



**REQUEST FOR QUOTATIONS for The provision of above ground diesel tank and the fuel bowser AT AIRPORTS COMPANY OF SOUTH AFRICA FOR KING PHALO AIRPORT**

**Requisition Number:** : **11783**

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**Issue Date** : **04 December 2023**

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**Closing Date** : **19 January 2023 - 15:00 PM**

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**Briefing Session and Site, Date and Time** : **13 December 2023 - 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 **19 January 2023 - 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>Joseph.rulash@airports.co.za</u>



Request for clarity or information on the RFQ may only be requested until Date 15/01/2023 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

Briefing/Site Inspection Session Requirements	Detail
Date	<b>13 December 2023</b>
Time	<b>10:00 AM</b>
Venue or Microsoft Teams Link	<p><b>Microsoft Teams meeting</b></p> <p><b>Join on your computer, mobile app or room device</b></p> <p><a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 343 420 211 086 Passcode: xLsMWE</p> <p><a href="#">Download Teams</a>   <a href="#">Join on the web</a></p> <p><b>Or call in (audio only)</b></p> <p><a href="#">+27 21 834 0841,,897183551#</a> South Africa, Cape Town</p> <p>Phone Conference ID: 897 183 551#</p>
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>

**Please note that a Permit fee may apply**



### 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 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

The appointment of a Contractor to supply, deliver and install new above ground 4500 (four thousand five hundred) composite litre above ground diesel tank with connections and complete with bund walling and connections and sound roofing structure for protection against the elements. The Load shedding also presented the airport with a unique challenge of fuel delivery and the diesel fuel bowser is required to top up all the generators. Currently King Phalo Airport have a 4500 (four thousand five hundred) litre underground tank and the installation date is unknown. The current tanks supplies diesel fuel to the two 500kva generators housed at the electrical complex to supply power to the airfield equipment in the event of power outages and has exceeded its life span. Numerous tests have been conducted on the tank and have indicate that the tank is no longer suitable for the function it was designed for. A new diesel bowser will also be required to fill up these diesel tanks during load shedding.

### 2.2. Scope of Work

The Contractor to supply, deliver and install new above ground 4500 (four thousand five hundred) composite litre above ground diesel tank with connections to all associated machines and a new diesel bowser for transporting fuel from nearby fuel stations during load shedding.

The Contractor will also be required to design with Local Municipal Fire Department approved drawings of the location of diesel tank, the construction of concrete works bund walling, concrete tank support structure to be and comply with Environ- mental Management Act, No 107 of 1998, SANS 10089, 10086, 10108, 10142-1 latest editions and also to include:

- Secondary containment.
- Overfill protection.
- Leak detection.
- Standard and emergency vent.
- Liquid level gauge.
- Adequate LED lighting (for night-time detection of leaks)
- Spill kit.
- Chemically compatible with the hazardous substance being stored in it.
- Protected from, or resistant to, all forms of internal and external wear.
- Be vibration, shock and corrosion resistant.
- Have a stable foundation or support structure suitable for all operating conditions.
- Be protected from fire, heat, vacuum and pressure, which might cause tank failure.
- Be sized to align with storage requirements.
- Pump installation as per SANS required codes.
- Pipes installation as per SANS required codes.
- Decommission underground tank in accordance with SANS 10089-3.
- Water outlet form bund wall.



The Contractor to supply, deliver 500 litre diesel bowser tanker trailer, all SANS, Road and Traffic and OHS regulations to be adhered to.

The 500 Liter Bowser trailer tanker specifications are as follows:

- 500 Litre Stainless Steel tank for diesel.
- Heavy duty u channel GALVANISED chassis.
- Spring Suspension with 13" wheels white mags Single Axle
- Braked Axle 0.75t coupler no brake Jockey wheel 55 round Single wheel.
- Flicker, Brake, Park lamp and light (X 2) yellow tape all round with reflectors.
- Spare wheel attached 13" Wheel on trailer.
- Required SANS signage on trailer for diesel.
- 12 V 45 LPM, Diesel Pump with leads and heavy-duty terminal clips.
- 4 DIGIT Calibrated Meter.
- G1000 GUD // FRAM Diesel Fuel Filter.
- The diesel meter, fuel filter mounted permanently on trailer.
- ALLEMINUIM, all-purpose import fuelling nozzle.
- 4.5 KG Fire Extinguisher with heavy duty bracket.
- Diesel refuelling hose to be supplied with quick couplers for easy removal and coupling to meter.
- Supply battery – 12 v 102Ah maintenance free with trailer



### 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**

Criteria Description	Minimum Threshold	Weight
<p><b>1. Company Experience with Similar Projects (References on a Clients Letterhead)</b></p> <p>Bidders must submit proof of Company Previous experience with proven track record to design, supply, deliver, install and connect composite above ground fuel tanks as per Environmental Act No. 107 of 1998. Include reference letters, contracts completed in bid, including the following:</p> <ul style="list-style-type: none"> <li>• Indicate companies where the contractor has number of years at each company (please mark this clearly) in the documentation drafted.</li> <li>• Indicate the type of work and projects undertaken for the client, duration, and value of the project.</li> </ul> <ul style="list-style-type: none"> <li>• <b>&lt;2 year = 0</b></li> <li>• <b>2 year - 5 years = 15</b></li> <li>• <b>&gt;5 years = 25 points</b></li> </ul>	<b>15</b>	<b>25</b>



Criteria Description	Minimum Threshold	Weight												
<p><b>2. Personnel Experience</b></p> <p><b>2.1. Design Engineer</b></p> <p><b>a) Bidders must submit proof of key personnel previous experience relevant to the design of concrete structure, tank electrical works, location drawings along with CV references (project details and reference to be supplied)</b></p> <table border="1" data-bbox="258 954 671 1160"> <tr> <td>More than 6yrs</td> <td>4 – 5yrs</td> <td>≤3yrs</td> </tr> <tr> <td>5</td> <td>3</td> <td>0</td> </tr> </table> <p><b>b) Relevant Qualifications (certified qualification certificate to be provided)</b></p> <table border="1" data-bbox="266 1321 1077 1608"> <tr> <td>National Degree in the Electrical/Mechanical</td> <td>National Diploma in the Electrical/Mechanical</td> <td>National Diploma or less in any field</td> </tr> <tr> <td>5</td> <td>3</td> <td>0</td> </tr> </table> <p><b>2.2. Site Supervisor</b></p> <p><b>a) Bidders must submit proof of key Personal previous experience relevant to supply, deliver and install above ground fuel tanks, along with C.V references (project details and reference to be supplied)</b></p>	More than 6yrs	4 – 5yrs	≤3yrs	5	3	0	National Degree in the Electrical/Mechanical	National Diploma in the Electrical/Mechanical	National Diploma or less in any field	5	3	0	<p>3</p> <p>3</p> <p>6</p> <p>6</p>	<p>5</p> <p>5</p> <p>10</p> <p>10</p>
More than 6yrs	4 – 5yrs	≤3yrs												
5	3	0												
National Degree in the Electrical/Mechanical	National Diploma in the Electrical/Mechanical	National Diploma or less in any field												
5	3	0												

Criteria Description			Minimum Threshold	Weight								
More than 4yrs	3 – 4yrs	≤2yrs	3	5								
10	6	0										
<p><b>b) Relevant Qualifications</b> (<i>certified qualification certificate to be provided</i>)</p> <table border="1"> <tr> <td>Relevant Qualifications (certified qualification certificate to be provided)</td> <td>National certificate in the Built Environment</td> </tr> <tr> <td>10</td> <td>6</td> </tr> </table>			Relevant Qualifications (certified qualification certificate to be provided)	National certificate in the Built Environment	10	6	3	5				
Relevant Qualifications (certified qualification certificate to be provided)	National certificate in the Built Environment											
10	6											
<p><b>2.3. Electrician</b></p> <p>a) <b>Bidders must submit proof of key Personal previous experience relevant to electrical works on above ground fuel tanks concrete works, along with C.V references</b> (<i>project details and reference to be supplied</i>)</p> <table border="1"> <tr> <td>More than 4yrs</td> <td>3 – 4yrs</td> <td>≤2yrs</td> <td rowspan="2">3</td> <td rowspan="2">5</td> </tr> <tr> <td>5</td> <td>3</td> <td>0</td> </tr> </table>					More than 4yrs	3 – 4yrs	≤2yrs	3	5	5	3	0
More than 4yrs	3 – 4yrs	≤2yrs	3	5								
5	3	0										
<p>b) <b>Relevant Qualifications</b> (<i>certified qualification certificate to be provided</i>)</p> <table border="1"> <tr> <td>Electrician –Master Installations with Trade test</td> <td>Installation Electrician with Trade test</td> </tr> <tr> <td>5</td> <td>3</td> </tr> </table>			Electrician –Master Installations with Trade test	Installation Electrician with Trade test	5	3	3	5				
Electrician –Master Installations with Trade test	Installation Electrician with Trade test											
5	3											



Criteria Description	Minimum Threshold	Weight										
<b>2.4. Tank Installer</b>  <b>a) Bidders must submit proof of key Personal previous experience relevant to Install, connect and commission above ground fuel tanks, along with C.V references (project details and reference to be supplied)</b> <table border="1" style="margin-top: 10px;"> <thead> <tr style="background-color: #FFFF00;"> <th>More than 4yrs</th> <th>3 – 4yrs</th> <th>≤2yrs</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>  <b>b) Relevant Qualifications (certified qualification certificate to be provided)</b> <table border="1" style="margin-top: 10px;"> <thead> <tr style="background-color: #FFFF00;"> <th>Trade test in the Built Environment</th> <th>Certificate without trade test in the Built Environment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	More than 4yrs	3 – 4yrs	≤2yrs	5	3	0	Trade test in the Built Environment	Certificate without trade test in the Built Environment	5	3	3	5
More than 4yrs	3 – 4yrs	≤2yrs										
5	3	0										
Trade test in the Built Environment	Certificate without trade test in the Built Environment											
5	3											
<b>2.5. Health and Safety Officer</b>  <b>a) Relevant Experience (project details and reference to be supplied)</b> <table border="1" style="margin-top: 10px;"> <thead> <tr style="background-color: #FFFF00;"> <th>More than 5 yrs.</th> <th>3 – 5 yrs.</th> <th>Less than 3 yrs.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	More than 5 yrs.	3 – 5 yrs.	Less than 3 yrs.	5	3	0						
More than 5 yrs.	3 – 5 yrs.	Less than 3 yrs.										
5	3	0										

Criteria Description	Minimum Threshold	Weight				
<p style="text-align: center;"><b>b) Certification (Valid Certificate to be submitted)</b></p> <table border="1" data-bbox="268 640 1066 887"> <tr> <td data-bbox="268 640 687 824">SACPCMP Certification or similar</td> <td data-bbox="687 640 1066 824">Substantial / relevant Regulatory training (typically 5 days or longer)</td> </tr> <tr> <td data-bbox="268 824 687 887">5</td> <td data-bbox="687 824 1066 887">3</td> </tr> </table>	SACPCMP Certification or similar	Substantial / relevant Regulatory training (typically 5 days or longer)	5	3		
SACPCMP Certification or similar	Substantial / relevant Regulatory training (typically 5 days or longer)					
5	3					
<p><b>3. Service Delivery Plan</b></p> <p><b>A). Supplier to display their knowledge of processing the work through a step-by-step process.</b></p> <p><b>B). The ability to interphase the works must be reflected.</b></p> <p><b>C). Should there be equipment taken out of service a plan for contingency equipment should be provided.</b></p>	<p style="text-align: center;"><b>10</b></p>	<p style="text-align: center;"><b>15</b></p>				

Criteria Description				Minimum Threshold	Weight
	A, B and C	A and B	A		
	15	10	5		
<b>Total</b>				<b>61</b>	<b>100</b>

#### 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 exist**, 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>Completed in full and signed Form of offer</i>	
<i>SBD 4 Bidder's Disclosure Form</i>	
<i>Attendance of Compulsory site meeting</i>	
<i>VALID Letter of Good Standing with workman's compensation commissioner</i> <i>COIDA</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.

\_\_\_\_\_  
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 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

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<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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the

\_\_\_\_\_



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

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

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.



**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
- $P_{\min}$  = 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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## SECTION 5 PRICING SCHEDULE / FORM OF OFFER

Pricing Schedule

Please See C2.2 Price List

### 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