li> <li>• Each document must be signed by an authorised representative of the client</li> <li>• Must include contact details for verification (phone number and/or email address)</li> <li>• Letters of appointment, project award notifications, or contracts will not be accepted as substitutes.</li> </ul>
4	Occupational Certificate: Chef (NQF level 5) for an onsite qualified Chef	<p>A certified (not older than three (3) months from closing date) valid copy of Occupational Certificate: Chef.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Failure to provide this document will result in automatic disqualification</li> <li>• Certificate must be South African Qualifications Authority (SAQA) accredited. Foreign qualifications are to be subjected to the same process of SAQA.</li> </ul>

5	<p>Proof of COIDA compliance (Compensation Fund) OR Registered Mutual Association. Nature of Business: Cleaning &amp; Pest Control Services</p>	<p>Bidder to submit valid Letter of Good Standing with Compensation Commissioner (COIDA) from Department of Employment and labour OR Registered Mutual Association Policy Insurance</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Failure to provide this document will result in automatic disqualification</li> <li>• ATNS reserves the right to verify authenticity of the submitted document from Compensation Fund's official verification portal OR from the issuing organisation in case of Registered Mutual Association</li> </ul>
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## 10. STAGE 3: FUNCTIONALITY

No	FUNCTIONALITY & CAPABILITIES CRITERIA	Max Points	Point Scored
1	<p><b><u>Years of Company Experience</u></b></p> <p>Company Reference Letters from bidder's past clients in relation to working experience in the provision of canteen, catering or food services for only completed projects. Reference letters must not be older than 5 years by closing date of this RFP. Reference letter must be on the company letterhead, contactable details signed by the client.</p> <ul style="list-style-type: none"> <li>• Above 4 years = 40</li> <li>• Above 3 years up to 4 years = 30</li> <li>• From 2 years up to 3 years = 20</li> <li>• Less than 2 years = 10</li> <li>• Non-submission = 0</li> </ul> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. The references must be for the provision of canteen, catering or food services.</li> <li>2. Clearly indicating duration of the project.</li> <li>3. Simultaneously delivered projects will be deemed as same duration</li> <li>4. Award letters will not be considered.</li> </ol>	40	

2	<p><b><u>Experience of Onsite Qualified Chef</u></b></p> <p>The Onsite Qualified Chef must have experience being Chef in the canteen, catering or food services.</p> <ul style="list-style-type: none"> <li>• Above 4 years = 30</li> <li>• Above 3 years up to 4 years = 20</li> <li>• From 2 years up to 3 years = 10</li> <li>• Less than 2 years = 5</li> <li>• Non-submission = 0</li> </ul> <p><b><u>NOTE:</u></b> 1. Attach detailed CV clearly indicating experience of being Chef in the canteen, catering or food services.</p>	30	
3	<p><b><u>Experience of Attending Manager/Supervisor</u></b></p> <p>The attending manager/supervisor must have experience of management or supervisor in the canteen, catering or food services.</p> <ul style="list-style-type: none"> <li>• Above 4 years = 30</li> <li>• Above 3 years up to 4 years = 20</li> <li>• From 2 years up to 3 years = 10</li> <li>• Less than 2 years = 5</li> <li>• Non-submission = 0</li> </ul> <p><b><u>NOTE:</u></b> 1. Attach detailed CV clearly indicating experience of management or supervisor in the canteen, catering or food services</p>	30	
<b>TOTAL</b>		<b>100</b>	

The minimum threshold points for functionality are 70 points out of 100 points and any bidder scoring less than 70 points will not be considered for further evaluation. Bidder to address and respond to all areas of the evaluation criteria. Any bid scoring less than the Minimum required in any one or more of the above-mentioned evaluation criteria will not be evaluated further.

Any bid not covering all of the above will not be evaluated. For purpose of comparison and in order to ensure a meaningful evaluation, Service Providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.



**11. Stage 4: Food Tasting and Presentation at the Aviation Training Academy**

<b>Technical Criteria - Food Tasting and Presentation at the Aviation Training Academy</b>	<b>Max Points</b>	<b>Point Scored</b>
Plating - Catering station set-up, presentation of food and adequacy of appropriate cutlery and crockery. <ul style="list-style-type: none"> <li>No Structured layout of serving points, cutlery and crockery for warm food, salads, desserts and beverages = 0 points</li> <li>Structured layout of serving points, cutlery and crockery for warm food, salads, desserts and beverages = 10 points</li> </ul>	10	
Tasting - Food presented with a balance of the following minimum characteristics: appearance, portion size, flavours(seasoning) and nutrition. <ul style="list-style-type: none"> <li>Poor = 0 points</li> <li>Average= 5 points</li> <li>Good = 10 points</li> <li>Excellent = 15 points</li> </ul>	15	
Punctuality <ul style="list-style-type: none"> <li>Arrival later than 30 minutes or more = 0 points</li> <li>Arrival 30 minutes or more earlier = 5 points</li> </ul>	5	
<b>MINIMUM SCORING</b>	<b>20</b>	
<b>Total scoring</b>	<b>30</b>	

**12. Stage 5: Preference Points System****12.1. 80/20-point system.**

<b>Category</b>	<b>Price</b>	<b>ATNS Specific Goals</b>	<b>Total</b>
80/20 Points	80,00%	20,00%	100,00%

**13. Specific Goals****13.1. ATNS Specific Goals below:**

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (90/10 system)</b>
51% Black Owned Suppliers	<b>20,00</b>

**13.2. The Bidder must indicate how they claim points for specific for each preference point system in the provided SBD 6.1.**

**14. Verification of Specific Goals**

**14.1.** Bidders must submit:

**14.1.1.** CSD Report

**14.1.2.** CIPC documents

**14.1.3.** holder certificates

**14.1.4.** ID copies of shareholders.

**14.1.5.** B-BBEE certificate or sworn affidavit

**15. ATNS Specific Goals**

**15.1.** ATNS evaluates bids based on **Preferential Procurement Regulations, 2022**. Suppliers are required to **claim points** for specific goals in **SBD 6.1**.

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**SECTION C: TENDER CONDITIONS AND INSTRUCTIONS TO BID**

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**16. Disclaimer**

**16.1.** The Bidder shall bear all costs incurred in connection with the preparation and submission of their Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.

**16.2.** The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

**17. Contract Terms**

**17.1.** Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Bidders should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

**17.2.** The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if

circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

**17.3.** All designs and documentation submitted by the tenderer will be treated as confidential.

**17.4.** ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

**18. Cancellation of Procurement Process**

**18.1.** This procurement process can be postponed or cancelled at any stage at the sole discretion of ATNS provided that such cancellation or postponement takes place prior to entering a contract with a specific service provider to which the bid relates.

**19. Bid Submission Conditions, Instruction and Evaluation Process/Criteria**

**19.1.** The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted. Non-compliance to any of these will result in a bid being rejected.

**20. Negotiation and Contracting**

**20.1.** ATNS have the right to enter negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.

**20.2.** Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award or promise/ undertaking to award the contract.

**20.3.** ATNS shall not be obliged to accept the lowest or any bid, offer or proposal.

**20.4.** A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties.

**20.5.** ATNS also reserves the right to enter one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

**21. Reasons for Rejection**

**21.1.** ATNS shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.

**21.2.** ATNS may disregard the bid of any bidder if that bidder, or any of its directors:

**21.2.1.** Have abused the SCM system of the ATNS.

**21.2.2.** Have committed proven fraud or any other improper conduct in relation to such system.

**21.2.3.** Have failed to perform on any previous contract and the proof exists.

**21.2.4.** Such actions shall be communicated to the National Treasury.

**22. General Conditions of Contract**

**22.1.** The General Conditions of Contract must be accepted.

**23. Additional Information Requirements**

**23.1.** During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 7 working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.

**23.2.** No additional information will be accepted from any individual Bidder without such information having been requested.

**24. Confidentiality**

**24.1.** The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.

**25. Intellectual Property, Inventions and Copyright**

**25.1.** Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.

**25.2.** This paragraph shall survive termination of this contract.

**26. Non-Compliance with Delivery Terms**

**26.1.** As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, ATNS must be given immediate written notice to this effect. ATNS reserves the right to implement remedies as provided for in the GCC.

**27. Warrants**

**27.1.** The bidder warrants that it can conclude this Agreement to the satisfaction of ATNS.

**28. Parties not affected by waiver or breaches**

**28.1.** The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.

**28.2.** No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

**29. Retention**

- 29.1.** On termination of this agreement, the bidder shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to ATNS.
- 29.2.** No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**30. Central Supplier Database**

- 30.1.** It is a requirement that all suppliers/ services providers to ATNS shall be registered on the National Treasury Central Supplier Database (CSD).
- 30.2.** Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link:  
<http://ocpo.treasury.gov.za/Pages/default.aspx>
- 30.3.** Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
- 30.4.** No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.

**31. Format of Bids**

- 31.1.** Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
- 31.2.** If applicable, Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. Information not submitted in the relevant part, may not be considered for evaluation purposes.

**32. SARS Tax Clearance Certificate(S)**

- 32.1.** Bidder must ensure compliance with their tax obligations.
- 32.2.** Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 32.3.** Application for tax compliance status (TCS) or PIN may also be made via e-filing. To use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za)
- 32.4.** Bidders may also submit a printed TCS together with the bid.

**32.5.** In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.

**32.6.** Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

**32.7.** Bids submitted without any one of the above, will be deemed to be non-responsive.

**33. Declaration of Interest**

**33.1.** Each party to the bid must complete and return the “Declaration of Interest”.

**33.2.** Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.

**34. Invitation to Bid**

**34.1.** Bidders must complete, sign and return the full “Invitation to Bid” document.

**34.2.** Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.

**35. Pricing Schedule**

**35.1.** Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.

**35.2.** All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission. Bids submitted without a price or with an incomplete price, will be deemed to be non-responsive.

**35.3.** A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.

**36. Registration On the CSD**

**36.1.** In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, will be deemed to be non-responsive.

**37. Registration Certificates and Accreditation with OEMS Or Professional Bodies**

**37.1.** Registration with professional bodies. Bids submitted without proof will be deemed to be non-responsive.

**SECTION D: STANDARD BIDDING DOCUMENTS****38. SBD1: Invitation to Bid - PART A**

<b>You Are Hereby Invited to Bid for Requirements of the Air Traffic and Navigation Services SOC Limited (ATNS)</b>					
BID NUMBER:	ATNS/ATA/RFP05/2025/2026/ CANTEEN_CATERING/RE- ADVERT	CLOSING DATE:	03 February 2026	CLOSING TIME:	13:00 CAT
DESCRIPTION	APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO RENDER CANTEEN AND CATERING SERVICES AT ATA, HEAD OFFICE AND RELATED SITES FOR PERIOD OF 05 YEARS ON A RATES-BASED CONTRACT INCLUDING ADHOC BASIS ELEMENT				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Andy Ngubane	CONTACT PERSON			
TELEPHONE NUMBER	011 607 1325	TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	<a href="mailto:andyn@atns.co.za">andyn@atns.co.za</a>	E-MAIL ADDRESS			
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES
<input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES
<input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES
<input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES
<input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES
<input type="checkbox"/> NO			
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>			

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b> 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.



- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

**39. SBD 3.1: Pricing Schedule / Form of Contract****NB! Pricing schedule must be in a separate envelope-Annexure A****SBD 3.1****PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)****NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED****IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**Name of bidder: .....Bid number: **ATNS/ATA/RFP05/2025/2026/CANTEEN\_CATERING/RE-ADVERT**Closing Time: **13:00 CAT**Closing date: **03 February 2026**OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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**PRICING SCHEDULE LABOUR PRICING SCHEDULE (The bidders must populate the pricing table below)**

Aviation Training Academy (A)					
Description (Delegate/Students weekly meals)	Year 1	Year 2	Year 3	Year 4	Year 5
Tea and coffee per cup.	R	R	R	R	R
One (1) Meal/Plate per student including a cold drink, water or juice. (including halaal, vegan, kosher and vegetarian)	R	R	R	R	R
Sub Total	R	R	R	R	R
VAT @ 15%	R	R	R	R	R
Total	R	R	R	R	R
<b>GRAND TOTAL (Aviation Training Academy for 5 Years)</b>					R

**Where One Meal/Plate = 1 Protein, 1 Starch, 2 Veg, 1 Salad**

Various ATNS stations and Bruma on ad hoc basis (B)					
Description (All Meetings, Exco, Mancom, Boardroom)	Year 1 Price per person	Year 2 Price per person	Year 3 Price per person	Year 4 Price per person	Year 5 Price per person
Continental Breakfast should include: Sweet and Savoury. (pastries, muffins, croissants, danishes, scones, fresh fruit seasonal, bread, bagels and hot or cold beverages.	R	R	R	R	R
Buffet hot breakfast including hot and cold beverages.	R	R	R	R	R
Buffet lunch to include meat / chicken/fish, with a starch, vegetables and a salad, including all types of beverages.	R	R	R	R	R
Meat Platter	R	R	R	R	R
Savoury / Pastry Platter	R	R	R	R	R
Fruit Platter	R	R	R	R	R
Cold meat platter	R	R	R	R	R
Vegetarian/Halaal/Vegan Platter	R	R	R	R	R
Sub Total	R	R	R	R	R
VAT @ 15%	R	R	R	R	R
Total	R	R	R	R	R
<b>GRAND TOTAL (Various ATNS stations and Bruma on ad hoc basis for 5 Years)</b>					R

TENDER PRICE SUMMARY (5 Years) Rates Based	
Aviation Training Academy (A)	R
Various ATNS stations and Bruma on ad hoc basis (B)	R
TOTAL TENDER PRICE (A+B)	R

**NOTE:** The entire pricing schedule must be fully completed (100%) i.e. ALL line items MUST be completed/priced. Failure to comply with this instruction will result in the bid being non-responsive.

- Required by: .....
- At: .....  
.....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**NB: The pricing schedule must be fully completed (100%) and submitted. Failure to comply with this instruction will result in the bid being disqualified.**

**NAME OF THE COMPANY**.....

**DESIGNATION**.....

#### **40. Protection of Personal Information**

- 40.1.** The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 40.2.** The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 40.3.** Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
- 40.3.1.** process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information;
- 40.3.2.** without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to prevent –
- 40.3.2.1. the unauthorised or unlawful processing of such Personal Information; and
- 40.3.2.2. the accidental loss or destruction of, or damage to, such Personal Information; and
- 40.3.2.3. promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.

- 40.4.** The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties.
- 40.5.** Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
- 40.6.** The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.
- 40.7.** The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's breach of this clause.

#### **41. POPIA CONSENT**

- 41.1.** The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:
  - 41.1.1.** The information is voluntarily supplied, without undue influence from any party; and
  - 41.1.2.** The information is necessary for the purposes of the engagement with ATNS.
- 41.2.** The tenderer acknowledges that he /she is aware of his/her right to:
  - 41.2.1.** Access the information at any reasonable time for the purposes of rectification thereof.
  - 41.2.2.** Object to the processing of the information; Lodge a complaint with the Information Regulator.

**42. SBD 4: BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

- 2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>3</sup> in the enterprise, employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

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<sup>3</sup> <sup>3</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

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

**2.2.1.** If so, furnish particulars:

.....  
 .....

**2.3.** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

**2.3.1** If so, furnish particulars:

.....  
 .....

### **3. DECLARATION**

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

- 3.1.** I have read and I understand the contents of this disclosure.
- 3.2.** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3.** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.

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<sup>4</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3

ABOVE IS CORRECT.

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

<p>.....</p> <p>Signature</p>	<p>.....</p> <p>Date</p>
<p>.....</p> <p>Position</p>	<p>.....</p> <p>Name of bidder</p>

#### 43. **SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

### 1. GENERAL CONDITIONS

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

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

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

1.3 The applicable preference point system for this tender is 90/10 Points (even in the case of a tender for income-generating contracts) shall be awarded for:

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80.00
<b>SPECIFIC GOALS</b>	20.00
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100.00</b>

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

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

### 2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in

response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

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

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

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 or 90/10 PREFERENCE POINT SYSTEMS

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

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 price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
51% Black Owned Suppliers	20,00	
Total	20,00	Total

## DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:  
.....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

## **44. GENERAL CONDITIONS OF CONTRACT**

### **TABLE OF CLAUSES**

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### **Definitions**

The following terms shall be interpreted as indicated:

- 1.1.** "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2.** "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

- 
- 1.3.** “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4.** “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5.** "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6.** “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7.** “Day” means calendar day.
  - 1.8.** “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9.** “Delivery ex stock” means immediate delivery directly from stock on hand.
  - 1.10.** “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11.** "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12.** “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
  - 1.13.** “Fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
  - 1.14.** “GCC” means the General Conditions of Contract.
  - 1.15.** “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
  - 1.16.** “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) 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 place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
  - 1.17.** “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
  - 1.18.** “Manufacture” means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
  - 1.19.** “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
  - 1.20.** “Project site,” where applicable, means the place indicated in bidding documents.
  - 1.21.** “Purchaser” means the organization purchasing the goods.
  - 1.22.** “Republic” means the Republic of South Africa.
-



- 1.23.** “SCC” means the Special Conditions of Contract.
- 1.24.** “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25.** “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **1. Application**

- 2.1.** These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2.** Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3.** Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1.** Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2.** With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za).

## **4. Standards**

- 4.1.** The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

- 5.1.** The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2.** The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause except for purposes of performing the contract.
- 5.3.** Any document, other than the contract itself mentioned in GCC clause shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4.** The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so, required by the purchaser.

## **6. Patent rights**

6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance security**

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

8.1. All pre-bidding testing will be for the account of the bidder.

8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further

opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## **12. Transportation**

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13. Incidental services**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - b. furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - d. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - e. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### **16. Payment**

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18. Contract amendments**

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19. Assignment**

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall,

without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- i) the name and address of the supplier and / or person restricted by the purchaser;
  - ii) the date of commencement of the restriction
  - iii) the period of restriction; and
  - iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not

more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. Anti-dumping and countervailing duties and rights**

24.1. When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

## **25. Force Majeure**

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

## **27. Settlement of Disputes**

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limited liability**

28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

- a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Language**

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

**31. Notices**

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33. National Industrial Participation (NIP) Programme**

33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive practices**



- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
.....	
.....	

45. APPENDIX A-FORM QUESTIONNAIRE

Ref. No: .....

Date : .....

**For the Attention of Procurement Specialist**

ATNS Company Limited,  
Eastgate Office Park, Block C,  
South Boulevard Road,  
Bruma,  
2298  
E-Mail: [a](#)

From (Name of the Bidder: .....  
(Contact Person .....

Reference of document of the Bid Document.....  
Title of subject matter in question .....

No.	Paragraph No. Bid Document	Questions

Questionnaire Submission No. \_\_\_\_\_