



**MAINTENANCE OF AUTOMATED SWIVEL DOORS,  
AUTOMATIC SLIDING DOORS, ROLLER SHUTTER  
DOORS, BOOM GATES, TURNSTILES, AIRCRAFT GATES,  
AND PERIMETER GATES AT O.R. TAMBO  
INTERNATIONAL AIRPORT FOR A PERIOD OF FIVE (5)  
YEARS**

## TENDERER'S DETAILS

1.	NAME OF TENDERER (BIDDING ENTITY)	
	(FULL NAME, i.e. (CC, (Pty) Ltd, JV, SOLE PROPRIETOR	
.2.	TEL NUMBER	
.3.	FAX NUMBER	
.4.	EMAIL	
5.	NAME OF CONTACT	
6.	NATIONAL TREASURY CSD REGISTRATION NUMBER	

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C4	Site Information
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## C1.1 Forms of Offer and Acceptance

### Offer

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

**MAINTENANCE OF AUTOMATED SWIVEL DOORS, AUTOMATIC SLIDING DOORS, ROLLER SHUTTER DOORS, BOOM GATES, TURNSTILES, AIRCRAFT GATES, AND PERIMETER GATES**

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

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

<b>The offered total of the Prices exclusive of VAT is</b>	
<b>Value Added Tax @ 15% is</b>	
<b>The total offered amount due inclusive of VAT is</b>	

(in words)

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

### for the Contractor

Signature ..... Date .....

Name ..... Capacity .....

(Name and address of organisation) .....

Name and signature of witness ..... signature .....

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

## Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the Contractor's offer. In consideration thereof, the employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Contractor's offer shall form an agreement between the employer and the Contractor upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data and Price List
- Part C3: Service information.
- Part C4: Site information

and schedules, drawings and documents or parts thereof where so indicated.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Contractor and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Contractor shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Contractor receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Contractor (now Contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

### for the Employer

Signature ..... Date .....

Name ..... Capacity .....

**Airports Company South Africa,  
3<sup>rd</sup> Floor ACSA North Wing Offices  
O R Tambo International Airport  
Kempton Park  
1627**

Name of witness ..... signature .....

## Schedule of Deviations

1 Subject .....	
Details .....	..... ..... .....
2 Subject .....	
Details .....	..... ..... .....
3 Subject .....	
Details .....	..... ..... .....
4 Subject .....	
Details .....	..... ..... .....
5 Subject .....	
Details .....	..... ..... .....

By the duly authorised representatives signing this agreement, the employer and the Contractor agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Contractor and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Contractor of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## C1.2 Contract Data

### 1 Precedence in interpretation of the contract:

2 In the event of any ambiguity, inconsistency or conflict between the General Conditions of Contract, Special Conditions, Pricing Data, Service information, or other, the order of precedence shall be as follows:

- Firstly, the Service information (C3) and Annexes thereto shall prevail;
- Secondly the Contract Data (C1.2) and Conditions of Contract;
- Thirdly the General Conditions of Contract;
- Fourthly the Pricing data;
- Lastly any schedules, drawings and other documents included with this agreement.

### 3 General Conditions of Contract

4 The General Conditions of Contract comprise the NEC3 Term Service Contract, April 2013, published by the NEC, and the following "Particular Conditions", which include amendments and additions to such General Conditions.

The following Particular Conditions amplify the General Conditions of Contract and highlight areas in that document that require specific attention.

**Wherein in the contract it is stated no contract data is required accordingly the *conditions of contract* remain unaltered as per NEC3 Term Service Contract, April 2013.**

## C1.2a - Data provided by the *Employer*

Clause	Statement	Data
1	<b>General</b>	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
	dispute resolution Option:	<b>A: Priced contract with price list</b>
		<b>W1: Dispute resolution procedure</b>
		<b>X1: Price Adjustment for inflation</b>
	and secondary Options:	<b>X2: Changes in the law</b>
		<b>X17: Low service damages</b>
		<b>X18: Limitation of Liability (as amended in Option Z)</b>
		<b>X19: Task Order</b>
		<b>X20: Key performance indicators</b>
		<b>Z: Additional conditions of contract</b>
	of the NEC3 Term Service Contract (April 2013)	
10.1	The <i>Employer</i> is:	Airports Company South Africa SOC Limited (ACSA), Registration No 1993/004149/30, VAT no 4930138393, a juristic person incorporated in terms of the company laws of the Republic of South Africa
	Address	O. R. Tambo International Airport Private Bag X1 3 <sup>rd</sup> Floor ACSA North Wing Offices OR Tambo International Airport 1627
	Tel No.	011 921 6911
10.1	The <i>Service Manager</i> is:	<b>TBA</b>
	Address	
	Tel No.	
	e-mail	<u><a href="#">TBA</a></u>
11.2(2)	The <i>Affected Property</i> is	<b>O. R. Tambo International Airport</b>

11.2(13)	The service is	<b>Maintenance of Automated Swivel Doors, Automatic Sliding Doors, Roller Shutter Doors, Boom Gates, Turnstiles, Aircraft Gates, And Perimeter Gates, as more fully set out in section C3 Service Information.</b>
Roller11.2 (14)	The following matters will be included in the Risk Register	<ol style="list-style-type: none"> <li><b>1. Risk of financial loss and/or injury of 3<sup>rd</sup> parties due to the proximity of the service (or of persons providing the service) to all airport users</b></li> <li><b>2. Risk of injury to contract personnel and all airport users due to lifting/moving of heavy objects</b></li> </ol> <p><b>3 Refer to Annexure E for more risks</b></p>
<hr/>		
11.2(15)	The <i>Service Information</i> is in	<b>Part C3: Employer's Service Information and all documents and drawings and other specifications to which it makes reference</b>
12.2	The <i>law of the contract</i> is the law of	<b>the Republic of South Africa</b>
13.1	The <i>language of this contract</i> is	<b>English</b>
13.3	The <i>period for reply</i> is	<b>3 working days</b>
<hr/>		
<b>The Contractor's main responsibilities</b>		<b>Detailed in Part C3 (Service Information)</b>
21.1	The <i>Contractor</i> submits a first plan for acceptance within	<b>8 weeks of the Contract Date</b>
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<b>Time</b>		
30.1	The <i>starting date</i> is	<b>Upon signing of the contract by ACSA</b>
30.2	The <i>Service Period</i> is	<b>Five (5) years after signing of the contract by ACSA or when the amount in the Form of Offer has been expended, whichever occurs first</b>
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<b>Testing and Defects</b>		<b>No data is required for this section of the conditions of the contract</b>
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<b>Payment</b>		
50.1	The <i>assessment interval</i> is on the	<b>between the 1<sup>st</sup> and 15<sup>th</sup> day of each successive month.</b>
51.1	The <i>currency of this contract</i> is the	<b>South African Rand (ZAR)</b>
51.2	The period within which payments are made is	<b>30 days</b>
51.4	The <i>interest rate</i> is	<b>The prime lending rate of the Nedbank Bank, as determined from time to time.</b>

<b>Compensation events</b>		<b>No data is required for this section of the <i>conditions of contract</i>.</b>
<b>Use of Equipment Plant and Materials</b>		<b>No data is required for this section of the <i>conditions of contract</i>.</b>
<b>Risks and insurance</b>		
83.1	The <i>Employer</i> provides these insurances from the Insurance Table	<p>(i) Insurance against loss of or damage to the services, Plant and Materials comprising Contract Works Insurance, SASRIA Special Risks Insurance and Marine &amp; Air Cargo insurance; and</p> <p>(ii) Insurance (Public Liability Insurance) against liability for loss or damage to property (except the services, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) caused by activity in connection with the contract;</p> <p><b>Note:</b> The terms and other matters applicable to these insurances provided by the <i>Employer</i> (and to insurances generally) are detailed in the insurance schedule attached as section C1.5 to the <i>contract</i> ("the Insurance Schedule").</p>
83.1	The <i>Contractor</i> provides these additional insurances	<p><b>Professional Indemnity Insurance</b></p> <p><b>Note:</b> The terms and other matters applicable to this insurance provided by the <i>Employer</i> are likewise detailed in section C1.5 to the <i>contract</i>.</p>
83.2	The minimum amounts of cover or minimum limits of indemnity required for the insurance table	<b>Refer to section C1.5 Insurance Schedule</b>
83.1	The <i>Employer</i> provides these insurances from the Insurance Table	<b>Refer to section C1.5 Insurance Schedule</b>
83.1	The <i>Employer</i> provides these additional insurances	<b>Refer to section C1.5 Insurance Schedule</b>
83.1	The minimum amount of cover for insurance against loss and damage caused by the <i>Contractor</i> to the <i>Employer's</i> property is	<b>Refer to section C1.5 Insurance Schedule</b>
83.1	The minimum amount of cover for loss of or damage to Plant and Materials provided by the <i>Employer</i> is:	<b>Refer to section C1.5 Insurance Schedule</b>
83.1	The minimum amount of cover for insurance in respect of loss of or damage to property (except the	<b>Refer to section C1.5 Insurance Schedule</b>

*Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor's Providing the Service for any one event is:*

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83.1 The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract for any one event is:

**As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Contractor's common law liability for people falling outside the scope of the Act**

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### **Termination**

There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.

### **Data for main Option clause**

#### **A Priced contract with price list**

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20.5 The Contractor prepares forecasts of the final total of the Prices for the whole of the service at intervals no longer than **4 weeks.**

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### **Data for Option W1**

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W1.1	The <i>Adjudicator</i> is	<b>The person selected from the ICE-SA list of Adjudicators by the Party intending to refer a dispute to him</b>
		<b>[ICE-SA is a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ) or its successor body]</b>
W1.2(3)	The <i>Adjudicator nominating body</i> is:	<b>The Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ) or its successor body</b>
W1.4(2)	The <i>tribunal</i> is:	<b>arbitration</b>
W1.4(5)	The <i>arbitration procedure</i> is	<b>The latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body</b>
	The place where arbitration is to be held is	<b>Johannesburg, South Africa</b>
	The person or organization who will choose an arbitrator	<b>The Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body</b>

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### Data for secondary Option

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<b>X1</b>	<b>Price Adjustment for inflation</b>	The index referred to in this clause shall be deemed to refer to the CPI index on the <i>starting date</i> . Price adjustment for inflation shall only take place on contract anniversary
<b>X2</b>	<b>Changes in the law</b>	No data is required for this secondary Option
<b>X17</b>	<b>Low service damages</b>	As per the Service Information (C3) – Annex I section 6
X17.1	The <i>service level table</i> is in	The Service Information, Annex I
<b>X18</b>	<b>Limitation of liability</b>	
X18.1	The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to	<b>Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue</b>
X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to	<b>The total of the Prices</b>
X18.3	The <i>Contractor's</i> liability for Defects due to his design of an item of Equipment is limited to	<b>The total of the Prices</b>
X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> , for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<b>The Contractor's total direct liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the total of the Prices and applies in contract, tort or delict and otherwise to the extent allowed under the law of the contract.</b> <b>The excluded matters are amounts payable by the Contractor as stated in this contract for:</b> <ul style="list-style-type: none"><li>- Loss of or damage to the <i>Employer's</i> property,</li><li>- Defects liability,</li><li>- Insurance liability to the extent of the <i>Contractor's</i> risks</li><li>- death of or injury to a person;</li><li>- infringement of an intellectual property right</li></ul>
X18.5	The <i>end of liability date</i> is	<b>52 weeks after the end of the service period.</b>
<b>X19</b>	<b>Task Order</b>	
X19.5	The <i>Contractor</i> submits a Task Order programme to the <i>Service Manager</i> within	<b>5 days of receiving the Task Order</b>

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X 20.1	The incentive schedule for Key Performance Indicators is in	<b>As per the Service Information (C3) – Annex I section 7</b>
X20.2	A report of performance against each Key Performance Indicator is provided at intervals of	<b>One (1) month</b>

<b>Z</b>	<b>The <i>additional conditions of contract</i> are</b>
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### AMENDMENTS TO THE CORE CLAUSES

**Z1 Interpretation of the law**

**Z1.1 Add to core clause 12.3:** Any extension, concession, waiver, non-enforcement of any terms of the contract or relaxation of any action stated in this contract by the Parties, the *Service Manager*, the, or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

**Z2 Providing the Service: Delete core clause 20.1 and replace with the following:**

The *Contractor* provides the service in accordance with the *Service Information* and warrants that the results of the service, when complete, shall be fit for their intended purpose.

**Z3. Other responsibilities: add the following at the end of core clause 27:**

The *Contractor* shall have satisfied himself, prior to the *starting date*, as to the completeness, sufficiency and accuracy of all information and drawings provided to him as at the *starting date*.

**Z3.2** The *Contractor* shall be responsible for the correct setting out or carrying out of the *service* in accordance with the original points, lines and levels stated in the *Service Information* or notified by the *Service Manager*,. Any errors in the setting or carrying out of the *service* shall be rectified by the *Contractor* at the *Contractor's* own costs.

**Z4. Termination**

**Z4.1 Add the following to core clause 91.1, at the second main bullet, fourth sub-bullet point, after the words "assets or":** "business rescue proceedings are initiated or steps are taken to initiate business rescue proceedings".

**Z5 Ambiguities and inconsistencies: Delete core clause 17 and replace with the following:**

**Z5.1** If there is any ambiguity or inconsistency in or between the documents which are part of this contract, the priority of the documents is in accordance with the following sequence:

- Firstly, the *Service information* (C3) and *Annexes thereto* shall prevail;
- Secondly the *Contract Data* (C1.2) and *Conditions of Contract*;
- Thirdly the *General Conditions of Contract*;
- Fourthly the *Pricing data*;
- Fifth, the *additional conditions of contract* under these *Z clauses*
- Lastly any *schedules, drawings and other documents included with this agreement*.

**Z5.2** The *Service Manager* or the *Contractor* notifies the other as soon as either becomes aware of any such ambiguity or inconsistency in or between the documents which are part of this contract. The *Service Manager* gives an instruction resolving the ambiguity or inconsistency. Notwithstanding any other provision of this contract, any such ambiguity, inconsistency and/or instruction does not automatically result in any increase to the *price list* or any delay to the end of the *service period*.

Z6

**Payment: Add the following at the end of core clause 51:**

**51.5** The *Employer* does not pay interest to the *Contractor* on a late payment resulting from the *Contractor*'s failure to provide the *Employer* with a correctly rendered VAT invoice within the period stated in clause 51.1 above.

**51.5** The *Employer* is entitled to deduct from or set off against any money due to the *Contractor*

- any sum due to the *Employer* from the *Contractor* or
- any amount for which the *Contractor* is liable to pay to the *Employer* (whether liquidated or otherwise) arising under this contract.

**AMENDMENTS TO THE SECONDARY OPTION CLAUSES**

Z7.

**Changes in Law: Add the following clause to secondary option X2 as X2.2:**

Z7.1

A change in law is defined as:

Z7.1.1

the adoption, enactment, promulgation, coming into effect, repeal, amendment, reinterpretation, change in application or other modification after the starting date of any law, excluding (i) the promulgation of any bill, unless such bill is enacted into the *law of the country*, and (ii) any such modification in law relating to any taxes, charges, imposts, duties, levies or deductions that are assessed in relation to a person's income;

Z7.1.2

any permit being terminated, withdrawn, amended, modified or replaced, other than (i) in accordance with the terms upon which it was originally granted, (ii) as a result of the failure by the *Contractor* to comply with any condition set out therein, or (iii) as a result of any act or omission of the *Contractor*, any subcontractor or any affiliate to the *Contractor*.

Z8.

**Performance Bond: The following amendments are made to clause X13:**

Z8.1

**Amend the first sentence of clause X13.1 to read as follows:** The *Contractor* gives the *Employer* an unconditional, on-demand performance bond, provided by a bank or insurer which the *Service Manager* has accepted in his or her discretion, for the amount stated in the Contract Data and in the form set out in Section C1.4 of this Contract Data.

Z8.2

**Add the following new clause as Option X13.2:** The *Contractor* ensures that the performance bond is valid and enforceable until the end of the *service period*. If the terms of the performance bond specify its expiry date and the end of the *service period* does not coincide with such expiry date, four weeks prior to the said expiry date, the *Contractor* extends the validity of the performance bond until the end of the *service period*. If the *Contractor* fails to so extend the validity of the performance bond, the *Employer* may claim the full amount of the performance bond and retain the proceeds as cash security.

Z9

**Limitation of liability: Insert the following new clause as Option X18.6:**

Z9.1

The *Employer*'s liability to the *Contractor* for the *Contractor*'s indirect or consequential loss or damage of any kind is limited to R0.00.

Z9.2

Notwithstanding any other clause in this contract, any proceeds received from any insurance or any proceeds which would have been received from any insurances but for the conduct of the *Contractor* shall be excluded from the calculation of the limitations of liability listed in the contract.

## ADDITIONAL Z CLAUSES

**Z10 Cession, delegation and assignment**

The *Contractor* shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*, which consent shall not be unreasonably withheld. This clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or final) of the *Contractor*.

**Z10.2** The *Employer* may, on written notice to the *Contractor*, cede and delegate its rights and obligations under this contract to any person or entity.

**Z11 Joint and several liability**

If the *Contractor* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the *Employer* for the performance of this Contract.

**Z11.2** The *Contractor* shall, within 1 week of the starting date, notify the *Service Manager* and the *Employer* of the key person who has the authority to bind the *Contractor* on its behalf.

**Z11.3** The *Contractor* does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the *Employer*.

**Z12. Ethics**

**Z12.1** The *Contractor* undertakes:

**Z12.1.2** not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;

**Z12.1.2** to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the *Employer* is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.

**Z12.2** The *Contractor*'s breach of this clause constitutes grounds for terminating the *Contractor*'s obligation to Provide the Service in accordance with the procedures stated P2, P3 or P4 in core clause 92.2 or taking any other action as appropriate against the *Contractor* (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.

**Z12.3** If the *Contractor* is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuities, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the *Employer*, the *Employer* shall be entitled to terminate the contract in accordance with the procedures stated in core clause 92.2, the amount due on termination is A1.

**Z13 Confidentiality**

**Z13.1** All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the *Contractor* and shall not be used or divulged or published to any person not being a party to this contract, without the prior written consent of the *Service Manager*, whose consent shall not be unreasonably withheld.

**Z13.2** If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the *Service Manager*.

**Z13.3** This undertaking shall not apply to –

**Z13.3.1** information disclosed to the employees of the *Contractor* for the purposes of the implementation of this contract. The *Contractor* undertakes to ensure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;

**Z13.3.2** information which the *Contractor* is required by law to disclose, provided that the *Contractor* notifies the *Employer* prior to disclosure so as to enable the *Employer* to take the appropriate action to protect such information. The *Contractor* may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;

**Z13.3.3** information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time);

**Z13.4** The taking of images (whether photographs, video footage or otherwise) of the *services* or *Affected Property* or any portion thereof, in the course of providing the *services* or at the end of the service period requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*.

**Z13.5** The *Contractor* ensures that all his Subcontractors abide by the undertakings in this clause.

**Z14** ***Employer's Step-in rights***

**Z14.1** If the *Contractor* defaults by failing to comply with its obligations in terms of this contract and fails to remedy such default within two (2) weeks of the notification of the default by the *Service Manager*, the *Employer*, without prejudice to its other rights, powers and remedies under the contract, or at law may remedy the default either, itself or procure a third party (including any subcontractor or supplier of the *Contractor*) to do so on its behalf. The reasonable costs of the *Employer* exercising its step-in rights in respect of any subcontractor or supplier of the *Contractor* shall be borne by the *Contractor*.

**Z14.2** The *Contractor* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Contractor* under the contract or otherwise for and/or in connection with the *works*) and generally does all things required by the *Service Manager* to achieve this end

**Z15** ***Liens and Encumbrances***

**Z15.1** The *Contractor* keeps the Equipment used to Provide the Service free of all liens and other encumbrances at all times. The *Contractor*, vis-a-vis the *Employer*, waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and ensures that his Subcontractors similarly, vis-a-vis the *Employer*, waive all liens they may have or become entitled to over such Equipment from time to time

**Z16** ***Intellectual Property***

**Z16.1** Intellectual Property ("IP") rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret, other intellectual or industrial property rights, technical information and concepts, know-how, specifications, data, formulae, computer programs, memoranda, scripts, reports, manuals, diagrams, drawings, prototypes, drafts and any rights to them created during the performance of the service and include applications for and rights to obtain or use any such intellectual property whether under South African or foreign law.

**Z16.2** IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the service.

**Z16.3** The *Contractor* gives the *Employer* an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the service for the purposes of constructing, repairing, demolishing, operating and maintaining the service or the *Affected Property*.

**Z16.4** The written approval of the *Contractor* is to be obtained before the *Contractor's* IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any *Contractor's* IP available to any third party the *Employer* shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the *Employer* would use to protect its IP.

**Z16.5** The *Contractor* shall indemnify and hold the *Employer* harmless against and from any claim alleging an infringement of IP rights (“**the claim**”), which arises out of or in relation to:

**Z16.5.1** the *Contractor's* service;

**Z16.5.2** the use of the *Contractor's* Equipment, or

**Z16.5.3** the proper use of the *Affected Property* on which the service is provided.

**Z16.6** The *Employer* shall, at the request and cost of the *Contractor*, assist in contesting the claim and the *Contractor* may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.

**Z17.** **Dispute resolution: The following amendments are made to Option W1:**

**Z17.1** **Under clause W1.3, in the fourth row of the first column of the adjudication table, the following words are added after the words “any other matter”: “excluding disputes relating to termination of the contract”.**

**Z17.2** **The following clauses are added at the end of clause W1.3 as sub-clauses (12) and (13) respectively:**

**Z17.2.1** “The Adjudicator shall decide the dispute solely on the written submissions of the parties. No oral submissions shall be heard during adjudication.”

**Z17.2.2** “Disputes relating to or arising from termination of the Contract shall not be determined by an adjudicator. Any such dispute shall be referred directly to the tribunal in accordance with the procedures set out in clause W1.4.”

**Z18** **Day:**

**Z18.1** Any reference to a day in terms of this contract shall be construed as a calendar day.

**Z19** **Safety:**

**Z19.1** The *Employer*, *Service Manager* or any of his nominated representatives may stop any unsafe service. The *Contractor* does not proceed with the relevant service until the safety violation is corrected. This instruction to stop or not to start the service is not a compensation event.

**Z19.2** As stipulated by section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 (**OHS Act**) as amended the Contractor agrees to the following:

**Z19.2.1** As part of the contract, the *Contractor* acknowledges that it is an *Employer* in its own right with duties as prescribed in the OHS Act, as amended and agrees to ensure that all work performed, or equipment and materials used, are in accordance with the provisions of the OHS Act.

**Z19.2.2** The *Contractor* furthermore agrees to comply with the requirements set forth by the *Service Manager* and agree to liaise with the *Employer* should the *Contractor*, for whatever reason, be unable to perform in terms of the clause Z18.

**Z19.3** The *Contractor* acknowledges that it is an *Employer* in its own right and is registered with duties as prescribed in the Compensation for Occupational Injuries & Diseases Act No. 130 of 1993.

## C1.2 b - DATA PROVIDED BY THE CONTRACTOR

Clause	Statement	Data
10.1	The Contractor is (Name):	
	Company Registration Number	
	Company VAT Number	
	Address	
11.2	The <i>working areas</i> are	See C3 'Service Information'
11.2(8)	<b>The direct fee percentage is:</b>	..... <b>10%</b>
	<b>The subcontracted fee percentage is:</b>	..... <b>10%</b>
24.1	The Contractor's <i>Key people</i> are:	<b>CV's to be appended to Resource Proposal (Annex F)</b>
<b>1</b>	<b>SITE MANAGER/SUPERVISOR</b>	
	Name:	
	Qualifications relevant to this contract	
<b>2</b>	<b>Technician # 1</b>	

Name:

Qualifications relevant to this  
contract

Experience

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**3      Technician # 2**

Name:

Qualifications relevant to this  
contract

Experience

---

**4      Technician # 3**

Name:

Qualifications relevant to this  
contract

Experience

---

**5      Assistant Technician # 1**

Name:

Qualifications relevant to this  
contract

Experience

---

**6 Assistant Technician # 2**

Name:

Qualifications relevant to this  
contract

Experience

---

**7 Assistant Technician # 3**

Name:

Qualifications relevant to this  
contract

Experience

---

**8 Other**

Name:

Qualifications relevant to this  
contract

Experience

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11.2 The following matters will be 1.  
included in the Risk Register

2.

3.

4.

5.

6.

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# C1.3 Occupational Health and Safety Agreement

## 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:**

**Name of Organization:**

**AIRPORTS COMPANY SOUTH AFRICA  
O R Tambo INTERNATIONAL AIRPORT**

**Physical Address:**

**Airport Company South Africa  
OR Tambo International Airport  
ACSA Building, 4th Floor**

**Hereinafter referred to as “Client”**

**Name of organisation:**

**Physical Address:**

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

**MANDATORY'S MAIN SCOPE OF WORK**


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**GENERAL INFORMATION FORMING PART OF THIS AGREEMENT**

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. "Mandatary" 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 Mandataries (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 MANDATORY.
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 Mandataries 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 Mandatary 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 Mandatary 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 OHSAct 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 MANDATORY**

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 MANDATORY**  
(Warrant his authority to sign)

**DATE**

---

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

**DATE**

## C1.4 Forms of Securities

**No performance bond or parent company guarantee is required in this contract**

**Pro forma Performance Bond – Demand Guarantee (for use with Option X13)** (to be reproduced exactly as shown below on the letterhead of the Bank providing the Bond / Guarantee)

**Airports Company South Africa SOC Limited**  
**Reg. No 1993/004149/30 VAT no 4930138393**  
**O R Tambo International Airport**  
**Private Bag X1**  
**3rd Floor ACSA North Wing Offices**  
**OR Tambo International Airport**  
**1627**

Bank reference No.

Date:

Dear Sirs,

**Performance Bond – Demand Guarantee for [insert name of Contractor] required in terms of contract [insert Contractor's contract reference number or title]**

1. In this Guarantee the following words and expressions shall have the following meanings:-

1.1	“Bank” means	[Insert name of Bank], [●] Branch, Registration No. [●]
1.2	“Bank’s Address” means	[Insert physical address of Bank]
1.3	“Contract” means	the written agreement relating to the Service, entered into between the Employer and the Contractor on or about the [●] day of [●] 20[●] (Contract Reference No. [●]) as amended, varied, restated, novated or substituted from time to time;
1.4	“Contractor” means	[●] a company registered in accordance with the laws of [●] under Registration No [●].
1.5	“Employer” means	Airports Company South Africa SOC Limited, a company registered in accordance with the laws of the Republic of South Africa under Registration Number 1993/004149/30
1.6	“Expiry Date” means	the earlier of <ul style="list-style-type: none"> <li>• the date that the Bank receives a notice from the Employer stating that all amounts due from the Contractor as certified in terms of the contract have been received by the Employer and that the Contractor has fulfilled all his obligations under the Contract, or</li> <li>• the date that the Bank issues a replacement Bond for such lesser or higher amount as may be required by the Employer.</li> </ul>
1.7	“Guaranteed Sum” means	the sum of R[●], ([●] Rand)
1.8	“Service” means	Maintenance of Automatic Sliding doors, Boom gates, Turnstiles, Aircraft gates, and Perimeter gates at O.R. Tambo International Airport for a period of 36 months set out in the Section C3, Works Information

2. At the instance of the Contractor, we the undersigned \_\_\_\_\_ and \_\_\_\_\_, in our respective capacities as \_\_\_\_\_ and \_\_\_\_\_ of the Bank, and duly authorized thereto, confirm that we hold the Guaranteed Sum at the disposal of the Employer as security for the proper performance by the Contractor of all of its obligations in terms of and arising from the Contract and hereby undertake to pay to the Employer, on written demand from the Employer received prior to the Expiry Date, any sum or sums not exceeding in total the Guaranteed Sum.
3. A demand for payment under this guarantee shall be made in writing at the Bank's address and shall:
  - be signed on behalf of the Employer by a director of the Employer;
  - state the amount claimed ("the Demand Amount");
  - state that the Demand Amount is payable to the Employer in the circumstances contemplated in the Contract.
4. Notwithstanding the reference herein to the Contract the liability of the Bank in terms hereof is as principal and not as surety and the Bank's obligation/s to make payment:
  - is and shall be absolute provided demand is made in terms of this bond in all circumstances; and
  - is not, and shall not be construed to be, accessory or collateral on any basis whatsoever.
5. The Bank's obligations in terms of this Guarantee:
  - shall be restricted to the payment of money only and shall be limited to the maximum of the Guaranteed Sum; and
  - shall not be discharged and compliance with any demand for payment received by the Bank in terms hereof shall not be delayed, by the fact that a dispute may exist between the Employer and the Contractor.
6. The Employer shall be entitled to arrange its affairs with the Contractor in any manner which it sees fit, without advising us and without affecting our liability under this Guarantee. This includes, without limitation, any extensions, indulgences, release or compromise granted to the Contractor or any variation under or to the Contract.
7. Should the Employer cede its rights against the Contractor to a third party where such cession is permitted under the Contract, then the Employer shall be entitled to cede to such third party the rights of the Employer under this Guarantee on written notification to the Bank of such cession.
8. This Guarantee:
  - shall expire on the Expiry Date until which time it is irrevocable;
  - is, save as provided for in 7 above, personal to the Employer and is neither negotiable nor transferable;
  - shall be returned to the Bank upon the earlier of payment of the full Guaranteed Sum or expiry hereof;
  - shall be regarded as a liquid document for the purpose of obtaining a court order; and
  - shall be governed by and construed in accordance with the law of the Republic of South Africa and shall be subject to the jurisdiction of the Courts of the Republic of South Africa.
  - will be invalid and unenforceable if any claim which arises or demand for payment is received after the Expiry Date.
9. The Bank chooses *domicilium citandi et executandi* for all purposes in connection with this Guarantee at the Bank's Address.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

For and on behalf of the Bank

Bank Signatories(s)

.....	.....
.....	.....
.....	.....
.....	.....

Name(s) (printed)

Witness(s)

Bank's seal or stamp

## C1.5 Insurance Schedule

### ***Summary of Terms and other Matters Applicable to Employer Provided Insurance***

#### **Part 1:**

##### Notes to Schedule:

- The provision of insurance by the *Employer* does not limit the obligations, liabilities or responsibilities of the *Contractor* under this contract in any way whatsoever (including but not limited to any requirement for the provision by the *Contractor* of any other insurances).
- Unless specifically otherwise stated, capitalised terms in this schedule (other than *Employer*, *Contractor* and *works* where written in italics) have the meaning assigned to them in the relevant policy of insurance.
- This Insurance Schedule is a generic term sheet generally applicable to the Employer's projects. In the circumstances:
  - If this Insurance Schedule reflects the amount of any cover provided by the *Employer* to be higher than the amount required in the Contract Data, the *Employer's* obligation under this Contract is limited to the lower amount; and
  - If this Insurance Schedule provides for any cover which is not stated to be provided by the *Employer* in the Contract Data, the *Employer's* obligation under this Contract is limited to the cover stated in the Contract Data.
- [The terms governing the Employer provided policies of insurance are the terms detailed in the policies themselves. This schedule is merely a summary of the key terms. It is the responsibility of the tenderer to obtain copies of the policies and satisfy itself of the actual terms as required by the tenderer.]

#### **Part 2:**

##### **ACSA Maintenance Contracts Insurance Clause.**

##### **Insurance Affected by the Employer.**

Notwithstanding anything elsewhere contained in the Contract and without limiting the obligations liabilities or responsibilities of the Contractor in any way whatsoever (including but not limited to any requirement for the provision by the Contractor of any other insurances) the Employer shall effect and maintain as appropriate in the joint names of the Employer, Contractors and Sub-Contractors, Consultants and Sub-Consultants the following insurances which are subject to the terms, limits, exceptions and conditions of the Policy:

- a) **PUBLIC LIABILITY Insurance** – which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of **R 100 million** in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause. The policy will be subject to a Deductible of **R25 000** for Property Damage claims only but **R250 000** where Loss or Damage involves Aircraft.
  - (i) The Employer shall pay any premium due in connection with the insurance affected by the Employer.
  - (ii) The Contractor shall not include any premium charges for this insurance except to the extent that he may deem necessary in his own interests to effect supplementary insurance to the insurance effected by the Employer. The Employer reserves the

right to call for full information regarding insurance costs included by the Contractor.

(iii) Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer.

(iv) In the event of any occurrence which is likely to or could give rise to a claim under the insurances arranged by the Employer the Contractor shall:

- (A) in addition to any statutory requirement or other requirements contained in the Contract immediately notify the Employer's Insurance Broker or the Insurers by telephone or telefax giving the circumstances nature and an estimate of the loss or damage or liability
- (B) complete a Claims Advice Form available from the Insurance Brokers to whom the form must be returned without delay.
- (C) negotiate the settlement of claims with the Insurers through the Employer's Insurance Brokers and shall when required to do so obtain the Employer's approval of such settlement.

The Employer and Insurers shall have the right to make all and any enquiries to the site of the Works or elsewhere as to the cause and results of any such occurrence and the Contractor shall co-operate in the carrying out of such enquiries.

(v) The Contractor will be liable for the amount of the Deductible (First Amount Payable in respect of any claim made by or against the Contractor or Sub-Contractors under the insurances effected by the Employer.

Where more than one Contractor is involved in the same claim the Deductible will be borne in pro-rata amounts by each Contractor in proportion to the extent of each Contractor's admitted claim.

(vi) Any amount which becomes payable to the Contractor or any of his Sub-Contractors as a result of a claim under the Contact Works Insurance shall if required by the Employer be paid net of the Deductible to the Employer who shall pay the Contractor from the proceeds of such payment upon rectification repair or reinstatement of the loss or damage but this provision shall not in any way affect the Contractor's obligations liabilities or responsibilities in terms of the Contract.

In respect of any amount which becomes payable as a result of a claim under any Public Liability Insurance the Contractor or his Sub-Contractors shall be required to pay the amount of the Deductible to the Insurer to facilitate settlement of such claim.

### **Insurance Affected by the Contractor.**

Without in any way detracting from any requirements contained elsewhere in this contract the Contractor and Sub-Contractors shall where applicable, provide as a minimum the following:

- (a) INSURANCE OF CONTRACTORS EQUIPMENT (including tools offices and other temporary structures and contents) and other things (except those intended for incorporation into the Works) brought onto the Site for a sum sufficient to provide for their replacement.
- (b) Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as may be amended or in terms of any similar Workers Compensation and Unemployment Insurance enactment's in the Suppliers' or Sub Supplier's operational, manufacturing or assembly locations.
- (c) Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity.
- (d) Public Liability Insurance for an amount sufficient to cover the Contractors obligations in terms of the Deductible of **R25 000 or R250 000** as stated above.
  - i. The insurances to be provided by the Contractor and his Sub-Contractors shall:

- (A) be affected with Insurers and on terms approved by the Employer.
- (B) be maintained in force for whatever period the perils to be insured by the Contractor are at risk (including any defects liability period during which the Contractor is responsible for the care of the Works)
- (C) submit to the Employer the relevant Policy or Policies of Insurance or evidence acceptable to the Employer that such insurances have been affected.

ii. In the event that the Contractor or his Sub-Contractor receives any notice of cancellation or restrictive modification to the insurance provided to them they shall immediately notify the Employer in writing of such cancellation or restriction and shall advise what action the Contractor or his Sub-Contractor will take to remedy such action.

If the Contractor fails to effect and keep in force the insurances referred to then the Employer may effect and keep in force any such insurances and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount paid by the Employer from any monies due or which may become due to the Contractor or recover same as a debt from the Contractor.

### **Sub-Contractors**

The Contractor shall:

- a) ensure that all potential and appointed Sub-Contractors are aware of the whole contents of this clause, and
- b) enforce the compliance by Sub-Contractors with this clause where applicable."

## C2.1 Pricing assumptions: Option A

### 5 The *conditions of contract*

#### How work is priced and assessed for payment

Clause 11 in NEC3 Term Service Contract, April 2013 (TSC3) core clauses and Option A states:

**Identified and defined terms** 11.1  
11.2

(12) The Price List is the *price list* unless later changed in accordance with this contract.

(17) The Price for Services Provided to Date is the total of

the Price for each lump sum item in the Price List which the *Contractor* has completed and

where a quantity is stated for an item in the Price List, an amount calculated by multiplying the quantity which the *Contractor* has completed by the rate.

(19) The Prices are the amounts stated in the Price column of the Price List. Where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.

This confirms that Option A is a priced contract where the Prices are derived from a list of items of service which can be priced as lump sums or as expected quantities of service multiplied by a rate or a mix of both. Where it is contemplated that the Price List represents the type of work, quantity and cost thereof which may or not be selected by the Employer, it is important to ensure that service items listed do not create liability on a daily basis if that is not the intention. For example, if the service is maintenance of an installation on an ad hoc or call-off basis which may require the Contractor to be on standby but not permanently on the Affected Property, avoid listing service items which may be treated as preliminary and general (P&Gs) items, whether fixed or time-related such as contractual requirements, establishing on site, offices, storage, ablutions, water supplies, power supply, telecommunications. The Price List should align with the intention of the contract and selection of Option X 19 should be considered. If the Contractor is required to price P&G items ensure that the tender, contract and Price List provides clearly that daily charges are applicable only as necessitated by the specific activity and authorised by the Service Manager. Particular care should be taken when utilising SANS 1200 as a guide for tenderers or for preparing templates for Price Lists in tenders. Avoid referring to the Price List as the Activity Schedule.

#### Function of the Price List

Clause 54.1 in Option A states: "Information in the Price List is not Service Information". This confirms that instructions to do work or how it is to be done are not included in the Price List but in the Service Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Service in accordance with the Service Information". Hence the *Contractor* does **not** Provide the Service in accordance with the Price List. The Price List is only a pricing document.

#### Link to the *Contractor's* plan

Clause 21.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on each plan which he submits for acceptance". Hence when compiling the *price*

*list*, the tendering contractor needs to develop his first clause 21.2 plan in such a way that operations shown on it can be priced in the *price list* and result in a satisfactory cash flow in terms of clause 11.2(17).

## Preparing the *price list*

It will be assumed that the tendering contractor has read Pages 14, 15 and 76 of the TSC3 Guidance Notes before preparing the *price list*. Items in the *price list* may have been inserted by the *Employer* and the tendering contractor should insert any additional items which he considers necessary. Whichever party provides the items in the *price list* the total of the Prices is assumed to be fully inclusive of everything necessary to Provide the Service as described at the time of entering into this contract.

1 As the *Contractor* has an obligation to correct Defects (core clause 42.1) and there is no compensation event for this unless the Defect was due to an *Employer's* risk, the lump sum Prices and rates must also include for the correction of Defects.

2 If the *Contractor* has decided not to identify a particular item in the *price list* at the time of tender the cost to the *Contractor* of doing the work must be included in, or spread across, the other Prices and rates in the *price list* in order to fulfil the obligation to complete the service for the tendered total of the Prices.

3 There is no adjustment to lump sum prices in the *price list* if the amount, or quantity, of work within that lump sum item of service later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the Prices is as a result of a compensation event. See Clause 60.1.

4 Hence the Prices and rates tendered by the *Contractor* in the *price list* are inclusive of everything necessary and incidental to Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk.

5 The Contractor does not have to allow in his Prices and rates for matters that may arise as a result of a compensation event. It should be noted that the list of compensation events includes those arising as a result of an *Employer's* risk event listed in core clause 80.1.

## Format of the *price list*

(From page 76 of the TSC3 Guidance Notes)

Entries in the first four columns in the *price list* in section C2.2 are made either by the *Employer* or the tendering contractor.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tendering contractor enters the amount in the Price column only, the Unit, Expected Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for an item of work which is the rate for the work multiplied by the quantity completed, the tendering contractor enters the rate which is then multiplied by the Expected Quantity to produce the Price, which is also entered.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected Quantity column.

## C2.2 Price List

The following Activity Schedule is provided "as-is" for the benefit of the Contractor. ACSA (the Employer) cannot guarantee that it is complete in all respects. The Contractor is responsible for providing an Activity Schedule which is accurate, complete and in accordance with their proposal. Also, refer to C3 (Service information) for activities that need to be priced. Only items listed in this Activity Schedule may be billed to the Employer.

ACSA reserves the right to vary all the activities according to the rates given in this contract.

### Part 1 - Activity Schedule

Item no.	Activity Description	Frequency	Quantity (per 12 months)	Amount (per single item)	Total (per 12 months)
<b>Preliminary and General</b>					
1	Airport permits and parking fees – provisional sum	Once off	1	R1 800.00	R1 800.00
2	Parking fees (to be reimbursed on invoice presentation)	monthly	12		
3	ACSA required insurance	monthly	12		
4	Other 1 specify:				
5	Other 2 specify:				
<b>Total Preliminary &amp; General</b>					R
<b>Maintenance &amp; Inspections - Automated Sliding Doors and Automated swivel doors</b>					
6	Daily Inspections	Daily	sum		
7	Quarterly Preventative Maintenance	Quarterly	sum		
8	Semi-Annual Preventative Maintenance	Six Monthly	sum		
<b>Maintenance &amp; Inspections - Roller Shutter Doors</b>					
9	Daily Inspections	Daily	sum		
10	Quarterly Preventative Maintenance	Quarterly	sum		
11	Semi-Annual Preventative Maintenance	Six Monthly	sum		
<b>Maintenance &amp; Inspections - Boom gates and Turnstile</b>					
12	Daily Inspections	Daily	sum		
13	Quarterly Preventative Maintenance	Quarterly	sum		
14	Semi-Annual Preventative Maintenance	Six Monthly	sum		
<b>Maintenance &amp; Inspections - Aircraft gates and perimeter gates</b>					
15	Daily Inspections	Daily	sum		
16	Quarterly Preventative Maintenance	Quarterly	sum		
17	Semi-Annual Preventative Maintenance	Six Monthly	sum		
<b>*Other</b>					
18	Other1 specify:				
19	Other 2 specify:				

20	Other 3 specify:				
	<b>Total Maintenance &amp; Inspections</b>				
Total	<b>Sub-total A (Total Preliminary &amp; General + Total Maintenance &amp; Inspections)</b>				R

*\*The above activity schedule is minimum work required and the contractor as the subject expect matter on these services they are bidding for shall fill in any other activity with prices for "other" activities which they deem necessary to achieve the set out comes on availability, reliability, maintainability, MTTR, MTBF, legislative and all other targets set in this contract. Should an alternative not be presented, the offer will be deemed as the contractor's optimal proposal for which they will be liable for.*

*\*\*All rates for all activities including diagnostic and repair shall include all required tools, software, hardware and consumables (including all applicable specialized tools and software, hardware and consumables) Onus is on the contractor to price correctly).*

*\*\*\*It is noted that the required labour resources and skills for this contract is not prescribed in detail. The contractor is fully responsible to ensure that labour resources remain adequate and competent in order to maintain required service levels, system performance levels and according to all applicable laws and regulations. The Tenderer shall also ensure that all required maintenance is catered for as per the Original Equipment Manufacturer in the pricing above.*

*\*\*\*\*Incentives and Low service damages will be applicable as per the Low service damages table*

**Labour rates and Mark-up**

Any work not included under part 1 shall be deemed additional work or non-scheduled items and will be charged at the following rates:

**Activity Schedule – part 2 (Labour rates and Mark-up - Breakdowns)**

Any work not included under part 1 shall be deemed additional work or non-scheduled items and will be charged at the following rates:

\*All rates to exclude vat. Subject to mutual agreement between ACSA and the Contractor, the number of staff allocated to the contract may be increased/decreased to cater for special needs that may arise from time to time.

Labour rates shall include all personnel insurance, holidays with pay, incentive bonuses.

**Note:** No labour shall be charged for travel or travelling. Labour time shall be calculated for the time spent on site.

Call out rate must include all required travelling and the **first hour on site**.

i) **LABOUR RATES: (to be filled in)**

Item	Description	Normal hours(R/hour)	After hours (R/hour)	
			Saturday	Sunday/public holiday
1	Site Manager			
2	Technician			
3	Technician assistant			
4	Other specify:			
5	Other specify:			

**Detail requirements regarding staff**

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. Staff must have experience and applicable competencies as per OEM and all legislations in the maintenance and/or installation of Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates. The Contractor shall continuously ensure that all staff is knowledgeable on all equipment relating to the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates.

Note the following minimum below:

**SITE MANAGER/TECHNICIAN**

- Must be in a permanent employee of the company
- The ability to prepare comprehensive reports, sign off all maintenance records and verify that the systems are safe and fit for use on monthly basis
- Should have working experience in the maintenance and/or installation of Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates,

and perimeter gates or similar works

### **TECHNICIAN /TECHNICIAN ASSISTANT**

- Must be in a permanent employee of the company.
- Properly trained and competent in category of work that he is required to perform.
- Should have working experience in the maintenance and/or installation of Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates or similar works.

*Note the following minimum below as per standardised Mechanical resources per infrastructure:*

Site supervisor	<ul style="list-style-type: none"> <li>• SAQA Accredited trade test (Fitter/Millwrights)</li> <li>• Any OHS Training certificate</li> </ul>	<ul style="list-style-type: none"> <li>• 2 yrs experience in the maintenance of industrial shutter doors</li> <li>• 2 yrs experience in OHS</li> <li>• 2 Yrs supervisory experience</li> </ul>
Technician	<ul style="list-style-type: none"> <li>• SAQA Accredited trade test Millwright</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Yrs experience in maintenance and installation of industrial shutter doors</li> </ul>
Assistant	Mechanical N2	1 Yr experience in maintenance of mechanical systems

### **ii) CALL OUT FEE**

#### **NOTE:**

- All rates for all activities including diagnostic and repair shall include all required tools, software, hardware and consumables (including all applicable specialized tools and software, hardware and consumables) Onus is on the contractor to price correctly.
- All \*call out\* shall include all applicable travelling, all personnel insurance, holidays with pay, incentive bonuses etc. Labour laws and all applicable laws shall be followed by the contractor.
- Call outs are not chargeable during working hours technician/artisan/assistants or any applicable resource are on site.
- Call outs are not chargeable during working hours' technician/ assistants are on site (04:00 – 24:00)
- The contractor will be compensated according to the contractor's repair rate provided in the below table B and it is subject to discussion with the service manager due to external factors that are beyond the contractor's control (some of the internal and external factors are listed in Annex T).
- Call-out remuneration is applicable to activities falling out of preventative maintenance activities that were supposed to be done by the contractor, thus ACSA will not pay for breakdown which are due to preventative maintenance negligence by the contractor.

### **iii) SPARES and MARK -UP**

\***Spares** will be managed using ACSA's manual inventory management system.

The manual inventory management system will include but not limited to;

- Conducting and submission of monthly and quarterly stock count to the Service Manager by the contractor,
- Keeping up-to-date inventory cards by the contractor,
- Management of spares movement by the contractor,
- Keeping an up-to-date inventory file (purchase order and request, work order, delivery note, stock count records, etc.).
- Ensure safety and security of the storeroom by the contractor as per space given to them.
- The space for spare storage shall be allocated by ACSA to the contractor and can be a shared space as per space availability.
- Management of inventory by the contractor as per ACSA inventory procedure

**Spares:**

Description	Total (excluding VAT)
<b>Subtotal B- provisional sum for spares</b>	<b>900 000-00</b>

**Mark-up (third party procured items/services)****Contractor to complete**

Value of Item or Services	**Mark-up (Contractor to fill in)	Spares amount for budget purposes *Z*	Total mark-up values to be budgeted- (Contractor to fill in) = (*Z*x Y)
R0 - R2,000	%	R2 000.00	
R2,001 - R5,000	%	R5 000.00	
R5,001 - R10,000	%	R10 000.00	
R10,001 +	%	R73 000.00	
<b>Sub-total C (Third party Mark-up)</b>			R
(Note: Should be part of the form of offer and acceptance)			

<sup>b</sup>Cost shall be net cost (excluding VAT) of parts delivered to site with all discounts deducted.

*\*The inserted amount \*Z\* are for budgeting purposes. The Total mark-up amount in the table is not guaranteed, but the mark-up will be applicable on third party quotations as per requirements of the system. Thus, the contractor will be held accountable to the mark-up filled in this table.*

*\*\*The mark-up will be applicable to the total of the third-party quotation not on a single line items in a quotation.*

Spares and sub – contractors work will be charged at cost plus mark-up. VAT shall not form part of mark-up calculations. Cost shall be net cost (excluding VAT) of parts supplied to site with all discounts deducted.

The spares list must be prepared based on tenderers best current spares prices (excl. VAT). The actual costs of spares will be reimbursed on submission of invoices and suppliers supporting documents.

**Contract value**

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

**Maintenance Of Automatic Sliding Doors, Boom Gates, Turnstiles, Aircraft Gates, And Perimeter Gates at O.R. Tambo International Airport for A Period Of 36 Months**

Description	Total (excluding VAT)
Sub-total A (Total Preliminary & General + Total Maintenance & Inspections)	R
Sub-total B (Spares provisional sum)	R 900 000
Sub-total C (Third-party Mark-up)	R
<b>1-year estimated contract value Sub -Total D</b>	<b>R</b>

**Expenditure over Five -year contract including CPI yearly price adjustments (As per Statistic SA)**

Description	Total (excluding VAT)
<b>Sub-Total D: Year 1</b>	R
<b>Sub-Total E: Year 2 (year 1 plus CPI escalation*)</b>	R
<b>Sub-Total F: Year 3 (year 2 plus CPI escalation*)</b>	R
<b>Sub- Total G: Year 4 (year 3 plus CPI escalation*)</b>	R
<b>Sub- Total H: Year 5 (year 4 plus CPI escalation*)</b>	R
<b>5 – Year estimated contract value (**Grand Total I)</b>	R

\*Contract values will be increased/decreased per the current index stipulated in Statistic SA – Consumer Price Indices - all income groups. **6% escalation should be used for illustrative purposes.**

**\*\*Grand Total I (i.e. Total maintenance cost for the duration of the contract) must be carried to the form of offer and acceptance**

***The values in this table/contract are not guaranteed, payment will be done as per approved work/activity done and assessments in this contract.***

# C3 Service Information

## DESCRIPTION OF THE WORKS

### Employer's objectives

The objective is to provide a call out service of the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates infrastructure at OR Tambo International Airport in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general safety and aviation related legislation. The Contractor will be appointed directly by the Airports Company of South Africa.

The Contractor will maintain all the automatic sliding doors, boom gates, turnstiles, Aircraft Gates and Perimeter Gates at OR Tambo International Airport. The specifications and requirements in this document comprise the description of the Works. The Contractor will be appointed directly by the Airports Company of South Africa.

The onus is on the contractor to provide assurance that competent persons would be carrying all tasks in accordance with all the applicable standards, OEM requirements, procedures, regulations and legislative requirements.

### Scope of work (OPEX)

The Contractor will maintain all the **Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates** infrastructure which is located on the landside and airside of **OR Tambo International Airport and Aviation Park**. The specifications and requirements in this document comprise the description of the Service.

### Equipment Life Span

- ❖ The life span of the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates is 5 years (refer to **Annex C** for the list and life span)
- ❖ The life span of the aircraft gates, and perimeter gates is 20 years (refer to **Annex C** for the list and life span)
- ❖ The list of equipment commissioning dates has been provided in **Annex B**.

### OEM Requirements

The O.E.M recommended the below preventive maintenance for the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates:

- ❖ Quarterly maintenance
- ❖ Bi- annual maintenance
- ❖ Annual Maintenance

ACSA: O.R Tambo international Airport has since implemented daily inspections for the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates.

### Condition of the plant

The maintenance history of the equipment has been logged with ACSA Integrated maintenance centre.

- ❖ The list breakdowns and faults experienced and the estimated time for repair on the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates are listed on **Annexure H**.
- ❖ The preventative maintenance previously performed on the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and

perimeter gates are listed on **Annex F**, for the actual work orders with tasks, ACSA Integrated maintenance centre can be contacted to issue actual.

- ❖ A sample of root cause analysis on the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates has been attached on **Annex G**. Also, the root cause analysis must be performed, and the Root cause analysis form completed by the contractor and handed over to ACSA service manager after each breakdown.

#### Site Information

- ❖ The Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates are located at on the airside and landside at O. R. Tambo International Airport (refer to Annexure A for a full list of equipment).
- ❖ The airport layout and site information has been provided on **Annex D**.

#### Minimum work requirements and Legislations:

The maintenance of Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates shall as minimum conform to the following Procedure and or other legislative references (Gazetted Standards or OHS Regulations):

- ❖ ACSA maintenance procedure for Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates - as provided in **Annex N**.
- ❖ The preventative maintenance previously performed on the Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates are listed on **Annex F**, for the actual work orders, ACSA Integrated maintenance centre can be

Note: above is the list of minimum regulations and legislative requirements that the contractor needs to adhere to as mandatory requirements (**work should be carried out by competent people as prescribed in the law and shall be auditable by the employer at any given time**)

#### Access to site

- ❖ Airside training and permit should be completed and issued before accessing airside and commencement of work.
- ❖ AVOP training and permit should be completed and issued before the commencement of work for personnel driving required to drive on airside.
- ❖ Permission must be obtained from ACSA operations and IMC before an equipment can handed over to the contractor for works and such arrangements must be done prior and timeously.

#### Site Restrictions

- ❖ Airside training and permit should be completed and issued before accessing airside and commencement of work.
- ❖ AVOP training and permit should be completed and issued before the commencement of work for personnel driving required to drive on airside
- ❖ The safety file should be completed and approved by the safety department before commencement of work. The safety file is a living document and must be continuously updated with all requirement as specified by law. Also, will be auditable from time to time.
- ❖ Personal Protective Equipment should be issued before the commencement of work.

#### **Risk**

The are some of the risks identified but not limited to the below and to **Annex E** list.

#### **Current Guarantees and warranties to be maintained:**

- ❖ Annex W - N/A

#### **Extent of the works**

The Contractor will be fully responsible for meeting all requirements in this document regarding the Works.

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

Where, such a need is mutually agreed between the Contractor and the Employer, the Employer shall put in place a "Hotline" (i.e. 24-hour telephonic support by product specialist) agreement with the relevant OEM. In this event the Contractor shall be responsible that such Hotline services are always operational and available, but all costs in this regard shall be carried by the Employer. The Contractor shall NOT add any mark-up to any Hotline related expenses. A "Hotline" agreement shall typically ensure that problems relating to system controls are promptly rectified. It is intended that Hotline agreements will be in place with OEMs for PLC related controls and computerised control systems.

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

The Contractor shall always remain responsible to ensure that the on-site staff compliment and maintenance regime is sufficient to maintain the service levels and system performance indicators as stipulated in the Annexes. Should the Contractor not be able to maintain adequate system performance indicators due to constraints caused by the Employer, it shall be timeously reported, in writing, to the Contract Manager. Refer to the Annexes for the required system performance indicators.

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

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. The Contractor shall continuously ensure that all staff is knowledgeable and dependable in passenger loading bridges maintenance activities/procedures in the area. The Contractor shall further ensure that any staff member reasonably suspected of partaking in criminal activities is immediately removed from site and his permit returned to and/or cancelled at the ACSA Permit Office.

All work shall be performed within the required Response Times – as stipulated in the Annexes. Any breakdown impacting on operations shall be attended-to until restored to good reliable condition. No breakdown may be left unattended or incomplete for the next day or shift. All repair work shall carry a defect free be guaranteed for a period of 3 months after completion of work.

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

The Contractor will be responsible for keeping spares levels up to a sufficient quantity and standard as to comply with the requirements of this contract and will charge the Employer accordingly. All spares will be charged according to the Activity Schedule. The Contractor shall arrange for the spares room. The Contractor shall keep the spares room in a neat and clean state and an updated spares list will always be available on-site. Spares will be neatly arranged and easily locatable via an appropriate index on the spares list. Wherever practicable, a notice will be placed on the rack, next to the spare part, as to where the part is used in the installation. A resource will be dedicated to ensuring that spares are effectively managed and scrapped parts and waste removed from site. The space for spare storage shall be allocated by ACSA to the contractor and can be a shared space as per space availability.

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

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

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

#### **Location of the works**

The Works are located at O. R. Tambo International Airport at various locations – mostly in controlled areas. It is crucial for the Contractor to note that O. R. Tambo International Airport is a National Key Point and governed as such.

### **PROCUREMENT**

#### **Preferential procurement procedures**

##### **Requirements**

The Contractor will respect OEM warranties to the Employer always when procuring spare parts, products or 3<sup>rd</sup> party services. It will be the Contractor's sole responsibility to ensure that OEM warranty requirements are adhered to always.

Where Contractors use or quote on spare parts of a lower quality than recommended by the OEM, or parts not recommended by the OEM, this shall be clearly indicated to the Service Manager on the quotation. This also implies that the Contractor must build relationships with the various key OEM's.

The Contractor must adhere to all airport requirements regarding fire, health and safety when procuring replacement conveyor belts and/or other equipment or spares.

No casual labour (i.e. "off the street" labour) may be employed by the Contractor unless pre-arranged with the Employer. Whenever this is required, the Contractor shall come to a suitable arrangement with the Employer regarding sourcing and screening of such individuals.

## **Subcontracting**

No part of this Contract may be subcontracted unless with written approval from the Employer. the Employer shall be under no obligation to grant such approval. Should any part of this Contract be subcontracted, the Contractor will be responsible for all Works (or failure to affect the Works) as if it was done so by the Contractor.

## **MANAGEMENT**

### **Management of the works**

#### **Particular / generic specifications**

All work shall conform to all relevant SANS standards, OHS ACT regulations and all other legislation that might be relevant to this Contract and the execution thereof.

All work shall be carried out in accordance with prevailing industry norms and best practice and will always comply with OEM requirements.

#### **Planning and programming**

All maintenance work shall be scheduled, and a roster presented to the Service Manager at the end of the preceding month. Work shall be scheduled in a manner as not to interfere with any normal airport operations.

Normal airport operational hours shall be **from 04:00 to 24:00** for every day of the year.

As a **minimum** requirement, the Contractor shall roster **scheduled** preventative maintenance activities.

Maintenance teams will attend to scheduled preventative maintenance, non-scheduled maintenance and breakdown maintenance. The Contractor must ensure that no scheduled maintenance work is carried over to the following week.

All Preventative Maintenance shall be scheduled, at least, to the requirements of the annexures (The Contractor must ensure that sufficient allowances for all these items are made with his/her pricing in the Activity Schedule.)

#### **Methods and procedures**

The Contractor must accept and respect the fact that the Airport is continuously undergoing construction and improvement and that a variety of stakeholders are involved in the Employer's business. Therefore, within reason and with prior arrangement with the Contractor, the Employer might require the following from time to time:

- Assisting with emergency repairs on
- Assisting with airport operations Re-scheduling of work to accommodate other contractors
- Allowing access and providing assistance to OEM suppliers to correct defects on equipment and/or systems
- Checking on other contractors in order to reduce risk to passenger loading bridges
- Pointing out services to consultants or other contractors
- Providing access to other contractors
- Attending co-ordination and planning meetings
- Removing rubble and/or equipment from site
- Training of ACSA operators and/or technicians
- Training of check-in of passenger loading bridges staff
- Providing of system data and/or statistics to ACSA
- Recommending improvements on maintenance procedures
- Recommending improvements on operational procedures
- Co-operating with ACSA Security relating to security issues
- Safe / legal disposal of used and irreparable spares

The Service Manager may instruct operational and works procedures to the Contractor as might be required from time to time. The Contractor will instruct his/her staff accordingly and implement measures to ensure that these procedures are strictly adhered to.

### **Quality plans and control**

All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the Contractor will be expected to draft quality plans for the Service Manager from time to time. Emphasis must be on improving system reliability and on ensuring that rostered maintenance work is indeed performed as and when required.

### **Environment**

The Contractor will keep noise and dust levels to a minimum. At no time, shall his/her work result in nuisance, interference or danger to the public or any other person working at the Airport.

At no time, shall the Contractor:

- allow any pollutive or toxic substance to be released into the air or stormwater systems
- interfere with, or put at risk, the functionality of any system or service
- cause a fire or safety hazard

### **Format of communications**

Work instructions, daily check sheets, monthly maintenance reports, inventory reports, breakdown reports, exception reports, etc. will all be in a format as agreed with the Service Manager.

### **Key personnel**

A schedule of key personnel for this Contract (as per the Schedules) will be provided to the Service Manager at commencement of this Contract. This will, as a minimum, include all persons from technician level to management level. For the full duration of this Contract, none of these persons will be replaced by a person of lesser ability or qualification. All on-site staff leaves shall be reported and agreed with the Service Manager.

### **Management meetings**

The Contractor will be expected to attend meetings relating to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make all required persons available for these meetings. The Contractor shall not submit claims for payment for staff attending any of these meetings.

### **Electronic payments**

The Contractor should arrange with the Employer's finance department for making all payments electronically.

### **Daily records**

The Contractor shall keep accurate daily records of staff attendance, maintenance work, safety inspections and exception reports. Records shall be available for scrutiny by the Service Manager at any time. All records shall be in a format as agreed with the Service Manager.

### **Monthly reports**

When invoicing, the Contractor shall ensure that all required reports for the corresponding month are attached to the monthly invoice. This will include monthly reports on but not limited to:

1. system availability (averaged per week)
2. maintenance work (including % of scheduled maintenance work completed)
3. daily checks performed
4. maintenance plan for the next month
5. the latest spares inventory
6. Assets register up to date including equipment data
7. Root cause analysis records

8. Safety/Environmental or legislative issues and compliance
9. Outstanding maintenance issues

The Contractor shall keep copies of all reports and records for at least 3 years. All reports shall be in a format as agreed with the Service Manager from time to time.

#### **Permits**

The Contractor shall not be compensated for costs relating to the Employer's required permits, or for labour/time spent in obtaining it. An allowance must be made in the Activity Schedule in this regard.

The Contractor must ensure that he/she is, always, familiar with the Employer's safety and security requirements relating to permits for no work to be delayed as a result thereof. This will include the permit application process.

Note that (within reason) the Contractor will have no claim against the Employer if a permit request is refused.

The following table is not all inclusive, but is provided for illustration purposes:

<b>Permit</b>	<b>Required by/for</b>	<b>Department</b>
AVOP – Airside Vehicle Operator permit	All drivers of vehicles on airside	ACSA Safety
Airside Vehicle Permit	All vehicles that enter airside	ACSA Safety
Basement Parking permit	All vehicles allowed to enter the delivery basement	ACSA Parking
Personal permit	All persons employed on the airport	ACSA Security
Cell phone permit	All persons taking cell phones to airside	ACSA Security
Lap top permit	All persons taking lap top computers to airside	ACSA Security
Camera permit	All persons taking cameras or camera equipment to airside	ACSA Security
Hot Works Permit	All welding and/metal cutting work	ACSA Safety

Proof of having attended the airside induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.

#### **Proof of compliance with the law**

The Service Manager may at any time request from the Contractor reasonable proof that the Contractor is in compliance with a law or regulation.

#### **Health and safety**

##### **Health and safety requirements and procedures**

The Service Manager shall be entitled to fine the Contractor low service damages for each non-conformance to Health and Safety matters. This shall not transfer any of the Contractor's responsibilities in this regard to the Employer by any means.

The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The Contractor is expected to sign the undertaking in this regard as attached in the annexes.

It shall be the Contractor's responsibility to ensure that all relevant labour and safety legislation is adhered to in rostering staff.

All persons on company premises shall obey all health and safety rules, procedures and practices. NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request from the ACSA Safety Department.

All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Service Manager.

The Contractor's Workmen's Compensation fees must be up to date. A copy of the Contractor's WCA registration shall be produced on request.

The following areas in the company are declared as "HOT WORKS PERMIT" areas:

All airside areas

All basement areas

All areas accessible to the public

All enclosed areas

The terminal building

*Any process in the above-mentioned areas involving open flames, sparks, or heat shall be authorised by the issue of a permit to work - obtainable from the ACSA Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.*

Safety equipment shall be used where applicable (e.g. safety, goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.

All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time

No person shall perform an unsafe / unhygienic act or operation whilst on Company premises.

No unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.

The Company reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any costs or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag and pockets. Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.

The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.

At no time, must the Contractor interfere with, or put at risk, the functionality of any Sprinklers and/or fire prevention system. Care must also be taken to prevent fire hazards.

The Contractor is required to issue all staff with standard uniforms. This shall as a minimum include steel-tipped safety shoes/boots, overalls (clearly marked with Contractor's company logo) and numbered reflective jackets (also clearly marked with Contractor's company logo, the team members unique personnel number in a font size to be instructed by the Service Manager). All costs relating to uniforms shall be for the Contractor's account.

### **Cell phones and two-way radios**

Use of cell phones on airside is **not** permitted unless the user is in possession of an appropriate Airport permit for the device. Cell phone permit issuing authority lies with the ACSA Security department.

The Contractor will **not** be allowed to use two-way radios at the Airport unless these radios are of the type, model and frequency range as approved by the ACSA IT department.

### **Protection of the public**

The Contractor shall take special care in order not to harm or endanger the public in any way. Work shall be sufficiently hoarded and guarded to safeguard children and the general public from injury relating to machinery, work or other.

### **Barricades and lighting**

Where hoarding, barricades or lighting is required in the execution of the Works, the Contractor shall provide same at his/her own expense. Hoarding, barricades and lighting shall comply with industry accepted norms and standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works.

### **Enterprise and Supplier Development Initiatives**

It is a requirement of this project that the successful tenderer enters into a contract (either through partnership, joint ventures or sub-contractors) with Targeted Enterprise(s) as defined in the Contract Data to perform a minimum of Thirty percent (30%) of the tendered contract value.

Tenderers must state transformation deliverables that are both achievable and measurable as the successful tenderer will be required to issue comprehensive monthly reports in response to this tender requirement. The monthly report will be assessed by ACSA's Internal Transformation Committee, which is accountable for implementation of ACSA's Transformation initiatives.

#### **C3.2.1 Definition of a Targeted Enterprise**

A registered built environment professional firm contracted (either by Joint Venture, partnership or sub-contracting) by the tenderer to perform a specified percentage of work stated in the Contract Data under the guidance of the tenderer and which complies with the following:

- a) does not share equity holding with the tenderer; and
- b) is registered in terms of the Company's Act, 2008 (Act No. 71 of 2008) or Close Corporation Act, 1984 (Act No. 69 of 1984); and
- c) is registered with the South African Revenue Service; and
- d) is at least an Exempted Micro Enterprise (EME) with a B-BBEE Status of "Level One "Contributor", as defined in the Amended Codes of Good Practice for measuring Broad-based Black Economic Empowerment (published in Government Gazette No. 36928 on 11 October 2013) or?
- e) is at least a Qualifying Small Enterprise (QSE) with a B-BBEE Status of "Level One? Contributor", as defined in the Amended Codes of Good Practice for measuring Broad-based Black Economic Empowerment (published in Government Gazette No.36928 on 11 October 2013).
- f) has entered into a written relationship agreement of co-operation and assistance with the tenderer for the duration of the contract.

#### **C3.2.2 Participation of Targeted Enterprise(s)**

The involvement of Targeted Enterprise(s) in the project management, manufacturing and testing is a mechanism to broaden the economic share of the national spend on engineering services and a means to hasten and improve the transfer of technical skills.

The percentage specified for Targeted Enterprise shall be applicable to the management, manufacturing and testing aspects of the project.

#### **C3.2.3 Transformation monthly reporting**

The tenderer shall report monthly and provide the following documents:

- The skill development or transferred during the month in question and
- The progress of the targeted enterprises skill development.
- Proof of payment to the target enterprise

#### **C3.2.4 Sanctions for non-compliance with the transformation proposal**

In the event that the tenderer does not meet the specified target of work value to the Targeted Enterprise, ACSA shall levy a penalty. The penalty payable is 50% of the value by which the cumulative value of the payments to the Targeted Enterprise fails to meet the specified percentage. The Targeted Enterprise(s) shall not be allowed to sub-contract any work that forms part of the specified participation percentage.

**ANNEXES to C3 (Service information)**

<b>Title</b>	<b>Annex number</b>	<b>Applicable or N/A</b>
Schedule of Equipment	Annex A	Applicable
Equipment commissioning dates	Annex B	N/A
Equipment life span	Annex C	N/A
Site information	Annex D	Applicable
Risk assessment	Annex E	Applicable
Previous completed PMs	Annex F	N/A
Root cause analysis	Annex G	Applicable
Estimated times for breakdowns/faults	Annex H	Applicable
Key Performance Indicators	Annex I	Applicable
OHS Act Appointment by Contractor	Annex J	Applicable
Minimum Maintenance Programme	Annex K	Applicable
Environmental Terms and Conditions	Annex L	Applicable
Maintenance of Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates Spares List	Annex M	Applicable
ACSA maintenance procedure for Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates	Annex N	Applicable
Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates – standard operating procedure	Annex O	N/A
Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates – Electrical lockout procedure	Annex P	N/A
O.R. Tambo International Airport – operating instruction for Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates	Annex Q	N/A
Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates - Fire Emergency procedure	Annex R	N/A
IMCC procedure	Annex S	Applicable
Internal and external factors outside the contractor's control	Annex T	Applicable
ACSA Mechanical Standardised Minimum: legal requirements and minimum competency requirements	Annex U	Applicable
ACSA Inventory management procedure	Annex V	Applicable
Guarantees and warrantees to be maintained	Annex W	N/A

## ANNEX A

SCHEDULE OF EQUIPMENT

The tender must note that this is a close estimate of the number of equipment and systems on site.

**Equipment****Table 1 - List of Access Boom gates**

<b>Location</b>	<b>Entrance</b>	<b>Exit</b>	<b>Estimated age</b>	<b>Current condition</b>
<b>Airside</b>			5 years	Good
Northgate 1	1	1	5 years	Good
Northgate 2	0	0	5 years	Good
Jet Centre	0	0	5 years	Good
Super South	2	2	5 years	Good
Northern Perimeter Road (between ATNS & Jet Centre)	1	1	5 years	Good
Safair Gate	2	2	5 years	Good
ATNS (first entrance)	1	2	5 years	Good
ATNS (second gate)	1	1	5 years	Good
Charlie Gate	1	1	5 years	Good
<b>Terminal</b>			5 years	Good
<b>Multi Storage Parkade 1</b>			5 years	Good
Ground Floor	2	4	5 years	Good
Level 1			5 years	Good
Level 2	3	7	5 years	Good
Level 3	2	4	5 years	Good
Level 4	3	5	5 years	Good
<b>Multi Storage Parkade 2</b>			5 years	Good
Level-B2	2	6	5 years	Good
Level-B1	2	6	5 years	Good
Level 0	2	6	5 years	Good
Level 1	2	6	5 years	Good
Level 2	2	6	5 years	Good
Level 3	2	6	5 years	Good
Level 4	2	6	5 years	Good
Level 5	2	4	5 years	Good
<b>Shade parking</b>			5 years	Good
Shade 1	2	4	5 years	Good
Shade 2	2	4	5 years	Good
<b>KB2</b>			5 years	Good
Level-2	2	4	5 years	Good
<b>KB1</b>			5 years	Good
Level-1	2	7	5 years	Good
<b>Pick up-Drop off</b>			5 years	Good
Terminal A Arrival	1	0	5 years	Good
Police Station	1	0	5 years	Good

Location	Entrance	Exit	Estimated age	Current condition
State Protocol	1	0	5 years	Good
Taxiway	1	0	5 years	Good
TRB next to the gym	2	4	5 years	Good
<b>CARGO</b>			5 years	Good
Perishable Cargo Triangle	1	1	5 years	Good
Swissport/Checkport Cargo	2	1	5 years	Good
TNT (Parking)	1	1	5 years	Good
Cargo (flat freight)	2	1	5 years	Good
	1	1	5 years	Good
	2	1	5 years	Good
	2	1	5 years	Good
Cargo Parking	1	1	5 years	Good
SAA Cargo	1	1	5 years	Good
Cargo Inflight Services	2	2	5 years	Good
Parking	1	1	5 years	Good
DHL	1	1	5 years	Good

**Table 2 - List of Turnstiles**

	DESCRIPTION	QUANTITY	ACSA NO	Estimated age	Current condition
<b>SUPER SOUTH</b>					
	Entry	1	98513	5 years	Good
		1	98514	5 years	Good
	Exit	1	98504	5 years	Good
		1	NONE	5 years	Good
<b>CHARLIE GATE</b>					
	ENTRY				
		1	NONE	5 years	Good
		1	NONE	5 years	Good
		1		5 years	Good
		1	NONE	5 years	Good
		1	NONE	5 years	Good
<b>SAF 2 BONAERO PARK</b>					
		1	92250	5 years	Good
<b>ATNS</b>					
	ENTRY	1	91520	5 years	Good
	EXIT	1	91521	5 years	Good
<b>INTERNATINAL DELIVERY</b>					
	ENTRY	1	NONE	5 years	Good
	EXIT	1	NONE	5 years	Good
<b>CTB TRANSIT HOTEL</b>					
	ENTRY	1	R838	5 years	Good
	EXIT	1	NONE	5 years	Good

	DESCRIPTION	QUANTITY	ACSA NO	Estimated age	Current condition
	<b>EXIT PERMIT HOLDER NEXT TO POLICE STATION</b>				
	ENTRY	1	NONE	5 years	Good
	EXIT	1	NONE	5 years	Good
	<b>ENTRY AT CARGO</b>				
	ENTRY	1	NONE	5 years	Good
	EXIT	1	NONE	5 years	Good
	<b>CARGO MAIN GATE</b>				
	ENTRY TORWADS PARKING	1	NONE	5 years	Good
	PEDISTRIAN ENTRANCE	1	NONE	5 years	Good
	<b>OPPOSITE MAIN GATE</b>				
		1	NONE	5 years	Good
	<b>TERMINAL B DEPATURE</b>				
	EXIT	1	NONE	5 years	Good
	<b>INTRRNATIONAL ARRIVAL PASSING GATE PASS PORT CONTROL</b>				
	ENTRY	1	NONE	5 years	Good
	EXIT	1	NONE	5 years	Good
	<b>TERMINAL 6</b>				
		1	NONE	5 years	Good
	EXIT				
	<b>COUNTER 53 NEXT TO PARNIS AND ACSA SECURITY</b>				
	ENTRY	1	NONE	5 years	Good
	<b>NORTH GATE 1</b>				
		1	99430	5 years	Good
	ENTRY	1	NOT VISIBLE	5 years	Good
		1	99426	5 years	Good
	EXIT	1	99427	5 years	Good
	<b>NORTH GATE 2</b>				
	ENTRY	1	NONE	5 years	Good
	EXIT	1	NONE	5 years	Good
	<b>JET CENTER</b>				
	ENTRY	1	2561	5 years	Good
	EXIT	1	NONE	5 years	Good

**Table 3 - List of Automatic Sliding doors**

Area	Location	Door Number	Estimated age	Current condition	
International Terminal Building	Landside	Bussing Terminal arrivals	TA 01A / TA 01B / TA 01C	5 years	Good
		State Protocol	TA 02	5 years	Good
		2-Hour Passage	TA 03	5 years	Good
		Bid-Air Offices	TA 04	5 years	Good

Area	Location	Door Number	Estimated age	Current condition
	TADU	2-Hour Passage	TA 05	5 years
			TA 06	5 years
			TA 07	5 years
			TA 08	5 years
			TA 09	5 years
			TA 10	5 years
	Airsides Corridor	Boarding Gate A3 - Corridor	TA 11	5 years
		International Transfers	TA 12	5 years
		Boarding Gate A3	TA 13	5 years
		Boarding Gate A4	TA 14	5 years
		Boarding Gate A5	TA 15	5 years
		International Transfers	TA 16	5 years
		Passport Control	TA 17	5 years
		International Transfers Passage	TA 18	5 years
	Customs Area	CTB 01	5 years	Good
		CTB 02A / CTB 02B	5 years	Good
		CTB 03A / CTB 03B	5 years	Good
		CTB 04	5 years	Good
	A8	CTB 05	5 years	Good
	A1/A2 Arrivals	CTB 06A / CTB 06B / CTB 06C / CTB 06D / CTB 06 E	5 years	Good
		CTB 07	5 years	Good
	A1/A2 Arrivals	CTB 08	5 years	Good
		CTB 09	5 years	Good
		CTB 10	5 years	Good
		CTB 11	5 years	Good
		CTB 12	5 years	Good
		CTB 13	5 years	Good
	KB1	CTB 14A / CTB 14B	5 years	Good
	KB2	CTB 15A / CTB 15B	5 years	Good
	Fire Arm Check-in	CTB 16	5 years	Good
	Departures Level	CTB 17	5 years	Good
		CTB 18	5 years	Good
		CTB 19	5 years	Good
		CTB 20	5 years	Good
		CTB 21	5 years	Good

Area		Location	Door Number	Estimated age	Current condition	
Domestic Terminal Building	Landside	Domestic Arrivals	TB 01A / TB 01B	5 years	Good	
			TB 02A / TB 02B	5 years	Good	
			TB 03A / TB 03B	5 years	Good	
			TB 04A / TB 04B	5 years	Good	
			TB 05A / TB 05B	5 years	Good	
		Retail/Bridge to MSP	TB 06A / TB 06B	5 years	Good	
		Bussing Gate Arrivals	TB 07	5 years	Good	
			TB 08	5 years	Good	
		Arrivals/Retail Level	TB 09	5 years	Good	
		Arrivals Level 2	TB 10	5 years	Good	
			TB 11	5 years	Good	
		Departures Level	TB 12A / TB 12B	5 years	Good	
			TB 13A / TB 13B	5 years	Good	
			TB 14A / TB 14B	5 years	Good	
			TB 15A / TB 15B	5 years	Good	
	Airside Corridor	C10 Boarding Gate - Departures	TB 16	5 years	Good	
		C12 Boarding Gate - Departures	TB 17	5 years	Good	
		C12 Boarding Gate - Arrivals	TB 18	5 years	Good	
Charlie Gate		Charlie Gate	CA 01	5 years	Good	
			CA 02	5 years	Good	
			CA 03	5 years	Good	
			CA 04	5 years	Good	
			CA 05	5 years	Good	
			CA 06	5 years	Good	
			CA 07	5 years	Good	
			CA 08	5 years	Good	
			CA 09	5 years	Good	
Multi-Story Parkade		Entrance/ Ground floor	MSP 01	5 years	Good	
		Car Rentals	MSP 02	5 years	Good	

**Table 4 - List of Aircraft Gates and Perimeter Gates & Aircraft Gates**

Location	Length (m)	Mode of Operation	Drive System			
			Motor	Coupling	Gearbox	Transmission
1 SAA Airlink	80	Single gate, dual track	11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling	SEW-EURODRI VE, Reduction (25.7:1)	Chain and Sprocket (BFS 16B)
2 SAA Technical	120	Single gate, dual track	11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling with Brake and clutch	SEW-EURODRI VE, Reduction (27.1:1)	Chain and Sprocket (TYC 120)
3 Denel Aviation	80	Single gate, dual track	11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling with Brake and clutch	SEW-EURODRI VE, Reduction (27.1:1)	Chain and Sprocket (TYC 120)
4 V5	60	Dual gate, wheel axle	BMG, 3 kW, 230 V, 11 A, 3 phase, 1415 rpm [2 off]	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels
5 V4	60	Dual gate, wheel axle	BMG, 3 kW, 230 V, 11 A, 3 phase, 1415 rpm [2 off]	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels
6 V3A	50	Dual gate, wheel axle	BMG, 3 kW, 230 V, 11 A, 3 phase, 1415 rpm [2 off]	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels
7 V3B	50	Dual gate, wheel axle	BMG, 3 kW, 230 V, 11 A, 3 phase, 1415 rpm [2 off]	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels
8 V2	60	Single gate, wheel axle	WEG, 11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling with Brake and clutch	FLENDER HIMMEL RSA, Reduction (27.1:1)	Chain and Sprocket (TYC 120)
9 V1	60	Single gate, wheel axle	CGM, 11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling	BONFIGLIOLI, Reduction (25.7:1)	Chain and Sprocket (BFS 16B)

<b>Motor vehicle gates</b>		
	<b>Location</b>	<b>Qty</b>
1	Emergency Gate 1	1
2	Emergency Gate 2	1
3	Emergency Gate 3	1
4	Emergency Gate 4	1
5	VIP Parking Access Gate	1
6	Management Parking Access Gate	2
7	North Gate 1 – Cargo	1
8	Golf Apron Access Gate	1
9	ATNS Security Check Point	2
10	Super South Security Check Point	1
11	Adjacent to International Bussing Terminal	1
12	SAPOS Facility Main gate	2

The motor specification for the perimeter gates is Centurion D10.

**Table 5 - Roller shutter doors**

<b>Perishable Cargo</b>			
<b>Area</b>	<b>Size</b>	<b>Qty</b>	<b>Manual/Motor</b>
Interloc	4m x 4m	3	Manual
	3.5m x 3.5m	3	Manual
Agrilink Sky Service	4m x 4m	3	Manual
	3.5m x 3.5m	3	Manual
Morgan Air	4m x 4m	3	Manual
	3.5m x 3.5m	3	Manual
<b>TOTAL</b>		<b>18</b>	
<b>Cargo</b>			
<b>Area</b>	<b>Size</b>	<b>Qty</b>	<b>Manual/Motor</b>
Warehouse 1	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 2	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 3	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 4	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 5	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 6	6m x 7m	1	Motor

	4m x 4m	1	Motor
Warehouse 7	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 8	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 9	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 10	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 11	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 12	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 13	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 14	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 15	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 16	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 17	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 18	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 19	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 20	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 21	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 22	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 23	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 24	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 25	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 26	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 27	6m x 7m	2	Motor
	4m x 4m	1	Motor
Warehouse 28	6m x 7m	1	Motor
	4m x 4m	1	Motor
Warehouse 29	6m x 7m	1	Motor

Warehouse 30	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse 31	4m x 4m	1	Motor
	6m x 7m	2	Motor
Warehouse 32	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse 33	4m x 4m	1	Motor
	6m x 7m	2	Motor
Warehouse 34	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse 35	4m x 4m	1	Motor
	6m x 7m	2	Motor
Warehouse 36	4m x 4m	1	Motor
	6m x 7m	2	Motor
Warehouse 37	4m x 4m	1	Motor
	6m x 7m	2	Motor
Warehouse T1	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse T2	4m x 4m	1	Motor
	6m x 7m	2	Motor
Warehouse T3	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse T4	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse T5	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse T6	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse T7	4m x 4m	1	Motor
	6m x 7m	1	Motor
Warehouse T8	4m x 4m	0	Motor
		<b>TOTAL</b>	<b>112</b>

<b>Fire Stations</b>			
<b>Area</b>	<b>Size</b>	<b>Qty</b>	<b>Manual/Motor</b>
New Complex - Machine Bay Doors	5.2m x 7 m	15	Motor
Charlie apron	3m x 2.5m	4	Motor
Runway – close to bomb chamber	5.2m x 7 m	1	Motor
		<b>TOTAL</b>	<b>20</b>

<b>Terminals and Airside</b>			
<b>Area</b>	<b>Size</b>	<b>Qty</b>	<b>Manual/Motor</b>
Bravo - Menzies	6m x 8m	7	Motor
Domestic Baggage	3m x 2.5m	1	Motor
International Baggage	3m x 2.5m	2	Motor
CTB Baggage	6m x 3.5m	2	Motor

Arrivals Corridor	6m x 2.5m	5	Motor
Departure Corridor	3.5m x 3.5m	7	Motor
Security Check Point - T6 North	1m x 3m	10	Motor
Security Check Point - T6 South	1m x 3m	1	Motor
Security Check Point - CTB	1m x 3m	15	Manual
CTB Departure Trolley Lifts	1m x 3m	1	Motor
Domestic security check point - Permit Holders	1m x 3m	8	Manual
Domestic security check point	1m x 3m	5	Manual
International arrival trolley route	2.5m x 2.5m	3	Motor
International basement - Waste Area	2.5m x 2.5m	3	Motor
International basement - deliveries check point	2.5m x 2.5m	2	Motor
CTB basement - trolley lifts	2.5m x 2.5m	2	Motor
CTB trolley route -B-1	2.5m x 2.5m	2	Motor
Domestic basement -waste area	2.5m x 2.5m	1	Motor
Super south gate - air lock	2.5m x 2.5m	2	Motor
International basement - transformer room	2.5m x 2.5m	4	Motor
International arrival security check ground floor	2.5m x 2.5m	2	Motor
Charlie Gate	2.5m x 2.5m	10	5 Motor, 5 Manual

**ANNEX B**

**Equipment Commissioning Dates**

N/A

## ANNEX C

Equipment Life Span

Location		Length (m)	Mode of Operation	Drive System				Life Span
				Motor	Coupling	Gearbox	Transmission	
1	SAA Airlink	80	Single gate, dual track	11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling	Reduction (25.7:1)	Chain and Sprocket (BFS 16B)	20 years
2	SAA Technical	120	Single gate, dual track	11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling with Brake and clutch	Reduction (27.1:1)	Chain and Sprocket (TYC 120)	20 years
3	Denel Aviation	80	Single gate, dual track	11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Motor-gearbox assembly	Reduction (27.1:1)	Chain and Sprocket (TYC 120)	20 years
4	V5	60	Dual gate, wheel axel	BMG, 11 kW, 230 V, 11 A, 3 phase, 1460 rpm [2 off]	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels	20 years
5	V4	60	Dual gate, wheel axel	BMG, 7 kW, 230 V, 11 A, 3 phase, 1460 rpm [2 off]	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels	20 years
6	V3A	50	Dual gate, wheel axel	BMG, 7 kW, 230 V, 11 A, 3 phase, 1460 rpm [2 off]	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels	20 years
7	V3B	50	Dual gate, wheel axel	BMG, 7 kW, 230 V, 11 A, 3 phase, 1415	Motor-gearbox assembly (Gate-mounted) [2 off]	BMG, Reduction (40:1)	Driven rear wheels	20 years

				rpm [2 off]				
8	V2	60	Single gate, wheel axle	WEG, 11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling with Brake and clutch	FLENDE R HIMMEL RSA, Reduction (27.1:1)	Chain and Sprocket (TYC 120)	20 years
9	V1	60	Single gate, wheel axle	CGM, 11 kW, 380 V, 21 A, 3 phase, 1460 rpm	Fluid Coupling	BONFIG LIOLI, Reduction (25.7:1)	Chain and Sprocket (BFS 16B)	20 years

Motor vehicle gates		
	Location	Life span
1	Emergency Gate 1	20 years
2	Emergency Gate 2	20 years
3	Emergency Gate 3	20 years
4	Emergency Gate 4	20 years
5	VIP Parking Access Gate	20 years
6	Management Parking Access Gate	20 years
7	North Gate 1 - Cargo	20 years
8	Golf Apron Access Gate	20 years
9	ATNS Security Check Point	20 years
10	Super South Security Check Point	20 years
11	Adjacent to International Bussing Terminal	20 years

12	SAPOS Facility Main gate	20 years
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## ANNEX D

Site Information**Description**

The services are situated on the airside of O. R. Tambo International Airport, Aviationa park, the services taking place on the aprons within the boundary limits of the O. R. Tambo International Airport.

**General Site Conditions**

Temperature (Min - Max)	6°C to 40°C
Relative Humidity	15% to 60%
Wind	28m/s
Height above Sea Level	1,680 m
Slope (Existing/Modified)	Level
Seismic	N/A



## ANNEX E

Risk assessment

## OHS Risks

OHS 004 RISK ASSESSMENT TEMPLATE										Doc No.	OHSORT		Date	30th July 2017			
O. R. TAMBO INTERNATIONAL AIRPORT - AUTOMATIC SLIDING DOORS										Assessed Control				Summary			
#	Department	Tenant / Sub-department	Activity / Task / Service	Risk Name	Risk Description	Impact Risk	Impact Probability	Control Measure Name	Control Measure Description	Control Effectiveness	Control Contribution	Weighted Control Effectiveness	Inherent Risk Value	Residual Risk Value	Management Priority	Safe Work Procedure	
1	Operations: M&E	Mechanical	Maintenance of Automatic Sliding Doors	Occupational injuries	Lifting of heavy objects	10	20	SWP to be drawn up	Where possible, crawl beams are to be used to retrieve submersible pumps with the assistance of chained block-and-tackle	35	40	14	2	1,72	<span style="background-color: green;"> </span>	Official SWP Procedure required	
2	Operations: M&E	Mechanical	Maintenance of Automatic Sliding Doors	Fire hazard, injuries, fatalities.	Hot work conducted such as grinding, welding	30	20	Procedure	Hot work permit be issued prior commencement of work, fire equipment be serviceable, naked/smoking prohibited, qualified first aider to be provided.	35	40	14	6	5,16	<span style="background-color: green;"> </span>	B 070001M	
3	Operations: M&E	Mechanical	Maintenance of Automatic Sliding Doors	Electrocution	Fault on electrical earth cable	50	40	Procedure	Daily/weekly inspection conducted	60	65	39	20	12,2	<span style="background-color: yellow;"> </span>		
4	Operations: M&E	Mechanical	Maintenance of Automatic Sliding Doors	Loss of power	Sliding door fails to open in the event of a fire	50	40	Design	Battery back-ups for gates are installed	20	10	2	20	19,6	<span style="background-color: red;"> </span>	Design changes to be put in place via CAPEX	
5	Operations: M&E	Mechanical	Maintenance of Automatic Sliding Doors	Collision	Door closing on travelling public	50	20	Procedure	Daily/weekly inspection conducted	35	40	14	10	8,6	<span style="background-color: yellow;"> </span>		
6	Operations: M&E	Mechanical	Maintenance of Automatic Sliding Doors	Occupational injuries	Working around revolving machinery	30	40	Legislation	No loose hair/clothes, jewellery and machine be guarded	35	40	14	12	10,32	<span style="background-color: yellow;"> </span>	OHS ACT	
7														0	0	0	<span style="background-color: green;"> </span>

## Administrative Risks

Risk Number	Risk Description
1	Safety File not being 100% compliant or safety/environmental infringement could lead to the contractor being taken off site
2	Expired COIDA letter; contractor will be taken off site.
3	Insufficient resources on site to perform the work required roster; contractor will be penalized accordingly
4	Failure to annually present a compliant Tax Clearance Certificate which is considered a material breach of the conditions of this Contract
5	Not meeting set availability target; contractor will be penalized and failing rehabilitation contract will be terminated as specified in this contract
6	Not meeting set MTTR target; contractor will be penalized and failing rehabilitation contract will be terminated as specified in this contract
7	Spares list not being updated could lead to extended equipment down times; contractor will be penalized and failing rehabilitation contract will be terminated as specified in this contract
8	Root cause analysis not performed could lead to repeated equipment failures; contractor will be penalized and failing rehabilitation contract will be terminated as specified in this contract
10	Failure to annually present compliant BEE certificate which is considered a material breach of the conditions of this Contract
11	Contract value being expended before contract expiry date; contract will be terminated
12	Contractor not giving documentation for work assessments and payment on time; Contractor will not be payed on time
13	Updated and compliant safety file regarding Covid 19 PPE and risk assessment, as per OHS and regulation.
14	Any change in the law that is reinforced as per clause X2(Changes in the law)

**ANNEX F**

**Previously completed P. Ms**

N/A

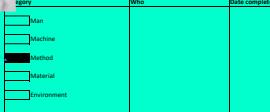
## ANNEX G

Root cause analysis

**Root cause analysis must be done for each failure and the form is per below must be handed over after closing any works.**

**Available upon Request from the ACSA Service Manager**

ORTIA ME Root Cause Analysis Sheet

Function failure ( Which function was no longer execute)	ESCALATOR HANDRAIL DAMAGED			Date: Sunday, 20 November 2016	Time of incident:	10:34 AM	Reported by/Operator	MCS. Tchouefo
Asset class: Asset Dept: Mech	Asset Description: ESCALATOR E2	Total downtime: 115,43 hrs						
Required by: MACWA VTH JV	Repair time: 01,43 hrs	Waiting time: 14 hrs						
Description fault finding and repair ( what was done to fix the machine/equipment and start operations) OUR SUBCONTRACTORS WERE CALLED IN TO REPLACE THE DAMAGED HANDRAIL				Warning signs before the breakdown: DAMAGED HANDRAIL				
				Sketch the working principles and the failure mode ( Event which caused functional failure) Include pictures of the brackets.?? in position				
								
Part/s/component/s replaced:	Work order/Work Request	09429745						
THE DAMAGED HANDRAIL WAS REPLACED				Failure mode / Event which caused functional failure: WEAR AND TEAR				
Why: WHY WAS THE HANDRAIL DAMAGED?	Why2: WHY DID WEAR AND TEAR OCCUR?	Why3:	Why4:	Why5:	Why6:	Why7:	Why8:	Why9:
1. WEAR AND TEAR	2. THE HANDRAIL HAD SURPASSED IT'S LIFE EXPECTANCY							
Facilitated by:	Date:							
Completed by:	Date:							
Approved by:	Date:							
								

rev 02/02/19 MET

Estimated times for breakdowns/faults

<b>BOOMS</b>	
<b><u>Diagnostic &amp; Repairs rates that will be charge after the call out fee and first hour has passed</u></b>	
<i>Note: The contractor will be held accountable to the completed times and rates below</i>	
Diagnostic & Repair Call description	Estimated time to repair (hrs.) from the ACSA system as per Annexure H for information only
Fault by others	1
Boom Gate Physical Structure Damage	2
Logic Malfunctioning	0.5
Boom Power	1
Loop Fault	1
Mechanical Fault	1.5
Manual Switch Fault	1.25
Robot Not Working	0.75
Spring Fault	1
Fuse Fault	0.5
Card Reader	0.5
Other unforeseen breakdown:	0.5
<b>Turnstile</b>	
<b><u>Diagnostic &amp; Repairs rates that will be charge after the call out fee and first hour has passed</u></b>	
<i>Note: The contractor will be held accountable to the completed times and rates below</i>	
Diagnostic & Repair Call description	Estimated time to repair (hrs.) from the ACSA system as per Annexure H for information only
Fault by others	1
Turnstile Physical Structure Damage	2
Logic Malfunctioning	0.5
Power Fault	1
Mechanical Fault	1.5
Mechanical spring Fault	1
Limit switch	0.5
Solenoid Faulty	0.75
Card Reader	0.5
Control box Fault	0.75
Other unforeseen breakdown:	0.5
<b>Sliding Door</b>	
<b><u>Diagnostic &amp; Repairs rates that will be charge after the call out fee and first hour has passed</u></b>	
<i>Note: The contractor will be held accountable to the completed times and rates below</i>	
Diagnostic & Repair Call description	Estimated time to repair (hrs.) from the ACSA system as per Annexure H for information only
Fault by others	0.5
Aluminium Frame Damage	2
Frame Rubber Beading is off.	0.5

Tooth Belt Damaged	1
Guide Rail Fault	1.5
Guide wheels Fault	1
Glass Damaged	1.5
Power Fault	1
Cover Lock Fault	1
Lock Mechanism	1
Sensor Fault	1
Carriage Wheel Fault	1
Door Stopper	0,5
Control Panel Fault	1
Door Out Of Alignment	1.5
Cables loose	0.5
Motor Fault	2
Sliding Door Fire Emergency Panel Fault	1
Sliding Door Fire Emergency System Fault	1
Drive System Fualt	2
Key Switch fault	1
Mechanical Fault	1.5
Other unforeseen breakdown:	1

#### Aircraft and Perimeter gates

Diagnostic & Repairs rates that will be charge after the call out fee and first hour has passed

*Note: The contractor will be held accountable to the completed times and rates below*

Call description	Estimated time to repair/reset (hrs.) as logged in the ACSA system	
Aircraft gate is not closing/opening	2	
Aircraft gate is jammed	1	
Emergency stop activated	0.17	
Aircraft gate is showing overran limit reached on the screen	1	
The chain for the aircraft gate is out of the sprocket/loose.	2	
The screen displays a communication error at control room	0.5	
Sensor/beam faulty	1	
Motor faulty	3	
Limit switch faulty	1	
Emergency gate rail is not aligned	1.5	
Bearing collapsed	3	
Aircraft gate rail condition is not good/damaged.	3	
Excessive noise from the motor	2	
No oil in the gearbox	0.5	
Lubricate springs of the magnetic brake	0.5	
The aircraft gate structure is loose	1	

<b>Condition of the wheels and axles is not good/damaged</b>	<b>2</b>	
<b>Check paint conditions of the perimeter gate and reapply if necessary</b>	<b>2</b>	
<b>Other: Unforeseen breakdown</b>	<b>2</b>	
<b>Other minor services such as not limited to equipment adjustment and lubrication etc.</b>	<b>1</b>	

## Key Performance Indicators

### 1. Performance objectives

Normal airport operational hours shall be **from 04:00 to 24:00** for every day of the year but will be confirmed/amended by the Service Manager from time to time. Down-time of Alpha 4 to 7 loading bridges for routine maintenance shall be arranged with the Airport Management Centre three months in advance to suit airport operations. The Contractor must allow for sufficient after-hours work in order for scheduled work not to interfere with airport operations

#### Minimum Staffing Schedule

The Contractor must maintain the following **minimum** staff available at all times and should price accordingly but not limited to the listed resources:

Designation	Quantity/Shift	Night Shift
Technician	1	22h00 -05h00
Technician's Assistant	1	22h00 -05h00

Designation	Quantity/Shift	Morning afternoon Shift
Site Manager	1	Working days 08:00 -17:00
Storeman	1	Working days 08:00 -17:00
Technician	2	05h00 – 14h00
Technician's Assistant	2	
Technician	2	14h00 – 22h00
Technician Assistant	2	

\* The Contractor must maintain at all times the above **minimum** staff and should price accordingly but not limited to the listed resources.

The Contractor must have additional resources available to attend to lengthy breakdowns or breakdowns of a specialised nature.

It shall be the Contractor's responsibility to ensure that all relevant labour and safety legislation is adhered to in scheduling staff.

The Contractor shall schedule staff to complete the preventative maintenance schedule accordingly. The Tenderer must ensure that sufficient allowance for all these items is made for in his/her pricing in the Activity Schedule.

### 2. Availability, mean time before failure and mean time to repair

The Contractor must comply with the following minimum system performance benchmarks:

\*The Period of review shall be Monthly.

#### **Service Level table**

The following service levels are the minimum acceptable service levels for this contract.

<b>System Availability of Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors,</b>	99,50%
--	--------

<b>Access Boom gates, Turnstiles, aircraft gates, and perimeter gates</b>	
<b>Response times during working hours</b>	30 minutes on land side and 40 minutes on the airside
<b>Response times after working hours</b>	60 minutes on land side and on the airside
<b>Closure duration during working hours</b>	80 minutes on land side and 90 minutes on the airside
<b>Closure duration after working hours</b>	120 minutes on land side and on the airside
<b>Closure of corrective work orders</b>	All corrective maintenance work orders should be closed within 2 working days of issue unless it is because of circumstances beyond the control of the contractor. Circumstances will have proven by contractor.

### 3. Emergency Response time

ACSA deems an emergency as a situation caused by unforeseen circumstance. This is only instances where:

- ❖ Delaying to source the required goods,
- ❖ Works or services will result in Loss of life or injury,
- ❖ Reputational harm,
- ❖ Financial losses,
- ❖ Legal consequences,
- ❖ Interruption of essential or
- ❖ Business services and
- ❖ Any other relevant consideration

Below are the some of the emergencies identified but not limited to the below list

<b>Response times during working hours</b>	30 minutes on land side and 40 minutes on the airside
<b>Response times after working hours</b>	60 minutes on land side and on the airside

### 4. Guarantees

The defect free period is defined as that period following completion of the work where no defect directly associated with the Contractors workmanship is detected.

Defect free liability period – corrective or breakdown maintenance	The defect free period will be no less than 90 days.
Defect free liability period – project work	The defect free period will be no less than 12 months.

There are no current (the time of this bid) warranties and guarantees on the infrastructure to be maintained by the contractor.

### 5. Assessments and Reviews

- Monthly assessment/review shall be done according to this NEC contract.
- Safety issues and file reviewed quarterly or as per Safety department frequency.
- Contract shall be Audited and Assessed the from time to time.
- The contractor will be assessed and scored quarterly also through the ACSA supplier development system or any other ACSA system.

## 6. Low service damages

### Notification of Low service damages

The Service Manager will notify the contractor in writing of any Low service damages.

The Service Manager will also notify the contractor of any claims directed and incurred by ACSA as a result of the contractor failure of duties, **this will be for the account of the Contractor.**

The sources of the information shall be all reports and Audit reports which the infrastructure is subjected to(e.g. any authorised ACSA employees and any internal and external audits).

ACSA must notify the contractor in writing of its intention to claim a Low service damages within 30 days of an event or ACSA will lose its right to claim the Low service damages. Should ACSA not claim a Low service damages for an event it shall not be interpreted that the level of performance is acceptable or that ACSA shall not be entitled to claim Low service damages for similar future events. Under no circumstances shall a Low service damages be regarded as the only action ACSA may take against the Contractor or the only amount it may claim from the Contractor.

### Low service damages tables

Progressive Punitive low service agreements which are entirely the contractor's fault shall be applied as below:

	Low service damages Criteria	Low service damages amount
Response time	Noncompliance with response times	R2 000,00 per event
Closure duration	Consistent non-compliance with closure duration times	R2 000,00 per event
Closure of corrective work orders	Noncompliance with closure times for corrective maintenance work orders	R2 000,00 per event
System Availability	Noncompliance with the system availability	R2 000,00 per system
Other OHS ACT which is criminal offenses according to the OHS act	Termination	
There are consecutive OHS acts of the same offense/class	Termination	

**\*Any availability less than 91% for six consecutive months (which is the entirely the contractor's fault) will lead to contract termination.**

## Emergency Response time

ACSA deems an emergency as a situation caused by unforeseen circumstance. This is only instances where:

- ❖ Delays in sourcing the required goods,
- ❖ Works or services will result in Loss of life or injury,
- ❖ Reputational harm,
- ❖ Financial losses,
- ❖ Legal consequences,
- ❖ Interruption of essential or
- ❖ Business services and
- ❖ Any other relevant consideration

Below are the some of the emergencies identified but not limited to the below list

Discretionary annual contractor's performance review/assessment will be performed to consider the renewal of contract. Should the contractor's performance deemed below satisfactory the contract will not be renewed upon contract anniversary, therefore the contract will be terminated.

## 7. Continuous improvement

Continuous Improvement Program and the Computerized Maintenance Management System  
It is hereby required that the Contractor ensures that a continuous improvement program is in place. For example, the criteria below may be used but not only limited to the items mentioned below.

1. An improvement in the availability of systems
2. An improvement on the minimization of spares holding (for example by increasing Mean Time to Failure of components)
3. Etc.

As mentioned above this list is not comprehensive and it is only used for illustrative purposes. Upon implementation of the contract the Employer and the Contractor shall agree targets for the continuous improvement program.

It is important to note that continuous improvement will only apply to those items that meet minimum benchmarks. Continuous improvement initiatives shall be reviewed every quarter or when deemed necessary by the Employer or the Contractor.

The Contractor shall take all reasonable actions to ensure that they facilitate successful implementation and execution of the CMMS. The Contractor shall before each anniversary date of the Contract investigate available CMMS data and report if savings can be achieved on the Contract for the next year. This may also include savings on the Contract monthly maintenance amount.

## 8. Internal and external factors

A list of some of the internal and external factors which may affect equipment SLAs / availability and are beyond the contractor's control are listed in **Annex T**. In such an event the contractor will not pay for low services damages which were caused by factors which were proven to be beyond the contractor's control.

### MAINTENANCE RECORD SHEETS

When maintenance is performed, record sheets must be completed and signed off by both the Technician and an ACSA representative.

These record sheets must be stored for the duration of the contract and should be available for inspection at any time. **The lack of complete history files will result in immediate cancellation of the contract.**

All record sheets, job cards, history reports etc. will stay the property of ACSA and should be available on request. At the end of the contract period a complete set of documentation must be handed over to ACSA.

The contractor shall further provide copies of these record sheets to the ACSA contract manager by the fifth day of every month.

**No money will be paid out if record sheets are not handed in.**

**ANNEX J**

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

This form is in C1.3 in this contract and must be filled in by the contractor

ANNEX K

Minimum Maintenance Programme

**All Maintenance of Boom gates shall be scheduled, at least at minimum, to the requirements of the following tables:**

**Box 1: Boom gates**

<b>Monthly</b>	Visual inspection of the housing, inside and outside, for damage and corrosion. Clean the housing and repair paint as necessary/required. Remove corrosion damage.
	Visual inspection of foundation anchors, attachment profiles and mounting material for corrosion. Remove corrosion damage.
	Visual Inspection of the barrier arm for damage and corrosion. Clean the barrier arm and repair paint damage as necessary. Remove corrosion damage.
	Visual inspection of additional parts, such as the pendulum support, for damage and corrosion. Clean additional parts and repair paint damage. Remove corrosion damage.
	Paint as required
	Where they exist, inspect lenses and mirrors of the light barriers.
<b>Semi annually</b>	Perform all monthly maintenance work.
	Check the barrier housing fastening screws for tight fit. If require, tightened the screws.
	Check function of the residual current operate device
	Check the barrier arm and flange fastening screws for tight fit. Tighten the screws.
	Check the screws of the system parts, such as pendulum support, for tight fit . If required, tighten the screws.
<b>Yearly</b>	Perform all monthly and semi-annual maintenance work.
	Check Barriers mechanics
	check the spring setting of the lever system.
	Check barrier arm position.
	Visual inspection of the induction loops and the carriageway in the area of the loops for damage.
	Check the induction loops function
	Check the induction loops. Measure the contact resistance, insulation resistance and inductivity of the induction loops.
	where they exist, check the function of additional safety equipment, such as light barriers
	Check the barrier's function.
	Check the barrier's locking in the position "Closed"
	Check the advanced warning on barriers with the active function "Traffic lights lead"
	Check electric cables for damages
	Check if all electrical connections are firm.
	Check signs and labels for completeness and legibility.

**Box 2: Turnstile**

All Maintenance of Turnstiles shall be scheduled, at least at minimum, to the requirements of the following tables:

<b>Monthly</b>	Check turnstile is operating and functioning correctly
	Check general overall conditions of equipment, i.e., age, wear and tear, etc
	Wipe down turnstile and check for tar spots, signs of damage, rust, etc
	Check condition and secureness of any fitments, i.e., lights, etc
	Record / report any potential concerns as to future reliability of equipment
	Remove turnstile lid / cover and visually inspect mechanical head operational workings
	Check smoothness and operation of unit in both directions
	Check all sensors and micro switches for correct operation, replace or adjust as required
	Inspect damper assembly, lubricate as necessary
	Check paddle / locking arm pivots, all springs and indexing system for wear and tear, replace, lubricate as required
	Check solenoid operation for smoothness, clean and lubricate as required
	Check ratchet for ease of operation
	Check tightness of connections and clean as required
	Check integrity and security of cables
	Check Relays for correct operation, replace or adjust as required
	Check all earth connections
	Refit lid and tighten down

**Box 3: Automatic sliding doors**

All Maintenance of Automated sliding doors and Automated swivel doors shall be scheduled, at least at minimum, to the requirements of the following tables:

Item	Task	Frequency
1	Check motor condition and tension	Monthly
2	Check end-pulley condition and tension	Monthly
3	Check roller condition and adjust	Monthly
4	Check belt brackets and adjust	Monthly
5	Check track condition and adjust	Monthly
6	Check voltages input, report findings	Monthly
7	Check voltage output, report findings	Monthly
8	Check door leaves overall condition	Daily
9	Check door sensor sensitivity and activation area	Monthly
10	Check door opening and closing speed	Monthly
11	Check door opening and closing for smooth and correct operation	Monthly
12	Check key-switch for correct operation where installed	Monthly

Automatic Sliding Doors	Supporting	Maintenance of doors	D080 007M	06 March 2013	Weekly motion sensor tests	Monthly (M)
					Toothed belt checks	Quarterly (Q)
					Guide block checks	Quarterly (Q)
					Sliding structural integrity (Including rail) check	
					Emergency power unit functionality test records	Quarterly (Q)

**Box 4: Aircraft Gates**

All Maintenance of Aircraft gates shall be scheduled, at least at minimum, to the requirements of the following tables:

Item No.	Task	Monthly	Quarterly
	Operation		
1	Obtain permission from compliance to service the gate and notify operation helpdesk of the duration of the service	X	
2	Request Operations Department to open the gate remotely	X	

Item No.	Task	Monthly	Quarterly
3	Check gate and rail conditions	X	
	Electrical		
4	Check that all electrical connections are secured and safe	X	
5	Check that all labelling on electrical cables is present and clear		X
6	Ensure electrical circuit diagrams are in the panel		X
7	Clean all electrical panels	X	
8	Check and record start up and Ampere reading of the motor		X
9	Check that all motor bolts are in place and secure	X	
10	Check electrical panel door mechanism	X	
11	Check excessive noise from the motor (bearing noise)	X	
12	Check water leaks	X	
	Mechanical		
13	Check condition of the floor surrounding the rail (concrete or support damage, clear any rail obstruction)		X
14	Check gear box for tightness		X
15	Check gear box oil levels and refill if below allowable lower limit	X	
16	Check condition of the sprockets for wear and tear	X	
17	Check chain for tension and set accordingly		X
18	Check condition of the master link	X	
19	Clean and grease chain		X
20	Check gearbox for excessive bearing noise	X	
21	Check condition of the electromagnetic brake for correct operation	X	
22	Clean and lubricate springs of the magnetic brake		X
23	Check if the magnetic brake is secured	X	
	Structures		
24	Check structure for loose bolts	X	
25	Check strands wires for tightness	X	
26	Check condition of the wheels and axles	X	
	Winch		
27	Check operation of the winch		X
28	Check condition of winch cables (any damage or wear must be reported) and lubricate accordingly		X
29	Check winch cover for leaks	X	
30	Check manual operation of the gate using the winch		X

**Box 5: Perimeter Gates**

All Maintenance of Perimeter gates shall be scheduled, at least at minimum, to the requirements of the following tables:

Item No.	Task	Monthly	Quarterly
1	Check gate and rail conditions	X	
2	Check condition of the floor surrounding the rail	X	
3	Clean rail tracks		X
4	Lubricate all moving parts		X

Item No.	Task	Monthly	Quarterly
5	Check motor condition for damage and noise	X	
6	Check structure for loose bolts	X	
7	Check paint conditions and reapply if necessary		X
8	Check opening and closing of the gate for smooth operation	X	

Aircraft Gates and Perimeter Gates	Supporting	<ul style="list-style-type: none"> <li>• Electrical Installations Regulations</li> <li>• Driven Machinery Regulations</li> </ul>	N/A	N/A	Wiring diagram and COC validity check	Yearly (Y)
					Control room to local panel link functionality test	Weekly (W)
					Gate wheel bearing change records	Yearly (Y)
					Laser sensing test records	Weekly (W)
					Structural integrity inspection records	Yearly (Y)
					Chain links lubrication	Monthly
					Motor Winding resistance and electrical insulation tests	Bi-annual
					Records of inspections for Guarding of moving parts	Quarterly (Q)
					Earth leakage test	Quarterly (Q)
					Motor and gearbox check	Monthly

**Box 6: Roller Shutter Doors**

All Maintenance of Roller shutter doors shall be scheduled, at least at minimum, to the requirements of the following tables:

Item No.	Task	Monthly	Quarterly
1	Check all drive motors. Ensure all bolts are tight and safety chains are to be installed on all motors	X	
2	Check that all gear boxes are secured	X	
3	Check oil levels in gear boxes and ensure that are correct		X
4	Check that all pulleys and couplings are secure	X	
5	Check the operation of the door	X	
6	Check all cover plates and guide bolts	X	
7	Lubricate all moving parts	X	
8	Cleaned all exposed parts		X

9	Check that all limits are set correctly	X	
10	Check services motor condition	X	
11	Check all the slats	X	
12	Check that all overload settings are correct	X	
13	Set spring tension on the shaft when necessary		X
14	Check that all electrical wiring is in good condition and safe	X	
15	Clean all electrical equipment		X

**ANNEX L (Contractor to fill in)**

**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 the Employer. The Employer 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.

<b>ISSUE</b>	<b>REQUIREMENT</b>
<b>Environmental Policy</b>	ACSA's (the Employer's) Environmental Policy shall be communicated, comprehended and implemented by all 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 the Employer immediately. Contractors shall supply their own suitable clean-up materials where required.</li> <li>• Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on the Employer 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 minimize noise generated on site due to work operations.</li> <li>• The Contractor shall comply with the applicable regulations regarding 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 always in their work area.</li> <li>• Contractors must keep on file: <ul style="list-style-type: none"> <li>1. The name of the contracting waste company</li> <li>2. Waste disposal site used</li> <li>3. Monthly reports on quantities – separated into general, hazardous and recycled</li> <li>4. Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal</li> <li>5. Copy of waste permit for disposal site</li> </ul> </li> </ul>

	This information must be available during audits and inspections.
<b>Handling &amp; Storage of Hazardous Chemical Substances (HCS)</b>	<ul style="list-style-type: none"> <li>• All HCS shall be clearly labelled, 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 the Employer 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 regarding the transport, storage, use and disposal of hazardous substances.</li> </ul>
<b>Water and Energy Consumption</b>	the Employer 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.

## Low Service Damages

Low service damages shall be imposed by the Employer 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 low service damages to be imposed. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise the Employer accordingly. The Contractor is also advised that the imposition of low service damages does not replace any legal proceedings the Council, authorities, landowners and/or members of the public may institute against the Contractor.

Low service damages shall be between R 200.00 and R 20,000.00, depending upon the severity of the infringement. The decision on how much low service damages to impose will be made by ACSA's (the Employer) Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate and will be final. In addition to the low service damages, the Contractor shall be required to make good any damage caused due to the infringement at his/her own expense.

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

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

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

## ANNEX M

Maintenance of Passenger loading Bridges Spares List**Automatic sliding doors**

Item (Componen t - Type - Description - Function)	Manufacture r Part Number (Optional)	Mi n Qty	Ma x Qty	Actua l Qty	Differenc e in Quantity	List Price (ZAR) / item	Stock Value	Manufacture r
Motor	3685528	5	10	3	-2	R 1 285,8 5	R 3 857,5 5	Besam
Belt	3564458	20	30	25	0	R 516,8 2	R 12 920,5 0	Besam
Floor guide	3466859	25	35	15	0	R 50,00	R 750,0 0	Besam

**Tunstiles and Boomgates**

Spare Part Code	Spare Part Description(type;make;Model;Atribute)	UO M	Min Qty	Qty on Kardex	Qty counted
OVB29-35 AND L55-10RPM	Barrier torque Motor 220v	each	5	12	11
OVB01	Boom pole (Round)	each	5	15	8 (3m)
OVB21-LED	Robot (Red and Green)	each	2	11	6
OVB30 AND L51- ACBML1	Motor Link Arm	each	5	20	19
L60-ECHTF3/UK	AllTech Turnstile Control Board	each	1	4	4
OFH11	Imat Turnstile Control with battery back up on mounting bracket 24v (excl battery)	each	1	4	3
OFH13	Imat Turnstile Control with battery back up PCB only	each	1	4	4
TS-CPFSEC	Turnstar Control Board	each	1	2	2
VBL04	Imat Boom gate Control plug-in PCB	each	2	8	2
L60-ECSU02	AllTech Boom gate Control Board	each	1	4	3
VBL01	Imat Boom gate Plug in combo logic (Controller and Loop Detector)	each	2	4	1
L61-PL403(TL 100)	AllTech Turnstile Logic / control coil	each	1	4	2
L61-BL100T	AllTech Boom gate Logic / control coil	each	4	10	9
TURTL-FSEC	Turnstar logic / Control coil	each	2	4	1
OFH14	Imat turnstile Solenoid 24v	each	2	6	3
TS-SOL24	Turnstar turnstile Solenoid 24v	each	2	4	4

Spare Part Code	Spare Part Description(type;make;Model;Attribute)	UO M	Min Qty	Qty on Kardex	Qty counted
L64-DO7V02	AllTech turnstile Solenoid 24v	eac h	2	4	2
OFH15	Imat Turnstile Micro switch short arm	eac h	1	4	2
L64-MS1704	AllTech Turnstile Limit switch	eac h	2	10	10
TS-MS	Turnstar Turnstile Limit switch	eac h	2	6	6
OFH17	Imat Turnstile Mechanical tension spring	eac h	2	10	6
L55-S10010	AllTech Turnstile Mechanical tension spring	eac h	2	6	6
INDSPR	Turnstar Turnstile Mechanical tension spring	eac h	2	6	3
OFH21	Imat Turnstile Mechanism stopper spring L or R	eac h	2	10	6
L55-SS0032	AllTech Turnstile Mechanism stopper spring L or R	eac h	2	6	3
L55-UCP206	AllTech Boom gate Pillow block bearings	eac h	2	10	10
OVB42	Imat Boom gate Rubber stopper-M8 stud	eac h	4	20	20
L55-ACBRS2	AllTech Boom gate Rubber stopper-M10 stud	eac h	4	10	10
??????	Imat Turnstile Optic sensor beam	eac h	2	10	8
VBL07	Boom gate Ground Loop wire (Rolls)	eac h	2	10	6
Z15G - 1701	Interface robot switch	eac h	2	10	6

ACSA maintenance procedure for Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates

- Available upon request from the ACSA service manager

**ANNEX O**

Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates – standard operating procedure

N/A

**ANNEX P**

Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates Bridges – Electrical lockout procedure

N/A

**ANNEX Q**

O.R. Tambo International Airport – operating instruction for Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates, Turnstiles, aircraft gates, and perimeter gates

N/A

**ANNEX R**

Automated swivel doors, Automatic Sliding doors, Roller Shutter Doors, Access Boom gates,  
Turnstiles, aircraft gates, and perimeter gates - Fire Emergency procedure

N/A

**ANNEX S**

ACSA IMC procedure for call out and work orders

Available upon Request from the ACSA service manager

## ANNEX T

Internal and external factors

Below is a list of internal and external factors which may affect equipment availability and are beyond the contractor's control:

	<b>Type</b>	<b>Comment</b>
External resources	Utilities •Water •Electricity •Gas •IT Support and other interfaces outside the contractor battery limit	-No impact to reliability/Maintainability. -It Impact on availability from operations view
External causes	•Outside Operating conditions/parameters •Operator fault/incorrect operation, consider shifting the risk to the Service provider by giving him responsibility to support Operations/Operators •Damage by others( users and Third parties) i.e. Elevator doors •Incorrect use •Foreign material in system	-No impact to reliability/Maintainability. -Impact on availability from operations view  This are some of the occurrences that may not be considered the Normal Operating conditions
Other	•Lack of information/Drawings •Lack of access due to no fault of the contractor after they have requested access timeously •Equipment's under Projects •Other factors that can be proven that was beyond the contractor's fault	
Spares	Availability of spares (if the spares are not under the control of the Service provider to the limit of the budget)  Typically: It is the responsibility of the Client to ensure adequate administration and re-order spares timely, It is the responsibility of the service provider to ensure that the stores administration is done and minimum stock levels are adhered to, the request to buy spare are replenished are done on time in time	-Affect Maintainability  No impact on service provider.  The Risk is not sitting with a single owner

## ANNEX U

ACSA Mechanical Standardised Minimum: legal requirements and minimum competency requirements

Site supervisor	<ul style="list-style-type: none"> <li>• SAQA Accredited trade test (Fitter/Millwrights)</li> <li>• Any OHS Training certificate</li> </ul>	<ul style="list-style-type: none"> <li>• 2 yrs experience in the maintenance of industrial shutter doors</li> <li>• 2 yrs experience in OHS</li> <li>• 2 Yrs supervisory experience</li> </ul>
Technician	<ul style="list-style-type: none"> <li>• SAQA Accredited trade test Millwright</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Yrs experience in maintenance and installation of industrial shutter doors</li> </ul>
Assistant	Mechanical N2	1 Yr experience in maintenance of mechanical systems

Turnstile and Booms gates	Supporting	<ul style="list-style-type: none"> <li>• Maintenance of access control systems</li> <li>General Machinery Regulations</li> <li>• Electrical Installation regulations</li> </ul>	D080 012M	06 March 2013	Maintenance records as per procedure
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Automatic Sliding Doors	Supporting	Maintenance of doors	D080 007M	06 March 2013
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**ANNEX V**

ACSA Inventory procedure

Available upon Request from the ACSA service manager

**ANNEX W**

Current Guarantee and Warrantees

N/A