

REQUEST FOR QUOTATION FOR MAINTENANCE AND REPAIRS OF ELECTRICAL BACKUP SYSTEMS AT THE WESTERN PRECINCT BUILDING FOR A PERIOD OF 6 MONTHS FOR AIRPORTS COMPANY OF SOUTH AFRICA.

RFQ Number: : 49158/2022/RFQ

Issue Date : 18th July 2022

Closing Date : 2nd August 2022 -12:00pm

Briefing Session Date and Time : N/A

Site Inspections : N/A

| | |
|--------------------------------|--|
| Responding Company Name | |
| Representative Name | |
| Signature | |
| Date | |

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INDEX

Section 1: Instructions to Bidders

- 1.1 Access to RFQ document
- 1.2 Submission of response
- 1.3 Alternative Bids
- 1.4 Late Bids
- 1.5 Clarification and Communication
- 1.6 Compulsory Briefing session
- 1.7 Bid Responses
- 1.8 Disclaimers
- 1.9 Validity period
- 1.10 Confidentiality of information
- 1.11 Anti-Corruption Hotline

Section 2: Background, Purpose and Scope of work and Minimum Requirements

- 2.1 Purpose of this RFQ
- 2.2 Objective of this RFQ
- 2.3 Scope of Work
- 2.4 Minimum Requirements

Section 3: Preference Points and Price

- 3.1 Preference points claims
- 3.2 Maximum point allocation
- 3.3 Definitions
- 3.4 Adjudication using a point system

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- 3.5 Declaration with regards to the bidder
- 3.6 Description of Principal business activities
- 3.7 Company Classification
- 3.8 Total numbers of years the company / firm has been in business
- 3.9 Overall bid declaration

Section 4: Evaluation Criteria

- 4.1 Evaluation Criteria
- 4.2 Functionality/Technical
- 4.3 Threshold
- 4.4 Price and B-BBEE

Section 5: Returnable documents

- 5.1 Mandatory documents
- 5.2 Validity of submitted information

Section 6: Submission of Proposal

- 6.1 Terms and conditions of RFQ
- 6.2 Response format and content

Section 9 - Returnable Appendices

Appendix A

Cover Letter

Appendix B

Declaration of interest form

Appendix C

Declaration of forbidden practices form

Appendix D

Consent to vetting form

Appendix E

Acceptance of RFQ terms and condition

Appendix F

*Briefing Session Form **(Not Applicable)***

Appendix G

Company Registration Documents

Appendix H

Company Profile

Appendix I

Valid original tax clearance certificates or Tax Status pin;

Appendix J

ID Copies of Directors or Members

Appendix K

Business plan

Appendix L

Proposal Plan

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

RFQ documents are available on www.etenders.gov.za and <http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders#>

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before 18th July 2022 at 12:00pm using the following method

1.2. Submission of bid documents

Bidders must submit bid documentation **online**. The documents submitted must have the following information:

- Bidding entity's name
- Bidding entity's return address
- Full description of the RFQ and RFQ reference number

The documents must be kept in the sequence and format they have been issued, signed and completed by a person who has been given authority to act on behalf of the bidding entity.

The bottom of each page of the bid documents must be signed in order to ensure that the bidder has read the RFQ documents.

Bid documents must be submitted on the **2nd August 2022 (12h00pm)**.

NB:

Only Electronic bid submissions will be accepted. Maximum email size is 30Mb, if bigger please supply file sharing location (dropbox etc.). Electronic documents must be emailed to masana.sithole@airports.co.za

Bidders are requested to submit the response form as an PDF as well as word (editable version)

1.3. Alternative Bids

As a rule, ACSA only accepts bids which have been prepared in response to the RFQ invitation.

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1.4. Late Bids

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

1.5. Clarification and Communication

| | |
|--------------|--|
| Name: | Masana Sithole |
| Designation: | Buyer |
| Tel: | 011 729 7946 |
| Email: | masana.sithole@airports.co.za |

1.5.1. Request for clarity or information on the RFQ may only be requested until **22nd July 2022 at 16h00.**

1.5.2. Bidders may not contact any ACSA employee on this RFQ other than those listed above.

1.6. Compulsory Briefing Session

There will be Non-Compulsory briefing session on **20th July 2022 at 11:30am** through:
Microsoft Teams meeting

Bid Responses

Bid 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 ACSA'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.

1.7. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.7.1. It must be noted that ACSA may:
- 1.7.2. Award the whole or a part of this tender;
- 1.7.3. Split the award of this tender;
- 1.7.4. Negotiate with all or some of the shortlisted bidders;

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- 1.7.5. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow; and/or
- 1.7.6. Cancel this tender.

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1.8. Validity Period

- 1.8.1. ACSA requires a validity period of one hundred and twenty (120) business/working days for this RFQ.

1.9. Confidentiality of Information

- 1.9.1. ACSA will not disclose any information disclosed to ACSA through this RFQ process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.9.2. 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 ACSA. 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 ACSA **with the proposal**.

1.10. Anti-corruption Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

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

2.1. Purpose of this RFQ

The newly built and recently occupied building requires maintenance service provider that will be responsible for the electrical backup assets. Western Precinct building is fitted with an electricity backup system comprising of genset for essential and UPS for sensitive loads. To ensure full safety of people and property and intended operations, it is required that functional tests and servicing of the assets takes place.

2.2. Objective of this RFQ

Main objective is to procure a service provider that will be fully responsible for meeting all requirements regarding the Works. For each piece of equipment, all work will be carried out to standards as required by the Original Equipment Manufacturer (OEM) as well as any applicable governing law and/or regulations. A Contractor needs to be appointed to undertake servicing, and maintenance and repairs of all generators, UPS, and batteries at Western Precinct Site.

ACSA wishes to explore the market for a reputable (reliable and experienced) service provider to perform maintenance for all electrical backup system detailed below. The work shall be carried out on the assets in line with SANS 10142, ORHVS, OEM, Occupation Health and Safety Act of 1993, Best practices and ACSA's procedures to achieve intended purpose while maintaining targeted performance.

2.3. Scope of Work

The service provider is expected to demonstrate understanding of the work through a systematic assessment methodology, detailed task breakdown and sound safety management practices. The minimum scope of work entails the assessment, repairs, replacement of damaged equipment (where necessary) and guided by below table for these electrical backup systems within the Western Precinct. Furthermore, the other adhoc activities shall include:

- Provision of all materials, supervision, labor, tools, equipment, and transportation to perform preventive maintenance.
- Upgrading, adding, or making changes to any electrical backup installation/components and issue Certificates of Compliance.
- Fault finding on different types of electrical backup installation/components.
- Replacement of different critical components.

| Asset Class | Maintenance to be done | Records / Certificates needed |
|-------------|------------------------|-------------------------------|
|-------------|------------------------|-------------------------------|

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| | | |
|------------|--|--|
| Generators | <ol style="list-style-type: none"> 1) Lubricate & change oil filter 2) Check, replace and clean air filter 3) Lubricate and change fuel filter 4) Flush sump oil and replace with OEM recommended oil. 5) Flush coolant system, refill with fresh water and inhibitor to correct quantity 6) Take sample of fuel from bottom of bulk tank and primary filter for check against contamination 7) Note condition of exhausted smoke line breather fumes (Yearly) 8) Check level of bulk fuel tank; fill up to full mark to avoid condensation. Take sample for analysis 9) Filtration of fuel for moisture and any contaminant (Conditional upon heavy rains) 10) Check the radiator hoses, belt and fan (replace or adjusted where applicable) 11) Check the functionality of engine heater jacket 12) Check the water pump (where applicable) 13) Check the engine mountings 14) Check radiator matrix for dirt build up and condition of pressure cap | <p>Genset Annual Service report</p> <p>Battery Voltage & Current Records</p> <p>Battery Charger records</p> <p>UPS Annual service report</p> |
| UPS | <ol style="list-style-type: none"> 1) Inspect UPS as per monthly maintenance 2) Measure and record UPS temperature room, % load on UPS and charger voltage 3) Measure and record battery cells, inverter output voltage, current, frequency r 4) Record any alarm conditions and repair them when instructed 5) Carry out lamp test and static and manual bypass switch test | <p>Battery Voltage & Current Records</p> <p>Battery Charger records</p> <p>UPS Annual service report</p> |

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| | | |
|--|---|--|
| | <p>6) Compare display values with the recorded, and calibrate if required</p> <p>7) Take necessary measurement and record them</p> <p>8) Record any excessive heat build-up in the UPS room as this reduces battery life</p> <p>9) Perform software setups for applicable UPS models</p> <p>10) Perform UPS service:</p> <p> 10.1 Shut down UPS</p> <p> 10.2 Open and clean internally</p> <p> 10.3 Measure and verify capacitor and rectifier values</p> <p> 10.4 Visual check for faults on circuit boards</p> <p> 10.5 Start-up UPS, simulate mains failure and perform onload test</p> | |
|--|---|--|

2.4. Minimum Requirements

Only bidders meeting the following criteria will be considered for this RFQ:

- Valid Tax Clearance Certificate
- Valid and certified copy of the B-BBEE Certificates
- Initial/stamp and where applicable sign all pages of the attached RFQ Declaration of interest forms (attached RFQ document)
- CSD summary report
- CIDB grading of **2EP/2EB OR Higher** to be eligible to tender.

3. SECTION 3: PREFERENCE POINTS AND PRICE

3.1. Preference Points Claims

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3.1.1. In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference. The preferential point systems are as follows:

3.1.1.1. The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

3.1.1.2. The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

3.2. Maximum Points Allocation

3.2.1 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

3.2.2 ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by ACSA.

3.3. Definitions

3.3.1. “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad - Based Black Economic Empowerment Act;

3.3.2. “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

3.3.3. “Black Designated Groups” has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

3.3.4. “Black People” has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

3.3.5. “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act 53 of 2003);

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3.3.6. “Designated Group” means:

- 3.3.6.1. Black Designated Groups;
- 3.3.6.2. Black People;
- 3.3.6.3. Women;
- 3.3.6.4. People with disabilities; or
- 3.3.6.5. Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 3.3.7. **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 3.3.8. **“QSE”** means any enterprise with an annual turnover of between R10 million and R50 million in terms of the B-BBEE Codes of Good Practice Gazetted on 11 October 2013;
- 3.3.9. **“EME”** means any enterprise with an annual total revenue of R10 million or less in terms of the B-BBEE Codes of Good Practice Gazetted on 11 October 2013;
- 3.3.10. **“Functionality”** means the ability of bidder to provide goods or services in accordance with specifications as set out in the RFQ documents;
- 3.3.11. **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 3.3.12. **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 3.3.13. **“Person”** includes a juristic person;
- 3.3.14. **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 3.3.15. **“Price”** means all applicable axes less all unconditional discounts;
- 3.3.16. **“QSE”** means a qualifying small business enterprises in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act

- 3.3.17. **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 3.3.18. **“Rural Area”** means:
- 3.3.18.1. a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or
 - 3.3.18.2. an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 3.3.19. **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 3.3.20. **“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 3.3.21. **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;
- 3.3.22. **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person; and
- 3.3.23. **“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

3.4. Adjudication Using A Point System

- 3.4.1.1. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.
- 3.4.1.2. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a

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sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.

- 3.4.1.3. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 3.4.1.4. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 3.4.1.5. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 3.4.1.6. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

3.5. Award of Business where Bidders have Scored Equal Points Overall

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

3.6. Declaration with regards to the Bidder

3.6.1. Name of bidding entity

3.6.2. VAT Registration

3.6.4. Company registration number:

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3.6.5. Type of company / firm:

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

3.7. Describe principal business activities

3.8. Company Classification

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transportation, *etcetera*.

[TICK APPLICABLE BOX]

3.9. Total numbers of years the company / firm has been in business:

3.10. I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in this bid of the

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foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 3.10.1. The information furnished is true and correct;
- 3.10.2. The preference points claimed are in accordance with the General Conditions as indicated in this Section;
- 3.10.3. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- 3.10.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
 - 3.10.4.1. Disqualify the person from the bidding process;
 - 3.10.4.2. Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 3.10.4.3. Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - 3.10.4.4. Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - 3.10.4.5. Forward the matter for criminal prosecution.

Witnesses:

1. _____

Signature(s) of bidder(s)

2. _____

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Date _____ :

Address: _____

4. SECTION 4: EVALUATION CRITERIA

4.1. Evaluation Criteria

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

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

4.2. Mandatory Requirements

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

- Valid Tax Clearance Certificate
- Valid and certified copy of the B-BBEE Certificates

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- Initial/stamp and where applicable sign all pages of the attached RFQ Declaration of interest forms (attached RFQ document)
- CSD summary report
- CIDB grading of **2EP/2EB OR Higher** to be eligible to tender.

4.3. Local Content and Production

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

4.4. Functionality

The description of the functionality evaluation criteria is explained below:

EVALUATION OF FUNCTIONALITY/ TECHNICAL CRITERIA OF SERVICE PROVIDER

It is estimated that the tender must have a CIDB grading of **2EP/2EB OR Higher** to be eligible to tender.

The following criteria and weights shall apply when considering bids:

| Criteria | Description | Max | Min |
|--|--|-----|-----|
| 1. Company experience: <ul style="list-style-type: none"> • The Company must have a minimum of three (3) years' experience and above, delivering electrical reticulation maintenance works | <ul style="list-style-type: none"> • More than 3 years = 40 • 3 years = 20 • Less than 3 Years = 0 Points | 40 | 20 |
| 2. Reference letters from the previous clients where the same service has been rendered. Reference letter must be on client letterhead. | <ul style="list-style-type: none"> • 3 reference letters = 40 Points • 2 reference letters = 20 Points • 1 reference letter = 10 Points | 40 | 20 |

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| | | | |
|--------------------------------|--|------------|-----------|
| 3. ORHVS Training | <ul style="list-style-type: none"> Valid certificate = 10 points Commitment letter within 4 weeks = 5 points No evidence and/or commitment = 0 points | 10 | 5 |
| 4. Response plan & Methodology | <ul style="list-style-type: none"> Detailed plan with time and resources = 10 Points No Plan = 0 Points | 10 | 10 |
| Total | | 100 | 55 |

NB: It is mandatory that a minimum threshold is achieved in each criteria description to proceed to the next evaluation phase, should the minimum threshold be not achieved in any criteria description, and a supplier will not proceed further to the next evaluation stage.

4.5. Threshold

4.6. Price and B-BBEE

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

| Asset Class | Asset Description & Size | Qty | Rate | Total |
|-------------|--|-----|------|-------|
| Generators | Genset c/w 24 000 L Bulk diesel tank, Fuel tanks, Alternator & Controls BTU 2 x 1600kVA | 2 | | |
| UPS System | 2 x 400 kVA 2 x 200 kVA | 4 | | |

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4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

4.5 Points Awarded for B-BBEE Status Level of Contribution

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

| B-BBEE Status Level of Contributor | Number of Points (90/10 system) | Number of Points (80/20 system) |
|------------------------------------|------------------------------------|------------------------------------|
| 1 | 10 | 20 |

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| | | |
|---------------------------|---|----|
| 2 | 9 | 18 |
| 3 | 8 | 16 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

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

- 4.7.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 4.7.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.7.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.7.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

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- 4.7.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.6 Bid Declaration

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

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

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

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

5. SECTION RETURNABLE DOCUMENTS

5.1. Mandatory Returnable documents

ACSA will disqualify from the RFQ process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information are submitted.

A column has been included next to the list of required mandatory documents and information, to enable bidders to keep track of the submissions.

| Appendix Number | MANDATORY RETURNABLE DOCUMENTS AND INFORMATION | SUBMITTED [Yes or No] |
|-----------------|--|--------------------------|
| A | Cover Letter | |
| B | Declaration of Interest Form | |
| C | Declaration of for bidden practices Form | |
| D | Consent to Vetting Form | |
| E | Acceptance of RFQ Terms and conditions | |
| F | Briefing Session Form (Not Applicable) | |
| G | Company Registration Documents; | |
| H | Company Profile | |
| I | Valid original tax clearance certificates or Tax Status pin; | |
| J | Certified ID Copies of Directors or Members (in cases of sole proprietor, partnerships and close corporation), not older than 3 (three) months from the closing date. | |
| K | A business plan | |
| L | A proposal plan setting out Response plan & Methodology on how maintenance will be carried out. The plan shall be detailed with timelines and resources committed to this initiative | |

5.2. Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this RFQ remains valid. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

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6. SECTION 6: SUBMISSION OF RFQ

6.1. Terms and Conditions of RFQ

- 6.1.1. Any bids received after the bid submission date and time will not be considered by ACSA and will therefore be disqualified. These bids will remain unopened until the award of the contract to the successful bidder has taken place.
- 6.1.2. Should the bidding entity with a late submission wish to have their bid returned to them, they must send a request in writing. Should a written request for the return thereof not be received within thirty (30) days of the award of contract, such bid will be destroyed by ACSA.
- 6.1.3. Except where specifically provided for in this RFQ, a bidder may make no changes to its bid after the closing time and date.
- 6.1.4. ACSA or their duly appointed representatives shall be the sole adjudicators of the acceptability and or feasibility of the bids. The decision shall be final and except as required by law or otherwise, no reason for the acceptance or rejection of any bid will be furnished.
- 6.1.5. All representations, agreements or arrangements arising from bids submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA.
- 6.1.6. ACSA reserves the right to amend the terms and conditions of this RFQ at any time prior to finalisation of the contract between the parties and shall not be liable to any bidder or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. All bids are submitted at the entire risk of the bidder.
- 6.1.7. ACSA reserves the right to postpone the closing date for submission of bids or to withdraw the RFQ at any time without giving rise to any obligation for the responsibility for any loss or financial damage which may be incurred or suffered by any bidder.
- 6.1.8. In the case of a joint venture or partnership between service providers, evidence of such joint venture must be included with the bid submission, either in the form of a Joint Venture Agreement or Memorandum of Understanding. Alternatively, all the members of the joint venture may in writing nominate one member of the joint venture to complete and sign the RFQ on behalf of the joint venture. This written authority must be signed by duly authorised members of the joint venture and be submitted with the bid.
- 6.1.9. It is a condition of participation in this RFQ process between the bidder and ACSA that should any dispute or difference arise between the parties, this shall be resolved by a single Arbitrator-
 - Concerning the purport or effect of the RFQ documents or of anything required to be done or performed there under;
 - Concerning any aspect of the RFQ process to anything done or decided there under; or

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Such arbitration shall be by a single arbitrator who shall be -

- Selected by agreement between the parties, or failing such agreement nominated on the application of any party by the Arbitration Foundation of Southern Africa (AFSA); and
- The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice relating to all matters in dispute submitted to him/her and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition or notice had been issued.

6.1.10. Upon every or any such reference, the costs of and incidental to the reference and award shall be at the discretion of the arbitrator, who may determine the amount of the costs, or direct them to be taxed as between attorney and client or as between party and party and shall direct by whom and to whom and in what manner they shall be borne and paid.

6.1.11. The award of the arbitrator shall be final and binding on the parties and any party shall be entitled to apply to the Courts to have such award made an order of court.

6.1.12. Save as set out in this clause, the arbitration shall be conducted in accordance with the rules of the Arbitration Foundation of Southern Africa.

6.1.13. The arbitration shall be held in Johannesburg in the English language.

However, nothing in this clause shall preclude any party to the arbitration from seeking interlocutory relief in any court having jurisdiction pending the institution of a review or other appropriate proceedings for legal redress. Such arbitration shall be commenced and concluded within 30 days of the dispute having noted.

6.1.14. ACSA reserves the right to reject: -

- a. Incomplete bids;
- b. Late bids;
- c. Conditional bids; and
- d. Bids that are non-compliant with the procedural and administrative requirements.

6.1.15. This RFQ implies neither obligation to accept the lowest or any bid nor any responsibility for expenses or loss, which may be incurred by any bidder in preparation of his bid.

6.1.16. Bidders may include with their bids any descriptive matter, which, if referred to in the RFQ, will form part of the RFQ. In case of any discrepancy, however, the issued RFQ and supporting documents and information completed therein by the bidder will be considered as the valid and binding bid.

6.1.17. Notwithstanding any other provision in this document, no ACSA employee or any person related to or associated (including spouse, child, cousin, friend) with an ACSA employee may (individually or through a corporate vehicle which includes a company, close corporate, trust, partnership etc.) submit a bid for consideration in this RFQ process unless interest is declared and approved as per Delegated Level of Authority.

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6.2. Response format and content

Please organise proposals in separately tabbed sections with labels that correspond to the sections that have been outlined in the Index of this RFQ document.

- Please keep sections sequential.
- Provide a concise response in provided spaces where applicable.
- Wherever a table is provided, please title your section tab to match the RFQ section in which the table appears.
- Use the table format for your responses and maintain the sequence and reference numbers in the table.
- Please keep responses in the document formats they are being requested.

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SECTION 7: DECLARATION FORM

7.1 Making a Declaration

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

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

Full name of the bidder or representative of the
bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

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| Full Name | Identity Number | Personal Income Tax Reference Number |
|-----------|-----------------|--------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

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

Declaration:

I/We the undersigned _____ (Name) 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

Section 8: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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| | Description | Penalty | Organ of State / State Owned Company |
|--|-------------|---------|--------------------------------------|
|--|-------------|---------|--------------------------------------|

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

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

This declaration was signed on _____ of _____ 202_____

Name: _____

Designation: _____

Signature: _____

SECTION 9 - RETURNABLE APPENDICES

APPENDIX A: COVER LETTER

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APPENDIX B: DECLARATION OF INTEREST FORM

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 RFQ document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding
entity

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

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

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

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| 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 RFQ terms and conditions as well as ACSA policies in the event that we are successful in this RFQ.

Declaration:

I/We the undersigned _____ (Name) hereby certify that the information furnished in this RFQ 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 RFQ, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ.

Signature

Date

Position

Name of bidder

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APPENDIX C: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

| Description | Penalty | Organ of State / State Owned Company |
|-------------|---------|--------------------------------------|
| a) | | |
| b) | | |

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

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

This declaration was signed on _____ of _____ 2020.

Name: _____

Designation: _____

Signature: _____

APPENDIX D: CONSENT TO VETTING FORM

I/We hereby give consent to being vetted by ACSA for the purposes of providing supply, installation, commissioning, maintenance and support of IT Infrastructure services at ACSA airports and/or sites. We further pledge to comply with all requirements under this process as required by ACSA.

Please provide full Names of Directors / Trustees / Members / Shareholders/ Employees of the bidding entity that are likely to undergo vetting as required by ACSA:

| Full Name | Identity Number |
|-----------|-----------------|
| | |
| | |
| | |
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Declaration:

I/We the undersigned _____ (Name) hereby certify that the information furnished under this consent form 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 RFQ, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ.

Signature

Date

Position

Name of bidder

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APPENDIX E: ACCEPTANCE OF RFQ TERMS AND CONDITIONS

TO: The Supply Chain General Manager
Airports Company South Africa Ltd.

Proposal No: **49158/2022/RFQ**

Bidder's Name and Contact Details

| | |
|---|--|
| Bidder | |
| Physical Address: | |
| Correspondence to be addressed to: | |
| Fax Number: | |
| Phone numbers: | |
| Email Address: | |
| Contact Person: | |

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Proposal Certification

We hereby submit a Proposal in respect of the RFQ **49158/2022/RFQ** in accordance with ACSA's requirements.

- We acknowledge that ACSA's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand and agree to be bound by the content of all the documentation provided by ACSA in this Request for Proposal.
- We accept that ACSA's tender Board's decision is final and binding.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this project only; it has no impact, influence or effect on any other project for which a Proposal may be submitted.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this bidder for a period which lapses after one hundred and twenty business/working (120) days calculated from the closing date of proposal submission.

| | | | | | | |
|--------------------------|--|-------------|--|--------|--|------|
| Thus, done and signed at | | on this the | | day of | | 2022 |
|--------------------------|--|-------------|--|--------|--|------|

| | |
|-----------|--|
| Signature | |
| Name | |

For and behalf of:

| | |
|---------------------|--|
| Bidding entity name | |
| Capacity | |

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APPENDIX F: BRIEFING SESSION FORM (NOT APPLICABLE)

This is to certify that:

Bidder Name _____

Attended a briefing / site inspection meeting which was held on _____ of _____ 2020
for **49158/2022/RFQ**

Bidder was represented by:

Name: _____

Designation: _____

This certification is made on behalf of ACSA by:

Name: _____

Designation: _____

Signature: _____

Date: _____

APPENDIX G: COMPANY REGISTRATION DOCUMENTS

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APPENDIX H: COMPANY PROFILE

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APPENDIX I: VALID TAX CLEARANCE CERTIFICATE OR TAX STATUS PIN

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APPENDIX J: ID COPIES OF DIRECTORS OR MEMBERS

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APPENDIX K: BUSINESS PLAN

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APPENDIX L: A proposal plan setting out Response plan & Methodology on how maintenance will be carried out. The plan shall be detailed with timelines and resources committed to this initiative

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