



**REQUEST FOR QUOTATIONS FOR SUPPLY, INSTALL AND COMMISSION BACKUP  
AIR-CONDITIONING SYSTEM AT AIRPORTS COMPANY OF SOUTH AFRICA FOR  
BRAM FISCHER INTERNATIONAL AIRPORT**

**Requisition Number:** : 8375

**Issue Date** : 12 February 2024

**Closing Date** : 29 February 2024 - 15:00 PM

**Briefing Session and Site, Date and Time** : 20 February 2024 - 10:00 AM

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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 **29 February 2024 - 15:00 PM** using the following method either,

#### 1.1.1. Email submissions:

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

[joseph.rulash@airports.co.za](mailto:joseph.rulash@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.

### 1.3 Late Quotations

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

### 1.4 Clarification and Communication

Name:	<u>Joseph Rulash</u>
Designation:	<u>Buyer</u>
Tel:	<u>011 409 3943</u>
Cell:	<u>084 434 0582</u>
Email:	<u><a href="mailto:joseph.rulash@airports.co.za">joseph.rulash@airports.co.za</a></u>

Request for clarity or information on the RFQ may only be requested until Date 26/02/2024 Time 11:00 am. 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

Compulsory briefing as below details

<b>Briefing/Site Inspection Session Requirements</b>	<b>Detail</b>
Date	<b>20 February 2024</b>
Time	<b>10:00 AM</b>
Venue or Microsoft Teams Link	<b>Information desk at Bram Fischer Airport</b>
Access to Restricted Area, Cargo, Airside, Terminal	<b>Yes</b>
Documentation, e.g. ID, Passport, Temporary Permit, etc (note: Driver's License will not be acceptable)	<b>Yes</b>
Personal Protective Equipment, Safety boots	<b>Yes</b>

### 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:

- Award the whole or a part of this RFQ;
- Split the award of this RFQ;
- 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 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](mailto:office@thehotline.co.za)

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

### 2.1. Background and/or Purpose of this RFQ

Since inception approximately 20 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable, and commercial enterprise that is market-driven and customer service oriented. The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Chief Dawid Stuurman (CDSIA), King Phalo Airport (KPIA), George Airport (GRG), Kimberley Airport (KIM) and the Corporate Office (COR).

The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.

ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa.

### 2.2. Scope of Work

Request for a Service provider to supply, install and commission backup Air-Conditioning system (Ceiling 4 Way Cassette Type and Split Units) at Bram Fischer International Airport at various areas such as Bidvest lounge, Departure Hall, Baggage Area, Restaurant, and Management Offices.

**NB! All air-conditioning system must be one brand (SAMSUNG).**

OEM shall always be respected.

All work shall be guaranteed for twelve (12) months.

**Justification process for a suitable vendor will initial the following:**

Ensure that all activities (installation + equipment & spares) is completed according to the applicable **legislation** and **standards** and acceptable quality of the Airports Company SA – which is detailed, but not limited to, the list below:

- Occupational Health & Safety (OHS) Act (act 85 of 1993)
- Applicable SANS standards

All work (supplied equipment) must be signed off by way of completing the attached Service & Repairs Report Sheet – which needs to be completed in full prior to the processing of payments.

Note that the maximum allowances to be made provision for, is indicated in the fields below. However, only actual quantities will be invoiced for. Should you feel based on expertise and experience that the listed allowance is not adequate – please indicate so on the quotation. This implies that all prices must be indicated per applicable unit, i.e.

- Labor = Each (per activity completed in full according to applicable published standards)
- Material / Spares = per standard length; or per meter; or per square meter

The item list (scope) below was formulated to provide a complete solution to the need's analysis at hand. Should the bidder feel that the scope is not adequate, or an alternative method (different scope) may be applied – then they should provide an additional quotation (2<sup>nd</sup> version) which detail the variance in scope. The bidder must still provide a **cost breakdown** on quotation for the scope detailed below – as it will be utilized to determine the winning bid.

Item	Item/ Service Description	Unit of Measure	Quantity	R
1	Supply and Install Air Conditioner Ceiling 4 Way Cassette type 48000btu lq-h48ca-3/t 380v at the Restaurant (Mugg & Bean). Also supply and Install 18000BTU indoor split unit at small lounge. <b>(SAMSUNG)</b> .	48000btu 18000btu	2	
2	Supply and Install Air Conditioner Ceiling 4 Way Cassette 48000btu lq-h48ca-3/t 380v at Departure Hall. Also Install 18000BTU indoor split unit at small departure room. <b>(SAMSUNG)</b> .	48000btu 18000btu	2 1	
3	Supply and Install Air Conditioner Ceiling 4 Way Cassette 36000btu lq-h36ca-380v at Bidvest Lounge. <b>(SAMSUNG)</b> .	36000btu	1	
4	Supply and Install 24000BTU indoor and outdoor split unit at management offices at the first floor (APM, Admin, ARFF, Finance, Client service, M&E, Security). <b>(SAMSUNG)</b> .	24000btu	7	
5	Supply and Install 24000BTU indoor and outdoor split unit at the following offices: IT server room, Security HBS, IT office, Second finance office. <b>(SAMSUNG)</b> .	24000btu	4	
6	Supply Install Air Conditioner Ceiling 4 Way Cassette 36000btu lq-h36ca-380v at Main Boardroom. <b>(SAMSUNG)</b> .	36000btu	1	
7	Submit Occupational Health & Safety (OHS) File.	Each	1	
8	Submit Clear Method Statement and proper project schedule.	Each	1	
9	Supply COC (certificate of compliance) and completion certificate.	Each	1	
10	Supply all air-conditioning manuals installed.	Each	1	

Service provider to supply, install and commission air conditioning systems in the areas: Departure Hall, Bidvest Lounge, Baggage Area, Restaurant, and management offices for backup at Bram Fischer International Airport.

Key benefits of air conditioning systems:

Highly energy efficient,

Precise temperature control,

Simultaneous heating & cooling,



**AIRPORTS COMPANY**  
SOUTH AFRICA

Heat recovery,  
Zoned comfort,  
Flexible & modular designs,  
Simpler to install,  
Sophisticated, easy to use controls.

### 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 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 SECTION 4 below for a list of mandatory documents and form*

### 3.3. Functionality / Technical Evaluation

#### Functionality hurdle breakdown

Description criteria	Evaluation Criteria	Max Score	Minimum Threshold
Tender's resource proposal & operational plan	Qualification	30	15
	Years of experience	30	15
	Operation Plan/technical approach	20	10
Company references and experience	Company experience and relevant references	20	10
	Total	100	50

The tenderer must submit a comprehensive proposal that shows Installation Plan and Resource Plan Proposal including the Accreditation and Certificates of each resource considered to meet the SLA and KPI's

- The proposal should not be limited to manpower but should also cover activities.
- Foreign (non-South African) qualifications shall be accompanied by an SAQA equivalent letter/certificate.
- The bidder must submit CV's with qualification certificates for all resources identified under the Installation plan to enable the service provider to achieve the KPI and SLA. *i.e. BSc, B-Tech or ND, Wireman's licence/Electrician from Dept of Labour, SAQCC Gas and Refrigeration, National Diploma, Trade test certificates validated by QCTO(Quality Council for Trade Occupation) or SAQA, N2 or N3 results certificates from accredited institutions etc.*

#### **Tender's resource proposal**

Evaluation Criteria	Max Score	Minimum Threshold
Bidders critical /senior resources must meet the following qualification including the Accreditation and Certificates of each resources considered for the SLA and KPI's <ul style="list-style-type: none"> <li>i. Site Manager (Mechanical, Electrical or Management) Qualifications - (Proof of qualification should be attached to the resource's CV's for evaluation purposes the resources CV's should clearly state the role assigned for this contract.)               <ul style="list-style-type: none"> <li>▪ Lower than NQF level - 0 Points</li> <li>▪ NQF level 6 qualification or Trade test – 5 points</li> </ul> </li> </ul>	10	5

<ul style="list-style-type: none"> <li>▪ Higher than NQF level 6 qualification - 10 points</li> </ul>		
ii. Site Manager Years of Experience - (Proof of experience should be reflected in the resources' CV's for evaluation purposes) <p>Note:</p> <ul style="list-style-type: none"> <li>○ Experience for the resources should be related to the assigned role and for similar works (Contract and staff management or supervision) <ul style="list-style-type: none"> <li>▪ Less than 3 years : 0 points</li> <li>▪ 3 years – 5 years : 10 points</li> <li>▪ More than 5 years : 15 points</li> </ul> </li> </ul>	15	10
iii. Refrigeration Technician/Artisan Qualifications - (Proof of qualification should be attached to the resource's CV's for evaluation purposes the resources CV's should clearly state the role assigned for this contract.) <ul style="list-style-type: none"> <li>▪ No Trade Test - 0 Points</li> <li>▪ Trade test and SAQCC CAT B accreditation – 5 points</li> <li>▪ Trade test and Higher than NQF level 3 qualification with SAQCC CAT B accreditation - 10 points</li> </ul>	10	5
iv. Refrigeration Technician/Artisan Years of Experience - (Proof of experience should be reflected in the resources' CV's for evaluation purposes). <ul style="list-style-type: none"> <li>○ Experience for the resources should be related to the assigned role and for similar works (Installation, maintenance/ repairs of HVAC and related systems e.g. split/ DX units, chillers cooling system/towers) <ul style="list-style-type: none"> <li>▪ Less than 3 years : 0 points</li> <li>▪ 3 years – 5 years : 10 points</li> <li>▪ More than 5 years : 15 points</li> </ul> </li> </ul>	15	10

## Installation Clear Plan

Evaluation Criteria	Max Score	Minimum Threshold
<p>Bidders must submit a comprehensive proposal that shows Installation Plan and <b>Resource</b> Plan Proposal including the Accreditation and Certificates of each resources considered to meet the SLA and KPI's</p> <p>1. <b>Installation Plan/Technical Approach</b> - Provide technical approach document aligned to the scope of work in order to achieve the SLA and KPI's</p> <p><b>Note:</b> Plan should cover the following:</p> <ul style="list-style-type: none"> <li>a) Organogram with names and roles of proposed resources for this work. <ul style="list-style-type: none"> <li>i) no organogram - <b>0 Points</b></li> <li>ii) organogram submitted but no roles linked to resources – <b>5 Points</b></li> <li>iii) organogram complete with resources linked to roles e.g. <i>Bob Zungu-refrigeration technician</i> – <b>10 Points</b></li> </ul> </li> <li>b) Installation plan with daily activities to cover 1 month (30 days) <ul style="list-style-type: none"> <li>i) Plan with only activities or timelines – <b>5 Points</b></li> <li>ii) Plan with activities and timelines - <b>10 Points</b></li> <li>iii) activities with timelines and resource allocation - <b>20 Points</b></li> </ul> </li> </ul>	30	20

## Company experience and Relevant references

The tenderer must submit at least 2 reference letters from previous employers detailing nature of work done and performance. Past experiences and expertise attained in relation to Installation of new aircons and Maintenance of HVAC Centralised systems.

Note: Scope of work should be clear in the reference letter or completion certificate for evaluation purpose. All references should be accompanied by the following:

- Reference letter/completion certificate in the client's company letter head.
- Scale/rating of task or work accomplished and relevance of each experience.
- The description of works performed by the bidder.
- The start and end date of the works performed by the bidder, in the format Month and Year.

#### **4.6 Evaluation Criteria - Company experience and relevant references**

Evaluation Criteria	Max Score	Minimum Threshold
<p>Bidders must submit Previous Company experience in Installation of new aircons or Maintenance and Repairs of HVAC centralized systems and associated air-conditioning equipment.</p> <p><b>Company experience and relevant references-</b> to show all requirements.</p> <p><b>Note:</b></p> <p><b>NB:</b> Minimum of 2 companies' references or more must contain</p> <ul style="list-style-type: none"> <li>i) <b>1 letter submitted – 10 points</b></li> <li>ii) <b>2 letters submitted - 20 points</b></li> </ul>	20	10

#### **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>SBD 4 Bidder's Disclosure Form</i>	
<i>VALID Letter of Good Standing with workman's compensation commissioner COIDA.</i>	
<i>Only tenderers who are a CIDB contractor grading of 1ME or higher</i>	
<i>Attendance of compulsory site briefing session</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 orders 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

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**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.

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Signature

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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 interest<sup>1</sup> in the enterprise,  
employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2 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	
<b>Total points for Price and Preference must not exceed</b>	

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.



# AIRPORTS COMPANY SOUTH AFRICA

## 2. DEFINITIONS

(a)	<b>B-BBEE</b>	broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
(b)	<b>Bid</b>	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)	<b>BBBEE Act</b>	Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
(d)	<b>EME</b>	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)	<b>Functionality</b>	the ability of a bidder to provide works, goods or services in accordance with specifications as set out in the bid documents
(f)	<b>Prices</b>	includes all applicable taxes less all unconditional discounts
(g)	<b>Proof of B-BBEE status level of contributor</b>	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)	<b>QSE</b>	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)	<b>Rand value</b>	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

Ps = Points scored for price of bid under consideration

Pt      =      Price of bid under consideration

P<sub>min</sub> = 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	
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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	
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## SECTION 5 PRICING SCHEDULE / FORM OF OFFER

### Pricing Schedule

Please submit a detailed quote as per BOQ

#### 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.

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Signature

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Date

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Position

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Name of bidder