



EMERGENCY REQUEST FOR BIDS FOR THE INCLUSION IN THE PANEL OF LICENSED SECURITY SERVICES PROVIDERS FOR A PERIOD OF NO LESS THAN TWELVE (12) MONTHS AT AIRPORTS OPERATED BY AIRPORTS COMPANY SOUTH AFRICA

Bid Number: : COR7412/2024/E

Issue Date : 27 FEBRUARY 2024

Compulsory Briefing Session Date and Time : 4 MARCH 2024 @ 12:00PM - Online

Query Closing Date : 7 MARCH 2024 @ 16:30PM

Bid Closing Date and Time : 11 MARCH 2024 @ 16:00PM

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P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za

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



1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFB documents

Tenders are available on www.etenders.gov.za and www.airports.co.za. Kindly print and complete.

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be **signed or stamped** with the bidder's stamp as proof that the bidder has read the bid documents. Bid documents must be submitted between **8 March 2024 @ 10:00am to 11 March 2024 @ 16:00pm** using the following method(s):

1.1.1. Tender box:

The Tender box is located at:

O.R Tambo International Airport

1 Jones Road

Tender Box A

ACSA offices, North Wing

3rd Floor

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

1.2. Late Bids

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

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1.3. Clarification and Communication

Name:	Alicia Sekoati
Designation:	Senior Buyer
Tel:	011 723 1400
Email:	Alicia.Sekoati@airports.co.za

- 1.3.1. Request for clarity or information on the bid may only be requested until **7 March 2024 @ 16:30PM**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Bid /Information invitation.
- 1.3.2. Bidders may not contact any ACSA employee on this bid other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the acceptance of the letter of award bid. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this bid.

1.4. Compulsory Briefing Session

A compulsory briefing session will be held on the following dates at the stipulated venues and time:

Date: 4 March 2024

Time: 12:00PM

Venue: Microsoft Teams

Bidders who are interested in joining the briefing session are required to register to attend by sending their email addresses to Alicia.Sekoati@airports.co.za by **3 March 2024 @ 16:30pm**, no excuses. A meeting invitation will be sent to all interested parties **who have emailed by the set deadline**. Bidders who fail to register for the briefing session and attend, will not be considered for this tender.

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1.5. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this bid document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this bid document. Changes to the bidder's submission will NOT be allowed after the closing date of the bid. All bid responses will be regarded as offers unless the bidder indicates otherwise and shall be valid in accordance with the validity period (see 1.7 below). ACSA reserves a right to extend the validity period, at its discretion and for a reasonable period which shall not exceed 30 (Thirty) Business Days at a time, on notice to bidders and without any need for bidders to consent thereto. **Each bidder shall be entitled to submit or participate in one bid. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.**

1.6. Disclaimers

It must be noted that ACSA reserves its right to:

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

1.7. Validity Period

- 1.7.1. ACSA requires a validity period of hundred and twenty (120) business/working days for this bid. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.
- 1.7.2. ACSA reserves the right to extend the validity period, for a reasonable period but not exceeding 30 (thirty) business days at a time, on notice only to those bidders who have passed the relevant stage of assessment. It shall not be a requirement of this RFB for each bidder to respond favourably and positively to the notice of extension.

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- 1.7.3. A bidder who objects to the extension of the validity period in respect of their bid shall be disqualified and will not be considered for appointment thereafter.

1.8. Confidentiality of Information

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

1.9. Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

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SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1. Background

ACSA has a mandate to provide a secure environment for airport users and stakeholders. ACSA has a strategic commitment to National Aviation Security Programme (NASP)/Airport Security Programme (ASP) to mitigate security risks at all its airports. The organization is obliged to comply with the following Acts: “The Airports Company Act No. 44 of 1993 and National Civil Aviation Act, 1998 (Act No. 40 of 1998) obligates Airports Company South Africa in line with the NASP/ASP to implement adequate security measures in ensuring the protection and safeguarding of passengers, crew, ground personnel, the public, aircrafts, and facilities of an airport, against acts of unlawful interference, in accordance with ICAO Annexure 17 standards and guidelines. Whilst the Critical Infrastructure Protection Act 8 of 2019 requires ACSA to provide for measures to be put in place for the protection, safeguarding and resilience of critical Infrastructure.”

Section 24(3) of Critical Infrastructure Protection Act, 2019 (Act No 8 of 2019) states that: “Where the Government department or organ of state referred to in subsection (2) is unable to protect a critical infrastructure as contemplated in subsection (2), the person in control of that critical infrastructure must take steps to ensure that a security service provider is appointed to protect the critical infrastructure: Provided that such security service provider may only be appointed after the successful completion of security vetting by the State Security Agency.

Airports Company South Africa (ACSA) published tender COR7070/2023 for the appointment of a panel of licensed security service providers for all ACSA airports for a period of 5 years. The tender closed on the 6th of March 2023 and was awarded. There was however a court interdict issued, the effect of which is that ACSA cannot utilize the newly appointed security panel until judgment is handed down. As such, as a short-term solution whilst awaiting the court judgment, it has become necessary for ACSA to publish an Emergency tender COR7412/2024 to provide the required services for a period of no less than 12 months.

2.2. Purpose of this Tender

ACSA requires the prospective service provider to offer and deliver general security services, Specialised tactical security services, Baggage Screening Services, Specialised Security Services for high value goods/cargo, Protection of VIP and VVIP, and other associated services deemed associated and relevant as approved by ACSA. The deliverables shall be in relation to ACSA airport’s locations pursuant to the mandate set out in the Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as

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amended), National Aviation Security Program and to safeguard civil aviation facilities, aerodromes, aircrafts and airports. For this purpose, the Bidders shall achieve the deliverables and perform the services described in this scope of works in conformity with:

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

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

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

2.3. Security Panel Terms of Reference

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

PHASE 1: PANEL APPOINTMENT

The submissions by the bidders will be evaluated on the Mandatory and Functionality criteria as set out in section 3 (Evaluation Criteria) of this tender document. Only sixteen (16) bidders with an operating turnover of R50 million or more will be appointed onto the Panel of Licensed Security companies. Should more than 16 bidders qualify to be on the panel, the top 16 highest scoring bidders during the Functionality evaluations (section 3.5.1 Functionality Criteria) will be appointed on the panel. Should thereafter, two or more bidders score equally, the award will be decided by the drawing of lots.

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PHASE 2: WORK ALLOCATION TO PANEL

Bidders will be required to submit their price offers (Appendix A) in a **separate sealed package** and a soft copy (USB) with a separate password. Bidders are required to complete the pricing schedule for the service area for which they wish to bid in full.

Once the 16 panellists are appointed, Price and Preference evaluations will take place ranking bidders in accordance with their price offers (labour + equipment) and BEE levels. It should be noted that the pricing schedule in Appendix A is divided into 8 service areas:

1. O.R. Tambo International Airport Landside
2. O.R. Tambo International Airport Airside
3. Cape Town International Airport Airside
4. Combined King Shaka International Airport Landside, Chief Dawid Stuurman and King Phalo
5. Cape Town International Airport Landside
6. King Shaka International Airport Airside
7. Combined Upington Airport, Bram Fischer International Airport and Kimberly Airport
8. George Airport

Each of the 8 service areas will be evaluated for Price and Preference separately, and in the order they are listed above. Once a panellist is allocated a service area, they will not be considered for the remaining service areas. This is to ensure that one bidder isn't allocated more than one service area. For transparency, the results of each service area evaluation will be shared with the panel. Should two or more bidders rank equal during the Price and Preference evaluations, the award will be given to the bidder who scored the highest during the Functionality evaluations. Should thereafter two or more bidders score equally during the Functionality evaluations, the award will be decided by the drawing of lots.

Although there are only 8 service areas listed above, the panellists still have the opportunity to receive business from the ACSA airport stakeholders (e.g. Airlines). The stakeholders are required to solicit business only from the ACSA security panel and no external service providers. (It should be noted that ACSA will not be involved in the appointment processes of our various stakeholders). It should also be noted that an appointment on the panel does not guarantee you will be allocated work by ACSA or its stakeholders.

Bidders to read Section 4: Price and Preference, to gain a better understanding of the above.

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2.4. Special Terms and Conditions

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

- All the bidder's security officers must be South African citizens in possession of valid South African identity (ID) document or smart card. (This information will be verified at contracting stage and be maintained over the duration of the contract).
- Provide South African State Security Agency security clearance and South African Police Services criminal status Clearances of the security officers who will be placed at the ACSA's concession facilities (This information will be verified at licensing stage – phase 1).
- Provide proof of school/tertiary, qualifications, firearm training and PSIRA qualifications of security officers. Certificates are to be verified and examined by ACSA officials and to be produced for inspection as and when required; (This information will be verified at contracting stage).
- On award bidders must consent to signing a Declaration of Confidentiality or Oath of Secrecy regarding any of ACSA and/or concession clients' information handled by the service providers;
- Additional security officers who will be utilised for ad hoc situations at ACSA concession facilities shall also be South African citizens and undergo the necessary security record checks conducted by the State Security Agency (SSA) and/or South African Police Services (SAPS);
- Security officers assigned to ACSA concession sites must be eighteen (18) years and older but not older than 60 years;
- Security officers assigned to the ACSA concession must be in possession of Grade 12 (Matric) certificate or equivalent;
- Security officers must undergo medical assessment which must be done by the service provider prior to their appointment/recruitment or as and when required by ACSA and/or as per legislative requirements. (At the service provider's cost).ACSA has the right to conduct site visits to all short listed bidders.

The successful bidders will be subjected to the following: -

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

The following information will be verified at contracting stage and be maintained over the duration of the contract:

- I. Customer Care Management philosophy relating to staffing, personnel management and training implemented at an operational level
- II. Provide a detailed operational plan for mitigation of baggage pilferage regarding at the ACSA airports:
 - o Written description on the types of preventative measures and implementation thereof.
- III. Provide list of crime prevention technology and associated costs of employing such technology to implement strategy.
- IV. Provide evidence of the following:
 - o Policy describing dress code and corporate image.
 - o Uniform conforms to PSIRA Regulations with insignias "Security"
 - o Type of uniform offered to contrast general presentation of male and female
- V. Organogram reflecting bidders' current onsite management team
- VI. Contingency plan in the event of industrial action for the loss of key staff, resources or facilities in ensuring the continuation of services to stakeholders
- VII. Provide day to day rostering Methodology and back-up capacity
- VIII. A detailed corruption prevention plan of how to mitigate crime with regards to:
 - o Corruption Policy and management commitment
 - o Vetting strategy
 - o Undercover agents and incentive methods
 - o Polygraph testing
- IX. Quality management program and quality control program,
- X. Describe audits, inspections, external audit and non-conformance processes
- XI. Proof of quality assurance certification and/or certificate that conforms to any one of the following: International Air Transport Association (IATA), International Civil Aviation Organization (ICAO), International Standards Organization (ISO) or National Occupational Safety Association (NOSA)

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Bidders must be aware that qualifying on the panel of licensed service providers does not guarantee work at any of the ACSA operated and controlled airports including ACSA stakeholders.

2.5. Scope of Services – Security License Providers (Concession)

2.5.1. Deliverables

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

A. Optimum Performance Screening.

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

- (i) Preventing prohibited and non-permitted items from accessing, entering or otherwise being brought into sterile areas, restricted areas or onto aircraft;
- (ii) Identifying the essential components of an improvised explosive device and an improvised incendiary device;
- (iii) Screening persons, property, belongings and baggage in the manner and under the circumstances prescribed by ACSA;
- (iv) Screening persons, property, belongings and baggage promptly and without interruption or delay;
- (v) Deploying Screening Personnel at screening checkpoints, access gates and elsewhere at the Airport Locations having due regard to the certification, language and gender profiles prescribed by ACSA to ensure Security Screening Personnel are continuously engaged in productive activities;
- (vi) Managing the performance of Security Screening Personnel at screening checkpoints and access gates having due regard to professionalism in dealing with the travelling public and the need for coaching, mentorship, motivation, correction and discipline;
- (vii) Resolving any incident, emergency or contingency that may actually or potentially jeopardize the continuation of screening and;

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- (viii) Reporting information and data regarding the screening of persons, property, belongings and baggage in the manner, under the circumstances and within the timelines prescribed by ACSA.

B. Customer Satisfaction

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

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

C. Suitable Screening Personnel Applicants

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

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

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D. Successful Security Personnel Training

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

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

E. Screening Personnel Optimization

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

F. Shared Understanding with Security Personnel

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

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

G. Effective Consumables and Uniforms Management

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

Ensure that uniforms are not misused for unlawful activities.

H. Continuous Improvement in Service Delivery

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

I. Representation of ACSA's Interests

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

J. Accurate and Timely Reporting

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

K. PSIRA Requirements

- (i) The company or close corporation and every director of the company or member of the close corporation must be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001);
- (ii) The prospective service provider's rates and costs must be in line with the minimum PSIRA requirements;
- (iii) The prospective service provider must provide the PSIRA registration certificate;
- (iv) Bidders must provide an original or copy of the written letter of good standing from PSIRA. This correspondence must be valid at the bid closure date. The service

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provider may be required to submit a valid original or certified copy of the letter of good standing at any given time during the duration of the contract;

- (v) All security officers in the employ of the company or close corporation must be PSIRA registered and;
- (vi) All security officers supplied by the company or close corporation must be trained to the standards set out and regulated by PSIRA and by a training centre accredited by PSIRA.

2.6. Services

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

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

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

2.6.1. Passenger and Baggage Screening and Reconciliation

2.6.1.1. Provide

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

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2.6.1.2. Provide

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

2.6.1.3. Provide

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

2.6.1.4. Provide

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

2.6.2. Cargo and Post Office Mail

2.6.2.1. Provide

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

2.6.3. Catering Services

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2.6.3.1. Provide

- I. Control of access to the catering unit;
- II. Security supervision during food preparation;
- III. Security checks of catering uplifts;
- IV. Sealing of food and/ or bar trolleys/containers and;
- V. Physical examination of catering vehicles prior to loading

2.6.4. Ramp/Aircraft Services

2.6.4.1. Provide access to:

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

2.6.4.2. Provide

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

2.6.4.3. Provide

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



2.6.5. Airport Services

2.6.5.1. Provide for legitimate control of access to:

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

2.6.5.2. Provide

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

2.6.6. Additional Services

2.6.6.1. Provide

- (i) General security guarding of landside facilities;
- (ii) Valuable cargo operations;
 - Guarding of warehouses
 - Transportation from Cargo terminal to aircraft
 - Safeguarding during loading and off-loading and ground transportation
 - Handling of diplomatic bags (when declared as valuable)
 - Handling of narcotics (drugs such as opium and derivations) etc. if required

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- Protection of transit shipment of valuable cargo
- (iii) Firearms handling and transportation;
- (iv) Guarding of fuel farms and fuel depots;
- (v) Off airport vulnerable installations and infrastructure and;
- (vi) K9 Operations

2.7. Insurance Requirements

The winning bidders will be required to provide the following proof of insurance at contracting state:

- a. Minimum R10M landside Public Liability
- b. Minimum between R100M to R500M Aviation Airside Liability

2.8. Written Bid

It is a requirement of this bid that a written bid/submission be made by the prospective service providers covering the following aspects (The written bid/submission will only be required at the contracting stage):

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

- **Company Profile of Logistical Capabilities** - clearly indicating the type of security services that will be delivered, and if any sub-contractors or other departments / divisions of your organisation will be deployed; describing the business knowledge and experience in performing service in accordance with the scope of works. Describing the organization's experience with implementing security operations strategy, methods / best practices / tools, if any, etc.

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- **Human Resources** – indicate your organisational policy and ethos relating to ethics code, recruitment and selection, training and skills development, Describe how you will execute the plan to implement the same at an operational level in relation to the scope of services.
- **On-Site Contract Structure & Operational Resourcing Plan** – Indicate personnel strengths with indicative administrative structure, organisation and arrangements in relation to operational personnel, supervision, on site management and corporate support and with regards to:
 - (i) A Management framework for service delivery;
 - (ii) Management structure inclusive roles and responsibility;
 - (iii) Problem resolution and escalation procedures;
 - (iv) Contract and variance management;
 - (v) Operational account management service delivery and;
 - (vi) Strategic account management relationship alignment.

The prospective service provider's must provide a written bid that must include the details of the proposed team which will assist with administration and rendering of the security services to the ACSA Concession. This team should include and not be limited to:

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

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

- **Contract Operational Capacity** – How you plan to implement airports & aviation security contract management and logistics arrangements at ACSA operated airports to deliver the various types of aviation security services offered. Describe key strategic variables as per your aviation security objectives as prescribed by your organisations security policies in ensuring the effective implementation and roll-out of the annual operational plan (AOP) include the following:
 - (i) Describe how you build and maintain security culture in your organization;
 - (ii) Organisations security culture and crime prevention program success as a direct result of your direction and your goals and;

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- (iii) Define your organisations baseline and how to measure security culture and risk in your organization`s program.
- Contract Infrastructure – Describe relevant contract infrastructure to the provisions of aviation security services such as appropriate equipment`s, established control rooms, communications apparatus, vehicles etc. The prospective service providers must have a well-established immovable facility (structure) that serves as an equipped security control room with 24 hour operational service for the purpose of reporting and provision of assistance in cases of emergency. The security control room shall be always manned for 24 hours. As a minimum requirement a control room shall have the following equipment in operational state:
 - (i) Facsimile machine on a direct landline;
 - (ii) Telephone on a direct landline;
 - (iii) At least one operational cellular phone;
 - (iv) LED torch;
 - (v) Operational radio-base and two-way radio communications and/or (Push to Talk) PTT;
 - (vi) Installed secure security door at the control room entrance;
 - (vii) Contact numbers of all managerial staff, client office and after-hours numbers, police, ambulance, fire brigade, et cetera, shall be permanently displayed on the control room wall and;
 - (viii) Appropriate and trained security officers manning control room on twenty four (24) hour basis.

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

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

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

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

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

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

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SECTION 3: EVALUATION CRITERIA

3.1 Evaluation Criteria

- 3.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider **Mandatory Returnable documents, Mandatory criteria, and Functionality criteria**. During the evaluation of received bids ACSA will make an assessment whether the bid complies with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.
- 3.1.2 The requirements of any given stage must be complied with prior to progression to the next stage. **ACSA reserves the right to disqualify bidders without requesting any outstanding document/information.**

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

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Check if all documents have been received.	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Post tender negotiations. <i>(if deemed necessary)</i>	Security Vetting <i>(if deemed necessary)</i>

3.3 Mandatory Requirements

Failure to submit any of the following documentation will lead to a disqualification of a bidder:

1. Acceptance of Terms and Conditions of the tender (section 6.4)
2. Attendance to compulsory briefing session
3. Provide your latest (not older than 2023) audited financial statements proving a financial turnover of over R50 million and above.
4. Provide a valid B-BBEE rating certificate demonstrating a Level 1 or 2 status level (*Provide copy of certificate issued by a Verification Agency accredited by SANAS*)

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5. Proof of current and valid company PSIRA registration Certificate, (*The bidder must submit a valid PSIRA certificate i.e. the "New Certificate" in line with industry circular issued by PSIRA on 10 March 2015.*)
6. Valid letter of good standing from PSIRA; (*This correspondence must be valid at the bid closure date*)
7. The bidders are required to have a current headcount of a minimum of 700 security officers. Provide copy of PSIRA letter/certificate confirming security officer headcount
8. Bidders valid letter of good standing from Compensation Commissioner
9. Provide copy of a Private Security Sector Provident Fund compliance certificate or any approved Provident Fund compliance certificate
10. Valid Proof of Skills Development Levy (SDL) payments for the last three months
11. Provide copy of a minimum PSIRA Grade B certificate for **all** Owners/Directors of Company
12. Provide certified copy of valid company firearms transportation permit. Applications for permit will not be accepted. Only valid copy of permit will be accepted.
13. Clearance certificate/letter from law enforcement agencies and/or Special Investigation Unit (SIU) confirming that there are no pending criminal cases or conviction against the company.
14. A valid security clearance from State Security Agency (SSA) that proves that the company was cleared by SSA.
15. Provide SAPS firearm report showing each firearm owned by the company and its license number. Also provide a copy of the company firearm registers. In the case that SAPS firearm report and Company Firearm registers don't correspond with each other, provide proof of SAPS case number with regards to the lost or stolen firearm.
16. Provide valid proof of contribution to the UIF
17. Provide a detailed plan for training skills and development complying with the Screener certification program regarding Civil Aviation Regulations (Parts 108 & 110) and dangerous goods:
Topics to be covered are as follows (all topics must be covered):
 - Basic Training process
 - Recurring training process
 - On job training process
18. Provide proof of company approved firearms policy.
19. Provide proof that the training service provider(s) used by the bidder is/are accredited by South African Security Sector Education Training Authority (SASSETA) and/or South Africa Civil Aviation Authority (SACAA)
20. Provide proof that the training instructors are qualified in terms of SASSETA, Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended) and/or International Civil Aviation Organization (ICAO) standards. Provide Proof of accreditation

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21. Provide your company security awareness (for your employees) programme covering (all topics must be covered):

- Protection of information
- Baggage pilferage
- Vetting
- Cyber security
- Insider threat and corruption

The above documents are material and Bidders that DO NOT meet all the above requirements will be disqualified and not evaluated further. No Bid will be awarded to any entity which is not declared Tax Compliant by the South African Revenue Service (SARS). Bidders are therefore required to ensure that they are tax compliant with SARS and that their tax compliance status is accessible on the Central Supplier Database.

3.4 Functionality

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

The criteria will be as follows:

3.5.1. Functionality Criteria

The functional evaluation will be based on a threshold, where bidders fail to achieve a minimum of **60 points** on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve **any** of the minimum scores would result in disqualification for further consideration even if the overall minimum total score had been achieved.

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NO.	EVALUATION CRITERIA	MIN POINTS	MAX POINTS
1.	COMPANY EXPERIENCE	40	75
1.1	<p>Provide PSIRA documents for the company, demonstrating a minimum of 8 years' experience in the security industry.</p> <p>PSIRA documents not provided or demonstrate less than 8 years' experience =0 points PSIRA documents demonstrate 8 years' experience = 10 points PSIRA documents demonstrate more than 8 years' experience =15 points</p>	10	15
1.2	<p>Provide proof of security experience in the protection of Critical Infrastructure. To demonstrate this requirement, submit the following:</p> <ul style="list-style-type: none"> • Reference letter(s) for project duration of a minimum of two (2) years each • The sum amount of the project(s) submitted should be a minimum of R50 million • Provide reference letters [with Client letterhead and contactable reference (by email & contact number). You may submit supporting documents (eg. PO, contract, award letter etc), along with reference letters showing description of security project, length of contract and amount of contract. • ACSA will only accept reference letters from the latest available list of National Key Points. • In addition, each reference letter must be signed & dated within the period (1 April 2023 – current). <p><i>ACSA reserves the right to verify.</i></p>		
1.2.1	<p>Number of relevant reference letters</p> <p>No relevant reference submitted = 0 points 1 to 3 references submitted= 15 points More than 3 relevant reference letters submitted= 30 points</p> <p><i>*Relevant = Critical infrastructure project; Minimum of 2 years per project, Letter signed within specified period, Letter meets required format</i></p>	15	30
1.2.2	<p>Project(s) sum amount</p> <p>Relevant reference letters sum amount less than R50 million= 0 points Relevant reference letters sum amount is R50 million = 15 points Relevant reference letters sum amount more than R50 million = 30 points</p>	15	30

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2.	RESOURCE EXPERIENCE	20	25
2.1	Provide the CV(s) of the on-site manager (minimum 1 resource). This resource(s) must have: More than 2 years security management experience Minimum Matric or equivalent qualification Firearm training proof Reg 21 PSIRA qualification Grade A (It should be noted that if more than 1 resource is submitted, at least one resource must meet all the above requirements. If not a score of 0 points will be awarded)		
2.1.1	Experience Less than 2 years relevant experience demonstrated= 0 points 2 years relevant experience demonstrated= 5 points More than 2 years relevant experience demonstrated= 10 points	5	10
2.1.2	Matric Qualification Relevant qualification not submitted= 0 points Relevant qualification submitted= 5 points	5	5
2.1.3	Firearm training proof Reg 21 Not submitted= 0 points Submitted= 5 points	5	5
2.1.4	PSIRA qualification Grade A Relevant qualification not submitted= 0 points Relevant qualification submitted= 5 points	5	5
	TOTAL	60	100

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SECTION 4: PREFERENCE POINTS AND PRICE (PHASE 2)

4.1. Preference Points Claims

4.1.1. In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference. The preferential point systems are as follows:

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

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

4.1.2. The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the **90/10** system shall be applicable. Preference points for this bid shall be awarded for:

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

	Points
4.2.1. Price	90
B-BBEE Status Level of Contribution	10
Total Points for Price and B-BBEE must not Exceed	100

4.2.2. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

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4.3. Definitions

- 4.3.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 4.3.2. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.3. **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.4. **“Black People”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);
- 4.3.6. **“Designated Group”** means:
- 4.3.6.1. Black Designated Groups;
 - 4.3.6.2. Black People;
 - 4.3.6.3. Women;
 - 4.3.6.4. People with disabilities; or
 - 4.3.6.5. Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 4.3.7. **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 4.3.8. **“EME”** means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.9. **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;

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- 4.3.10. **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 4.3.11. **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 4.3.12. **“Person”** includes a juristic person;
- 4.3.13. **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 4.3.14. **“Price”** means all applicable axes less all unconditional discounts;
- 4.3.15. **“QSE”** means a qualifying small business enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act
- 4.3.16. **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 4.3.17. **“Rural Area”** means:
- 4.3.17.1. a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or
- 4.3.17.2. an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 4.3.18. **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 4.3.19. **“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 4.3.20. **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;
- 4.3.21. **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person; and

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- 4.3.22. “Youth” has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

4.4. Adjudication Using A Point System

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

4.5. Award of Business where Bidders have Scored Equal Points Overall

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

4.6. Points Awarded for Price

The 90/10 Preference Point Systems

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

90/10

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

Where

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- Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

4.6.1. Points Awarded for B-BBEE Status Level of Contribution

- 4.6.1.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below

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

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

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- 4.6.1.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.6.1.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.6.1.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.6.1.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.6.1.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.7. Bid Declaration

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

(B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 4.2.1)

B-BBEE Status Level of Contribution: _____ = _____ (maximum of 10 or 20 points) (Points claimed in respect of paragraph 0 must be in accordance with the table reflected in paragraph 4.6.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

4.8. Sub-Contracting

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

4.8.2. If yes, indicate:

4.8.2.1. The sub-contracted percentage is: _____ %

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4.8.2.2. The type of ownership is as follows in terms of percentage out of 100:

- 4.8.2.2.1. black ownerships is: _____
- 4.8.2.2.2. black youth ownership is: _____
- 4.8.2.2.3. black women ownership is: _____
- 4.8.2.2.4. black people with disabilities ownerships is: _____;
- 4.8.2.2.5. black people in rural areas, underdeveloped areas or townships ownerships is: _____
- 4.8.2.2.6. black ownership of the co-operative is: _____
- 4.8.2.2.7. black people who are military veteran ownership is: _____
- 4.8.2.2.8. Combined ownership of any of the above is: _____.

4.8.3. The tendering condition must specify that the tenderer may only subcontract to a QSE listed above if the QSE has a B-BBEE status level that is equal to or more than that of the tenderer/bidder.

4.8.3.1. The name of the sub-contractor is: _____

4.8.3.2. The B-BBEE status level of the sub-contractor is: _____

4.8.3.3. The sub-contractor is an EME: YES / NO (*Delete whichever is not applicable)

4.8.4. A bidder may not sub-contract any portion of the tender after award without the written approval a delegated ACSA representative.

4.9. Declaration with Regard to the Bidder

- 4.9.1. Name of bidding entity _____
- 4.9.2. VAT Registration _____
- 4.9.4. Company _____
- 4.9.5. registration number: _____
- 4.9.5. Type of company / firm: _____

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

[TICK APPLICABLE BOX]

4.10. Describe principal business activities

4.11. Company Classification

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

[TICK APPLICABLE BOX]

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

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

4.13.1. The information furnished is true and correct;

4.13.2. The preference points claimed are in accordance with the General Conditions as indicated in this Section;

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- 4.13.3. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- 4.13.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
 - 4.13.4.1. Disqualify the person from the bidding process;
 - 4.13.4.2. Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 4.13.4.3. 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;
 - 4.13.4.4. Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - 4.13.4.5. Forward the matter for criminal prosecution.

Witnesses:

1. _____

Signature(s) of bidder(s)

2. _____

Date: _____

Address: _____

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SECTION 5: RETURNABLE DOCUMENTS

5.1 Mandatory Returnable documents

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

CHECKLIST OF MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Priced offer (Appendix A) (Separate sealed and clearly marked envelope)	
Acceptance of Terms and Conditions of the tender (section 6.4)	
Attendance to compulsory briefing session	
Provide your latest (not older than 2023) audited financial statements proving a financial turnover of over R50 million and above.	
Provide a valid B-BBEE rating certificate demonstrating a Level 1 or 2 status level (Provide copy of certificate issued by a Verification Agency accredited by SANAS)	
Proof of current and valid company PSIRA registration Certificate, <i>(The bidder must submit a valid PSIRA certificate i.e. the "New Certificate" in line with industry circular issued by PSIRA on 10 March 2015.)</i>	
Valid letter of good standing from PSIRA; <i>(This correspondence must be valid at the bid closure date)</i>	
The bidders are required to have a current headcount of a minimum of 700 security officers. Provide copy of PSIRA letter/certificate confirming security officer headcount	
Bidders valid letter of good standing from Compensation Commissioner	
Provide copy of a Private Security Sector Provident Fund compliance certificate or any approved Provident Fund compliance certificate	
Valid Proof of Skills Development Levy (SDL) payments for the last three months	

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Provide copy of a minimum PSIRA Grade B certificate for all Owners/Directors of Company	
Provide certified copy of valid company firearms transportation permit. Applications for permit will not be accepted. Only valid copy of permit will be accepted.	
Clearance certificate/letter from law enforcement agencies and/or Special Investigation Unit (SIU) confirming that there are no pending criminal cases or conviction against the company.	
A valid security clearance from State Security Agency (SSA) that proves that the company was cleared by SSA.	
Provide SAPS firearm report showing each firearm owned by the company and its license number. Also provide a copy of the company firearm registers. In the case that SAPS firearm report and Company Firearm registers don't correspond with each other, provide proof of SAPS case number with regards to the lost or stolen firearm.	
Provide valid proof of contribution to the UIF	
Provide a detailed plan for training skills and development complying with the Screener certification program regarding Civil Aviation Regulations (Parts 108 &110) and dangerous goods: Topics to be covered are as follows (all topics must be covered): <ul style="list-style-type: none"> • Basic Training process • Recurring training process • On job training process 	
Provide proof of company approved firearms policy.	
Provide proof that the training service provider(s) used by the bidder is/are accredited by South African Security Sector Education Training Authority (SASSETA) and/or South Africa Civil Aviation Authority (SACAA)	
Provide proof that the training instructors are qualified in terms of SASSETA, Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended) and/or International Civil Aviation Organization (ICAO) standards. Provide Proof of accreditation	

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Provide your company security awareness (for your employees) programme covering (all topics must be covered): <ul style="list-style-type: none"> • Protection of information • Baggage pilferage • Vetting • Cyber security • Insider threat and corruption 	
--	--

5.2 Other Returnable Documents and information

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

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
3 years audited financial statements	
<i>BEE Certificate and Scorecard or BBBEE QSE/EME Affidavit</i>	
Completed the Bidder's Disclosure (SBD4) (section 6.2)	
Confidentiality and Non-Disclosure Agreement	
Declaration of Interest Form and Politically Exposed Persons	
Names, identity numbers and street addresses of Directors, / Trustees / Members / Shareholders and Senior management	
Cover Letter	
Company background & Executive Summary & Organogram (Organizational Structure illustrating the composition and reporting relationship of the team)	

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Joint Venture (JV) Agreement (If Applicable)	
Declaration of Insolvency or Liquidation (If Applicable)	

5.3 Validity of submitted information

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

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SECTION 6: RETURNABLE DOCUMENTS

6.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

Making a Declaration

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

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

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

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

6.1.1 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

PEP/DPIP Declaration

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

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder

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6. 2 BIDDER’S DISCLOSURE FORM SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature	Date
.....
Position	Name of bidder

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6.3 CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

(“Airports Company”)

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(“_____”)

of

[Service Providers Address]

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1. INTERPRETATION

In this agreement -

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

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is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

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

- 1.2 “**affiliate**” –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person “controls” another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;
- 1.3 “**disclosing party**” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.4 “**receiving party**” – the party receiving confidential information in terms of this agreement;
- 1.5 “**the parties**” – the Airports Company South Africa and _____.

2. **INTRODUCTION**

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

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

3 USE OF CONFIDENTIAL INFORMATION

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

4 NON-DISCLOSURE

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

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

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

5. **COPIES**

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

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

5.2.1 where copies of the confidential Information are held;

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

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

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

6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the

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“**Company IP**”) for any reason whatsoever without first obtaining the Company’s prior written consent which consent the Company shall be entitled to grant solely at its own discretion.

- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to Alicia.Sekaoti@airports.co.za Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company’s policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party’s annual turnover in the financial year in which the aforesaid failure occurred.

7. **DURATION**

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5** years (“the term”), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. **TITLE**

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:
- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. **RELATIONSHIP BETWEEN THE PARTIES**

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with

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the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein

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

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

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

11. **DOMICILIUM**

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

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- 11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.
- 11.4 Any notice given and any payment made by one party to the other ("the addressee") which:
- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
- 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
- 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.
12. **GENERAL**
- 12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.
- 12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.
- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.
- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.

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

SIGNED at _____ on _____ day of _____ 202__

[NAME OF SERVICE PROVIDER]

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

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

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6.4 ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

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

Proposal No: **COR7412/2024/E**

1. Bidder's Name and Contract Details

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

2. Proposal Certification

We hereby submit a Proposal in respect of the Emergency procurement of security services panel in accordance with Airports Company South Africa's requirements.

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

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

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

Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

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APPENDIX A: PRICING SCHEDULE

- Prices to be quoted in South African rands
- All prices are final and no additional funds will be awarded
- Put your response to Appendix A in a separate sealed package and a soft copy (USB) with a separate password
- Bidders must note that Airside number of guards may be reduced with the phasing in of insourcing.
- Complete the Labour table below for the airport(s) for which you wish to bid **in full**. (Bidders are permitted to bid for more than 1 airport). Failure to do so may result in a disqualification from further consideration.
 - Bidders who wish to bid for the Combined King Shaka International Airport Landside, Chief Dawid Stuurman and King Phalo, must complete the pricing for **all** the airports in this combination. Failure to do so may result in a disqualification from further consideration.
 - Bidders who wish to bid for the Combined Upington Airport, Bram Fischer International Airport and Kimberly Airport, must complete the pricing for **all** the airports in this combination. Failure to do so may result in a disqualification from further consideration.
- Complete the Equipment table below in full and only provide pricing for the airport(s) for which you wish to bid where the table has been split per airport.

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**BILL OF QUANTITIES****1. LABOUR**

O.R. TAMBO INTERNATIONAL AIRPORT LANDSIDE								
	LABOUR	ARMED (ARM)/ UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site Manager (8hrs shift)	A	UN	1	NKP			
2	Shift Leaders (12hr shift)	A	UN	6	NKP			
3	Supervisor (12hr shift)	B	ARM	16	NKP			
4	Reaction Officers (Baggage) (12hr shift)	C	UN	20	NKP			
5	Electronic OB Clerk (12hr shift)	C	UN	1				
6	Control Room Operator (12hr shift)	C	UN	6				
7	Armed Response (Remote Sites) (12hr shift)	C	ARM	4				
8	Escorts for Adhoc (12hr shift)	C	UN	2				
9	Parking - Guards Day (12hr shift)	C	UN	130				
10	Parking - Guards Night (12hr shift)	C	UN	125				
11	HBS - Guards Night (12hr shift)	C	UN	40	NKP			

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12	HBS - Guards Day (12hr shift)	C	UN	36	NKP			
13	Reverse Screening Terminal (12hr shift)	C	UN	32	NKP			
14	Fuel Farm - Armed Guards (12hr shift)	C	ARM	2	NKP			
15	fuel Farm - Unarmed Guards (12hr shift)	C	UN	1	NKP			
16	Delivery Basement Area (12hr shift)	C	UN	10				
17	Crime Management Reaction (12hr shift)	C	UN	80	NKP			
18	Roadway Management Teams (12hr shift)	C	UN	20				
19	Rapid Response Team (12hr shift)	A	ARM	10				
20	Remote Sites ACSA 2A - Day (12hr shift)	C	UN	4				
21	Remote Sites ACSA 2A - Night (12hr shift)	C	UN	4				
22	N12 Approach (12hr shift)	C	UN	2				
	TOTAL			552				

O.R. TAMBO INTERNATIONAL AIRPORT AIRSIDE

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	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site OPS Manager	UN	A	1	NKP			
2	Site Compliance Manager	UN	A	1	NKP			
3	Night Manager	ARM	A	1	NKP			
4	Contract Manager Perimeter and Terminal	UN	A	2				
5	Supervisor	ARM	A	10				
6	Administrator	UN		2				
7	Guards' (day)	UN	C	173				
8	Guards' (night)	UN	C	130				
9	CSP-Adhoc's	UN	C	15				
10	Control Operator - Compliance Monitoring	UN	B	2				
11	General Adhoc	UN	C	45				
	TOTAL			382				

CAPE TOWN INTERNATIONAL AIRPORT LANDSIDE

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	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site Manager	UN	A	1				
2	Ops Manager	UN	A	1				
3	Contract Manager (Day shift 12h00)	UN	A	1				
4	Contract Manager (Night shift 12h00)	UN	A	1				
5	Supervisor (Day shift 12h00)	ARM	B	4				
6	Supervisor (Night shift 12h00)	UN	B	4				
7	Compliance (Day shift 12h00)	UN	B	1				
8	Compliance (Night shift 12h00)	UN	B	1				
9	Security Officers (Day shift 12h00)	UN	C	61				
10	Security Officers (Night shift 12h00)	UN	C	61				
11	Control Room Officer (Day shift 12 Hours)	UN	B	1				
12	Control Room Officer (Night shift 12 Hours)	UN	B	1				
13	CPU Drivers (Day Shift)	UN	B	6				
14	CPU Drivers (Night Shift)	UN	B	6				

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15	Admin Officers	UN		1				
16	Touting Team – Supervisor	UN	B	2				
17	Touting Team - Guards Day	UN	C	14				
18	Touting Team - Guards Night	UN	C	14				
19	General Adhoc	UN	C	38				
	TOTAL			219				

CAPE TOWN INTERNATIONAL AIRPORT AIRSIDE

	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site Manager	UN	A	1				
2	Ops Manager	UN	A	1				
3	Contract Manager (Day shift 12h00)	UN	A	1				
4	Contract Manager (Night shift 12h00)	UN	A	1				

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5	Shift Supervisor (Day shift 12h00)	ARM	B	2			
6	Shift Supervisor (Night shift 12h00)	ARM	B	2			
7	Supervisor: Access Gates (Day shift 12h00)	ARM	B	7			
8	Supervisor: Access Gates (Night shift 12h00)	ARM	B	7			
9	Control Room Officer (Day shift 12h00)	UN	B	1			
10	Control Room Officer (Night shift 12h00)	UN	B	1			
11	Guards (Day shift 12h00)	UN	C	118			
12	Guards (Night shift 12h00)	UN	C	118			
13	CSP Adhoc	UN	C	46			
14	Admin Officers	UN		1			
15	Compliance (Day shift 12h00)	UN	B	1			
16	Compliance (Night shift 12h00)	UN	B	1			
17	General Adhoc	UN	C	60			
	TOTAL			369			

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KING SHAKA INTERNATIONAL AIRPORT LANDSIDE

	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site Manager	UN	A	1				
2	Ops Manager	UN	A	2				
3	Shift Controllers	ARM	A	6				
4	Compliance	UN	B	1				
5	Administrator	UN	C	1				
6	Control Room Officers	UN	B	2				
7	Guards day	UN	C	24				
8	Guards Night	UN	C	24				
	TOTAL			61				

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	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site Manager		A	1				
2	Ops Manager		A	2				
3	Shift Controllers		A	8				
4	Administrator		C	1				
5	Compliance		B	2				
6	Control Room Officers		B	2				
7	Guards day		C	72				
8	Guards Night		C	71				
9	CSP - Adhocs		C	10				
	TOTAL			169				

CHIEF DAWID STUURMAN INTERNATIONAL AIRPORT

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	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site Manager		A	1				
2	Supervisor		B	3				
3	Guards day		C	30				
4	CSP - Adhoc's		C	3				
5	Guards Night		C	25				
	TOTAL			62				

GEORGE AIRPORT								
	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
1	Site Manager		A	1				
2	Supervisor		B	3				
3	Guards day		C	35				

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4	Guards Night		C	4				
	TOTAL			43				

KING PHALO AIRPORT								
	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
	Site Manager		A	1				
	Supervisor		B	3				
	Guards day		C	26				
	CSP - Adhoc's		C	2				
	Guards Night		C	4				
	Control Room Operator (24/7)		C	3				
	Landside - Guards Day (8)		C	4				
	Landside - Guards Night		C	6				
	Landside - general adhoc		C	2				
	TOTAL			51				

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AIRPORTS COMPANY
SOUTH AFRICA

UPINGTON AIRPORT								
	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
	Site Manager		A	1				
	Supervisor		B	4				
	Guards day		C	22				
	Guards Night		C	17				
	TOTAL			44				

BRAM FISCHER INTERNATIONAL AIRPORT								
	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
	Site Manager		A	1				
	Supervisor		B	2				

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Guards day		C	18			
Guards Night		C	9			
CSP - Adhoc's		C	2			
General Adhoc		C	2			
TOTAL			34			

KIMBERLY AIRPORT								
	LABOUR	ARMED (ARM)/UNARMED (UN)	GRADE	QTY	TRAINING TYPE	UNIT PRICE Incl. VAT	TOTAL RAND VALUE Incl. VAT	TOTAL RAND VALUE INCL VAT
	Site Manager		A	1				
	Supervisor		B	2				
	Guards day		C	11				
	Guards Night		C	8				
	TOTAL			22				

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**2. EQUIPMENT**

	EQUIPMENT TYPE	DAY -- NIGHT	PER UNIT COST Excl. VAT	TOTAL RAND VALUE Excl. VAT	TOTAL RAND VALUE Incl. VAT
1	Vehicles Tactical Double Cab /SUV with minimum 120kw fitted with digital radios/base radio and spotlights (vehicles older than 7 years are not permitted to operate at airside)	(Used both day and night up to a max of 250km per shift and able to access airside with the relevant training requirements.)			
		KSIA – D 2 - N 2			
		CDSIA – D 1 – N 1			
		KPA – D 1 – N 1			
		ORTIA – D 6 - N 6			
		BFIA – D 1 – N 1			
		CTIA – D 3 – N 3			
		GRG – D 1 – N 1			
		KIM – D 1 – N 1			
UPN – D 1 – N 1					
2	Patrol vehicles for shift change and general patrols with fitted digital radios/ base radio and spotlights	(used both day and night up to a max of 200 km per day)			
		KSIA – D 2 - N 2			


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	(vehicles older than 7 years are not permitted to operate at airside)	CDSIA – D 1 – N 1	 AIRPORTS COMPANY SOUTH AFRICA		
		KPA – D 1 – N 1			
		ORTIA – D 6 - N 6			
		BFIA – D 1 – N 1			
		CTIA – D 3 – N 3			
		GRG – D 1 – N 1			
		KIM – D 1 – N 1			
		UPN – D 1 – N 1			
3	Handcuffs (general security requirements, service provider should provide)				
4	Digital Patrol System per site (provide automated reports and track movement of guards)	(Once off payment for the device)			
		KSIA			
		CDSIA			
		KPA			
		ORTIA			
		BFIA			
		CTIA			
		GRG			
		KIM			
UPN					


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5	Torches	Rechargeable, with Spare batteries and charging units Once off payment for the device.			
		KSIA – 20			
		CDSIA – 8			
		KPA – 8			
		ORTIA – 40			
		BFIA – 8			
		CTIA - 20			
		GRG – 8			
		KIM – 8			
		UPN – 8			
6	Digital Hand Radios with spare batteries and chargers	Rechargeable, with Spare batteries and Charging units (Per guard, handed over to night shift). Once off payment for the device			
7	Batons (general security requirements, service provider should provide)	(1 rifle per vehicle)			
		KSIA – 2			
		CDSIA – 1			
		KPA – 1			

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		ORTIA – 6			
		BFIA – 1			
		CTIA – 3			
		GRG – 1			
		KIM – 1			
		UPN – 1			
8	Handguns with 15 rounds	Used day/night			
		KSIA – 42			
		CDSIA – 5			
		KPA – 5			
		ORTIA – 75			
		BFIA – 5			
		CTIA - 52			
		GRG – 5			
		KIM – 5			
		UPN – 5			
9	Rifles with 2 magazines and relevant numbers for the magazines	(1 rifle per vehicle)			
		KSIA – 2			
		CDSIA – 1			
		KPA – 1			
		ORTIA – 6			
		BFIA – 1			
		CTIA – 3			
		GRG – 1			
		KIM – 1			
		UPN – 1			

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10	Mandatory Training, On Job Training and or certifications (general security requirements, service provider should provide)	All mandatory training (CAA and NKP included)			
11	Body Cams with the capability of recording for 24 hours and additional battery packs and storage for tactical team.	(Handover to the night shift at no additional cost)			
		KSIA – 16			
		CDSIA – 8			
		KPA – 8			
		ORTIA – 40			
		BFIA – 8			
		CTIA - 20			
		GRG – 8			
		KIM – 8			
UPN – 8					
12	Cell phones (300 minutes and 3 gig data per device)	(Handover to the night shift at no additional cost)			
		KSIA – 6			
		CDSIA – 2			
		KPA – 2			
		ORTIA – 12			
		BFIA – 2			
		CTIA - 6			
		GRG – 2			
KIM – 2					

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		UPN – 2			
13	Tablets -Portable Computers (2 gig data per device)	(Handover to the night shift at no additional cost)	AIRPORTS COMPANY SOUTH AFRICA		
		KSIA – 10			
		CDSIA – 2			
		KPA – 2			
		ORTIA – 30			
		BFIA – 2			
		CTIA - 15			
		GRG – 2			
		KIM – 2			
		UPN – 2			
14	Segway	Handed over to the night shift. Once off payment.			
		KSIA – 3			
		ORTIA – 10			
		CTIA - 6			
15	Digital Search Mirror	Handed over to the night shift. Once off payment			
		KSIA – 8			
		CDSIA – 2			
		KPA – 2			
		ORTIA – 40			
		BFIA – 2			
		CTIA – 16			
		GRG – 2			
KIM – 2					

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UPN – 2



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