



**Request for Proposal for the Acquisition of Valet Parking Operators for a period of three (3) years at Airports Company South Africa's, O R Tambo International Airport, Cape Town International Airport and King Shaka International Airport.**

**Bid Number:** : COR7645/2024/RFP

**Issue Date** : 1 July 2025

**Non-Compulsory Briefing Session via MS Teams** : 14 July 2025 at 10:00 VIA MS TEAMS

**Query Closing Date** : 21 July 2025

**BID CLOSING DATE AND TIME** : 5 August 2025 at 12:00 (mid-day)

**THIS TENDER IS OPEN TO COMPANIES BASED IN SOUTH AFRICA ONLY.**

NAME OF BIDDER: \_\_\_\_\_  
(Bidding Entity/Company)



Indicate which site you are submitting your bid for by ticking the box provided. Each site should be tendered for separately and will be evaluated and awarded accordingly.

**TENDERS FOR EACH SITE WILL BE AWARDED SEPARATELY.**

**Bidders must tender for both office/kiosk and bays in a particular site.**

No.	Site	✓
1.	O R Tambo International Airport (ORTIA)	
	Office/Kiosk – (Bays at Multi-Storey Parking to be used to construct kiosk)	
	Bays at Engen	
	Additional Office space – 375sqm (OPTIONAL) – Only Bid for this if a bid is in place for above bays at Engen and MSP bays for kiosk.	
2.	Cape Town International Airport (CTIA)	
	Office /Kiosk 1	
	Office /Kiosk 2	
	Office /Kiosk 3	
	Office /Kiosk 4	
	Office /Kiosk 5	
	Office /Kiosk 6	
	Bays	
3.	King Shaka International Airport (KSIA)	
	Office /Kiosk	
	Bays	

NAME OF BIDDER: \_\_\_\_\_  
(Bidding Entity/Company)



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## PART A

### SBD 1: INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIRPORTS COMPANY SOUTH AFRICA</b>					
BID NUMBER:	<b>COR7645/2024/RFP</b>	CLOSING DATE:	<b>5 August 2025</b>	CLOSING TIME:	<b>12:00 (mid-day)</b>
DESCRIPTION	<b>Request for Proposal for the Acquisition of Valet Parking Operators for a period of three (3) years at Airports Company South Africa's , O R Tambo International Airport, Cape Town International Airport and King Shaka International Airport.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>O R Tambo International Airport (Kempton Park, Johannesburg)</b>					
<b>Terminal 'A' Building</b>					
<b>(en route to the Viewing Deck; ACSA Offices North wing, 3<sup>rd</sup> floor Terminal 'A' building)</b>					
<b>TENDER BOX "A"</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>M Gounden</b>		CONTACT PERSON	<b>M Gounden</b>	
TELEPHONE NUMBER	<b>032 436 6000</b>		TELEPHONE NUMBER	<b>032 436 6000</b>	
FACSIMILE NUMBER	<b>n/a</b>		FACSIMILE NUMBER	<b>n/a</b>	
E-MAIL ADDRESS	<a href="mailto:tenders.scm1@airports.co.za">tenders.scm1@airports.co.za</a>		E-MAIL ADDRESS	<a href="mailto:tenders.scm1@airports.co.za">tenders.scm1@airports.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b> 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b> 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER MUST ENSURE THEY HAVE A FULLY COMPLETED AND SIGNED WRITTEN CONTRACT POST AWARD.
<b>2. TAX COMPLIANCE REQUIREMENTS</b> 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY



MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....



## SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1. Access to bid documents

Tenders are available on [www.etenders.gov.za](http://www.etenders.gov.za) and [www.airports.co.za](http://www.airports.co.za). Kindly print and complete.

### 1.2. Submission of bid documents

- The bidder must **submit bids in duplicate Printed format (1 Original and 1 Copy) AND Electronic format** using a USB memory stick/Flash Drive physically attached to the bid document.
- The printed original will be legal and binding. In the event of discrepancies between any of the submitted documents/information; the printed original will take precedence.
- 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.
- Bids must be sealed in clearly marked envelopes/package indicating which is "Original" and which is "Copy" and marked with Bidder's name, return address and contact details on the back of the envelope; And on the front of the envelope - Bidder Reference Number, Bid Description, and the details of the Supply Chain Management department where the bid will close (refer 1.2.1. below).
- **Please ensure that the packaging of the tender document is not a large box but a lever arch file size package that can fit in the tender box insertion point.**
- Please arrive early at the airport in order to avoid being late to the tender box/closing.

**BID DOCUMENTS MUST BE SUBMITTED ON OR BEFORE 12:00pm (Mid-Day) ON 5 August 2025 USING THE FOLLOWING METHOD:**

#### 1.2.1. Hand delivery/Tender Box

The bid document must be delivered to the address below :

<b>O R Tambo International Airport (Kempton Park, Johannesburg)</b>
<b>Terminal 'A' Building (en route to the Viewing Deck; ACSA Offices North wing, 3<sup>rd</sup> floor Terminal 'A' building )</b>
<b>TENDER BOX "A"</b>

### 1.3. Alternative Bids – *Not Applicable*

Alternative bids will not be accepted.



#### 1.4. Late Bids

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

There will not be a public opening of tender documents.

#### 1.5. Clarification and Communication

Name:	M Gounden
Email:	<a href="mailto:tenders.scm1@airports.co.za">tenders.scm1@airports.co.za</a>

1.5.1. Request for clarity or information on the bid may only be requested until **21 July 2025**. 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.

1.5.2. ACSA will respond to queries on or before **24 July 2025**.

1.5.3. 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.

#### 1.6. BRIEFING SESSION

##### 1.6.1 Non-Compulsory Briefing Session

A non-compulsory briefing session will be held on **14 July 2025 at 10:00 AM**.

The session will be held **ONLINE via MICROSOFT TEAMS** – refer link below:

**Microsoft Teams**

[Join the meeting now](#)

**Meeting ID: 323 518 253 976 7 / Passcode: VE2QM2MU**

**OR Dial in by phone**

[+27 21 834 0841](tel:+27218340841) South Africa, Cape Town

**Phone conference ID: 882 481 317#**





### 1.7. 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. 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.

#### 1.7.1 Sub-letting of spaces

**ACSA will not permit Unauthorized sub-letting by Lessee.**

#### 1.7.2 Joint-Venture (JV)

Where bidders choose to JV, all the necessary JV documentation must be submitted.

**A company cannot be part of a JV bid submission and bid on it's own – both bids will be disqualified.**

### 1.8. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.8.1. Award the whole or a part of this bid;
- 1.8.2. Split the award of this bid;
- 1.8.3. Negotiate with all or some of the shortlisted bidders;
- 1.8.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;
- 1.8.5. To reject the lowest acceptable bid received; and/or
- 1.8.6. Cancel this bid.

1.9 This bid document may not be changed or altered in any manner, any change to the content of the bid document will lead to disqualification as it will be changing the terms and conditions of the tender.



### 1.10. Validity Period

- 1.10.1. 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 offered by the bidder must remain firm and valid. ACSA may, in exceptional circumstances, request for an extension of validity period.

### 1.11. Confidentiality of Information

- 1.11.1. 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,

- 1.11.2. 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.

- 1.12. ACSA airports are National Key Points (NKP) and therefore has to comply with the laws prescribed by the security cluster of the Country. Bidders and their agents/sub-contractors etc may be subjected to security vetting.. Where deemed necessary, ACSA will not contract with a bidder that does not comply with the security vetting requirement.

### 1.13. BIDDER TO COMPLY WITH ALL RELEVANT LEGISLATION & RULES APPLICABLE TO THE SITE (Airport, NKP etc), ENVIRONMENT, SECURITY (Permit etc), SERVICE/WORKS/OPERATIONS etc.

### 1.14. 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](mailto:office@thehotline.co.za)

**NB: In addition to evaluation process and information provided; no award will be made in the following instances:-**

- Any person whose tax matters have not been declared in order by South African Revenue Service.
- Where an entity is not registered on the CSD (Central Supplier Database) with National Treasury. Bidders must supply their unique number.
- Where bidders have an outstanding debt (more than 30 days) with ACSA.
- Bidder should not be in legal dispute with ACSA.
- A negative outcome on Credit Vetting.



## **SECTION 2: BACKGROUND, EXECUTIVE OVERVIEW, PURPOSE AND SCOPE**

### **2.1 BACKGROUND**

As a company, ACSA's vision is to be the most sought-after partner in the world for the provision of sustainable airport management solutions.

ACSA's commercial division's vision and intent is to be a world-class airport, commercial business that delivers superior non-aeronautical returns and enhances customer experiences through collaboration with our commercial partners.

### **2.2 EXECUTIVE OVERVIEW**

Airports Company South Africa (ACSA) operates South Africa's Nine (9) principal airports, comprised of the country's major international airports, namely, O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA) and the smaller regional airports, namely, Dawie Stuurman International Airport (PLZ), King Phalo Airport (ELN), George Airport (GRJ), Bram Fischer (BRAM), Kimberley Airport (KMB), Upington (UTN). ACSA's registered corporate office operates from Airport Park in Kempton Park right next to the OR Tambo International Airport.

ACSA's vision is to be the most sought-after partner in the world for the provision of sustainable airport management solutions by 2030. ACSA's strategy is to create and operate world-class airports measuring up to international standards, its strategic intent is supported by three strategic pillars, namely:

- Run Airports: Run our airports efficiently, optimally, and innovatively.
- Develop Airports: Optimise assets and plan for new capacity and growth opportunities.
- Grow Footprint: Seek growth opportunities in the continent and world.

### **2.3 PURPOSE**

ACSA's purpose is to create a world-class valet parking environment, providing the highest level of service and convenience for valet parking users at airports terminals across the network.

## 2.4 SCOPE

### Abbreviations

Abbreviation	Meaning / Interpretation
ACSA	Airports Company South Africa
ORTIA	O R Tambo International Airport (Johannesburg)
CTIA	Cape Town International Airport (Cape Town)
KSIA	King Shaka International Airport (Durban)

### SCOPE OF REQUIREMENTS

To appoint Valet Parking Services across three major international airports. The facilities available in the relevant airport environments are as follows:

AIRPORT	Maximum Number of Valet Operators
ORTIA	15
CTIA	6
KSIA	4

### THE PROPOSED REVENUE COLLECTION METHOD

- Turnover rental will be charged at the applicable percentage of turnover.
- The rental for the parking bays and the kiosks will escalate by 10% per annum and with effect from each anniversary of the commencement date.

#### 2.4.1 O.R TAMBO INTERNATIONAL AIRPORT

<b>AIRPORT: ORTIA</b>	<b>OFFICE SIZE (Sqm) AND NUMBER OF BAYS</b>	<b>MINIMUM RATE REQUIRED PER SQM AND PER BAY</b>
Bays at Engen garage	844 bays	R550.00
For Kiosk: Bays at Multi-Storey Parking to be used to construct kiosk ( <b><i>Bidder to bid for a Minimum of 5 bays.</i></b> )	82 bays	R868.80
Additional Office Space (not for kiosk) ( <b><i>Optional</i></b> )	375 sqm	R214.54

#### **Additional Office space – 375sqm**

- Located at MSP – 4<sup>th</sup> floor
- An office space of 375sqm is available to one successful bidder for valet parking operations.
- ***Only Bid for this additional office space if a bid is in place for the bays at Engen and MSP bays for kiosk.***

#### **Kiosks/Offices:**

Valet operators will need to build own kiosk/office space (not permanent material) in ORTIA at operator's cost. Beneficiary occupation equivalent to the cost of Kiosk but not more 3-month rental. Rental is not required to be paid to ACSA during beneficiary occupation.

At the end of the contract tenure the asset will automatically be transferred to ACSA.

Operator must bid at least a minimum of five bays at the Airport (Bays at Terminal only – for the purpose of kiosk and vehicle drop-off and inspection).

The bays at the Engen garage has no limit.

Bidders will only be considered for the valet opportunities for the airports in which they tender for.

In case where bidder request more bays than we can offer, an alternative number of bays or location will be offered. If the bidder does not accept this alternative location or number bays, ACSA will not be obliged to offer the position of the valet parking opportunity, or any other opportunity or any other position, and ACSA will have the right to withdraw the offer of bid award.

Office or/and Kiosk rate excludes utilities.

#### **2.4.2 CAPE TOWN INTERNATIONAL AIRPORT**

<b>AIRPORT: CTIA</b>	<b>OFFICE/KIOSK SIZE (Sqm) &amp; NUMBER OF BAYS</b>	<b>Minimum RATE Required per Sqm and per bay</b>
Office 1	41,7sqm	R235.95/sqm
Office 2	41,7sqm	R235.95/sqm
Office 3	47sqm	R235.95/sqm
Office 4	49,10sqm	R235.95/sqm
Office 5	41,7sqm	R235.95/sqm
Office 6	41,7sqm	R235.95/sqm
Bays	743	R952.61/bay

##### **Kiosks/Offices:**

Kiosk shells are in place at Cape Town International Airport.

There is no limit to bid on the 743 bays.

Bidders will only be considered for the valet opportunities for the airports in which they tender for.

In case where bidder request more bays than we can offer, an alternative number of bays or location will be offered. If the bidder does not accept this alternative location or number bays, ACSA will not be obliged to offer the position of the valet parking opportunity, or any other opportunity or any other position, and ACSA will have the right to withdraw the offer of bid award.

Office or/and Kiosk rate excludes utilities.

#### **2.4.3 KING SHAKA INTERNATIONAL AIRPORT**

<b>AIRPORTS KSIA</b>	<b>OFFICE/KIOSK SIZE &amp; NUMBER OF BAYS</b>	<b>PROPOSED RATE</b>
Office/Kiosk (total space is 175sqm for 4 Kiosks)	43,75 sqm per Kiosk	R235.95/sqm
Bays	200	R952.61/bay

##### **Kiosks/Offices:**

Valet operators will need to build own kiosk/office space (not permanent material) in KSIA at operator's cost. Beneficiary occupation equivalent to the cost of Kiosk but not more than 3-month rental. Rental is not required to be paid to ACSA during beneficiary occupation.

At the end of the contract tenure the asset will automatically be transferred to ACSA.

We are looking for four operators, each operator must bid as follows:

- a) 50 Bays for operation
- b) 43,75sqm for kiosk/office

Office or/and Kiosk rate excludes utilities.

A free pick-up/drop-off area for Valet parking will be provided by King Shaka International Airport.



### **Contractual Strategy**

1. The business to be conducted by the lessee from the premises which comprise the kiosk and parking bays shall be confined to the management, promotion, operation, and marketing of valet parking services and for no other activities.
2. The permitted usage shall include the collection of vehicles from customers at the premises, the removal of such vehicles to their storage areas, the safe custody of such vehicle including control over keys, access to such vehicles and delivery of such vehicles at the premises to customer or person lawfully entitled to take possession thereof.
3. The washing of the lessee's vehicles and those belonging to its customers, and the parking of vehicles owned by the lessee's staff on the parking bays is strictly prohibited.
4. Water and electricity utilised on the premises is recoverable by lessor from the lessee.
5. Lessee will be required to pay security deposit in respect of the first month of the lease multiplied by three.
6. Operator must have a point-of-sale system to allow ACSA's RTMS system connection.
7. Submission of Audited Turnover Certificate (ATC) signed by registered Auditor/Accountant is compulsory.
8. Existing stakeholder with outstanding tenant account (more than 30 days) is not permitted to tender unless proof of full payment or settlement is submitted by tender closure date.
9. Turnover rental will be imposed according to operator turnover volumes as per below:
  - Where turnover is less than R250 000 no turnover rental is payable
  - Where turnover is greater than R250 000 and less than R275 000, turnover rental of 26% is payable on the amount greater than R250 000.
  - Where turnover is greater than R275 000 and less than R300 000, turnover rental of 36% is payable on the amount greater than R275 000, plus 26% on the amount between R250 000 and 275 000.
  - Where turnover is greater than R300 000 and less than R300 000, turnover rental of 41% is payable on the amount greater than R300 000, plus 36% on the amount between R275 000 and R300 000, plus 26% on the amount between R250 000 and R275 000.
  - Where turnover is greater than R350 000, turnover rental of 12% is payable on the amount greater than R350 000, plus 41% on the amount of between R300 000 and R350 000, plus 36% on the amount between R275 000 and R300 000, plus 26% on the amount between R250 000 and R275 000.



## Contract Management

1. Bidders have to bid for operating in the airport designated area for valet parking.
2. The number of valet parking opportunities vary per airport based on size and the extent of the valet parking business at the respective airport.
3. The concession period for this bid is for a period of 3 years.
4. The minimum fixed rental will escalate by 10% annually.
5. General Liability Insurance will be compulsory to all successful bidders
  - Public Liability insurance for a limit not less than R10 million, for the duration of the lease
  - Provide proof of insurance to ACSA at the commencement of the lease, and annually when the cover is renewed
6. Bidders will be required to comply with ACSA's RTMS connection to their point of sale system.
7. Bidder should not be in legal dispute with ACSA.
8. A Bidder who will qualify for award at various airports will only be required to enter into a single concession or agreement for all the airports they want to operate in.
9. Bidders are responsible to the cost to security, cleaning and management of their holding area. Bidders will be required to comply with the standard signage rules within the specific area of the airport.
10. Successful bidders will be required to submit their security and safety plans for assessment by the ACSA security division. Bidders are informed that only ACSA approved security contractors can be employed at the airport. The security cost within the valet parking environment will be for the bidders account.
11. Bidders are responsible for the lighting and maintenance of their parking bays. ACSA will be responsible for the common areas.
12. Bidders will be required to conform to the management rules at the airport. Spot fines will be levied for transgressions of these management rules.
13. Bidders will be required to conform to the management rules at the airport. Spot fines will be levied for transgressions of these management rules.
14. The successful bidder will allow ACSA to conduct site inspections at regular intervals or as and when ACSA requires conducting such inspections.
15. The successful bidder shall undertake to make provisions for the ACSA review meetings at intervals to be advised from time to time.
16. In case where bidder request more bays than we can offer, an alternative number of bays or location will be offered. If the bidder does not accept this alternative location or number bays, ACSA will not be obliged to offer the position of the valet parking opportunity, or any other opportunity or any other position, and ACSA will have the right to withdraw the offer of bid award.





### **Expectations from the Operators**

- A valet parking operator should make sure that valet service offered at our airport meets or exceeds customer's expectations.
- They must have strong customer service culture in their organisation since they are first people to greet arriving guest, she/he should be able to set the tone and greatly contribute to customer first impressions.
- Picking up vehicles to designated areas and safely parking them, and hand it over back to the client in good condition.
- Valet operator should have proper recording of parking spots and placing guest's keys in a safe location.
- Quick process of retrieving vehicles when guests are ready to leave.
- Operator should demonstrate a strong customer service skills to interact professionally with customers.
- They should demonstrate their risk management plan on reducing or preventing the risk of liability due to damaged, stolen or vandalized vehicles.
- The operator should ensure that their employees are sufficiently trained with training plans in place.
- All ACSA compulsory stakeholder and customer service training must be attended by successful bidders.
- Branded Company Attire (Uniform): Valet Parking Operator employees must be dressed neatly and be presentable at all times in their branded attire of choice.
- Behaviour conduct: Comply with Airport rules (Safety and Hygiene standards)
- Successful Bidder must comply with all the relevant legislation relating to valet parking and the airport environment.
  - ACSA Environmental Policy and OHS Act
  - ACSA Housekeeping Rules
  - National Road Traffic Act and rules
  - Etc etc

## 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 administrative, functionality, Price and Preference**. 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 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	Stage 6
Mandatory Requirements	Evaluate on Functionality or the technical aspect of the bid	Evaluate Price and Preference	Objective Criteria	Post tender negotiations <b>(where applicable)</b>	Vetting (Security / Credit etc ) <b>Where required</b>

### 3.3 Stage 1: Mandatory Requirements

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.

No.	Mandatory Criteria
1.	Bidder to complete the Pricing Schedules provided in this bid.

### 3.4 Stage 2 Functionality

In determining the bidder's capacity and capability for **commercial/leasing opportunities**, bidders will be evaluated on functionality. Functionality is the terminology used to define the technical ability of the Tenderer, based on experience to operate/execute commercial/leasing opportunities.

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **75 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and Preference. Bidders who fail to achieve **75 points out of 100** will be disqualified and not be eligible for further evaluation.

Functionality Evaluation Summary	
Description of Quality criteria	WQ / POINTS
Operations Plan	35
Staffing	30
Customer Service Procedure	35
<b>TOTAL</b>	<b>100</b>
<b>Bidders who do not score a minimum of 75/100 will be disqualified and not considered further.</b>	

**FUNCTIONALITY CRITERIA DETAILS FOLLOW BELOW:**

## DETAILED FUNCTIONALITY CRITERIA:

#	Evaluation Criteria	Total Weighted Points
1	<b>VALET PARKING OPERATIONS PLAN</b>	<b>35</b>
<p>Describe your Valet Parking Operation (Narrative):</p> <ol style="list-style-type: none"> <li>I. Process of vehicle booking (i.e. electronic, telephonic or walk-in)</li> <li>II. Process of transaction within your kiosk/office environment</li> <li>III. Process of vehicle check-in and check-out (manual or automated)</li> </ol> <p><b>Points will be awarded as follows :</b></p> <ul style="list-style-type: none"> <li>• Operations Plan including all 3 items listed above = 35 points</li> <li>• Operations Plan including 2 of the items listed = 20 points</li> <li>• Operations Plan including one of the items listed = 10 points</li> <li>• Operations Plan not including any of the items listed =0 points (zero)</li> </ul>		

#	Evaluation Criteria	Total Weighted Points
2	<b>KEY PERSONNEL: Operations Manager</b>	<b>30</b>
<p>Indicate experience of the key person that will be your operations manager on site for this Valet Parking tender.</p> <ul style="list-style-type: none"> <li>• Provide a comprehensive CV/resume.</li> <li>• Operations Manager on site must have relevant experience in similar works i.e. Management of Valet Parking Operations</li> <li>• Proof of relevant experience (Example : Name of company, project, position/role, responsibilities and the start and end date) should be included in the Operations Manager's CV).</li> </ul> <p><b>Points will be awarded as follows:-</b></p> <ul style="list-style-type: none"> <li>• More than 2 years relevant experience = 30 points</li> <li>• Between &gt;1– 2 years relevant experience =15 points</li> <li>• Between 6-months - 1 year relevant experience = 10 points</li> <li>• Less than 6 months and where number of years of experience cannot be determined from CV = 0 points (zero)</li> </ul>		

#	Evaluation Criteria	Total Weighted Points
3	<b>CUSTOMER SERVICE PROCEDURE</b>	<b>35</b>
<p><b>Bidder to describe how the following will be addressed: (Narrative)</b></p> <ol style="list-style-type: none"> <li>I. Lost items from the customer vehicle</li> <li>II. Customer complaints about services rendered</li> <li>III. Vehicle not in good condition on inspection when collected.</li> <li>IV. Customer vehicle damaged in the premises of valet parking services provider.</li> </ol> <p><b>Points will be awarded as follows :</b></p> <ul style="list-style-type: none"> <li>• Procedure including all 4 items listed = 35 points</li> <li>• Procedure including 3 of the items listed = 25 points</li> <li>• Procedure including 2 of the items listed = 20 points</li> <li>• Procedure including 1 of the items listed = 10 points</li> <li>• Detailed plan showing none of the items listed = 0 points (zero)</li> </ul>		

***Bidders must score a minimum total of 75 out of 100 points for Functionality in order to be considered for further evaluation.***



### 3.5 Price and Preference (80/20 or 90/10)

This is the final stage of the evaluation process, unless prescribed Objective Criteria is used, and will be based on the PPPFA preference point system. Bidders will be ranked by applying either the preferential point scoring 80/20 for bids with the rand value below R50 million OR 90/10 for bids with the rand value above R50 million, inclusive of all applicable taxes.

**Either the 90/10 or 80/20 preference point system will be applicable in this tender. The highest acceptable tender will be used to determine the accurate system once tenders are received.**

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where:

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

### Evaluation of Preference

ACSA will score specific goals out of 20 or 10 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20 or 10. ACSA will not disqualify the bidder.

See below Specific goals that must be achieved for this bid:

Specific Goals	Score	Score
	10	20
51% owned by Black male and Black women and Black youth and People living with disabilities	10	20
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must be achieved)	8	15
51% owned by Black male or Black women or Black youth or People living with disabilities	6	10
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	4	5
Other	0	0

**Bidder to provide proof to support The Preference Points being Claimed.**

- a) Provide original or certified copy of Valid Sworn Affidavit OR
  - b) Valid B-BBEE Certificate from a SANAS accredited rating agency (together with B-BBEE report)
    - If bidder is a Joint Venture (JV) – a consolidated B-BBEE certificate from a SANAS accredited agency must be provided (together with B-BBEE report)
- as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice
- a) Any other supporting information.

**IN ORDER TO SCORE FOR PREFERENCE POINTS, BIDDER MUST PROVIDE SUPPORTING INFORMATION (PROOF) THAT IS RELEVANT TO THE SPECIFIC GOALS.****Criteria for breaking deadlock in scoring:**

- 1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.  
If two or more tenderers score equal total number of points in all respects, the award must be decided by the drawing of lots.

**PRICING****PRICING INSTRUCTIONS**

- a) The Pricing Schedules form part of and must be read in conjunction with the entire bid document.
- b) Bidders must tender for both office/kiosk and bays in a particular site.
- c) Bid Offer/Prices must be in South African Currency (Rands).
- d) The number of bays being tendered for should be consistent over the 3 years.
- e) Bidders must price in accordance with the pricing schedules provided to enable ACSA to compare priced offers.
- f) Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.
- g) Do not leave any area blank in the pricing schedules.
- h) Bidder's offers that contain correctional fluid will be disqualified.
- i) Corrections must be countersigned.
- j) Should there be any queries regarding the pricing schedule/s, same must be sent in writing via e-mail by the Query Closure Date.
- k) The Bid offer must be inclusive of VAT.
- l) The VAT portion must be indicated separately





## **PRICING SCHEDULES (BID OFFERS)**

Bidder to complete the Pricing Schedule/s for the relevant sites they are tendering for.

## PRICING SCHEDULE 1: OR TAMBO INTERNATIONAL AIRPORT

### PRICING SCHEDULE 1.1

*In case where bidder request more bays than we can offer, an alternative number of bays or location will be offered. If the bidder does not accept this alternative location or number bays, ACSA will not be obliged to offer the position of the valet parking opportunity, or any other opportunity or any other position, and ACSA will have the right to withdraw the offer of bid award.*

OR TAMBO INTERNATIONAL AIRPORT – Bays at Multi- Storey Parking (FOR KIOSK/OFFICE)									
ACSA Minimum Rate in Year one <b>R868.80 per bay</b>									
A	B	C	D	E	F	G	H	I	J
Period	Number of Bays available	Number of Bays being tendered for by Bidder.  <i>(Bidder to bid for a Minimum of 5 bays.)</i>	Annual Escalation %	ACSA's minimum Rate/Bay Excluding VAT	Bidder's Offer Rate/Bay Excluding VAT <i>(Cannot be less than ACSA's minimum rate/bay)</i>	Bidder's Offer Rental per month (Excl Vat) <i>Column C x F</i>	Bidders Annual Rental (Excl VAT) <i>Column G x 12</i>	VAT (15%) <i>Column Hx15%</i>	Bidders Annual Rental (Including VAT) <i>Column H + I</i>
Year 1	82		n/a	R868.80	R	R	R	R	R
Year 2	82		10%	R955,68					
Year 3	82		10%	R1051,24					
<b>Total Including VAT</b>									<b>R</b>

**Bidding Entity/Company:** \_\_\_\_\_

## PRICING SCHEDULE 1.2

*In case where bidder request more bays than we can offer, an alternative number of bays or location will be offered. If the bidder does not accept this alternative location or number bays, ACSA will not be obliged to offer the position of the valet parking opportunity, or any other opportunity or any other position, and ACSA will have the right to withdraw the offer of bid award.*

OR TAMBO INTERNATIONAL AIRPORT – Bays at Engen Garage									
ACSA Minimum Rate in Year one R550,00 per bay									
A	B	C	D	E	F	G	H	I	J
Period	Number of Bays available	Number of Bays being tendered for by Bidder.	Annual Escalation %	ACSA's minimum Rate/Bay Excluding VAT	Bidder's Offer Rate/Bay Excluding VAT (Cannot be less than ACSA's minimum rate/bay)	Bidder's Offer Rental per month (Excl Vat) Column C x F	Bidders Annual Rental (Excl VAT) Column G x 12	VAT (15%) Column H x 15%	Bidders Annual Rental (Including VAT) Column H + I
Year 1	844		n/a	R550,00	R	R	R	R	R
Year 2	844		10%	R605,00					
Year 3	844		10%	R665,50					
<b>Total Including VAT</b>									R

**Bidding Entity/Company:** \_\_\_\_\_



### **PRICING SCHEDULE 1.3: O R TAMBO INTERNATIONAL AIRPORT (ORTIA)**

ACSA will award to the top 15 (maximum) ranked bidders based on the total price in this pricing schedule ( Kiosk/Office and Bays) for ORTIA

No.	ORTIA (Kiosk/Office and Bays)	Price Excluding VAT
1	KIOSK/OFFICE (Bays at MSP) – “ <b>Year 1” Price for 5 bays</b> Excluding VAT	R
2	BAYS (Engen Garage) – “ <b>Year 1” Price for 1 bay</b> Excluding VAT	
<b>Total Excluding VAT</b>		
<b>VAT @ 15%</b>		
<b>TOTAL INCLUDING VAT</b>		

Bidder will be disqualified if the detailed pricing schedules above (1.1 and 1.2) for ORTIA are not completed (as per Mandatory Criteria).

**BIDDING COMPANY/ENTITY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Duly Authorised)

**NAME:** \_\_\_\_\_

## PRICING SCHEDULE 1.4 – ADDITIONAL OFFICE SPACE

**Only Bid for this additional office space if a bid is in place for the bays at MSP bays for kiosk and bays at Engen (Pricing schedules 1.1 , 1.2 ,1.3)**

OR TAMBO INTERNATIONAL AIRPORT – Additional Office Space <i>(Optional)</i>								
ACSA Minimum Rate in Year one R214,54/sqm								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m <sup>2</sup> Excluding VAT	Bidder's Offer Rate/m <sup>2</sup> Excluding VAT (Cannot be less than ACSA's minimum Rate/m <sup>2</sup> )	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	375	n/a	R214,54	R	R	R	R	R
Year 2	375	10%	R235,99					
Year 3	375	10%	R259,59					
<b>Total Including VAT</b>								R

**Bidding Entity/Company:** \_\_\_\_\_



PRICING SCHEDULE 2: CAPE TOWN INTERNATIONAL AIRPORT

PRICING SCHEDULE 2.1

CAPE TOWN INTERNATIONAL AIRPORT – Office/Kiosk 1								
ACSA Minimum Rate in Year one R235.95/sqm								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m² Excluding VAT	Bidder's Offer Rate/m² Excluding VAT (Cannot be less than ACSA's minimum rate/m²)	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	41,7	n/a	R235.95	R	R	R	R	R
Year 2	41,7	10%	R259,55					
Year 3	41,7	10%	R285,50					
Total Including VAT								R

Bidding Entity/Company : \_\_\_\_\_

## PRICING SCHEDULE 2.2

CAPE TOWN INTERNATIONAL AIRPORT – <i>Office/Kiosk 2</i>								
ACSA Minimum Rate in Year one <b>R235.95/sqm</b>								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m <sup>2</sup> Excluding VAT	Bidder's Offer Rate/m <sup>2</sup> Excluding VAT (Cannot be less than ACSA's minimum rate/m <sup>2</sup> )	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	41,7	n/a	R235.95	R	R	R	R	R
Year 2	41,7	10%	R259,55					
Year 3	41,7	10%	R285,50					
<b>Total Including VAT</b>								R

Bidding Entity/Company : \_\_\_\_\_



PRICING SCHEDULE 2.3

CAPE TOWN INTERNATIONAL AIRPORT – Office/Kiosk 3								
ACSA Minimum Rate in Year one R235.95/sqm								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m² Excluding VAT	Bidder's Offer Rate/m² Excluding VAT (Cannot be less than ACSA's minimum rate/m²)	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	47	n/a	R235.95	R	R	R	R	R
Year 2	47	10%	R259,55					
Year 3	47	10%	R285,50					
Total Including VAT								R

Bidding Entity/Company : \_\_\_\_\_





PRICING SCHEDULE 2.4

CAPE TOWN INTERNATIONAL AIRPORT – Office/Kiosk 4								
ACSA Minimum Rate in Year one R235.95/sqm								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m² Excluding VAT	Bidder's Offer Rate/m² Excluding VAT (Cannot be less than ACSA's minimum rate/m²)	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	49,10	n/a	R235.95	R	R	R	R	R
Year 2	49,10	10%	R259,55					
Year 3	49,10	10%	R285,50					
Total Including VAT								R

Bidding Entity/Company : \_\_\_\_\_



PRICING SCHEDULE 2.5

CAPE TOWN INTERNATIONAL AIRPORT – Office/Kiosk 5								
ACSA Minimum Rate in Year one R235.95/sqm								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m² Excluding VAT	Bidder's Offer Rate/m² Excluding VAT (Cannot be less than ACSA's minimum rate/m²)	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	41,7	n/a	R235.95	R	R	R	R	R
Year 2	41,7	10%	R259,55					
Year 3	41,7	10%	R285,50					
Total Including VAT								R

Bidding Entity/Company : \_\_\_\_\_



PRICING SCHEDULE 2.6

CAPE TOWN INTERNATIONAL AIRPORT – Office/Kiosk 6								
ACSA Minimum Rate in Year one R235.95/sqm								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m² Excluding VAT	Bidder's Offer Rate/m² Excluding VAT (Cannot be less than ACSA's minimum rate/m²)	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	41,7	n/a	R235.95	R	R	R	R	R
Year 2	41,7	10%	R259,55					
Year 3	41,7	10%	R285,50					
Total Including VAT								R

Bidding Entity/Company : \_\_\_\_\_

## PRICING SCHEDULE 2.7

*In case where bidder request more bays than we can offer, an alternative number of bays or location will be offered. If the bidder does not accept this alternative location or number bays, ACSA will not be obliged to offer the position of the valet parking opportunity, or any other opportunity or any other position, and ACSA will have the right to withdraw the offer of bid award.*

CAPE TOWN INTERNATIONAL AIRPORT – Bays									
ACSA Minimum Rate in Year one <b>R952.61 per bay</b>									
A	B	C	D	E	F	G	H	I	J
Period	Number of Bays available	Number of Bays being tendered for by Bidder.	Annual Escalation %	ACSA's minimum Rate/bay Excluding VAT	Bidder's Offer Rate/Bay Excluding VAT (Cannot be less than ACSA's minimum rate/bay)	Bidder's Offer Rental per month (Excl Vat) Column C x F	Bidders Annual Rental (Excl VAT) Column G x 12	VAT (15%) Column Hx15%	Bidders Annual Rental (Including VAT) Column H + I
Year 1	743		n/a	R952.61	R	R	R	R	R
Year 2	743		10%	R1047,87					
Year 3	743		10%	R1152,66					
<b>Total Including VAT</b>									<b>R</b>

**Bidding Entity/Company :** \_\_\_\_\_



**PRICING SCHEDULE 2.8: CAPE TOWN INTERNATIONAL AIRPORT (CTIA)**

Bidders are encouraged to bid for more than one kiosk. ACSA will award to the top ranked bidders for each of the kiosks based on the total price of the kiosk and bay in this pricing schedule for CTIA.

No.	CTIA (Kiosk/Office& Bays)	Kiosk 1	Kiosk 2	Kiosk 3	Kiosk 4	Kiosk 5	Kiosk 6
1	KIOSK/OFFICE: <u>Year 1 Price per m²</u> Excluding VAT	R	R	R	R	R	R
2	BAYS: <u>Year 1 Price for 1 bay</u> Excluding VAT						
Total Excluding VAT							
VAT @ 15%							
TOTAL INCLUDING VAT							

Bidder will be disqualified if the detailed relevant pricing schedules above for CTIA are not completed (as per Mandatory Criteria).

BIDDING COMPANY/ENTITY: \_\_\_\_\_

SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_  
(Duly Authorised)

NAME: \_\_\_\_\_



PRICING SCHEDULE 3: KING SHAKA INTERNATIONAL AIRPORT

PRICING SCHEDULE 3.1 : OFFICE/KIOSK

There will be 4 opportunities available for the Office/Kiosk area. Each area is 43,75sqm. Bidder to construct office/kiosk.

KING SHAKA INTERNATIONAL AIRPORT – (Area for Office/Kiosk)								
ACSA Minimum Rate in Year one R235.95/sqm								
A	B	C	D	E	F	G	H	I
Period	Area sqm	Annual Escalation %	ACSA's minimum Rate/m² Excluding VAT	Bidder's Offer Rate/m² Excluding VAT (Cannot be less than ACSA's minimum rate/m²)	Bidder's Offer Rental per month (Excl VAT) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	43,75	n/a	R235.95	R	R	R	R	R
Year 2	43,75	10%	R259,55					
Year 3	43,75	10%	R285,50					
Total Including VAT (Carry over to Summary Pricing Schedule)								R

Bidding Entity/Company : \_\_\_\_\_



PRICING SCHEDULE 3.2

There are a total of 200 bays available for 4 opportunities. A bidder to tender for 50 bays.

KING SHAKA INTERNATIONAL AIRPORT – Bays								
ACSA Minimum Rate in Year one R952.61 per bay								
A	B	C	D	E	F	G	H	I
Period	Number of Bays	Annual Escalation %	ACSA's minimum Rate/m² Excluding VAT	Bidder's Offer Rate Excluding VAT (Cannot be less than ACSA's minimum rate)	Bidder's Offer Rental per month (Excl Vat) Column B x E	Bidders Annual Rental (Excl VAT) Column F x 12	VAT (15%) Column G x 15%	Bidders Annual Rental (Including VAT) Column G + H
Year 1	50	n/a	R952.61	R	R	R	R	R
Year 2	50	10%	R1047,87					
Year 3	50	10%	R1152,66					
Total Including VAT (Carry over to Summary Pricing Schedule)								R

Bidding Entity/Company : \_\_\_\_\_

**PRICING SCHEDULE 3.3: KING SHAKA INTERNATIONAL AIRPORT (KSIA)****SUMMARY PRICING SCHEDULE**

ACSA will award to the top 4 (maximum) ranked bidders based on the total price in this pricing schedule for KSIA

No.	KSIA - Kiosk/Office & Bays	Price Including VAT
3.1	KIOSK/OFFICE <i>(TOTAL Including VAT from Pricing Schedule 3.1)</i>	R
3.2	BAYS <i>(TOTAL Including VAT from Pricing Schedule 3.2)</i>	R
TOTAL INCLUDING VAT		R

Bidder will be disqualified if the detailed pricing schedules (3.1 & 3.2) are not completed (as per Mandatory Criteria).

**BIDDING COMPANY/ENTITY :** \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Duly Authorised)

**NAME:** \_\_\_\_\_





### 3.5 Stage 4 - Objective Criteria Evaluation

In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals (Preference) justify the award to another bidder or ACSA splits the award or cancels the bid, or commercial risks *etcetera*. After price and Preference evaluation, the Bids must be checked to determine compliance with prescribed objective criteria. Objective criteria that will be used in the evaluation of this Bid must be disclosed in the published Bid document and evaluated, failing which ACSA will be bound to award the Bid to the highest points earner on Price and Preference.

***Prescribed Objective Criteria for this bid is as follows:-***

<b>No.</b>	<b>Objective Criteria</b>
<i>i)</i>	<i>Bidder must not have an outstanding debt (more than 30 days) with ACSA.</i>
<i>ii)</i>	<i>A negative outcome on Credit Vetting.</i>
<i>iii)</i>	<i>Bidder should not be in legal dispute with ACSA.</i>

A bidder who presents falsified information will be liable for disqualification.

## SECTION 4: RETURNABLE DOCUMENTS (4.1 / 4.2 / 4.3 /4.5 & Appendix 1)

Document/Information	Completed and/or Submitted ✓ / X
<b>(REFER SECTION 3 – EVALUATION CRITERIA FOR DETAILED REQUIREMENTS)</b>	
<b>4.1 Mandatory Criteria</b>	
Bidder to complete the Pricing Schedules provided in this bid.	
<b>4.2 Functionality Criteria</b>	
a) Operations Plan	
b) Staffing – comprehensive CV of key personnel	
c) Customer Service Procedure	
<b>4.3 PRICE AND PREFERENCE</b>	
<b>4.3.1 Pricing Schedules</b> Bidder to complete the Pricing Schedules for those sites they are bidding for: <ul style="list-style-type: none"> <li>• ORTIA:</li> <li>• CTIA:</li> <li>• KSIA:</li> </ul>	
<b>4.3.2 Preference Returnable</b>	
Bidder to provide proof of Preference points being claimed. <ul style="list-style-type: none"> <li>• Provide original or certified copy of Valid sworn affidavit <b>OR</b></li> <li>• B-BBEE Certificate (and Scorecard) from a SANAS accredited rating agency as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice.</li> <li>• If bidder is a Joint Venture (JV) – a <u>consolidated</u> B-BBEE certificate from a SANAS accredited agency to be provided.</li> <li>• Verifiable medical certificate of report as proof of disability.</li> </ul>	
<b>4.4 Objective Criteria</b>	
Bidder to ensure they meet the Objective criteria as listed in section 3 above.	

OTHER RETURNABLE DOCUMENTS TO BE SUBMITTED – REFER LIST HERE-AFTER.

#### 4.5. OTHER RETURNABLE SCHEDULES, DOCUMENTS AND INFORMATION

RETURNABLE DOCUMENTS/SCHEDULES AND INFORMATION	Completed and/or Submitted ✓ / X
<b>FORM 4.5.1:</b> Certificate of Authority to Sign Tender	
<b>FORM 4.5.2:</b> Certificate of Authority of Joint Ventures (if applicable)	
<b>FORM 4.5.3:</b> Joint Venture (JV) Agreement (If applicable)	
<b>FORM 4.5.4:</b> Record of Addenda to Tender Documents	
<b>FORM 4.5.5:</b> SBD 4 Bidder's Disclosure Form	
<b>FORM 4.5.6:</b> SBD 6.1 Preference Points Claim Form	
<b>FORM 4.5.7:</b> Confidentiality and Non- Disclosure Agreement	
<b>FORM 4.5.8:</b> Declaration of Interest Form and Politically Exposed Persons	
<b>FORM 4.5.9:</b> Insurance Commitment	
<b>FORM 4.5.10:</b> Acceptance of Terms and Conditions of RFP and Bidder's Particulars	
<b>FORM 4.5.11:</b> VAT Questionnaire	
<b>FORM 4.5.12:</b> Debt Acknowledgement	
<b>FORM 4.5.13:</b> Company profile	
<b>FORM 4.5.14:</b> Tax Pin issued by the South African Revenue Services. (ACSA may not award to a bidder whose tax affairs have not been declared to be in order by SARS)	
<b>FORM 4.5.15:</b> Certificate of Incorporation CIPC Registration documents, Partnership Agreement, and/or Registered Trust Document	
<b>FORM 4.5.16:</b> Certified Copies of Identity documents of Directors / Trustees / Members / Shareholders	
<b>FORM 4.5.17:</b> Central Supplier Database Registration Report (CSD) If bidder is a JV, provide a CSD report for the JV.	

<b>RETURNABLE DOCUMENTS/SCHEDULES AND INFORMATION</b> <b>Continued from previous page</b>	<b>Completed and/or Submitted</b> <b>✓ / X</b>
<b>FORM 4.5.18:</b> Letter of Solvency: Bidder to provide a Letter of Solvency from auditors or accountants.	
<b>FORM 4.5.19:</b> Valid Letter of Good Standing issued in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA).	
<b>FORM 4.5.20:</b> Environmental Terms and Conditions EMS048	
<b>FORM 4.5.21:</b> OHS Agreement	
<b>FORM 4.5.22:</b> Occupational Health and Safety Questionnaire	
<b>FORM 4.5.23:</b> This tender Document – fully completed and signed.	

#### **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.



#### **FORM 4.5.1: CERTIFICATE OF AUTHORITY TO SIGN TENDER**

Signatories for close corporations and companies shall confirm their authority by attaching a duly signed and dated original or certified copy of the relevant resolution of their members or their board of directors, as the case may be.



**FORM 4.5.2: CERTIFICATE OF AUTHORITY OF JOINT VENTURES (WHERE APPLICABLE)**

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms . . . . . , authorised signatory of the company . . . . . , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

**Please attach JV agreement stipulation % share of each JV**

NAME OF FIRM	ADDRESS	DULY AUTHORIZED SIGNATORY
Lead partner		Signature: . . . . . Name: . . . . . Designation: . . . . .
		Signature: . . . . . Name: . . . . . Designation: . . . . .
		Signature: . . . . . Name: . . . . . Designation: . . . . .



**FORM 4.5.3: JOINT VENTURE (JV) AGREEMENT (IF APPLICABLE)**

If Applicable, Bidder to attach duly signed JV agreement between the parties.



**Form 4.5.4 RECORD OF ADDENDA TO TENDER DOCUMENTS**

**RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this response for Tenders, amending the Tenders documents, have been taken into account in this response:		
	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		

Attach additional pages if more space is required.





## Form 4.5.5 BIDDER'S DISCLOSURE (SBD4)

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

- 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:

.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



.....

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

- 2.3.1 If so, furnish particulars:

.....

.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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.
- 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.

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



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



#### **Form 4.5.6: SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1**

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

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

### **1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 Either the 90/10 or 80/20 preference point system will be applicable in this tender. The highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals / Preference .
- 1.4 The maximum points for this tender are allocated as follows:

	POINTS	POINTS
<b>PRICE</b>	80	90
<b>SPECIFIC GOALS / PREFERENCE</b>	20*	10*
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>	<b>100</b>

*\*Documented proof is listed on the returnable table above*

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals/preference point allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by Black male and Black women and Black youth and People living with disabilities	10	20		
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	8	15		
51% owned by Black male or Black women or Black youth or People living with disabilities	6	10		
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	4	5		
Other	0	0		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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



☐ State Owned Company  
[TICK APPLICABLE BOX]

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

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....





## **Form 4.5.7: 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]

## 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 a 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;
- 1.1.12 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);
- 1.2 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”.
- 1.3 “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;
- 1.4 “disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.5 “receiving party” – the party receiving confidential information in terms of this agreement;
- 1.6 “the parties” – the Airports Company 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.



- 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 authorised 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 -
- 4.1.3.1 unless it is strictly necessary for the purposes referred to in 2.1 above; and
- 4.1.3.2 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 authorised 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 "**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 the Brand Custodians Office, via email to [brandcustodian@airports.co.za](mailto:brandcustodian@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 **Error! Reference source not found.** 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 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.

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.
- 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\_\_

\_\_\_\_\_  
**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

the signatory warranting that he is duly authorised thereto.

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

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





**AS WITNESSES**

1. \_\_\_\_\_

2. \_\_\_\_\_

**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. \_\_\_\_\_
- 3. \_\_\_\_\_



## Form 4.5.8 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSON

### 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

### 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 / 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

5.1.2.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) 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



**Form 4.5.9. INSURANCE COMMITMENT**

Bidder Acknowledgement

- a. The bidder hereby acknowledges that, in the event of their bid being successful, the necessary insurance requirements shall be met prior to signing of the contract (refer contract document for more insurance information).
- b. The bidder/contractor shall ensure that all potential and appointed Sub-Contractors are aware of ACSA's insurance requirements and enforce the compliance by sub-contractors where applicable.
- c. Proof of insurance must be submitted by the bidder to the satisfaction of ACSA, upon award.

Signed		Date	
Name		Position	
Tenderer			



#### Form 4.5.10: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

**When responding to this bid, the bidder is assumed to have accepted the terms and conditions listed below:**

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

Proposal No: COR7645/2024/RFP

#### 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 **Request for Proposal for the Acquisition of Valet Parking Operators for a period of three (3) years at Airports Company South Africa's, O R Tambo International Airport, Cape Town International Airport and King Shaka International Airport** 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,
- 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) business/working days* calculated from the closing date for Proposal submission.
- 

Thus done and signed at		on this the		day of		202
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Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	



## FORM 4.5.11: VAT QUESTIONNAIRE

**VAT Questionnaire for entities bidding as a partnership, joint venture or consortium (i.e. Body of Persons). The following form is required to be completed by the winning bidder at contracting stage.**

1. Are you bidding as a partnership/ joint venture or consortium? **Yes/No (Mark with X below)**

<b>Yes</b>	<b>No</b>
------------	-----------

2. If you have answered yes to the above question, please provide the following:
- 2.1 A VAT registration certificate in the name of the joint venture, partnership or consortium which includes the VAT registration number of the partnership/joint venture.

Name of the Body of Persons	VAT Number of Body of Persons	Valid registration certificate attached? Yes/No
1.		

ACSA management will use the following link to check your registration. [VendorExactSearch\ 1.0.4 \(sarsefiling.co.za\)](http://VendorExactSearch\ 1.0.4 (sarsefiling.co.za))

3. We recommend that the supplier warrants and represents that, where applicable, it is duly registered for VAT under the VAT Act.
4. Failure to comply with the VAT Act in supplying a valid VAT invoice relating to the Body of Persons will result in Airports Company South Africa SOC Limited being entitled to recover any losses, penalties and interest suffered. Failure includes but is not limited to the invoice having a VAT number that is not registered to the Joint Venture/partnership/consortium i.e. if the VAT number supplied relates to one party of the Body of Persons.

**The below definitions are in relation to the above requirement.**

1. Definitions

1.1 **Person**, as defined in section1(1) of the Value Added Tax Act No 89 of 1991("the VAT Act") – includes a public authority, any municipality, any company, any body of persons (corporate or unincorporated), the estate of any deceased estate or any insolvent person and any trust fund.

The below terms are not defined in the VAT Act and as such, the ordinary meaning has been taken into account:

1.2 **Consortium or Joint Venture** - an arrangement between two or more persons based on an agreement to generally operate a single, limited or defined project. The parties to such an agreement will generally share control of the arrangement and share the product or output of the venture

1.3 **Partnership** - an arrangement between two or more persons based on an agreement. The parties to that arrangement should have the intention to be partners and the essential elements for a partnership being the partners' contributions, a profit objective and joint benefit for the partners must be evident from the agreement.

2. The Law





Section 51 of the VAT Act states that:

- (1) *Subject to the provisions of section 46, where any body of persons, whether corporate or unincorporate (other than a company), carries on or is to carry on any enterprise-*
- a. such body shall be deemed to carry on such enterprise as a person separate from the members of such body;*
  - b. registration of that body as a vendor shall be effected separately from any registration of any of its members in respect of any other enterprise;*
  - c. liability for tax in respect of supplies by that body shall be determined and calculated in respect of the enterprise carried on by it as an enterprise carried on independently of any enterprise carried on by any of its members, and any refund relating to that body's enterprise which is payable in terms of section 44 shall be made to that body; and*
  - d. the duties and obligations imposed by this Act on any vendor or other person shall, as respects the enterprise carried on by that body, be performed by it separately from the duties and obligations imposed on any of its members.*

### 3. Application of the Law

When a body of persons forms a joint venture, partnership or consortium, such a body is treated as a separate legal person for VAT purposes and, is in terms of section 51(1) of the VAT Act ,required to register for VAT with the South African Revenue Services ("SARS")where the body's taxable supplies exceed the registration threshold.

Should the joint venture or partnership or consortium not be registered for VAT, **VAT cannot be levied on any invoice** that will be issued out to Airports Company South Africa for services rendered.

**FORM 4.5.12: DEBT ACKNOWLEDGEMENT**

I ....., as the authorised representative for the

bidder, hereby acknowledge that Bidder (Company/Entity )..... has :

a) **NO** DEBT (more than 30 days) IN ARREARS with ACSA ..... ☐

a) The following DEBT IN ARREARS with ACSA ..... ☐

No.	Debt Description	Airport	Payment Plan (Yes/No)
1			<b><i>N/A ..... Bidder must not have a debt with ACSA that is more than 30 days for this tender.</i></b>
Reason if no payment plan: <b><i>Not Applicable</i></b>  <b><i>N/A ..... Bidder must not have a debt with ACSA that is more than 30 days for this tender.</i></b>			
2			
Reason if no payment plan:  <b><i>N/A ..... Bidder must not have a debt with ACSA that is more than 30 days.</i></b>			



## **Returnable Documents 4.5.13 to 4.5.19**

**Attach Here**

### **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.

**FORM 4.5.20: ACSA Service & Maintenance Contractors**
**Environmental Terms and Conditions to Commence Work - EMS 048**

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

ISSUE	REQUIREMENT
<b>Environmental Policy</b>	ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff.
<b>Storm water, Soil and Groundwater Pollution</b>	<ul style="list-style-type: none"> <li>No solid or liquid material may be permitted to contaminate or potentially contaminate storm water, soil or groundwater resources.</li> <li>Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required.</li> <li>Washing, maintenance and refueling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas.</li> <li>No leaking equipment or vehicles shall be permitted on the airport.</li> </ul>
<b>Air Pollution</b>	<ul style="list-style-type: none"> <li>Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum.</li> <li>Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities.</li> <li>Fires: No open fires shall be permitted on site.</li> </ul>
<b>Noise Pollution</b>	<ul style="list-style-type: none"> <li>All reasonable measures shall be taken to minimise noise generated on site as a result of work operations.</li> <li>The Contractor shall comply with the applicable regulations with regard to noise.</li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>Waste shall be separated as general or hazardous waste.</li> <li>General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible.</li> <li>Under no circumstances shall solid or liquid waste be dumped, buried or burnt.</li> <li>Contractors shall maintain a tidy, litter free environment at all times in their work area.</li> <li>Contractors must keep on file:               <ol style="list-style-type: none"> <li>The name of the contracting waste company</li> <li>Waste disposal site used</li> <li>Monthly reports on quantities – separated into general, hazardous and recycled</li> <li>Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal</li> <li>Copy of waste permit for disposal site</li> </ol> </li> </ul> <p>This information must be available during audits and inspections.</p>



<b>Handling &amp; Storage of Hazardous Chemical Substances (HCS)</b>	<ul style="list-style-type: none"> <li>• All HCS shall be clearly labeled, stored and handled in accordance to Materials Safety Data Sheets.</li> <li>• Materials Safety Data Sheets shall be stored with all HCS.</li> <li>• All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately).</li> <li>• All contractors shall be adequately informed with regards to the handling and storage of hazardous substances.</li> <li>• Contractors shall comply with all relevant national, regional and local legislation with regard to the transport, storage, use and disposal of hazardous substances.</li> </ul>
<b>Water and Energy Consumption</b>	ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.
<b>Training &amp; Awareness</b>	The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.

### Penalties

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be up to or greater than R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate, and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.

I, \_\_\_\_\_ (name & surname) of \_\_\_\_\_

\_\_\_\_\_ (company) agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: \_\_\_\_\_ on this date: \_\_\_\_\_ (dd/mm/yyyy)

at: \_\_\_\_\_ (airport name).

**FORM 4.5.21 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT****AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT (ACT 85 Of 1993) & CONSTRUCTION REGULATION 5.1(k)****OBJECTIVES**

To assist Airport Company South Africa (ACSA) in order to comply with the requirements of:

1. The Occupational Health & Safety (Act 85 of 1993) and its regulations and
2. The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993) also known as the (COID Act).

**To this end an Agreement must be concluded before any contractor/ subcontracted work may commence**

**The parties to this Agreement are:**

<b>Name of Organization:</b> <b>AIRPORTS COMPANY SOUTH AFRICA</b>
<b>Physical Address:</b> <b>GEORGE AIRPORT</b> <b>George</b> <b>6530</b>

**Hereinafter referred to as “Client”**

<b>Name of organisation:</b>
<b>Physical Address:</b>

**Hereinafter referred to as “the Mandatary/ Principal Contractor”**

## MANDATORY'S MAIN SCOPE OF WORK

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<b>GENERAL INFORMATION FORMING PART OF THIS AGREEMENT</b>
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1. The Occupational Health & Safety Act comprises of SECTION 1-50 and all unrepealed REGULATIONS promulgated in terms of the former Machinery and Occupational Safety Act No.6 of 1983 as amended as well as other REGULATIONS which may be promulgated in terms of the Act and other relevant Acts pertaining to the job in hand.
2. "Mandatory" is defined as including as agent, a principal contractor or a contractor for work, but WITHOUT DEROGATING FROM HIS/HER STATUS IN HIS/HER RIGHT AS AN EMPLOYER or user of the plant
3. Section 37 of the Occupational Health & Safety Act potentially punishes Employers (PRINCIPAL CONTRACTOR) for unlawful acts or omissions of Mandatories (CONTRACTORS) save where a Written Agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATARY.
4. All documents attached or refer to in the above Agreement form an integral part of the Agreement.
5. To perform in terms of this agreement Mandatories must be familiar and conversant with the relevant provisions of the Occupational Health & Safety Act 85 of 1993 (OHS Act) and applicable Regulations.
6. Mandatories who utilise the services of their own Mandatories (contractors) must conclude a similar Written Agreement with them.
7. Be advised that this Agreement places the onus on the Mandatory to contact the CLIENT in the event of inability to perform as per this Agreement.
8. This Agreement shall be binding for all work the Mandatory undertakes for the client.
9. All documentation according to the Safety checklist including a copy of the written Construction Manager appointment in terms of construction regulation 8, must be submitted 7 days before work commences.



## THE UNDERTAKING

The Mandatary undertakes to comply with:

### INSURANCE

1. The Mandatary warrants that all their employees and/or their contractor's employees if any are covered in terms of the COID Act, which shall remain in force whilst any such employees are present on the Client's premises. A letter is required prior commencing any work on site confirming that the Principal contractor or contractor is in good standing with the Compensation Fund or Licensed Insurer.
2. The Mandatary warrants that they are in possession of the following insurance cover, which cover shall remain in force whilst they and /or their employees are present on the Client's premises, or which shall remain in force for that duration of their contractual relationship with the Client, whichever period is the longest.
  - a. Public Liability Insurance Cover as required by the Subcontract Agreement.
  - b. Any other Insurance cover that will adequately makes provision for any possible losses and/or claims arising from their and /or their Subcontractors and/or their respective employee's acts and/or omissions on the Client's premises.

### COMPLIANCE WITH THE OCCUPATIONAL HEALTH & SAFETY ACT 85 OF 1993

The Mandatary undertakes to ensure that they and/or their subcontractors if any and/or their respective employees will at all times comply with the following conditions:

1. All work performed by the Mandatary on the Client's premises must be performed under the close supervision of the Mandatary's employees who are to be trained to understand the hazards associated with any work that the Mandatary performs on the Client's premises.
2. The Mandatary shall be assigned the responsibility in terms of Section 16(1) of the OHSAct 85 of 1993, if the Mandatary assigns any duty in terms of Section 16(2), a copy of such written assignment shall immediately be forwarded to the Client.
3. The Mandatary shall ensure that he/she familiarise himself/herself with the requirements of the OHS Act 85 of 1993 and that s/he and his/her employees and any of his subcontractors comply with the requirements.
4. The Mandatary shall ensure that a baseline risk assessment is performed by a competent person before commencement of any work in the Client's premises. A baseline risk assessment document will include identification of hazards and risk, analysis and evaluation of the risks and hazards identified, a documented plan and safe work procedures to mitigate, reduce or control the risks identified, and a monitoring and review plan of the risks and hazards.





5. The Mandatary shall appoint competent persons who shall be trained on any Occupational Health & Safety aspect pertaining to them or to the work that is to be performed.
6. The Mandatary shall ensure that discipline regarding Occupational Health & Safety shall be strictly enforced.
7. Any personal protective equipment required shall be issued by the Mandatary to his/her employees and shall be worn at all times.
8. Written safe working practices/procedures and precautionary measures shall be made available and enforced and all employees shall be made conversant with the contents of these practises.
9. No unsafe equipment/machinery and/or articles shall be used by the Mandatary or contractor on the Client's premises.
10. All incidents/accidents referred to in OHS Act shall be reported by the Mandatary to the Provincial Director: Department of Labour as well as to the Client.
11. No use shall be made by the Mandatary and/or their employees and or their subcontractors of any of the Client's machinery/article/substance/plant/personal protective equipment without prior written approval.
12. The Mandatary shall ensure that work for which the issuing of permit is required shall not be performed prior to the obtaining of a duly completed approved permit.
13. The Mandatary shall ensure that no alcohol or any other intoxicating substance shall be allowed on the Client's premises. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the premises. Anyone found on the premises suspected to be under the influence of alcohol or any other intoxicating substance shall be escorted off the said premises immediately.
14. Full participation by the Mandatary shall be given to the employees of the Client if and when they inquire into Occupational Health & Safety.

## **FURTHER UNDERTAKING**

1. Only a duly authorised representative appointed in terms of Section 16.2 of the OHS Act is eligible to sign this agreement on behalf of the Mandatary. The signing power of this representative must be designated in writing by the Chief Executive Officer of the Mandatary. A copy of this letter must be made available to the Client.
2. The Mandatary confirms that he has been informed that he must report to the Client's management, in writing anything he/she deems to be unhealthy and /or unsafe. He has versed his employees in this regard.
3. The Mandatary warrants that he/she shall not endanger the health & safety of the Client's employees and other persons in any way whilst performing work on the Client's premises.
4. The Mandatary understands that no work may commence on the Client's premises until this procedure is duly completed, signed and received by the Client.
5. Non-compliance with any of the above clauses may lead to an immediate cancellation of the contract.



**ACCEPTANCE BY MANDATARY**

In terms of section 37(2) of the Occupational Health & Safety Act 85 of 1993 and section 5.1(k) of the Construction Regulations 2014,

I .....a duly authorised 16.2 Appointee acting for and on behalf of .....(company name) undertake to ensure that the requirements and the provision of the OHS Act 85 of 1993 and its regulations are complied with.

Mandatory – WCA/ Federated Employers Mutual No.....

Expiry date .....

\_\_\_\_\_  
**SIGNATURE ON BEHALF OF MANDATARY**  
(Warrant his authority to sign)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE ON BEHALF OF THE CLIENT**  
**AIRPORT COMPANY SOUTH AFRICA**

\_\_\_\_\_  
**DATE**

**Form 4.5.22 OCCUPATIONAL HEALTH AND SAFETY QUESTIONNAIRE**

1.	SHE POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT	YES	NO
1.1	Do you have a SHE Policy?		
	Is this signed by the senior executive?		
	Please supply copy of this policy		
1.2	Does a She structure exist in your company?		
	Please provide details		
1.3	Are senior and middle management actively involved in the promotions of SHE?		
	Please provide details e.g.		
	<ul style="list-style-type: none"> <li>Periodical work area inspection</li> </ul>		
	<ul style="list-style-type: none"> <li>Regular Health and Safety meetings with personnel</li> </ul>		
1.4	Are the SHE responsibilities of managers clearly defined?		
	Please provide details		
1.5	Are annual SHE objectives included in your business plan?		
	Please provide example		
1.6	Is your company registered with the Compensation Commissioner? (COLD Act)?		
	If so, please provide registration number		
1.7	Do you have a copy of good standing certificate, confirming that your registration is paid up?		
	If so, please provide copy thereof		
2.	SHE TRAINING	YES	NO
2.1	Is training provided to employees at the following stages?		
	<ul style="list-style-type: none"> <li>When joining the company</li> </ul>		
	<ul style="list-style-type: none"> <li>When changing jobs within the company</li> </ul>		
	<ul style="list-style-type: none"> <li>When new plant or equipment needs to be operated</li> </ul>		
	As a result of experience of and feedback from an accident/ incident reports		
	Are you able to provide proof of specialist training provided?		
	Please state how this can be achieved		

<b>2.2</b>	What formal SHE training is provided specifically to		
	<ul style="list-style-type: none"> <li>First line supervisors</li> </ul>		
	Middle and top management		
	Please describe		
2.3	Are all employees (including sub-contractors) instructed as to the application of rules and regulations?		
	When is this done and how is it achieved?		
2.4	Does this training include the selection, use and care of personal protective equipment?		
2.5	What refresher training is provided and at what intervals?		
	Please list examples		
	Course Title	Target audience	Interval
2.6	Has the person(s) allocated as your SHE advisor followed specific SHE training?		
	Please list most recent courses		
	Does this include refresher training?		
<b>3.</b>	<b>PURCHASE OF GOODS, MATERIALS AND SERVICES</b>		<b>YES</b> <b>NO</b>
3.1	Do you have a system for establishing SHE specifications as part of the assessment of goods, materials and services?		
	Please describe		
3.2	Do you have a system which ensures that all statutory inspection of plant and equipment are carried out?		
	Please give examples of plant /equipment covered		
3.3	Is there record of inspection?		
	Where is it kept?		
	Are you able to supply copies of these inspection records if required?		

3.4	How is plant and equipment, which has been inspected identifies as being safe to use?		
3.5	Do you evaluate the SHE competence of all sub-contractors?		
	Please describe how this is achieved and how the results are monitored		
<b>4.</b>	<b>SHE INSPECTIONS</b>	<b>YES</b>	<b>NO</b>
4.1	Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?		
4.2	Are records of these inspections kept and available?		
4.3	During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to?		
4.4	Are unsafe acts and conditions reported and remedial actions formally monitored?		
	Please provide examples of the above		
<b>5.</b>	<b>RULES AND REGULATIONS</b>	<b>YES</b>	<b>NO</b>
5.1	Do health and safety rules and regulations exist for personnel and sub-contractors?		
	Do these cover		
	• General rules		
	• Project rules		
	• Specific task rules		
5.2	Do these rules include permit to work system (as applicable)		
5.3	Do you have experience of project SHE plans?		
	Please give examples of where these have been used		
5.4	Do you have a formal company guideline for holding pre-contract health and safety meetings with the client?		

6	RISK MANAGEMENT		YES	NO
6.1	Have the following, involved in the execution of your work, been identified?			
	<ul style="list-style-type: none"> <li>Hazards affecting health and safety?</li> </ul>			
	<ul style="list-style-type: none"> <li>The groups of people who might be affected?</li> </ul>			
	<ul style="list-style-type: none"> <li>An evaluation of the risk from each significant hazard?</li> </ul>			
	<ul style="list-style-type: none"> <li>Whether the risks arising are adequately controlled?</li> </ul>			
6.2	Are these findings and assessments recorded?			
6.3	How often are they reviewed?			
	Please list the time frame e.g.    years			
6.4	For what processes/risk is personal protective equipment issued?			
	Process/Risk	Type of PPE		
	Do you have a copy of the issue lists for PPE available on request?			
7	EMERGENCY ARRANGEMENTS		YES	NO
7.1	How do you manage your arrangements for dealing with emergencies?			
	Are these communicated to your sub-contractors?			
7.2	What provision have you made for first aid?			
	E.g. Trained First Aiders			
7.3	What training do you provide to employees in Safety/Fire Fighting?			
	Please list institutions used for these training			
8	RECRUITMENT OF PERSONNEL		YES	NO
8.1	Are health and Safety factors considered when hiring personnel?			
8.2	Are medical examinations carried prior to employment?			
	In all cases			
	Where type of work requires medical examination			



8.3	Do you cover exit medical examination?					
8.4	How do you assess the competence of staff before an appointment is made?					
	E.g. Via trade testing, reference checks					
<b>9.</b>	<b>REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS</b>	<b>YES</b>	<b>NO</b>			
9.1	Do you have a procedure for reporting, investigating and recording accidents and incidents?					
	Please supply a copy					
9.2	Is there a standard report/investigation form used?					
	Please supply a copy					
9.3	Do you have a formal system for reporting situations/near misses etc.?					
	Please provide a copy					
9.4	Please provide the following statistic for the last five years					
	YEAR1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
Lost time accidents per 100 employees						
Major/ Reportable injuries per 100 employees						
Number of dangerous occurrences						
Lost man day due to accidents						
<b>10</b>	<b>HEALTH AND SAFETY COMMUNICATION AND CONSULTATION</b>				<b>YES</b>	<b>NO</b>
10.1	Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?					
10.2	Are the results of these meetings communicated to all employees?					
	If Yes please describe method					



10.3	Are Health and Safety meetings held?		
	At what frequency?		
	Chaired by whom?		
10.4	Do you carry out SHE promotions / campaigns?		
	If Yes please provide examples		

**Declaration**

I/we .....declare that the above information provided is correct.

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Tenderer</b>			





## **SECTION 5: LEASE AGREEMENT/CONTRACT**

**The Lease Agreement/Contract will be made available after tender closing.**