



REQUEST FOR QUOTATIONS FOR WASTE MANAGEMENT SERVICES AT BRAM FISCHER INTERNATIONAL AIRPORT FOR 60 MONTHS FOR AIRPORTS COMPANY OF SOUTH AFRICA.

Requisition Number:	: 8374
Issue Date	: 06th February 2024
Closing Date	: 26th February 2024 @ 12:00 pm
Briefing Session and Site, Date and Time	: Compulsory Briefing on the 13th February 2024 ECC Boardroom Bramfischer Airport
Site Inspection Requirements	: 11th January 2024 @ 10:00am

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

Submission of Quotations

The email subject heading containing bid documents must have RFQ number and the RFQ title. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the quotation pack must be initialled or stamped with the bidder's stamp as proof that the bidder has read the quotation pack. Quotation pack must be submitted on or before **26th February 2024 @ 12:00pm** using the following method either,

1.1.1. Email submissions:

The quotation pack must be sent to the following email address below:

masana.sithole@airports.co.za

Quotations must be in an electronic copy of the quotation pack. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence.

Bidders must ensure that the subject line for email submission is the RFQ Number and RFQ Title

- Bidders must not email their submission as one big attachment. Kindly break your submission in at least (04) four or more attachments of 4mb each.
- Bidders are requested to submit all quotations in the format instructed, no other format will be acceptable.

1.1.2

1.2. Alternative Quotations

As a general rule, Airports Company South Africa only accepts quotation which have been prepared in response to the RFQ . However alternative quotations will be accepted provided the alternative quotation is accompanied by the original quotation response which materially complies with the specifications of this RFQ. Alternative quotations will also be evaluated using the pre-determined evaluation criteria stipulated in this RFQ document.

1.3 Late Quotations

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



1.4 Clarification and Communication

Name: Masana Sithole

Designation: Buyer

Tel: 011 729 7946

Cell: _____

Email: masana.sithole@airports.co.za

Request for clarity or information on the RFQ may only be requested until

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

Bidders may NOT contact any AIRPORTS COMPANY SOUTH AFRICA employee on this RFQ other than those listed above. Contact will only be allowed between the successful bidder and AIRPORTS COMPANY SOUTH AFRICA Business Unit representatives after the approval of a recommendation to award this RFQ. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this RFQ.

1.5 / Compulsory Briefing and Site Inspection

compulsory briefing as below details

Briefing/Site Inspection Session Requirements	Detail
Date	13 th February 2024
Time	10:30 am
Venue or Microsoft Teams Link	ECC Boardroom Bramfischer IA
Access to Restricted Area, Cargo, Airside, Terminal	Yes
Documentation, e.g. ID, Passport, Temporary Permit, etc (note: Driver's License will not be acceptable)	Yes
Personal Protective Equipment, Safety boots	Yes

1.6 RFQ Responses

RFQ responses must be strictly prepared and returned in accordance with this RFQ document. Bidders may be disqualified where they have not materially complied with any of AIRPORTS COMPANY SOUTH AFRICA 's requirements in terms of this RFQ document. Changes to the bidder's submission will not be allowed after the closing date of the RFQ. All RFQ responses will be regarded as offers unless the bidder indicates otherwise. No



bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this RFQ.

1.7 Disclaimers

It must be noted that Airports Company South Africa may:

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

1.8 Validity Period

AIRPORTS COMPANY SOUTH AFRICA requires a validity period of thirty 120 business/working days for this RFQ. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where AIRPORTS COMPANY SOUTH AFRICA would accommodate a proposal to change the price.

1.9 Confidentiality of Information

AIRPORTS COMPANY SOUTH AFRICA will not disclose any information disclosed to AIRPORTS COMPANY SOUTH AFRICA through this RFQ process to a third party or any other bidder without any written approval from the bidder whose information is sought.

Bidders may NOT disclose any information given to the bidders as part of this RFQ process to any third party without the written approval from AIRPORTS COMPANY SOUTH AFRICA . In the event that the bidder requires to consult with third parties on the RFQ, such third parties must complete confidentiality agreements, which should also be returned to AIRPORTS COMPANY SOUTH AFRICA with the quotation pack.



1.10 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

2. SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1. Scope of Work

DESCRIPTION OF THE WORKS

Employer's objectives

The contractor will manage and remove waste at **Bram Fischer International Airport** in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general Environmental Health and Safety and aviation related legislation.

Waste collection, classification, sorting, bailing, removal, disposal of waste at an appropriate landfill/disposal site(s). In addition, **Bram Fischer International Airport** is also committed to the reduction of pollution resulting from its activities as well as improving its environment performance through adopting and implementing sustainability principles. Hence the comprehensive waste management solution that will ensure significant reduction of its negative impact to the environment. This is also in line with our Environmental Management Policy.

The **Bram Fischer International Airport** aim is to identify alternative solutions for its waste and thereby reduce its quantities for disposal at the landfill site and improve on recyclables which is in line with its policy requirements. The key objectives for this programme are to:

- Sort, store, transport, recycle waste in line with legal requirements.
- Ensure reduction of waste transported to landfill/disposal sites(s).
- Ensure that there are sufficient facilities for handling and disposal of waste within the airport.
- Ensure that the Airport's waste is disposed of in a responsible manner, i.e. at approved landfill/disposal sites.
- Ensure that waste streams do not result to a nuisance to Airport users.
- Ensure scalability of money payable depending on waste generated per month.

Continuous improvement efforts will be undertaken to minimize waste upstream and sortation at source methodologies. This could necessitate the diversion of waste streams during the course of the contract. These will be measured by improving on the amount of waste recycled from year to year. The Service Provider will be monitored and measured on towards zero waste to landfill (% diverted from landfill).

ACSA reserves the right to award in full or part.

The following types of waste are generated by the *Employer on the Affected Property*:

TYPE OF WASTES

The Airport(s) generates both general and hazardous waste. The categories include:

<ul style="list-style-type: none"> • General Waste <ul style="list-style-type: none"> ○ Wet/Liquid ○ Waste food from the retail kitchens ○ Solid waste from terminal, remote areas and offices 	<ul style="list-style-type: none"> • Hazardous Waste <ul style="list-style-type: none"> ○ Fluorescent tubes ○ Galley/cabin waste ○ Oily rags ○ Solvents ○ Paint containers used oils and cans ○ Batteries ○ LAGS ○ General solid hazardous waste. (Multiple classifications) ○ General liquid hazardous waste (Multiple classifications) ○ Infectious waste (Related to communicable illness/virus/diseases) 	<ul style="list-style-type: none"> • Recyclables <ul style="list-style-type: none"> ○ Plastics ○ Paper ○ Oil ○ Metal ○ Food Waste ○ Other
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Employer's requirements for the service

Maintenance Activities / Scope of Services:

The scope of Integrated Waste Management services as required in this contract includes (but not limited to the following):



Waste collection, classification, sorting, recovery, bailing, removal, reduction, reuse and recycling and as a last resort, disposal of waste at an appropriate landfill site.

In addition, ACSA BFN (Airports Company South Africa – Bram Fischer International Airport) is also committed to the reduction of pollution resulting from its activities as well as improving its environment performance through adopting and implementing sustainability principles.

Collections:

The successful bidder will manage the collections required for all waste streams. Collections will be made daily (during airport operational hours) to ensure excellent housekeeping is maintained in all waste areas. The frequency within each day must be such as to ensure optimum operational conditions to the airport and good housekeeping is maintained in all waste areas.

Transport and logistics to handle the requirements relative to the transportation of waste products must comply and or exceed all the relevant SANS codes applicable to Dangerous Goods as promulgated under GNR 225, as well as all local, provincial and national legislation governing the transportation of various classes of waste. This includes the emergency information, placards, signage etc. required to be carried for the transportation of dangerous goods. The successful bidder must note that access permits are required for all drivers and vehicles entering the restricted areas, i.e. airside.

The successful bidder must ensure that vehicles used are fitted with the necessary Emergency Response Equipment. Compliant (to applicable standards) waste process documents must be produced on collection, during transportation and disposal of all waste streams to enable an effective audit trail. Examples are:

- Waste manifest documents for every collection and,
- Safe Disposal Certificate after disposal of waste
- Etcetera

Monthly service reports must be compiled and submitted to ACSA on the supply of goods and the hazardous waste collection, transportation and disposal, details of waste data, challenges or problems experienced. In addition, expenditure records (trends) must be analysed to enable ACSA to review budgets and resource planning.

Incidents and Safety Requirements:

- All safety incidents must be reported to the relevant ACSA personnel.
- All environmental incidents must be reported to the relevant ACSA personnel.

- Records of the above must be kept on site at all times.
- Access to the Waste Recycling Facilities to be controlled at all times. No unauthorised persons shall be allowed to enter / make use of the site without ACSA approval.

Inspections and audits

- The *Employer* has a right to inspect and audit the facilities of the *Contractor* at all times
- Corrective measures must be taken at the cost of the *Contractor* to address the non-compliances.
- The *Contractor* is also required to inspect its own facilities (daily) and provide proof when required.
- The *Contractor* is to dispose of waste that cannot be reduced, reused, recycled, at a permitted landfill facility.
- The *Contractor* is to audit the landfill operator and his recycling agent(s) to ensure compliance with their permits and legislation.
- Scales will need to be maintained according to manufacturer specifications, with calibration conducted as per requirements, and available on site.
- The *Contractor* must provide a list of personnel appointed in terms of Occupational Health and Safety Act as well as those appointed to oversee environmental compliance.
- The *Contractor* is to provide ACSA with a Waste Operational and Maintenance Plan for submission to the National Environmental Authorities as per the National Environmental management: Waste act of 2008 and ACSA's Waste Management License where applicable.
- The Department of Agriculture will be conducting scheduled Audits and the contractor is to ensure compliance as per outcome of these audits.

Emergency and spill response plan:

- The appointed *Contractor* will have an onsite emergency response plan to deal with various emergencies in line with category industry prescribed standards (including, but not limited to: spills and pollution, flood, vehicle / machinery fires, bombs, industrial action /unrest etc.) that will be documented and available on site, tested annually, with proof of testing, out brief, learnings documented and available, where applicable (including but not limited to George Airport).
- Adequate spill and pollution clean-up materials must be available on site at all times, and staff must be appropriately trained to conduct clean-ups. Such training material and registers must be available at all times.

Deliverables:

- Monthly report together with waste management statistics of all waste mass (kg), for all classes of waste processed, along with all the documentation mentioned above. This shall include proof of equipment maintenance and calibration.
- ACSA requires proof of safe disposal each month (certificates of safe disposal) for all hazardous waste loads taken off site, as well as waste manifest documents for all general waste and recycling slips for recycled material.
- Annual reports, times four. Annual reports must show annual trends in waste management. A report framework will be finalised once the service provider has been appointed. The report must be in a format that is user friendly, i.e. compatible with ACSA's IT programmes.
- Final integrated report at the end of the contractual service period.
- All reports to be submitted in an electronic format as well as a hard copy

Waste Sortation Facility:

The *Contractor* will utilise this Waste Sortation Facility as a central point for their operations. The *Contractor* must provide and “shop fit” the facility with the required equipment to perform the services in its totality. This include all applicable signage.

The *Contractor* must provide labour to perform the following activities:

- Separate and sort waste accordingly into various classes of waste for recycling, recovery or disposal.
- Ensuring waste is recovered, recycled and diverted from landfill as far as possible (aside from the usual glass, paper, plastic, metal, homes must be found for the likes of fluorescent bulbs, electronic waste, food waste, for recovery / recycling).
- Bailing of recyclables and loading into designated containers.
- Maintaining adequate stock of clean wheelie bins for rotation to all defined areas where waste is generated.
- Compacting of waste for landfill disposal
- Cleaning of all equipment and wheelie bins
- Maintain and ensure good housekeeping standards are maintained.
- Daily operational reports to be submitted to the *Service Manager* at the end of the shift.
- Monitor and control access/egress to the waste facility by means of an access register always.
- Clearing out of (slop) tank as required for all wastewater generated from hazardous waste section of central waste sorting facility and proof of safe disposal.
- Provision for miscellaneous medical waste entering waste stream from the public.
- Provision for miscellaneous recycling and disposal of electronic waste, used spill sorb, building rubble.

Labour must be provided for receipt and collection of waste from all areas at all times (where required = skeletal staff outside of core operating hours).

Airside:

- Co-ordinate the collection of wheelie bins from identified areas on a rotational basis with a dedicated vehicle and transport to the central waste sorting facility.
- Provide labour and vehicle for collection of waste and maintenance of all general areas on the airside
- Provide colour coded wheelie bins for waste removal from all areas (along airside corridor)
- FOD bins must be emptied and itemised and analysed with daily reports sent to the Service Manager (including photographs)
- Provide suitable equipment for **hazardous waste** at the ACSA buildings:
 - Oily Rags
A labelled 210lt metal drum or other suitable solution must be provided for storage of oily rags at the workshop. Oily rags are to be placed in the 210lt drum by workshop staff. Once full a replacement drum must be provided, and the full drum be disposed of at an appropriate landfill site. Certificates of safe disposal must be provided for each disposal.
 - Solvents/Paints
A labelled 210lt metal drum or other suitable solution must be provided for storage of waste solvents and thinners at specified locations on the airport. Waste solvents and paints are to be emptied into the 210lt drum by workshop staff. Once full a replacement drum must be provided, and the full drum be disposed of at an appropriate landfill site. Certificates of safe disposal will be provided for each disposal.
 - Fluorescent Tubes
Suitable equipment for storage of fluorescent bulbs, to be collected by the waste contractor on demand. Uncrushable material drum of 210lt must be provided or other suitable solution.
 - Fire Station:
Spill absorbent material used for clearing fuel and hydraulic spills needs to be collected from the Fire Station and disposed of accordingly.
 - AVSEC:
Confiscated hazardous dangerous goods must be located in one of the 240l wheelie bin which is lockable. A manifest must be signed prior to removal. Disposal certificate and manifest must be submitted after disposal

Fat traps:

Contractor must service all fat traps on a regular basis to prevent hazardous waste from building up and:

- Clogging / blocking waste and pipes and sewer infrastructure
- Hazardous waste going down into the general sewer infrastructure

Wash bays & Separator pits:

Contractor shall conduct monthly maintenance & inspections on all separator pits located at the airport's wash bays (x2) and at the simulators (old & new). Submit a monthly report on functionality; effectivity; efficiency; structural integrity & levels – including mitigation recommendations. The surface and surrounding areas (1 meter) must be kept clean from dirt and other general waste.

Apron Area:

Peat Sorb used to clean up oil, grease, and fuel spillages at Bram Fischer International Airport aprons. used material for clearing fuel and hydraulic spills needs to be collected from the designated facility and disposed of accordingly. Waste bins designated for hazardous waste which will be removed on an adhoc basis needs to be provided. On removal of the old bin a replacement bin must be provided. Hazardous Waste bins to be collected when full or at least within a period of 3 months and disposed of at a permitted landfill site.

Oil and Paint Cans:

Oil and paint contaminated tins are generated from workshops and by the maintenance departments of tenants. The contract shall ensure the collection and recycling of all paint and oil tins produced on site.

This waste stream will be sent to the waste transfer stations both on the airside and landside. From there it is collected by the contractor and disposed of at a legally authorized hazardous waste disposal site. All generators of the tins are responsible to deliver all their oil and paint tins to the designated storage area and provide full information (type and quantity) to the designated ACSA department.

A labelled bin must be provided by the contractor for storage of these oil and paint cans on the apron. On removal of the old bin a replacement bin must be provided and disposed of at an appropriate landfill site. Disposal Certificates of must be provided for monthly by disposal contractor.

Fluorescent Tubes:

These are acquired from electrical operations e.g. replacement of old light bulbs etc.



Fluorescent tubes contain mercury, making it a hazardous material once the glass is broken.

The storage of fluorescent tubes needs to be crushed and stored in an appropriate waste container and the waste needs be collected off-site on an “adhoc” basis. The container needs to be locked up at all times only accessible for those handling it. Site inspections need to be done regularly by contractor.

Uncrushable material must be stored correctly and for the prescribed time for contractor.

Odour Units

- 2 x A004 – Air 3g/h with LCD sensor
- Maintenance and servicing of odour units
- These must be serviced twice a year
- Service reports must be submitted to the Building Maintenance Technician & Maintenance Manager.

Waste volumes:

The table below is an indication of the waste management statistics within 2019 at Bram Fischer International Airport.

Waste stream specific targets:

Ensure safe disposal/destruction of hydrocarbon contaminated Peat Sorb

Recycle 90% of used oil and paint tins produced on site.

Recycle 70% of fluorescent tubes

Buyback of Recyclable income:

All the recyclable waste that is being processed by the *Contractor* remains the property of the *Employer*. The *Contractor* will submit all information and documentation that will enable the “buy-back” of the income generated from the selling of recyclable waste. A clear audit trail must be presented every month with the monthly report, payment certificate and invoice. The following documents (not limited to) is required:

- Waybill approved by ACSA prior to the waste quantities leaving the ACSA premises
- Waybill at the depot where the recyclable waste is sold
- The receipt / invoice obtained from the depot during the sale of the waste – proving the quantities and rates obtained

The *Contractor's* payment certificate and invoice will feature a column called “Recyclable waste buy-back” where a negative value will be entered which is equal to the funds recovered from

the recyclable waste sales. This will off-set the final monthly monetary value on the invoice to be paid by the *Employer* to the *Contractor*.

Low Service Damages Table:

Low service damages will apply as part of this contract and will be administered in strict compliance to clause X17 of the secondary clauses.

The Contractor must sign and accept the Low Service Damages Table in Annex C to C3 (Service Information)

Additional generic evaluation criteria:

In addition to the low services Damages table, contractors will be evaluated on the following on a continuous basis:

Safety & Housekeeping	Safety warning sign in place
	Isolation / cordon / barricading off area
	Apology sign in place
Security	ID card always clearly visible
	Clear sign of the name of company
	Low worker turn over
Reliability	No repeat incident on equipment
	Adherence to SLAs
	Availability of equipment as per contract
	Keep agreed spares available
	Daily inspection of terminal buildings
	Competence of staff
Finance	Quotes submitted within specific timeframe
	Invoices submitted to finance department on time and with correct order numbers.
	Cost control and efficiency improvements
Uniforms	To be properly dressed in overalls with company name on the back for identification

Quality of workmanship	Work to be done according to correct engineering practices and standards.
	Workmanship to be of a good quality
Submission of safety documents on monthly basis	Adhering to OHS Act

Identification of Contractors On-Site:

It is expected that contractors wear visible company uniform when entering the premises as a form of identification.

Identification cards will also be issued to contractor respectively. These cards are to be used to identify all ME contractors on site and they will have ACSA Logo with contractor's details. Every contractor appointed by ME should have this card at all times when on site.

General notes to the Contractor:

The *Contractor* must (but not limited to):

- **Access Control:** Ensure controlled access to dedicated waste areas at all times. No unauthorised persons shall be allowed to enter / make use of the site without ACSA approval. An access register must be available on site.
- **Department of Agriculture Audit:** Ensure compliance to all SLA's for the purposes of ACSA's scheduled audits by the Department of Agriculture.
- **Disposal duties:** Dispose of waste that cannot be reduced, reused, recycled, at a permitted landfill facility.
- **Landfill operator:** Audit the landfill operator and his recycling agent(s) to ensure compliance with their permits and legislation.
- **Monthly Checks:** The Employer will perform monthly assessments of the Contractor's activities for the adherence to applicable legislation.
- **Proof of Safe Disposal Before Payment:** Provide proof of safe disposal each month (certificates of safe disposal) for all hazardous waste loads taken off site, as well as waste manifest documents for all general waste and recycling / recovered slips for recycled / recovered material. Proofs must be attached to all service entry sheets and invoices.
- **Recovery / Recycling:** Ensure that all types of waste that can be recovered / recycled are indeed recovered / recycled e.g. all types of plastic, fluorescent tubes and lights,

electronic equipment, food waste etc. and should continually strive to recycle all waste streams received.

- **Reporting:** Provide a monthly report, together with waste management statistics of all waste mass (kg) (not volume) for all classes of waste) along with all paperwork (safe disposal certificates, waste manifest documents etc.) in electronic format and hard copy. Also require daily analysis of FOD (Foreign Object Debris) collected from the airside – to be reported separately on a daily basis.
- **Scales:** Maintain scales according to manufacturer specifications, with calibration conducted as per requirements, and available on site.
- **Spill and Clean Materials:** Provide adequate spill and pollution clean-up materials must be available on site at all times, and staff must be appropriately trained to conduct clean-ups. Such training material must be available on site at all times.
- **Wheelie Bins:** Provide wheelie bins that are colour coded for designated areas or types of waste (airport specific).
- **Separate billing and enforcement for Stakeholders / Tenants:** The *Contractor* must be able to provide for separate billing of stakeholders / tenants as required. The *Contractor* must be able to implement penalty levies on stakeholders / tenants that mix waste streams. These penalty levies will be mechanised by the *Employer* – where possible.

Water Conservation: **Contractor must apply strict water conservation measures throughout operations.**

3. SECTION 3: EVALUATION CRITERIA

3.1. Evaluation Stages

AIRPORTS COMPANY SOUTH AFRICA will use pre-determined evaluation stages when considering received quotations. The evaluation criteria will consider the commitment made for functionality/technical , Price and BEE, Objective Criteria

During the evaluation of received quotation packs AIRPORTS COMPANY SOUTH AFRICA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents may be disqualified from the RFQ process.

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



3.2. Mandatory Requirements Assessment

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

Refer to below for a list of mandatory documents and form

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>Priced offer as per Pricing Schedule contained in Section 5</i>	
<i>SBD 4 Bidder's Disclosure Form</i>	
<i>Non-Disclosure Agreement</i>	
<i>SBD 6.2 (Declaration for local content and production for PPPFA designated sectors</i>	

3.3. Functionality / Technical Evaluation

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Confidential

Criteria Description	Minimum Threshold	Weight	
4. Licence / Proof to Conduct Service Provide proof of registration / accreditation with authorities in alignment with local, provincial and national legislation for handling, transporting and disposing of general and hazardous waste. This proof must be valid and will be verified prior to awarding the required points. (Sub criteria min. points = 10, max. points = 10): <ul style="list-style-type: none"> • No proof submitted - 0 points • Proof Submitted - 10 points 	10	10	
TOTAL	65	100	

3.4. Price and BBEE

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**. Price will amount to 80 points, whilst preference will be 20 points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, **unless objective criteria exists**, justifying an award to another bidder or ACSA splits the award or cancels the bid, etcetera.

See Section 4, Standard Bidding Document 6.2



4. SECTION 4. RETURNABLE DOCUMENTS AND FORMS

Mandatory Returnable documents

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

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>Priced offer as per Pricing Schedule contained in Section 5</i>	
<i>SBD 4 Bidder's Disclosure Form</i>	
<i>Non-Disclosure Agreement</i>	
<i>SBD 6.2 (Declaration for local content and production for PPPFA designated sectors)</i>	

Other Returnable Documents and information

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

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>BEE Certificate or Sworn BEE Affidavit</i>	
<i>SARS Tax Compliance Status – CSD Unique Number (ACSA will not award to a bidder whose tax affairs have not been declared to be in order by SARS)</i>	
<i>Names and identity numbers of Directors / Trustees / Members / Shareholders and Senior management – CSD Unique Number</i>	
<i>Declaration of Politically Exposed Persons in Section 4</i>	
<i>Verifiable Medical Certificate or Report as proof of disability</i>	



4.1 Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this bid remains valid for the duration of the contract period (in the event where any of such document expires an updated document must be submitted). The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.



ANNEXURE A

BIDDER'S DISCLOSURE AND POLITICALLY EXPOSED PERSONS DECLARATION FORM

Making a Declaration

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

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

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

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

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

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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



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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder

ANNEXURE B

SBD 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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



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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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



bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



ANNEXURE C

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The _____ preference point system will be applicable to this bid

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
PREFERENCE	
Total points for Price and Preference must not exceed	

1.5 Failure on the part of a bidder to submit proof of Preference supporting documents together with the bid, will be interpreted to mean that preference points are not claimed.

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

2. DEFINITIONS

- (a) **B-BBEE** broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- (b) **Bid** a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of works, goods or services, through price quotations, advertised competitive bidding processes or proposals
- (c) **BBBEE Act** Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (d) **EME** Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (e) **Functionality** the ability of a bidder to provide works, goods or services in accordance with specifications as set out in the bid documents
- (f) **Prices** includes all applicable taxes less all unconditional discounts
- (g) **Proof of B-BBEE status level of contributor** B-BBEE Status level certificate issued by an authorized body or person
A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice
Any other requirement prescribed in terms of the B-BBEE Act
- (h) **QSE** a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (i) **rand value** the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR PREFERENCE

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for being in accordance with the table below:

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of Preference must complete the following:

6. PREFERENCE CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 Preference: . = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of audited Shareholders Certificated, the BEE Scorecard, or Sworn BEE Affidavit.

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

SUBCONTRACTING

Will any portion of the contract be sub-contracted?

(**Tick applicable box**)

YES		NO	
-----	--	----	--

If yes, indicate:

What percentage of the contract will be subcontracted _____ %

The name of the sub-contractor _____

The Preference of the sub-contractor _____

Whether the sub-contractor is an EME or QSE (**Tick applicable box**)

YES		NO	
-----	--	----	--



ANNEXURE D

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS SBD 6.2

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.



The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedtic.gov.za/industrial development/ip.jsp](http://www.thedtic.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold

- 3. Does any portion of the goods or services offer have any imported content? (Tick applicable box)**

YES		NO	
-----	--	----	--

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

- 4.** Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTIC must be informed accordingly in order for the DTIC to verify and in consultation with the AO/AA provide directives in this regard.

ANNEXURE E

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

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

IN RESPECT OF RFQ NO. _____

ISSUED BY: (Procurement Authority / Name of Institution):

NB:

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdtic.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D.

After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.**

Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, _____ (Full names),
do hereby declare, in my capacity as _____ of
_____ (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and



- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application.
- (f) I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SECTION 5 PRICING SCHEDULE / FORM OF OFFER

N.B FORM OF OFFER FROM NEC SHOULD ALSO BE CAPTURED BELOW

	Sub Total	
	VAT (15%) if you are a VAT Vendor	
	TOTAL	

Declaration:

I/We the undersigned _____ (Name) hereby certify that the information furnished in this bid submission is true and correct. I declare that I am duly authorised to act and sign on behalf of the bidding company. We further certify that we understand that where it is found that we have made a false declaration or statement in this RFQ submission, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ process.

Signature

Date

Position

Name of bidder