



Request for Quotation for the Acquisition of Ad hoc Maintenance and Repairs of motors and electric works for Automatic Sliding door and Mechanical Gates

Airport : Cape Town AIRPORT

Tender Number: : RFQ 69729

Issue Date : 19 January 2022

Closing Date : 16 February 2022 at 16:00

Briefing Session Date and Time : N/A

Venue : N/A

SECTION 1: INSTRUCTIONS TO BIDDERS

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

Kindly print and complete

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before using the following method.

1.1.1. Tender box:

The Tender box is located at: N/A

1.1.2. Email submissions: Sellina.tomsana@airports.co.za

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

- 1.1.3. Proposals must be in an electronic copy of the bid documents. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence.

1.2. Alternative Bids

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

1.4 Late Bids

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

1.5 Clarification and Communication- N/A

Name:

Designation:

Tel:

Cell:

Email:

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

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

Bidders may not contact any ACSA employee on this tender other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after

the approval of a recommendation to award this tender. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

1.6 Compulsory Briefing Session-

A compulsory briefing /as below details

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

1.7 Bid Responses

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

1.8 Disclaimers

- a) It must be noted that ACSA may:

- b) Award the whole or a part of this tender;
- c) Split the award of this tender;
- d) Negotiate with all or some of the shortlisted bidders;
- e) Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
and/or
- f) Cancel this tender.

1.9 Validity Period

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

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

During the validity

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

1.10 Confidentiality of Information

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

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

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

1.11 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

SECTION 2: LOCAL CONTENT AND PRODUCTION

2.1 Introduction

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

2.2 Calculation of local content and production

Local content means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place. Imported content means the portion of the bid price represented by the cost the cost of components, parts or materials which have been or are still imported (whether by the supplier or its sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry. The South African Bureau of

Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content. The formula to be used to calculate local content is as follows:

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

Where:

X represents imported content

Y represents bid price excluding value added tax

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

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

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

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

2.4 General Conditions

- 2.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 2.4.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.4.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

- 2.4.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.4.5 A bid will be disqualified if:
- The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
 - The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

2.5 Definitions

- 2.5.1 “Bid” means a written offer in a prescribed or stipulated form in response to an invitation by ACSA for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5.2 “Bid Price” price offered by the bidder, excluding value added tax (VAT);
- 2.5.3 “Contract” means the agreement that results from the acceptance of a bid by an ACSA;
- 2.5.4 “Designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5.5 “Duly Sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.5.6 “Imported Content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

- 2.5.7 “Local Content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.5.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.5.9 “Sub-Contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

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

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

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

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

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	

Yen	
Other	

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

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

IN RESPECT OF RFQ No. -

ISSUED BY: (Airports Company South Africa SOC

Ltd): _____

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

I, the undersigned, _____ (full names),

do hereby declare, in my capacity as

_____ of _____ (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.

- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 2.3 above and the following figures:

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

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

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

SIGNATURE:

DATE:

WITNESS No.1:

DATE:

WITNESS No 2:

DATE:

SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK

Employer's Objective

The objective is to maintain the serviceability of the infrastructure at CTIA in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general safety and aviation related legislation.

The contractor will be responsible for the maintenance and repair services of motors and all electrical works for the Sliding doors and Mechanical Gates' infrastructure at Cape Town International Airport which are located at the landside and airside of the airport. The specifications and requirements in this document comprise the description of the Works. The Contractor will be appointed directly by the Airports Company of South Africa for a period of **12 months** for as and when required.

The appointed service provider will be fully responsible for meeting all requirements regarding the Works. For each piece of equipment, all work will be carried out to standards as required by the Original Equipment Manufacturer (OEM) as well as any applicable governing law and/or regulations. The Contractor will be fully responsible for obtaining (and keeping up to date with) latest technology for improving the service and functionality of doors and gates motors and their respective components.

Overview Description of Works

In brief, the Contractor will be responsible for Ad-hoc maintenance and repairs of Motors and electrical works for gates and sliding doors at Cape Town International Airport which (amongst other) comprises of:

- Electrically operated motors for Sliding Doors
- Electrically operated motors for Mechanical Gates

Possible Motor faults for Sliding Door Diagnostic & Repairs

Diagnostic & Repair Call description	Estimated time to repair (hrs.) from previous maintenance history	Estimated number of calls (as and when required) over Six months
Fault by others	1	5
Power Fault	1	3
Lock Mechanism	1	3

Sensor Fault	1	10
Door Stopper	1	3
Control Panel Fault	1	10
Cables loose	1	6
Sliding Door Fire Emergency Panel Fault	1	4
Drive System Fault (motor, belts, chain, etc)	2	6
Key Switch fault (wrong settings)	1	8
Other unforeseen breakdown:	1	7

Possible Motor faults for Mechanical Gates Diagnostic & Repairs

Diagnostic & Repair Call description	Estimated time to repair (hrs.) from previous maintenance history	Estimated number of calls (as and when required) over Six months
Broken chain link	2	5
Electrical power reset /Overload breaker trip/ Gate stuck	0.5	10
Faulty limit switch	0.5	10
Electrical cables faults	1	5
Motor replacement	3	0
Other unforeseen breakdowns:	1	10

Prescribed maintenance schedule

Frequency	Expected Key Outputs
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As and When required	When a failure occurs on sliding doors or gates, a service provider will be called to look at the fault and resolve it. Should it happen that a fault cannot be repaired, replacement of components must be approved by the Service Manager. This is applicable for both electrical faults on gates and sliding doors, inclusive of motors.	
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The contractor shall maintain a record of repairs carried out and make them available to the Service Manager as and when it is required. The supply of tools and equipment necessary for carrying out the scope of work shall meet OEM and contract requirements.

All work shall be carried out by qualified Personnel etc. The Personnel shall be specifically trained and have extensive experience in the maintenance and repairs of electrical motors for sliding doors and mechanical gates as detailed in the scope of work.

Spare Parts Requirements

The contractor shall provide spare parts list for repairs of each unit and ensures the supply of replacement parts are manufactured by the original equipment manufacturers (OEM) or parts are substantiated as equal by the Contractor and shall be approved by ACSA representative. The contractor shall have readily sufficient available spares for delivery and installation/repairs of Motors and electrical works for gates and sliding doors. Maintenance under this contract shall provide a constant, high quality service to properly protect all equipment from deterioration and to provide constant peak performance of Motors and electrical works for gates and sliding doors resulting in a minimum of down time to the system.

A list of attainable replacements parts by part number shall be furnished when requested by Service Manager and the contractor will be responsible to maintain an up-to-date inventory and charge ACSA accordingly. The contractor must source the required spares and be available within 24 Hours. The contractor will be responsible for providing all the critical spares foreseeable for the use of Motors and electrical works for gates and sliding doors.

Extent of the works

The contractor will provide repair service for Motors and electrical works for gates and sliding doors and shall provide all necessary qualified labour, supervision required to carry out Adhoc inspection, Adhoc activity, and keep maintenance records of repair work performed and spare parts utilised. The contractor shall ensure the defects identified are reported during inspection or intervals and shall be corrected within the service level agreement stipulated in the contract.

For each piece of equipment, all work will be carried out to standards as required by the Original Equipment Manufacturer (OEM) as well as any applicable governing law and/or regulations. Where OEM standards differ from those required by this document the more stringent requirement shall apply. The Contractor will be fully responsible for obtaining (and keeping up to date with) said requirements.

Where, such a need is mutually agreed between the Contractor and ACSA, ACSA shall put in place a "Hotline" (i.e. 24-hour telephonic support by product specialist) agreement with the relevant OEM. In this event the Contractor shall be responsible that such Hotline services are always operational and available, but all costs in this regard shall be carried by ACSA. The contractor shall NOT add any mark-up to any Hotline related expenses. A "Hotline" agreement shall typically ensure that problems relating to Motors and electrical works for gates and sliding doors are promptly rectified. It is intended that Hotline agreements will be in place with OEMs for Motors and electrical works for gates and sliding doors and all their respective associated components.

The Contractor will be responsible for providing staff which are sufficiently skilled and qualified for successful execution of the works. The Contractor shall always comply with the Minimum Staffing Schedule – as stipulated in the in the contract This may be amended by mutual arrangement between ACSA and the Contractor from time to time.

The Contractor shall always remain responsible to ensure that the staff compliment, and operation regime is sufficient to maintain the service levels and system performance indicators as stipulated in the contract section 7. The Contractor shall always comply with the Minimum Staffing Schedule – as stipulated in the in the Section 7.3 of the NEC contract. This may be amended by mutual arrangement between ACSA and the Contractor from time to time.

Should the Contractor fail to maintain adequate system performance indicators due to constraints caused by the Employer, it shall be timeously reported, in writing, to the Contract Manager. Refer to the contract Section 7 of the NEC contract for the required system performance indicators.

The Contractor will ensure that his/her staff compliment is of a sufficient quantity to allow for uninterrupted supply of labour in the event of his/her staff taking sick leave, paid leave and will allow for all staff related eventualities to avoid penalties.

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. The Contractor shall continuously ensure that all staff is knowledgeable and trustworthy of the Automatic and Manual Doors and mechanical gates activities/procedures in the area. The Contractor shall further ensure that any staff member partaking in CTIA pilferage or other criminal activities is immediately removed from site and his permit returned and/or cancelled at the ACSA Permit Office.

All work shall be performed within the required Response Times. Any breakdown impacting on operations shall be attended-to until restored to good reliable condition. No breakdown may be left unreported or incomplete for the next day or shift. All repair work shall carry a defect free guaranteed for a period of 3 months after completion of work. Motors and electrical works for gates and sliding doors availability and performance requirements as per OEM shall be met at all times as stipulated per the contract agreement in order to avoid penalties.

All work shall be charged according to the Price Activity Schedule. However, no labour shall be charged for any non-scheduled work, repair work or other work when carried out by a scheduled maintenance shift.

Upon completion of the work, the Contractor shall complete a comprehensive written logbook-service report in respect of Motors and electrical works for gates and sliding doors, listing all activities undertaken, additional work performed and submit this report to the Employer's representative.

All consumables such as cleaning materials will be supplied by the Contractor at his/her own cost. The costs are limited to the provision made in the cost breakdown. It should be noted that the operation amount should include all standby fees and cell phone support

The Contractor will be responsible for providing all resources that might be required for the execution of the works, either on site or on their premises in order to comply with the Response Time requirements of this contract. Any exclusions to the above should be clearly communicated in the returnable schedules when submitting the tender.

The Contractor shall ensure that all building areas in proximity to Motors and electrical works for gates and sliding doors as well as areas of immediate works are maintained in a broom-swept state.

The Contractor shall ensure that, unless a special arrangement is made with the Service Manager, all senior staff members and support staff is always immediately reachable via cell phone.

The Contractor shall ensure that all Operational staff are issued with uniforms that will comply with a minimum requirement as agreed with the Service Manager from time to time. Current airport requirements are safety shoes, correct PPE and a uniquely numbered reflective jacket (for easy identification via CCTV).

3.4 Minimum Requirements

- ***A Valid Tax Pin Status***
- ***A Valid B-BBEE Certificate***
- ***Signed Declaration of Interest Forms***
- ***Proof of CSD registration(MAAA Number)***
- ***Letter of Good standing***
- ***Annual minimum CIDB grading of 1ME PE***

Functionality

Description criteria	Evaluation Criteria	Maximum Score	Minimum Threshold
Technician (s) SAQA accredited trade test certificate (millwright or Electrical)	Electrical/Millwright Trade test – (30 points)	30	30
Technician Assistant (s) N2 Mechanical/electrical	Electrical trade tested – (30 points)	30	30
Technician (s) Min 2 years in Maintenance and Repairs of electrical Motors and electrical works .Please provide a one Page CV detailing the experience.	Less than 2 years (0) 2 years (10) points > 2 years (20) points	20	10
Technician Assistant Min 1 years in maintenance of mechanical systems Please provide a one Page CV detailing the experience.	Less than 1 years (0) 1 years (10) points >1 years (20) points	20	10

Total		100	80

1. Price Activity Schedules

Part 1

The rates and Prices entered for each item includes for all work and other things necessary to complete the item.

Activity Schedule: Provisional Administrative Cost

Item no.	Description - Contract Administration Costs	Frequency	Quantity	Amount	Total (6 Months)
Preliminary and General Contract Administration Costs:					
1	Airport Safety Induction	1 Year	1		
2	Airport permits	Yearly	2		
3	Airport Parking fees (provisional amount)	Yearly	1		
4	Safety administrative cost	Once off	1		
Total					R5 000

*** N.B. Contract administrative costs not payable upfront but will be drawn off this amount as and when required as per Part C2.1 Price Instructions.**

Part 2 Activity Schedule: Provisional Spare Acquisition Cost

Item no.	Description – Spare Acquisition	Frequency	Quantity (per year)	Amount (per single item)	Total (12 Months)
1	Spares Management				*R10 000
Total					R 10 000

*** N.B. Spare Acquisition costs not payable upfront but will be drawn off this amount as and when required as per Part C2.1 Price Instructions.**

Labour rates and Mark-up

Any work not included under part 2 shall be deemed additional work or non-scheduled items and will be charged at the following rates:

Item	Description	Normal hours (R/hour)	After hours (R/hour) Std O/T	Sunday or Public Hours
1	Technican			
2	Assistant Technician			
3	Travelling Rate			

^aAll rates to exclude VAT. Subject to an agreement between ACSA and the Contractor, the number of staff allocated to the contract may be increased/ decreased to cater for special needs that may arise from time to time.

Detail requirements regarding staff

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. Staff must have experience and applicable competencies as per OEM and all legislations in the maintenance and repairs of Motors and electrical works for gates and sliding doors

. The Contractor shall continuously ensure that all staff is knowledgeable on all equipment relating to the Maintenance and repairs of Motors and electrical works for gates and sliding doors

Mark-up (third party procured items/services)

Cost ^b	Mark-up
R 0 – R 2 000	
R 2001- R10 000	
R 10 001- R50 000	
Over R50 000	

^bCost shall be net cost (excluding VAT) of parts delivered to site with all discounts deducted.

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

Contractor to conduct complete repairs and first line fault finding on 3rd party equipment

Where spares are imported, all costs relating to importing and shipping of the spares shall be invoiced at cost to ACSA, unless already calculated into the OEM standard price list.

CALL-OUTS AND TRAVELLING COSTS

The callout rates shall include travelling costs as per AA rates R/ km (maximum Travelling distance of 30 km one-way from the supplier workshop/office to ACSA is not payable)

Part 3a. Activity Schedule: Ad hoc Repair Cost- Of motors and electric works for Automatic Sliding door and Mechanical Gates

Sliding Door					
<u>Diagnostic & Repairs rates that will be charged after the call out fee and first hour has passed</u>					
<i>Note: The contractor will be held accountable to the completed times and rates below</i>					
Diagnostic & Repair description	Estimated time to repair (hrs.) from previous maintenance history	Estimated number of calls (as and when required) over Six months	Contractor time to repair: (Contractor to fill in)	Rate per hour (after hours): (Contractor to fill in)	Total: qty x contractor time to repair (Contractor to fill in)
Fault by others	0.5	5			
Power Fault	0.5	3			
Cover Lock Fault	0.5	3			
Lock Mechanism	0.5	3			
Sensor Fault	0.5	10			
Door Stopper	0.5	3			
Control Panel Fault	0.5	10			

Cables loose	0.5	6			
Sliding Door Fire Emergency Panel Fault	0.5	4			
Drive System Fault (motor, belts, chain, etc)	1	6			
Key Switch fault (wrong settings)	0.5	5			
Mechanical Fault	0.5	3			
Other unforeseen breakdown:	0.5	5			
**Total Diagnostic and repairs					R
*Total Call out Fee					R
Sub-total (*Total Call out Fee + **Total Diagnostic and repair)					R

Part 3a. Activity Schedule: Ad hoc Repair Cost- Electrical & Manual Mechanical Gates

Mechanical Gates					
<u>Diagnostic & Repairs rates that will be charged after the call out fee and first hour has passed</u>					
<i>Note: The contractor will be held accountable to the completed times and rates below</i>					
Diagnostic Repair description	& Call	Estimated time to repair (hrs.) from previous maintenance history	Estimated number of calls (as and when required)	Contractor time to repair: (Contractor to fill in)	Rate per hour (after hours): (Contractor to fill in)
					Total: qty x contractor time to repair (Contractor to fill in)

		over six months			
Electrical power reset /Overload breaker trip/ Gate stuck	0.5	10			
Faulty limit switch	0.5	10			
Electrical cables faults	1	5			
Mechanical Faults	1	10			
Motor replacement	3	0			
Gate guide wheels failure	5	2			
Other unforeseen breakdowns:	1	10			
**Total Diagnostic and repairs					R
*Total Call out Fee					R
Sub-total B (*Total Call out Fee + **Total Diagnostic and repair)					R

NB: CALL-OUTS AND TRAVELLING COSTS

The callout rates shall include travelling costs as per AA rates R/ km (maximum Travelling distance of 30 km one-way from the supplier workshop/office to ACSA is not payable)

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

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

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

www.airports.co.za

Contract value

Below is the guide that must be used in the contract value. This amount must be reported as the Contract Value in the corresponding schedules. Tenderers are reminded that **Part 1 and Part 3** amount is for illustrative purposes only and that ACSA will not be under any obligation to expend the full or any portion of this amount. Monthly contract expenditure will be strictly calculated according to the Activity Schedule as provided above

Estimated Contract Value for Maintenance and repairs of Motors and electrical works for gates and sliding doors

Description	Total Annual (Excluding VAT)
Part 1 Activity Schedule: Provisional Administrative Cost	R5 000
Part 2 Activity Schedule: Provisional Spare Acquisition Cost	R 10 000
Part 3a+b Activity Schedule: Ad hoc Repair Cost- Maintenance and repairs of Motors and electrical works for gates and sliding doors	
ANNUAL TOTAL: ESTIMATED CONTRACT VALUE	

NB: All Amounts should exclude VAT; the total annual estimated contract value should be carried over to Form of Offer

ADHOC COSTS - VARIABLE

The Ad hoc costs will not form part of the fixed contract costs and will be as per the schedule shown in the table below and Part 4 activity schedule. For breakdown work requires spare acquisition, a quotation will be required and a PR (Purchase Requisition) created before work commences. Thereafter, invoices will be required to process payment. ACSA will not be liable for labour cost to replace defective units or attending to breakdown during quarterly maintenance as the amount is covered under Fixed Cost for Maintenance and Repairs of Motors and electrical works for gates and sliding doors

For new installation/ emergency work, permission to carry out work outside the scope of the fixed contract service must be obtained from the Service Manager or his/her authorised representative or the IAM Manager. PR and Orders for work done will be issued by the employer as soon as possible. The service provider will charge as per the schedule shown in the table below.

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

SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

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

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

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

- 4.2.1 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises or an Auditor/Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 4.2.2 ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.

4.2 Definitions

- 4.3.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 4.3.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

- 4.3.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 4.3.5 **“Comparative Price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 4.3.6 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 4.3.7 **“EME”** means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
- 4.3.8 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 4.3.9 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 4.3.10 **“Non-Firm Prices”** means all prices other than “firm” prices;

- 4.3.11 **“Person”** includes a juristic person;
- 4.3.12 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 4.3.13 **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 4.3.14 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 4.3.15 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

4.4 Adjudication Using A Point System

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

4.5 Award of Business where Bidders have Scored Equal Points Overall

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

4.6 Points Awarded for Price

4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

4.7 Points Awarded for B-BBEE Status Level of Contribution

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

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

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

- 4.7.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 4.7.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.7.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.7.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.8 Bid Declaration

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

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

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

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

SECTION 5: EVALUATION CRITERIA

5.1 Evaluation Criteria

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

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

5.2 Mandatory Requirements

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

5.3 Local Content and Production

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

5.4 Functionality / Technical

The description of the functionality evaluation criteria is explained below.

5.5 Price and B-BBEE

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

SECTION 7: DECLARATION FORM

7.1 Making a Declaration

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

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

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding
entity

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder

Section 8: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

This declaration was signed on _____ of _____ 202_____

Name: _____

Designation: _____

Signature: _____

Annexure C

All bidders must submit a safety file for approval by ACSA safety department 14 days prior to the commencement of work – below please find a list of all the documentation required for a complete safety file in Annexure C

- Mandatory form. 37(2) Agreement
- Mandatory form. 37(2) Agreement of Sub Contractor
- CR 5(k) Appointment Letter for PC
- Valid letter of good standing
- Notification of construction work or Construction Permit as applicable (Annexure 2)
- Detailed Scope of Work
- Risk Assessments
- Fall Protection Plan & Rescue Plan (where applicable)
- Confined Space Rescue plan
- Method Statement/s
- OHS Specification specific to project
- SHE policy
- Project specific Safety Plan
- Airside Safety Plan (where applicable)
- Updated Employee List of with ID/Passport Copies
- Medicals (where applicable)
- First Aid box Register
- PPE study and issue register

- Tools/Equipment/Plant/Scaffolding registers
- Waste management Plan
- ACSA EMS 048 Environmental Specifications
- Letters of appointment **with competencies** (where appointment are applicable depending on the task):
 1. OHS 16(1)CEO
 2. OHS 16(2) Assistant CEO
 3. CR 8.1 Construction work Manager
 4. CR 8.5 Construction H&S officer
 5. CR 8.7 Construction work Supervisor
 6. CR 8.8 Assistant Supervisor
 7. CR 9.1 Risk Assessor
 8. CR 13.1(a) Excavation Supervisor
 9. GAR 9 Incident Investigator
 10. GSR 9 First Aider
 11. CR 24 & EMR 9 Electrical Tool Inspector
 12. CR 29(H) Fire Fighting Equipment Supervisor
 13. CR 23 Construction Vehicles & Mobile Plant Operator
 14. GSR 13 Ladder Inspect
 15. Portable (Hand) Tool inspector
 16. CR 16.1 /SANS 085 Scaffolding Inspector

17. CR 28 (a) Stacking and Storage Supervisor
18. HCS Supervisor (HCS Regulations)
19. OHS 19 SHE Committee Members
20. OHS 17 Health & Safety Reprehensive

**Annexure D**

Bidders must list their experience acquired on services which is to be considered relevant in terms of Maintenance of Solar plants.

Bidder's Relevant Experience							
The following is a statement of similar work successfully completed (or currently in progress) by myself / ourselves.							
No	Employer - Company Name; Address & Tel. No.		Contact Person (Employer), Name Surname & Tel. No.	Description & Scope of Maintenance performed	Total Value of the Contract inclusive of VAT (in Rand)	Start Date	Completion Date
1	Company Name				N/A		
	Company Address						
	Company Tel. No.						
2	Company Name				N/A		



3	Company Address							
	Company Tel. No.							
	Company Name							
	Company Address							
	Company Tel. No.				N/A			

Bidder: Authoris ed Name	Signature

Date

