



AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

TENDER REFERENCE NUMBER: CTIA 8255/2026/RFP

**TITLE: MAINTENANCE OF HOTEL TAXIWAY GATE AT CAPE TOWN INTERNATIONAL AIRPORT
FOR A PERIOD 60 MONTHS**

NEC 3: TERM SERVICE CONTRACT (TSC)

Between AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

Applicable at: Cape Town International Airport

(Registration Number: 1993/004149/30)

and _____

(Registration Number: _____)

for **MAINTENANCE OF THE HOTEL TAXIWAY GATE AT CAPE TOWN
INTERNATIONAL AIRPORT FOR A PERIOD OF 60 MONTHS.**

Contents:	No of pages
Part C1 Agreements & Contract Data	25
Part C2 Pricing Data	4
Part C3 Scope of Works	25
Part C4 Site Information	2
Part C5 Annexures	73

BID REFERENCE NUMBER: CTIA8255/2026/RFP: MAINTENANCE OF HOTEL TAXIWAY GATE AT CAPE TOWN INTERNATIONAL AIRPORT FOR A PERIOD 60 MONTHS.	
Contents	
The Tender	
Part T1: Tendering procedures	
T1.1	Tender Notice and Invitation to Tender
T1.2	Tender Data
Part T2: Returnable documents	
T2.1	List of Returnable Documents
T2.2	Returnable Schedules
The Contract	
Part C1: Agreement and Contract Data	
C1.1	Form of Offer and Acceptance
C1.2	Contract Data
C1.3	Occupational Health and Safety Agreement
C1.4	Environmental Terms and Conditions Agreement
C1.5	Insurance Schedule
Part C2: Pricing data	
C2.1	Pricing Instructions
C2.2	Pricing Schedule
Part C3: Scope of Work	
C3	Service Information
	Pro Forma Task Order

C1.1 Form of Offer and Acceptance

Offer

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

MAINTENANCE OF HOTEL TAXIWAY GATE AT CAPE TOWN INTERNATIONAL AIRPORT FOR A PERIOD 60 MONTHS.

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

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

The offered total of the Prices exclusive of VAT is	
Value Added Tax @ 15% is	
The total offered amount due inclusive of VAT is	
(in words)	

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

for the Contractor

Signature Date

Name Capacity

(Name and address of organisation)

Name and signature of witness signature

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



Acceptance

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

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
 - Part C2: Pricing data and Price Schedule
 - Part C3: Service information.
- and schedules, drawings and documents or parts thereof where so indicated.

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

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

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

for the Employer

Airports Company South Africa SOC Limited
Western Precinct, Aviation Park,
O.R. Tambo International Airport,
1 Jones Road, Kempton Park, 1632

Signature(s)

Date

Name(s)

Capacity

Name &
signature of
witness

Date

Schedule of Deviations

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

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

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



1 For the Tenderer:

Signature

Name

Capacity

On behalf of *(Insert name and address of organisation)*

Name & signature of witness

Date

2 For the Employer

.....

.....

.....

(Insert name and address of organisation)

.....

.....

.....

C1.1 Form of Offer and Acceptance

Offer

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

MAINTENANCE OF HOTEL TAXIWAY GATE AT CAPE TOWN INTERNATIONAL AIRPORT FOR A PERIOD OF SIXTY (60) MONTHS.

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

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

The offered total of the Prices exclusive of VAT is	
Value Added Tax @ 15% is	
The total offered amount due inclusive of VAT is	
(in words)	

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

for the Contractor

Signature Date

Name Capacity

(Name and address of organisation)

Name and signature of witness signature

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



Acceptance

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

The terms of the contract, are contained in:

- Part C1: Agreements and contract data, (which includes this agreement)
 - Part C2: Pricing data and Price Schedule
 - Part C3: Service information.
- and schedules, drawings and documents or parts thereof where so indicated.

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

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

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

for the Employer

Signature Date

Name Capacity

Airports Company South Africa SOC Limited
 Western Precinct, Aviation Park,
 O.R. Tambo International Airport,
 1 Jones Road, Kempton Park,
 Gauteng, South Africa,
 1632

Name of
 witness signature



Schedule of Deviations

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

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

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



For the Tenderer:

Signature

Name

Capacity

On behalf of *(Insert name and address of organisation)*

Name & signature of witness

Date

For the Employer

.....

.....

.....

..... *(Insert name and address of organisation)*

.....

.....

C1.2 Contract Data

Precedence in interpretation of the contract:

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

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

General Conditions of Contract

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

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

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

Part C1 Agreements and Contract Data

C1.2a: Contract Data Provided by the Employer

- Part one - Data provided by the *Employer*

Clause	Statement	Data
1	General	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
	dispute resolution Option:	A: Priced contract with price list W1: Dispute resolution procedure X1: Price Adjustment for inflation
	and secondary Options:	X2: Changes in the law X17: Low service damages X18: Limitation of Liability (as amended in Option Z) X19: Task Order X20: Key performance indicators Z: Additional conditions of contract of the NEC3 Term Service Contract (April 2013)
10.1	The <i>Employer</i> is (Name):	Airports Company South Africa SOC Limited (reg. no: 1993/004149/06),
	Address	Cape Town International Airport, Private Bag X9002 Cape Town, 7525
	Telephone	021 937 1200
	Employer Project Manager	TBC
	Telephone	TBC
	e-mail	TBC

10.1	The <i>Service Managers</i> are:	
	The Service Manager, Cape Town International Airport is:	Karabo Thebe
11.2(1)	The <i>Accepted Plan</i> is	Included in Part C3 of this document, including Annexes thereto as submitted by the Contractor and accepted by the Service Manager.
11.2(2)	The <i>Affected Properties</i> are	Airports Company South Africa SOC Limited sites: Cape Town International Airport
11.2(13)	The <i>service</i> is	MAINTENANCE OF HOTEL TAXIWAY GATE AT CAPE TOWN INTERNATIONAL AIRPORT FOR A PERIOD OF SIXTY MONTHS (60) as more fully set out in Section C3 Service Information.
11.2(14)	The following matters will be included in the Risk Register	1. Access to Site 2. Spare Parts Management 3. Technical Competency 4. Service Level Agreement - Refer to Annex E for more detail. 5. Health and Safety hazards 6. Financial risks
11.2(15)	The <i>Service Information</i> is in	Part C3: Employer's Service Information and all documents.
12.2	The <i>law of the contract</i> is the law of	The Republic of South Africa
13.1	The <i>language of this contract</i> is	English
13.3	The <i>period for reply</i> is	Three (3) working days
2	The Contractor's main responsibilities	Detailed in Part C3 (Service Information)
21.1	The <i>Contractor</i> submits a first plan for acceptance within	Two (2) weeks from the date of commencement for ACSA approval and acceptance
3	Time	
30.1	The <i>starting date</i> is	Upon Completion of the whole of the works (excluding defects period).
30.2	The <i>Service Period</i> is	Sixty (60) Months.

4	Testing and Defects	
42.2	The defects date is	Twelve (12) months after Completion of the whole of the works
43.1	The defects correction period is	Seven (7) days
5	Payment	
50.1	The <i>assessment interval</i> is on the	15th day of each successive month.
51.1	The <i>currency of this contract</i> is the	South African Rand (ZAR)
51.2	The period within which payments are made is	Thirty (30) days after the receipt of the tax invoice.
51.4	The <i>interest rate</i> is	The prime lending rate of the Nedbank Bank, as determined from time to time.
6	Compensation events	No data is required for this section of the conditions of contract.
7	Use of Equipment Plant and Materials	No data is required for this section of the conditions of contract.
8	Risks and insurance	
83.1	The <i>Employer</i> provides these insurances from the Insurance Table	(i) Public Liability Insurance which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of R 100 million in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause. Note: The terms and other matters applicable to these insurances provided by the Employer (and to insurances generally) are detailed in the insurance schedule attached as section C1.5 to the <i>contract</i> ("the Insurance Schedule").

83.1	The <i>Contractor</i> provides these additional insurances	i) Public Liability Insurance for an amount sufficient to cover the Contractor's obligations in terms of the Deductible of R25 000 or R250 000 as stated above. ii) Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as may be amended or in terms of any similar Workers Compensation and Unemployment Insurance. iii) Insurance of Contractor's Equipment iv) Moto Vehicle Liability Insurance. Note: The terms and other matters applicable to this insurance provided by the Employer are likewise detailed in section C1.5 to the contract.
83.2	The minimum amounts of cover or minimum limits of indemnity required for the insurance table	Refer to section C1.5 Insurance Schedule
83.1	The <i>Employer</i> provides these insurances from the Insurance Table	Refer to section C1.5 Insurance Schedule
83.1	The <i>Employer</i> provides these additional insurances	Refer to section C1.5 Insurance Schedule
83.1	The minimum amount of cover for insurance against loss and damage caused by the <i>Contractor</i> to the <i>Employer's</i> property is	Refer to section C1.5 Insurance Schedule
83.1	The minimum amount of cover for loss of or damage to Plant and Materials provided by the <i>Employer</i> is:	Refer to section C1.5 Insurance Schedule
83.1	The minimum amount of cover for insurance in respect of loss of or damage to property (except the <i>Employer's</i> property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) arising from or in connection with the <i>Contractor's</i> Providing the Service for any one event is:	Refer to section C1.5 Insurance Schedule
83.1	The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the <i>Contractor</i> arising out of and in the course of their employment in connection with this contract for any one event is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Contractor's common law liability for people falling outside the scope of the Act.

9	Termination	There is no reference to Contract Data in this section of the core clauses and terms in italics used in this section are identified elsewhere in this Contract Data.
10	Data for main Option clause	
A	Priced contract with price list	as detailed in Part C2
20.5	The <i>Contractor</i> prepares forecasts of the final total of the Prices for the whole of the <i>service</i> at intervals no longer than:	4 weeks.
11	Data for Option W1	
W1.1	The <i>Adjudicator</i> is	The person selected from the panel of adjudicators listed in Annexure C of this Contract Data, by the party intending to refer a dispute to him.
W1.2(3)	The <i>Adjudicator nominating body</i> is:	The Chairman of the Johannesburg Society of Advocates, or his successor or his nominee.
W1.4	The <i>tribunal</i> is:	arbitration
W1.4	The <i>arbitration procedure</i> is	The latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body
W1.4	The place where arbitration is to be held is	Johannesburg, South Africa
W1.4	The person or organization who will choose an arbitrator	The Arbitrator is the person selected by the Parties as and when a dispute arises in terms of the relevant Z Clause, from the Panel of Arbitrators provided under the relevant Z clause if the arbitration procedure does not state who selects an arbitrator. The Arbitrator nominating body is the Chairman of the Johannesburg Advocates Bar Council.
12	Data for secondary Option	
X1	Price Adjustment for inflation	The index referred to in this clause shall be deemed to refer to the CPI index on the <i>starting date</i> . Price adjustment for inflation shall only take place on contract anniversary
X2	Changes in the law	No data is required for this secondary Option
X7	Delay Damage	

	Delay damages of the <i>service</i> is	amount per day is 0.05%, to the maximum of 10% of the Contract value
X17	Low service damages	As per the Service Information (C3) – Annex I section 6
X17.1	The <i>service level table</i> is in	The Service Information, Annex I
X18	Limitation of liability	
X18.1	The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to	Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue
X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to	Total of the losses incurred and/or repairs to the damages caused
X18.3	The <i>Contractor's</i> liability for Defects due to his design of an item of Equipment is limited to	Total of the losses incurred and/or repairs to the damages caused
X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> , for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	The Contractor's total direct liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the total of the Prices and applies in contract, tort or delict and otherwise to the extent allowed under the law of the contract. The excluded matters are amounts payable by the Contractor as stated in this contract for: - Defects due to his design which arise before the Defects Certificate is issued, - Defects due to manufacture and fabrication outside the Site, - Loss of or damage to property (other than the works, Plant and Materials), - death of or injury to a person; - damage to third party property; and - infringement of an intellectual property right.
X18.5	The <i>end of liability date</i> is	The date on which the liability in question prescribes in accordance with the Prescription Act No. 68 of 1969 (as amended or in terms of any replacement legislation) for any other matter.
X19	Task Order	No data is required for this section of the conditions of contract.
X19.5	The <i>Contractor</i> submits a Task Order programme to the <i>Service Manager</i> within	5 days of receiving the Task Order
X 20.1	The incentive schedule for Key Performance Indicators is in	As per the Service Information (C3) – Annex I section 7



X20.2	A report of performance against each Key Performance Indicator is provided at intervals of	One (1) month
-------	--	----------------------

Z	The additional conditions of contract are	
	AMENDMENTS TO THE CORE CLAUSES	
Z1	Interpretation of the law	
Z1.1	Add to core clause 12.3: Any extension, concession, waiver, non-enforcement of any terms of the contract or relaxation of any action stated in this contract by the Parties, the <i>Service Manager</i> , the, or the <i>Adjudicator</i> does not constitute a waiver of rights and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.	
Z2	Providing the Service: Delete core clause 20.1 and replace with the following:	
Z2.1	The <i>Contractor</i> provides the <i>service</i> in accordance with the <i>Service Information</i> and warrants that the results of the <i>service</i> , when complete, shall be fit for their intended purpose.	
Z3.	Other responsibilities: add the following at the end of core clause 27:	
Z3.1	The <i>Contractor</i> shall have satisfied himself, prior to the <i>starting date</i> , as to the completeness, sufficiency and accuracy of all information and drawings provided to him as at the <i>starting date</i> .	
Z3.2	The <i>Contractor</i> shall be responsible for the correct setting out or carrying out of the <i>service</i> in accordance with the original points, lines and levels stated in the <i>Service Information</i> or notified by the <i>Service Manager</i> . Any errors in the setting or carrying out of the <i>service</i> shall be rectified by the <i>Contractor</i> at the <i>Contractor's</i> own costs.	
Z4.	Termination	
Z4.1	Add the following to core clause 91.1, at the second main bullet, fourth sub-bullet point, after the words “assets or”: “business rescue proceedings are initiated or steps are taken to initiate business rescue proceedings”.	
Z5	Ambiguities and inconsistencies: Delete core clause 17 and replace with the following:	
Z5.1	If there is any ambiguity or inconsistency in or between the documents which are part of this contract, the priority of the documents is in accordance with the following sequence: • Firstly, the <i>Service information</i> (C3) and Annexes thereto shall prevail; • Secondly the <i>Contract Data</i> (C1.2) and <i>Conditions of Contract</i>; • Thirdly the <i>General Conditions of Contract</i>; • Fourthly the <i>Pricing data</i>; • Fifth, the additional conditions of contract under these Z clauses • Lastly any schedules, drawings and other documents included with this agreement.	
Z5.2	The <i>Service Manager</i> or the <i>Contractor</i> notifies the other as soon as either becomes aware of any such ambiguity or inconsistency in or between the documents which are part of this contract. The <i>Service Manager</i> gives an instruction resolving the ambiguity or inconsistency. Notwithstanding any other provision of this contract, any such ambiguity, inconsistency and/or instruction does not automatically result in any increase to the <i>price schedule</i> or any delay to the end of the <i>service period</i> .	
Z6	Payment: Add the following at the end of core clause 51: 51.5 The <i>Employer</i> does not pay interest to the <i>Contractor</i> on a late payment resulting from the <i>Contractor's</i> failure to provide the <i>Employer</i> with a correctly rendered VAT invoice within the period stated in clause 51.1 above. 51.5 The <i>Employer</i> is entitled to deduct from or set off against any money due to the <i>Contractor</i> • any sum due to the <i>Employer</i> from the <i>Contractor</i> or • any amount for which the <i>Contractor</i> is liable to pay to the <i>Employer</i> (whether liquidated or otherwise) arising under this contract.	

	AMENDMENTS TO THE SECONDARY OPTION CLAUSES
Z7.	Changes in Law: Add the following clause to secondary option X2 as X2.2:
Z7.1	A change in law is defined as:
Z7.1.1	the adoption, enactment, promulgation, coming into effect, repeal, amendment, reinterpretation, change in application or other modification after the starting date of any law, excluding (i) the promulgation of any bill, unless such bill is enacted into the <i>law of the country</i> , and (ii) any such modification in law relating to any taxes, charges, imposts, duties, levies or deductions that are assessed in relation to a person's income;
Z7.1.2	any permit being terminated, withdrawn, amended, modified or replaced, other than (i) in accordance with the terms upon which it was originally granted, (ii) as a result of the failure by the <i>Contractor</i> to comply with any condition set out therein, or (iii) as a result of any act or omission of the <i>Contractor</i> , any subcontractor or any affiliate to the <i>Contractor</i> .
Z8.	Performance Bond: The following amendments are made to clause X13:
Z8.1	Amend the first sentence of clause X13.1 to read as follows: The <i>Contractor</i> gives the <i>Employer</i> an unconditional, on-demand performance bond, provided by a bank or insurer which the <i>Service Manager</i> has accepted in his or her discretion, for the amount stated in the Contract Data and in the form set out in Section C1.4 of this Contract Data.
Z8.2	Add the following new clause as Option X13.2: The <i>Contractor</i> ensures that the performance bond is valid and enforceable until the end of the <i>service period</i> . If the terms of the performance bond specify its expiry date and the end of the <i>service period</i> does not coincide with such expiry date, four weeks prior to the said expiry date, the <i>Contractor</i> extends the validity of the performance bond until the end of the <i>service period</i> . If the <i>Contractor</i> fails to so extend the validity of the performance bond, the <i>Employer</i> may claim the full amount of the performance bond and retain the proceeds as cash security.
Z9	Limitation of liability: Insert the following new clause as Option X18.6:
Z9.1	The <i>Employer's</i> liability to the <i>Contractor</i> for the <i>Contractor's</i> indirect or consequential loss or damage of any kind is limited to R0.00.
Z9.2	Notwithstanding any other clause in this contract, any proceeds received from any insurance or any proceeds which would have been received from any insurances but for the conduct of the <i>Contractor</i> shall be excluded from the calculation of the limitations of liability listed in the contract.
	ADDITIONAL Z CLAUSES
Z10	Cession, delegation and assignment
Z10.1	The <i>Contractor</i> shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the <i>Employer</i> , which consent shall not be unreasonably withheld. This clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or final) of the <i>Contractor</i> .
Z10.2	The <i>Employer</i> may, on written notice to the <i>Contractor</i> , cede and delegate its rights and obligations under this contract to any person or entity.
Z11	Joint and several liability
Z11.1	If the <i>Contractor</i> constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the <i>Employer</i> for the performance of this Contract.
Z11.2	The <i>Contractor</i> shall, within 1 week of the starting date, notify the <i>Service Manager</i> and the <i>Employer</i> of the key person who has the authority to bind the <i>Contractor</i> on its behalf.
Z11.3	The <i>Contractor</i> does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the <i>Employer</i> .
Z12.	Ethics
Z12.1	The <i>Contractor</i> undertakes:
Z12.1.2	not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;

Z12.1.2	to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the <i>Employer</i> is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.
Z12.2	The <i>Contractor's</i> breach of this clause constitutes grounds for terminating the <i>Contractor's</i> obligation to Provide the Service in accordance with the procedures stated P2, P3 or P4 in core clause 92.2 or taking any other action as appropriate against the <i>Contractor</i> (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.
Z12.3	If the <i>Contractor</i> is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuities, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the <i>Employer</i> , the <i>Employer</i> shall be entitled to terminate the contract in accordance with the procedures stated in core clause 92.2, the amount due on termination is A1.
Z13	Confidentiality
Z13.1	All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the <i>Contractor</i> and shall not be used or divulged or published to any person not being a party to this contract, without the prior written consent of the <i>Service Manager</i> , whose consent shall not be unreasonably withheld.
Z13.2	If the <i>Contractor</i> is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the <i>Service Manager</i> .
Z13.3	This undertaking shall not apply to –
Z13.3.1	information disclosed to the employees of the <i>Contractor</i> for the purposes of the implementation of this contract. The <i>Contractor</i> undertakes to ensure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;
Z13.3.2	information which the <i>Contractor</i> is required by law to disclose, provided that the <i>Contractor</i> notifies the <i>Employer</i> prior to disclosure so as to enable the <i>Employer</i> to take the appropriate action to protect such information. The <i>Contractor</i> may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;
Z13.3.3	information which at the time of disclosure or thereafter, without default on the part of the <i>Contractor</i> , enters the public domain or to information which was already in the possession of the <i>Contractor</i> at the time of disclosure (evidenced by written records in existence at that time);
Z13.4	The taking of images (whether photographs, video footage or otherwise) of the <i>services or Affected Property</i> or any portion thereof, in the course of providing the <i>services</i> or at the end of the service period requires the prior written consent of the <i>Service Manager</i> . All rights in and to all such images vests exclusively in the <i>Employer</i> .
Z13.5	The <i>Contractor</i> ensures that all his Subcontractors abide by the undertakings in this clause.
Z14	Employer's Step-in rights
Z14.1	If the <i>Contractor</i> defaults by failing to comply with its obligations in terms of this contract and fails to remedy such default within two (2) weeks of the notification of the default by the <i>Service Manager</i> , the <i>Employer</i> , without prejudice to its other rights, powers and remedies under the contract, or at law may remedy the default either, itself or procure a third party (including any subcontractor or supplier of the <i>Contractor</i>) to do so on its behalf. The reasonable costs of the <i>Employer</i> exercising its step-in rights in respect of any subcontractor or supplier of the <i>Contractor</i> shall be borne by the <i>Contractor</i> .
Z14.2	The <i>Contractor</i> co-operates with the <i>Employer</i> and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the <i>Contractor</i> under the contract or otherwise for and/or in connection with the works) and generally does all things required by the <i>Service Manager</i> to achieve this end.
Z15	Liens and Encumbrances
Z15.1	The <i>Contractor</i> keeps the Equipment used to Provide the Service free of all liens and other encumbrances at all times. The <i>Contractor</i> , vis-a-vis the <i>Employer</i> , waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and

	ensures that his Subcontractors similarly, vis-a-vis the Employer, waive all liens they may have or become entitled to over such Equipment from time to time		
Z16	Intellectual Property		
Z16.1	Intellectual Property ("IP") rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret, other intellectual or industrial property rights, technical information and concepts, know-how, specifications, data, formulae, computer programs, memoranda, scripts, reports, manuals, diagrams, drawings, prototypes, drafts and any rights to them created during the performance of the service and include applications for and rights to obtain or use any such intellectual property whether under South African or foreign law.		
Z16.2	IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the service.		
Z16.3	The Contractor gives the Employer an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the service for the purposes of constructing, repairing, demolishing, operating and maintaining the service or the Affected Property.		
Z16.4	The written approval of the Contractor is to be obtained before the Contractor's IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any Contractor's IP available to any third party the Employer shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the Employer would use to protect its IP.		
Z16.5	The Contractor shall indemnify and hold the Employer harmless against and from any claim alleging an infringement of IP rights ("the claim"), which arises out of or in relation to:		
Z16.5.1	the Contractor's service;		
Z16.5.2	the use of the Contractor's Equipment, or		
Z16.5.3	the proper use of the Affected Property on which the service is provided.		
Z16.6	The Employer shall, at the request and cost of the Contractor, assist in contesting the claim and the Contractor may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.		
Z17	Dispute Resolution		
Z17.1	Appointment of the adjudicator		
	An Adjudicator is appointed when a dispute arises, from the Panel of Adjudicators below. The referring party nominates an Adjudicator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated Adjudicator, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an Adjudicator listed in the Panel of Adjudicators below The Parties appoint the Adjudicator under the NEC3 Adjudicator's Contract, April 2013	Panel of Adjudicators	
		Name	Location
		Adv. Ghandi Badela	Gauteng
		Mr. Errol Tate Pr. Eng.	Durban
		Adv. Saleem Ebrahim	Gauteng
		Mr. Sebe Msutwana Pr. Eng.	Gauteng
		Mr. Sam Amod	Gauteng
		Adv. Sias Ryneke SC	Gauteng
		Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria
		Contact details (phone & e mail)	
	+27 11 282 3700 ghandi@badela.co.za		
	+27 11 262 4001 Errol.tate@mweb.co.za		
	+27 11 535-1800 salimebrahim@mweb.co.za		
	+27 11 442 8555 sebe@civilprojects.co.za		
	sam@samamod.com		
	083 653 2281 reyneke@duma.nokwe.co.za		
	+27 12 349 2027 emeka@gosiame.co.za		
Z17.2	Appointment of the arbitrator		

	An Arbitrator is appointed when a dispute arises from the Panel of Arbitrators below. The referring party nominates an Arbitrator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated Arbitrator, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an Arbitrator listed in the Panel of Arbitrators below	Name	Location	Contact details (phone & e mail)	
		Adv. Ghandi Badela	Gauteng	+27 11 282 3700 ghandi@badela.co.za	
		Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 Errol.tate@mweb.co.za	
		Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 salimebrahim@mweb.co.za	
		Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 sebe@civilprojects.co.za	
		Mr. Sam Amod	Gauteng	sam@samamod.com	
		Adv. Sias Ryneke SC	Gauteng	083 653 2281 reyneke@duma.nokwe.co.za	
		Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 emeka@gosiame.co.za	
Z17.3	The following amendments are made to clause W1:				
Z17.3.1	Under clause W1.3, in the fourth row of the first column of the adjudication table, the following words are added after the words “any other matter”: “excluding disputes relating to termination of the contract				
Z17.3.2	The following clauses are added at the end of clause W1.3 as sub-clauses (12) and (13) respectively:				
Z17.3.3	“The Adjudicator shall decide the dispute solely on the written submissions of the parties. No oral submissions shall be heard during adjudication.”				
Z17.3.4	“Disputes relating to or arising from termination of the Contract shall not be determined by an adjudicator. Any such dispute shall be referred directly to the tribunal in accordance with the procedures set out in clause W1.4.”				
Z18	Day:				
Z18.1	Any reference to a day in terms of this contract shall be construed as a calendar day.				
Z19	Safety:				
Z19.1	The Employer, Service Manager or any of his nominated representatives may stop any unsafe service. The Contractor does not proceed with the relevant service until the safety violation is corrected. This instruction to stop or not to start the service is not a compensation event.				
Z19.2	As stipulated by section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 (OHS Act) as amended the Contractor agrees to the following:				
Z19.2.1	As part of the contract, the Contractor acknowledges that it is an Employer in its own right with duties as prescribed in the OHS Act, as amended and agrees to ensure that all work performed, or equipment and materials used, are in accordance with the provisions of the OHS Act.				
Z19.2.2	The Contractor furthermore agrees to comply with the requirements set forth by the Service Manager and agree to liaise with the Employer should the Contractor, for whatever reason, be unable to perform in terms of the clause Z18.				
Z19.3	The Contractor acknowledges that it is an Employer in its own right and is registered with duties as prescribed in the Compensation for Occupational Injuries & Diseases Act No. 130 of 1993.				
Z20	Notification of a compensation event				
Z20.1	Delete “eight weeks” in clause 61.3 and replace with “four weeks”. Delete the words “unless the event arises from the Service Manager or the Supervisor giving an instruction, issuing a certificate, changing an earlier decision or correcting an assumption.				
Z21	BBBEE and Tax Clearance Certificates				
Z21.1	The Contractor shall be expected to annually present a compliant BEE Certificate and a Tax clearance Certificate. Failure to do adhere to these requirements shall be considered a material breach of the conditions of this Contract, the sanction for which may be a cancellation of this Contract.				



Z22	Communication
Z22.1	Add a new Core Clause 14.5 and 14.6 to read as follows: The Service Manager requires the written consent of the Employer if an action will result in a change to the design, scope, and Service information that is 5% or more
Z22.2	The Service Manager requires the written consent of the Employer if an action will result in the Completion Date being extended by more than 30 days.
Z23	Delegation
	As stipulated by Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 as amended the <i>Contractor</i> agrees to the following:
Z23.1	As part of this contract the <i>Contractor</i> acknowledge that it (mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act No 85 of 1993 as amended and agree to ensure that all work being performed, or Equipment, Plant and Materials being used, are in accordance with the provisions of the said Act, and in particular with regard to the Construction Regulations.

Part C1 Agreements and Contract Data

C1.2b Contract Data

- Part two - Data provided by the *Contractor*

Clause	Statement	Data
10.1	The Contractor is (Name):	
	Company Registration Number	
	Company VAT Number	
	Address	
	Telephone no.	
	Fax No.	
11.2	The <i>working areas</i> are	See C3 'Service Information'
11.2(8)	The direct fee percentage is:	%
	The subcontracted fee percentage is:	%
24.1	The Contractor's Key people are:	CV's to be appended
1	Title	
	Name:	



Qualifications relevant to this contract

Experience

2

Title

Name:

Qualifications relevant to this contract

Experience

3

Title

Name:

Qualifications relevant to this contract

Experience

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

2.

3.

4.

5.

6.

Part C1 Agreements and Contract Data

C1.3 Occupational Health and Safety Agreement

OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

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

OBJECTIVES

To assist Airport Company South Africa (ACSA) in order to comply with the requirements of:

1. The Occupational Health & Safety (Act 85 of 1993) and its regulations and
2. The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993) also known as the (COID Act).

To this end an Agreement must be concluded before any contractor/ subcontracted work may commence

The parties to this Agreement are:

Name of Organization: AIRPORTS COMPANY SOUTH AFRICA All ACSA Owned Airports (as listed below)
Physical Address: Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632
Applicable at the following airports: 1. Cape Town International Airport

Hereinafter referred to as “Client”

Name of organisation:
Physical Address:

Hereinafter referred to as “the Mandatary/ Principal Contractor”



MANDATORY'S MAIN SCOPE OF WORK

MAINTENANCE OF HOTEL TAXIWAY GATE AT CAPE TOWN INTERNATIONAL AIRPORT FOR A PERIOD 60 MONTHS

GENERAL INFORMATION FORMING PART OF THIS AGREEMENT

1. The Occupational Health & Safety Act comprises of SECTION 1-50 and all unrepealed REGULATIONS promulgated in terms of the former Machinery and Occupational Safety Act No.6 of 1983 as amended as well as other REGULATIONS which may be promulgated in terms of the Act and other relevant Acts pertaining to the job in hand.
2. "Mandatory" is defined as including as agent, a principal contractor or a contractor for work, but WITHOUT DEROGATING FROM HIS/HER STATUS IN HIS/HER RIGHT AS AN EMPLOYER or user of the plant
3. Section 37 of the Occupational Health & Safety Act potentially punishes Employers (PRINCIPAL CONTRACTOR) for unlawful acts or omissions of Mandataries (CONTRACTORS) save where a Written Agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATARY.
4. All documents attached or refer to in the above Agreement form an integral part of the Agreement.
5. To perform in terms of this agreement Mandataries must be familiar and conversant with the relevant provisions of the Occupational Health & Safety Act 85 of 1993 (OHS Act) and applicable Regulations.
6. Mandatories who utilise the services of their own Mandatories (contractors) must conclude a similar Written Agreement with them.
7. Be advised that this Agreement places the onus on the Mandatory to contact the CLIENT in the event of inability to perform as per this Agreement.
8. This Agreement shall be binding for all work the Mandatory undertakes for the client.
9. All documentation according to the Safety checklist including a copy of the written Construction Manager appointment in terms of construction regulation 8, must be submitted 7 days before work commences.

THE UNDERTAKING

The Mandatory undertakes to comply with:

INSURANCE

1. The Mandatory warrants that all their employees and/or their contractor's employees if any are covered in terms of the COID Act, which shall remain in force whilst any such employees are present on the Client's premises. A letter is required prior commencing any work on site confirming that the Principal contractor or contractor is in good standing with the Compensation Fund or Licensed Insurer.
2. The Mandatory warrants that they are in possession of the following insurance cover, which cover shall remain in force whilst they and /or their employees are present on the Client's premises, or which shall remain in force for that duration of their contractual relationship with the Client, whichever period is the longest.
 - a. Public Liability Insurance Cover as required by the Subcontract Agreement.
 - b. Any other Insurance cover that will adequately makes provision for any possible losses and/or claims arising from their and /or their Subcontractors and/or their respective employee's acts and/or omissions on the Client's premises.

COMPLIANCE WITH THE OCCUPATIONAL HEALTH & SAFETY ACT 85 OF 1993
--

The Mandatory undertakes to ensure that they and/or their subcontractors if any and/or their respective employees will at all times comply with the following conditions:

1. All work performed by the Mandatory on the Client's premises must be performed under the close supervision of the Mandatory's employees who are to be trained to understand the hazards associated with any work that the Mandatory performs on the Client's premises.
2. The Mandatory shall be assigned the responsibility in terms of Section 16(1) of the OHS Act 85 of 1993, if the Mandatory assigns any duty in terms of Section 16(2), a copy of such written assignment shall immediately be forwarded to the Client.
3. The Mandatory shall ensure that he/she familiarise himself/herself with the requirements of the OHS Act 85 of 1993 and that s/he and his/her employees and any of his subcontractors comply with the requirements.
4. The Mandatory shall ensure that a baseline risk assessment is performed by a competent person before commencement of any work in the Client's premises. A baseline risk assessment document will include identification of hazards and risk, analysis and evaluation of the risks and hazards identified, a documented plan and safe work procedures to mitigate, reduce or control the risks identified, and a monitoring and review plan of the risks and hazards.
5. The Mandatory shall appoint competent persons who shall be trained on any Occupational Health & Safety aspect pertaining to them or to the work that is to be performed.



6. The Mandatary shall ensure that discipline regarding Occupational Health & Safety shall be strictly enforced.
7. Any personal protective equipment required shall be issued by the Mandatary to his/her employees and shall be worn at all times.
8. Written safe working practices/procedures and precautionary measures shall be made available and enforced and all employees shall be made conversant with the contents of these practises.
9. No unsafe equipment/machinery and/or articles shall be used by the Mandatary or contractor on the Client's premises.
10. All incidents/accidents referred to in OHS Act shall be reported by the Mandatary to the Provincial Director: Department of Labour as well as to the Client.
11. No use shall be made by the Mandatary and/or their employees and or their subcontractors of any of the Client's machinery/article/substance/plant/personal protective equipment without prior written approval.
12. The Mandatary shall ensure that work for which the issuing of permit is required shall not be performed prior to the obtaining of a duly completed approved permit.
13. The Mandatary shall ensure that no alcohol or any other intoxicating substance shall be allowed on the Client's premises. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the premises. Anyone found on the premises suspected to be under the influence of alcohol or any other intoxicating substance shall be escorted off the said premises immediately.
14. Full participation by the Mandatary shall be given to the employees of the Client if and when they inquire into Occupational Health & Safety.

FURTHER UNDERTAKING

1. Only a duly authorised representative appointed in terms of Section 16.2 of the OHS Act is eligible to sign this agreement on behalf of the Mandatary. The signing power of this representative must be designated in writing by the Chief Executive Officer of the Mandatary. A copy of this letter must be made available to the Client.
2. The Mandatary confirms that he has been informed that he must report to the Client's management, in writing anything he/she deems to be unhealthy and /or unsafe. He has versed his employees in this regard.
3. The Mandatary warrants that he/she shall not endanger the health & safety of the Client's employees and other persons in any way whilst performing work on the Client's premises.
4. The Mandatary understands that no work may commence on the Client's premises until this procedure is duly completed, signed, and received by the Client.
5. Non-compliance with any of the above clauses may lead to an immediate cancellation of the contract.



ACCEPTANCE BY MANDATARY

In terms of section 37(2) of the Occupational Health & Safety Act 85 of 1993 and section 5.1(k) of the Construction Regulations 2014,

Ia duly authorised 16.2 Appointee acting for and on behalf of(company name) undertake to ensure that the requirements and the provision of the OHS Act 85 of 1993 and its regulations are complied with.

Mandatory – WCA/ Federated Employers Mutual No.....

Expiry date

SIGNATURE ON BEHALF OF MANDATARY
(Warrant his authority to sign)

DATE

SIGNATURE ON BEHALF OF THE CLIENT
AIRPORT COMPANY SOUTH AFRICA

DATE

Part C1 Agreements and Contract Data

Part C1.4: Environmental Terms and Conditions Agreement

ENVIRONMENTAL TERMS AND CONDITIONS TO COMMENCE WORK - EMS 048

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

ISSUE	REQUIREMENT
Environmental Policy	ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff.
Storm water, Soil and Groundwater Pollution	- No solid or liquid material may be permitted to contaminate or potentially contaminate storm water, soil or groundwater resources. - Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required. - Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas. - No leaking equipment or vehicles shall be permitted on the airport.
Air Pollution	- Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum. - Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities. - Fires: No open fires shall be permitted on site.
Noise Pollution	- All reasonable measures shall be taken to minimize noise generated on site due to work operations. - The Contractor shall comply with the applicable regulations regarding noise.
Waste Management	- Waste shall be separated as general or hazardous waste. - General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible.

ISSUE	REQUIREMENT
	- Under no circumstances shall solid or liquid waste be dumped, buried or burnt. - Contractors shall maintain a tidy, litter free environment always in their work area. - Contractors must keep on file: - The name of the contracting waste company - Waste disposal site used - Monthly reports on quantities – separated into general, hazardous and recycled - Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal - Copy of waste permit for disposal site This information must be available during audits and inspections.
Handling & Storage of Hazardous Chemical Substances (HCS)	- All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets. - Materials Safety Data Sheets shall be stored with all HCS. - All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately). - All contractors shall be adequately informed with regards to the handling and storage of hazardous substances. - Contractors shall comply with all relevant national, regional and local legislation regarding the transport, storage, use and disposal of hazardous substances.
Water and Energy Consumption	ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.
Training & Awareness	The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.

Penalties

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly. The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate, and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused due to the infringement at his/her own expense.



I, _____ (name & surname) of _____

_____ (company) agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: _____ on this date: _____ (dd/mm/yyyy)

at: _____ (airport name).

Part C1 Agreements and Contract Data

C1.5 Insurance Schedule

For OPEX projects and non-construction CAPEX projects on the **landside (includes entire terminal building)**:

The successful bidder must source the following insurance cover, which is the deductible in the ACSA insurance cover:

- Aviation liability insurance cover for an indemnity limit not less than R100 000 (one hundred thousand rands).
- Submit proof of insurance to ACSA before the work starts, and annually for the duration of the project.

For OPEX projects and non-construction CAPEX projects on the **airside (Manoeuvring area, runways, aprons)**:

The successful bidder must source the following insurance cover, which is the deductible in the ACSA insurance cover:

- Aviation liability insurance cover for an indemnity limit not less than R300 000 (three hundred thousand rands).

Submit proof of insurance to ACSA before the work starts, and annually for the duration of the project.

Part C2: Pricing Data

C2.1 Pricing Instructions: Option A

3 The conditions of contract

How work is priced and assessed for payment

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

- | | | |
|-------------------------------------|------------|--|
| Identified and defined terms | 11
11.2 | (12) The Price Schedule is the <i>Price Schedule</i> unless later changed in accordance with this contract.

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

the Price for each lump sum item in the Price Schedule which the <i>Contractor</i> has completed and
where a quantity is stated for an item in the Price Schedule, an amount calculated by multiplying the quantity which the <i>Contractor</i> has completed by the rate.

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

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

Function of the Price List

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

Link to the *Contractor's* plan

Clause 21.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on each plan which he submits for acceptance". Hence when compiling the *price list*, the tendering contractor needs to develop his first clause 21.2 plan in such a way that operations shown on it can be priced in the *price list* and result in a satisfactory cash flow in terms of clause 11.2(17).

Preparing the *price list*

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

- 1 As the *Contractor* has an obligation to correct Defects (core clause 42.1) and there is no compensation event for this unless the Defect was due to an *Employer's* risk, the lump sum Prices and rates must also include for the correction of Defects.
- 2 If the *Contractor* has decided not to identify a particular item in the *price list* at the time of tender the cost to the *Contractor* of doing the work must be included in, or spread across, the other Prices and rates in the *price list* in order to fulfil the obligation to complete the *service* for the tendered total of the Prices.
- 3 There is no adjustment to lump sum prices in the *price list* if the amount, or quantity, of work within that lump sum item of service later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the Prices is as a result of a compensation event. See Clause 60.1.
- 4 Hence the Prices and rates tendered by the *Contractor* in the *price list* are inclusive of everything necessary and incidental to Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk.
- 5 The *Contractor* does not have to allow in his Prices and rates for matters that may arise as a result of a compensation event. It should be noted that the list of compensation events includes those arising as a result of an *Employer's* risk event listed in core clause 80.1.
- 6 All rates quoted as part of this bid will apply to Task Orders as and when required.

Format of the *price list*

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

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

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

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

3rd Party Procured Items and Services:

- Spares (material) and sub-contracted work will be charged at cost plus mark-up.
- Payment for this contract will be against proven cost.
- VAT shall not form part of mark-up calculations.
- ACSA shall provide the storeroom where the materials will be stored.
- The procured spares/materials quotes must be market related and contractor to provide a receipt from supplier. Cost shall be net cost (excluding VAT) of parts supplied to site with all discounts deducted.
- All material supplied must be SABS approved or any other internationally recognized safety and quality authority.
- The VAT portion must be indicated separately on all invoices.

Annual Maintenance costs

- Must include all costs applicable to carry out the service viz. labour, consumables, travel, accommodation

Critical Spares Holding

- Claim on the usage of Critical Spares Holding will be based on prior ACSA approval and proven cost approved by ACSA representative. Where the critical spares has been exhausted or spare is required, the 3rd party item/services mark-up rates on table below shall apply.
- All spare charges incurred under this contract shall be priced and invoiced at the landed cost, which includes all transportation, customs, duties and other related expenses.

Contract Rates

Travelling time charges or allowances will not be paid separately and where applicable must be included in the rates above.

CPI on the Contract Rates

Contract rates will be increased/decreased (averaged over the 12-month period) according to CPI. CPI value in the price list is used for estimation purposes the applicable CPI will be the CPI at the anniversary date of the contract.

Technical Standards and Manual:

The quality of maintenance work done must align with:

- Original Equipment Manufacturer maintenance requirements
- Applicable ACSA Maintenance procedures and its amendments.

Parking:

A Parking access card will be applied for and issued to facilitate access through the entrance and exit booms. This card is payable in cash at the start of each calendar month – at the Parking Office. This card shall only be utilised for the purpose of performing duties under this SLA. Any abuse of the use of this card for personal use shall be penalised at R5000.00 per occurrence.

Permits:

- Please note that before working at any site, all personnel (all members of the contractor team, both from the main contractor and sub-contractors) will be required to be in possession of an ACSA permit.
- The Contractor shall not be compensated for costs relating to ACSA required permits, nor for labour / time spent in obtaining it. An allowance must be made in the schedule of rates for costs in this regard.
- Proof of having attended the airside induction training course is required for all personal permit applications. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.
- The Contractor must ensure that he/she is, at all times, familiar with ACSA's safety and security requirements relating to permits in order for no work to be delayed as a result thereof. This will include the permit application process.
- All employees will be checked for criminal records and no permit will be granted to those with criminal records. Note that (within reason) the Contractor will have no claim against ACSA in the event that a permit request is refused.
- Permit costs will need to be paid up front by the successful bidder and ACSA will reimburse against proof of payment. No mark-up to be levied on Permit costs. Cost for lost permits and new employees will not be reimbursed by ACSA. Refer to the Attached Permit Fees for the different airport sites.

Part C2: Pricing Data

C2.2 Price Schedule

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

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

- 1) The Contract Data, Service information, drawings and any other documents relevant to this tender must be read in conjunction with the Activity Schedule.
- 2) The contractor must plan the work in this contract as a set of activities. These should be the same activities as he shows on his programme.
- 3) This schedule covers the items that will be measurable. A lump sum price for each activity shall be entered and no other items will be measured. Costs not covered by the items may be included in the most appropriate items listed. The Contractor has the liberty to insert items, quantities and rates of his own choosing in the said schedule as a separate line item.
- 4) The pricing schedule as completed by the Contractor shall be **VAT exclusive** prices and shall cover, “inter alia” all general risks, liabilities, obligations, profit, expenses, costs, bonuses, all allowances such as shift and standby allowances, sick-leave, other leave, brackets, fixings, incidentals, consumables etc. that will be required to successfully complete this contract as set forth or as implied in the documents on which this Contract is based.
- 5) The contractor is to take note that payment is made for each activity only when it is complete. “Complete” as it is used in this schedule means the complete system or unit as specified in the particular document.
- 6) The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, setting, fitting and fixing in position, cutting and waste, patterns, models and templates, plant, temporary works, return of packaging, establishment charges, profit and all other obligations arising out of the contractual conditions.
- 7) The quantities and rates included for day work shall form part of the tender price, but Contractors shall note that this item must be regarded as provisional and will only be payable to the Contractor if and when a written order to this effect has been issued.
- 8) “Foreign” shall mean the CIF (Cost, Insurance and Freight) value.
- 9) No alterations to the original text shall be allowed. If any alterations are made, it shall be ignored, and the original wording will apply.
- 10) Variations in the scope and extent of the work shall be allowed to meet the ACSA Contract Manager requirements and shall be measured and priced at the rates entered in the Activity Schedule, where appropriate, and shall form an addition to or deduction from the total of the Accepted Contract Amount. Any items or variations for which rates have not been included in the Activity Schedule shall be agreed by the service manager or s/he delegate and the contractor and priced as non-scheduled items.
- 11) All provisional sums and contingency amounts shall be expended as directed by the Engineer and any balance remaining shall be deducted from the contract sum.
- 12) All items described as “provisional” shall be measured as executed and paid for according to prices in the Activity Schedule and any amounts not spent shall be deducted from the contract price. No



work for which “provisional” items are provided shall, be commenced without written instructions from the Engineer.

- 13) No commitment to expending any portion of the contingency amounts and/or provisional sums are made or implied by the Employer.
- 14) The Contractor shall not be entitled to any claim in instances where provisional sums are partially or in total removed from the contract.
- 15) No admin fee shall be payable on sub-contractor remuneration.
- 16) Quantities on the Activity schedule are only for the purpose of determining the winning bidder, work done can be lower or higher than the measured or proposed quantity.

1. PRICING FOR HOTEL TAXIWAY GATE MAINTENANCE AT CAPE TOWN INTERNATIONAL AIRPORT

1.1 Part A: Preventative Maintenance per annum

ITEM NO	DESCRIPTION	UNIT	(A)	(B)	(C) = (A) X (B)
			Quantity	Rate	Price per year
1.	Contract Management and Administration (Including required reporting such as monthly reports, spares inventory management reports, office leasing / overheads, office utilities, etc.)	Sum	1		R
2.	Health and Safety File	Sum	1		R
3.	Provisional Sum for Airside Permit & Parking	Prov. Sum	1	R 50 000	R
4.	Preventative Maintenance of Taxiway Gate in line with the Preventative maintenance scope & OEM recommendations – Labour & Travelling	Monthly	12		
4.1	Parts for annual Preventative Maintenance as per OEM's recommendations & in line with the preventative maintenance scope				
a)					
b)					
c)					
d)					
e)					
f)					
g)					
h)					
i)					
j)					
k)					
l)					
m)					
n)					
o)					
p)					
q)					
r)					
s)					
t)					
u)					
v)					
Sub-Total A: Preventative Maintenance per annum					

NB: It must be noted that the suggested preventative maintenance schedule is a guideline. The contractor must price the scope of work in its totality and based on the proposed equipment. The frequencies and OEM requirements will differ from one service provider to the other. Contractor must attach the separate pricing schedule where applicable.

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

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

The contractor is fully responsible to ensure that labour resources remain adequate and competent in order to maintain required service levels, system performance levels and according to all applicable laws and regulations. The Tenderer shall also ensure that all required maintenance is catered for as per the Original Equipment Manufacturer in the pricing above.

Incentives and Low service damages will be applicable as per the Low **service damages table and Incentive table in this contract.**

1.2 Part B: Corrective Maintenance

1.2.1 Labour Rates for Call out (Including first hour on site and travelling cost)

Description	Rate/ hour	Quantity	Rate/ hour
Electrician	R	12	R
Technical Assistant	R	12	R
Engineer/ OEM Specialist	R	5	R
Sub-Total B: Call-outs			R

NOTE: CALLOUT FEE

- Any work not included under Part A shall be deemed as Corrective Maintenance (additional/ non-scheduled work) and will be charged at the below rates.
- All rates for all activities including diagnostic and repair shall include all required tools, software, hardware, and consumables (including all applicable specialized tools and software, hardware and consumables) Onus is on the contractor to price correctly).
- All *callouts* shall include all applicable travelling, all personnel insurance, holidays with pay, incentive bonuses, cellphone allowances, etc.
- Labour laws and all applicable laws shall be followed by the contractor.
- Call outs are not chargeable during hours technician/artisan/assistants, or any applicable resource are on site.
- The contractor will be compensated according to the contractor’s repair rate provided in the below table and it is subject to discussion with the service manager.
- Call-out remuneration is applicable to activities falling out of preventative maintenance activities, thus ACSA will not pay for breakdowns which are due to preventative maintenance negligence by the contractor.
- Any defects due to design and installation negligence during the 3 months warranty period after completion of the project will be at the contractor’s cost.
- Call out rate must include all required travelling and the first hour on site.
- Call out fee shall not be applicable when contractors are onsite.

1.2.2 Labour Rates (After first hour on site)

DESCRIPTION	NORMAL HOURS	AFTER HOURS	SUNDAYS/ PUBLIC HOLIDAY
	RATE/ HOUR	RATE/ HOUR	RATE/ HOUR
Electrician	R	R	R
Technical Assistant	R	R	R
Engineer/ OEM Specialist	R	R	R
Other 1 (Specify)	R	R	R

Normal hours shall be as per airport's operating hours.

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

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

Note: Labour time shall be calculated for the time spent on site.

Call out fee shall not be applicable when contractors are onsite.

1.3 Part C: Ad-hoc Maintenance

DESCRIPTION	UNIT	AMOUNT
Corrective Maintenance	Provisional Sum	R 300 000.00
Third-party procured items or services	Provisional Sum	R 200 000.00
Sub-Total C: Ad-hoc Maintenance		R 500 000.00

1.4 Mark-up (third party procured items or services)

Value of Item or Services	**Mark-up (Contractor to fill in)
R0 - R2,000	%
R2,001 - R5,000	%
R5,001 - R10,000	%
R10,001 - R50,000	%

MARK-UP and SPARES (Applicable to Preventative & Corrective Maintenance)

Mark-up – The inserted amounts are for budgeting purposes.

- The spares list must be prepared based on the tenderers' best current spares prices (excl. VAT).
- The mark-up will be applicable on third party quotations as per requirements of the system.
- The mark-up will be applicable to the total of the third-party quotation not on single line items in a quotation.
- Cost shall be net cost (excluding VAT) of parts delivered to site with all discounts deducted.
- Spares and sub-contractors work will be charged at cost plus mark-up.
- VAT shall not form part of mark-up calculations.
- The actual costs of spares will be reimbursed on submission of invoices and suppliers supporting documents.
- Where required the contractor will provide ACSA with 3 quotations to ensure the most cost-effective pricing is achieved.

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

- The manual inventory management system will include but not limited to;
- Conducting and submission of monthly and quarterly stock count to the Service Manager by the contractor,
- Keeping up-to-date inventory cards by the contractor,
- Management of spares movement by the contractor,
- Keeping an up-to-date inventory file (purchase order and request, work order, delivery note, stock count records, etc.).
- Ensure safety and security of the storeroom by the contractor as per space given to them.
- The space for spare storage shall be allocated by ACSA to the contractor and can be a shared space as per space availability.
- Management of inventory by the contractor as per ACSA inventory procedure
- All spare charges incurred under this contract shall be invoiced at the landed cost, which includes all transportation, customs, duties and other related expenses.

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

1.5 Part D: Total Maintenance Contract value for a Period of 60 months, including annual CPI price adjustments (As per Stats SA)

DESCRIPTION	TOTAL
Sub-Total A: Preventative Maintenance per annum for Year 2 (Plus 6% CPI Escalation)	
Sub-Total B: Call-outs (Plus 6% CPI Escalation)	
Sub-Total C: Ad-hoc maintenance – Provisional Sum	R 500 000.00
Sub-Total D: Year 3 (Plus 6% CPI Escalation)	
Sub-Total E: Year 4 (Plus 6% CPI Escalation)	
Sub-Total F: Year 5 (Plus 6% CPI Escalation)	
Total Estimated Contract Value for 5 years (Excluding VAT)	
Add 15% Vat	
Total: (Estimated Maintenance Contract Value for 5 years (Inclusive of 15% VAT) (Carry Over to the Form of Offer, C1.1)	

Contract values will be adjusted according to the indices stipulated by Statistic SA – Consumer Price Indices- All income groups. 6% escalation should be used for illustrative purposes.

Note:

* Total maintenance cost for duration of the contract) must be carried over to the C1.1 form of offer and acceptance.

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

C3 Scope of Work

C3 Service Information

DESCRIPTION OF THE WORKS

Employer's objectives

This Scope of Work (SOW) outlines the responsibilities, tasks, and deliverables required for the preventive and corrective maintenance of the Hotel Taxiway Gate at Cape Town International Airports for a period of 60 months. The purpose of this maintenance contract is to ensure all equipment and systems are functioning optimally with minimal downtime and are compliant with all relevant regulations and standards.

This scope outlines the tasks, responsibilities, and expectations associated with keeping Taxiway Gate System in optimal working condition

The Contractor will provide maintenance and repair services of Taxiway Gate System at Airports Company South Africa for a period of 60 months. The specifications and requirements in this document comprise the description of the Works. The Contractor will be appointed directly by the Airports Company of South Africa.

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

Equipment List covered in this contract:

- Hotel Taxiway Gate at Cape Town International Airport

The scope entails maintenance of Hotel Taxiway Gate at Cape Town International Airport. In brief, maintenance involves inspection, servicing, repairs, replacement of parts, and system performance testing as per ACSA standards and OEM requirements.

- Service - Performing routine inspection and preventive maintenance as prescribed by the original equipment manufacturer (OEM) specifications.
- Repairs – Responding to breakdowns, callouts and restoring the equipment to a safe working condition.
- Replacement – changing of faulty components and the batteries (every 2 years) or obsolete components with an upgraded part or modification.
- System Performance Test – Testing the system's performance as per the original equipment manufacture's (OEM) specifications if applicable as well as power loss simulations.
- Statutory Tests – performing annual statutory tests in line with OHS Act 85 of 1993 and related regulations, SANS standard, etc if applicable.



The final list of the equipment shall be provided by the tenderer based on the design. Therefore, this list of equipment and its maintenance requirement must be translated into the activity schedule with the corresponding cost for the activities.

The maintenance scope will cover both preventative, spares holding, and corrective maintenance over the three-year period. Preventative maintenance will include all required servicing as per the OEM maintenance and operation manual, calibration checks and software/firmware updates as required or recommended by the original equipment manufacturer. Corrective maintenance will cover any breakdowns or issues that may occur with the equipment.

Critical spares are to be kept on site with the agreement of the respective Cluster *Service Managers*.

Given the critical nature of maintaining airport, response times as stipulated in Annex I is compulsory. Low Service Damage will be activated and issued for as per Low Service Damage table in Annex I for failing to meet the required response times.

This contract includes provision of spare parts and logistics support to ensure replacements can be obtained quickly for repairs and to minimize equipment downtime. Technical support and troubleshooting from the manufacturer must be included as part of this maintenance contract.

Training of ACSA maintenance team will be required as part of the handover when the warranty period ends, to ensure internal capabilities and capacities are developed for long term sustainability.

The contractor shall develop a robust preventative maintenance program, spares list, and management of breakdown response times is critical to reliable operations of this safety critical screening system. Close monitoring and reporting on equipment uptime/downtime must be included as part of the proposed program.

The scope entails maintenance of Hotel Taxiway Gate System. In brief, maintenance involves inspection, servicing, repairs, replacement of parts, and system performance testing as per ACSA standards.

1. Equipment Availability

- a. The goal is to ensure that the Hotel Taxiway Gate equipment at Cape Town International Airport is always available for use, minimizing any disruptions to airport operations.
- b. Back-up plans may include the use of replacement equipment or manual procedures in cases of equipment failure.
- c. A well-managed inventory of critical spare parts must be maintained to enable timely repairs and replacements.
- d. Regular performance evaluations will be conducted to ensure that the machines are reliable and available for use at all times. The goal is to maintain a minimum uptime of 99%.

2. Reliability

- a. Regular inspection and maintenance of the Hotel Taxiway Gate at Cape Town International equipment will ensure their reliable operation, detecting any potential security threats accurately.
- b. Proactive maintenance strategies, such as predictive maintenance, must be employed to identify and rectify potential failure points before they can cause a problem.
- c. Performance metrics, including error rates, downtime, and accuracy of detections, must be monitored to assess reliability.

3. Repair Time

- a. The maintenance schedule must be designed to ensure that most repairs are carried out during off-peak times to minimize disruption to airport operations.



- b. Maintenance staff must undergo regular training to familiarize themselves with the latest equipment models and repair techniques.
 - c. A detailed log of all repairs must be maintained, including the nature of the problem, actions taken, parts replaced, and time taken for repair. This information shall be used to improve future response times.
- 4. Inspection
 - a. Regular inspections must be carried out to verify that all equipment is functioning correctly and meeting performance standards.
 - b. Inspection results must be documented, and any issues identified will be followed up with appropriate actions, which may include repairs, part replacements, or recalibration of the system.
 - c. The data collected during inspections must be used to inform maintenance strategies and identify areas for improvement.
- 5. Preventative Maintenance
 - a. Preventative maintenance schedule must be developed, which must include regular inspection, cleaning, lubrication, and replacement of parts as per manufacturer recommendations and equipment usage patterns.
 - b. Wear parts, i.e., parts that wear out over time due to regular use, must be replaced regularly to avoid sudden equipment failure.
 - c. Predictive maintenance tools must be used to identify equipment that may be at risk of failure.
 - d. The monthly preventative maintenance scope will amongst others comprise of the following.
 - Lubricate chain.
 - Check correct operation of sensors and emergency stop functions.
 - e. **The Service Provider shall carry out all preventative maintenance during the first 12 months following Completion of the Whole Works at no additional cost to the Employer. The cost of complying with this requirement shall be deemed to be included in the Contract Price.**
- 6. Reactive Maintenance
 - a. In case of equipment failure, a quick response must be ensured to minimize downtime. This includes having a well-trained team ready to diagnose and repair equipment issues and a well-stocked inventory of spare parts.
 - b. Maintenance staff must be trained to diagnose and repair common equipment issues quickly and efficiently.
 - c. Data from reactive maintenance, including the nature of the failure, the effectiveness of the repair, and the time taken, must be used to improve the preventative maintenance strategy.
 - d. Hotline support to provide expert advice and speedy call resolution by specialists.
- 7. Reporting and Documentation
 - a. Detailed logs of all maintenance activities must be maintained.
 - b. Comprehensive reports following each inspection must be compiled and sent to ACSA Service Manager
 - c. Documentation of all repair work conducted shall be kept and sent to ACSA Service Manager.



- d. Certificates ensuring compliance with relevant standards where necessary must be issued to ACSA Service Manager
- e. Regular audit reports for control modifications and system integrations must be prepared and sent to ACSA.

The maintenance program should be designed to ensure the reliable operation of the Hotel Taxiway Gate at Cape Town International Airport.

Equipment Life Span

Contractor to attach the design life and support availability period of the equipment.

OEM Requirements

Attach all OEM requirements for the equipment supplied.

Condition of the plant

New

Site Information

The Hotel Taxiway Gate at Cape Town International Airport.

Minimum work requirements and Legislations:

Contractor to please attach applicable regulations based on the machines supplied.

Access to site

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

Site Restrictions

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

Extent of the works

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

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

Where, such a need is mutually agreed between the Contractor and the Employer, the Employer shall put in place a "Hotline" (i.e. 24-hour telephonic support by product specialist) agreement with the relevant OEM. In this event the Contractor shall be responsible that such Hotline services are always



operational and available, but all costs in this regard shall be carried by the Employer. The Contractor shall NOT add any mark-up to any Hotline related expenses. A “Hotline” agreement shall typically ensure that problems relating to system controls are promptly rectified. It is intended that Hotline agreements will be in place with OEMs for PLC related controls and computerised control systems.

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

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

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

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

All work shall be performed within the required Response Times – as stipulated in the Annexes. Any breakdown impacting on operations shall be attended-to until restored to good reliable condition. No breakdown may be left unattended or incomplete for the next day or shift. All repair work shall carry a defect free be guaranteed for a period of 12 months after completion of work.

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

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

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

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

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



Location of the works

The Works are located at Cape Town International Airport in the controlled areas. It is crucial for the Contractor to note that all ACSA Airports are National Key Points and governed as such.

PROCUREMENT

Preferential procurement procedures

Requirements

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

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

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

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

Subcontracting

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

MANAGEMENT

Management of the works

Particular / generic specifications

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

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

Planning and programming

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



Airports operational hours:

Cape Town International Airport
04h00 – 24h00 (Monday to Sunday)

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

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

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

Methods and procedures

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

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

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

Quality plans and control

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

Environment

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

At no time, shall the Contractor:



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

Format of communications

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

Key personnel

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

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. Staff must have experience and applicable competencies as per OEM and all legislations in the maintenance of Battery Energy Storage System. The Contractor shall continuously ensure that all staff is knowledgeable on maintenance of Battery Energy Storage.

The Contractor must attach his proposed minimum resources that will be sufficient to execute the scope. Provide list of resources with the following details:
Name, Position / Responsibility, and qualification. Also indicate the reporting structure within the team.

Management meetings

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

Electronic payments

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

Daily records

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



Monthly reports

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

1. System availability (averaged per week)
2. Maintenance work (including % of scheduled maintenance work completed)
3. Daily checks performed
4. Maintenance plan for the next month
5. The latest spares inventory
6. Assets register up to date including equipment data
7. Root cause analysis records
8. Safety/Environmental or legislative issues and compliance
9. Outstanding maintenance issues

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

Permits

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

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

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

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

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

Proof of having attended the airside induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course.



Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.

Proof of compliance with the law

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

Health and safety

Health and safety requirements and procedures

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

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

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

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

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

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

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

All airside areas

All basement areas

All areas accessible to the public

All enclosed areas

The terminal building

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

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

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

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

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



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

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

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

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

Cell phones and two-way radios

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

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

Protection of the public

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

Barricades and lighting

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

Enterprise and Supplier Development Initiatives

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

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

C3.2.1 Definition of a Targeted Enterprise

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

- a) does not share equity holding with the tenderer; and
- b) is registered in terms of the Company's Act, 2008 (Act No. 71 of 2008) or Close Corporation Act, 1984 (Act No. 69 of 1984); and



- c) is registered with the South African Revenue Service; and
- d) is at least an Exempted Micro Enterprise (EME) with a B-BBEE Status of “Level One Contributor”, as defined in the Amended Codes of Good Practice for measuring Broad-based Black Economic Empowerment (published in Government Gazette No. 36928 on 11 October 2013) or?
- e) is at least a Qualifying Small Enterprise (QSE) with a B-BBEE Status of “Level One Contributor”, as defined in the Amended Codes of Good Practice for measuring Broad-based Black Economic Empowerment (published in Government Gazette No.36928 on 11 October 2013).
- f) has entered into a written relationship agreement of co-operation and assistance with the tenderer for the duration of the contract.

C3.2.2 Participation of Targeted Enterprise(s)

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

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

C3.2.3 Transformation monthly reporting

The tenderer shall report monthly and provide the following documents:

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

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

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

**ANNEXES to C3 (Service information)**

Title	Annex number	Applicable or N/A
Schedule of Equipment	Annex A	Applicable
Equipment commissioning dates	Annex B	Applicable
Equipment life span	Annex C	N/A
Site information	Annex D	Applicable
Risk assessment	Annex E	Applicable
Previous completed PMs	Annex F	N/A
Root cause analysis	Annex G	Applicable
Estimated times for breakdowns/faults	Annex H	Applicable
Service Level Agreement	Annex I	Applicable
OHS Act Appointment by Contractor	Annex J	Applicable
Minimum Maintenance Programme	Annex K	N/A
Spares List	Annex L	Applicable
ACSA maintenance procedure	Annex M	Applicable
Electrical lockout procedure	Annex N	Applicable
Fire Emergency procedure	Annex O	Applicable
IMCC procedure	Annex P	Applicable
Internal and external factors outside the contractor's control	Annex Q	Applicable
ACSA Inventory management procedure	Annex R	Applicable
Guarantees and warranties to be maintained	Annex S	Applicable
OEM Operating Manual	Annex T	Applicable
OEM Maintenance Manual	Annex U	Applicable

SCHEDULE OF EQUIPMENT

Equipment

[illegible]

**ANNEX B****Equipment Commissioning Dates**

Tenderer must complete this table.

Airport Name	QTY	Serial Numbers	Delivery Date



ANNEX C

Equipment Life Span

Tenderer must attach required information.

Site Information

Description

The maintenance of Hotel Taxiway Gate at Cape Town International Airport.



Figure C4.2: CTIA Hotel Taxiway Gate - Aerial View

Risk assessment.**Identified Risks for maintenance of Hotel Taxiway Gates**

Category	Risk	Control
Technical Risks	Inadequate maintenance leading to Equipment Failure	- Preventive maintenance schedule to be conducted as per OEM to regularly inspect, calibrate, and test the Taxiway Gate Systems. - Maintain a stock of spare parts for immediate replacement in case of failures. - Service Provider to respond promptly as per SLA on resolution of issues
Operational Risk	Lack of Trained Personnel	- Service provider must develop a comprehensive training program for maintenance personnel to ensure they have the necessary knowledge and skills to effectively troubleshoot and repair Taxiway Gate System. - Regularly update training materials to keep up with technological advancements. - Maintain a roster of trained backup personnel to cover staff shortages.
	Downtime of security equipment leading to security vulnerabilities of operational delay.	- Maintenance to be scheduled during low activity hours to minimise disruptions. - The maintenance team to respond rapidly to fix faults.
	Inadequate Maintenance Documentation	- Establish a standardized maintenance documentation system to record all maintenance activities, including repairs, replacements, and calibration. - Ensure that the documentation is easily accessible and regularly updated. - Implement quality control checks to verify the accuracy and completeness of maintenance records, maintenance records must be sent to ACSA as agreed on the contract

Administrative Risks

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

Previously completed P. Ms**MAINTENANCE WORK ORDER****WORK ORDER DETAILS**

Work Order No.	1051369	Problem Description	AIRBRIDGE - APRON DRIVE/MAINTENANCE/SIX MONTHLY - NKI AVIOBRIDGE - MK 15M S
Work Order Type	PM - PREVENTIVE AND PREDICTIVE	Work Order Priority	2 - URGENT
Schedule Start	10-JUN-2024 09:51:30	Schedule End	11-JUN-2024 02:24:48
Isolation Required	Yes	Outage Required	Required
Permit Number		Activity	AIRBRIDGE - APRON DRIVE/MAINTENANCE/SIX MONTHLY - NKI AVIOBRIDGE - MK 15M S

ASSET INFORMATION

Asset No	CIA-AN-AN01-AN01-ABA001	Description	AIRBRIDGE APRON DRIVE - A3 - ALPHA - ACSA0004628
Warranty Active		Owning Department	MECHANICAL MAINTENANCE DEPARTMENT

ASSET ROUTE INFORMATION

Asset No.	Barcode	Description
-----------	---------	-------------

ADDITIONAL DETAILS

Activity Type	RPR - Repair	Activity Source	OPERATIONS
Activity Cause	PREVENTIVE	Contractor PO No.	

WORK REQUEST

WR. No	Problem Description	WR Status	WR Priority	Owning Department	Logged By
--------	---------------------	-----------	-------------	-------------------	-----------

WORK ORDER OPERATIONS

No.	Step Description	Scheduled Start	Schedule End	Sign On Completion
10	The tasks listed are high level / minimum tasks. The contractor is expected to complete all tasks as OEM requirements, scope of works on the contract and as listed on the approved inspection sheet	10-JUN-2024 09:51:30	10-JUN-2024 09:51:30	
20	Perform daily housekeeping of airbridge installations	10-JUN-2024 09:51:30	10-JUN-2024 10:21:30	
30	Inspect the lighting and indicator lamps	10-JUN-2024 10:21:30	10-JUN-2024 10:51:30	
40	Inspect the emergency stop button and limit switch	10-JUN-2024 10:51:30	10-JUN-2024 11:21:30	
50	Inspect all airbridge movements	10-JUN-2024 11:21:30	10-JUN-2024 11:51:30	
60	Inspect automatic mode and auto-leveller operation	10-JUN-2024	10-JUN-2024	

EMPLOYEES

Op. No	Resource	Employee	Time Spent (hrs)	Resource Sign Off
--------	----------	----------	------------------	-------------------

MATERIAL/SPARES REQUIREMENTS

Op No.	Item	Description	Date Required	UOM	Quantity			
					Required	Requisitioned	Ordered	Received

ASSET FAILURE INFORMATION

Failure	Cause	Resolution
PM, NO FAILURE - PM, NO FAILUR...	PM, NO CAUSE - PM, NO CAUSE...	PM, NO RESOLUTION - PM, NO RES...

WORK ORDER FEEDBACK

Outage Time		Outage Duration	
Actual Start Date and Time		Actual End Date and Time	
Follow Up Work Required		Warranty Claim Possible	
Comments			
Work Accepted By		Acceptance Signature	

ANNEX G**Root cause analysis**

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

Available upon Request from the ACSA Service Manager

ORTIA ME Root Cause Analysis Sheet								
ROOT CAUSE ANALYSIS DESCRIPTION:								
Functional Failure: (Which facilities was/is)				Date: _____		Time of day: _____		Reported by/Oper: (HC): _____
General alarm: ROLLER SHUTTER DOOR		General alarm: _____		Total alarm: _____		Warning signs before: _____		
Repair time: _____		Repair time: _____		Waiting time: _____		Sketch the working principles and the failure mode: (Explain which caused functional failure)		
Description of fault finding and repair: (what was done to fix the machine/equipment and start operations)								
Fault/Incident/Problem explained:				Work order/Work #: _____				
				Failure mode: (Explain which caused functional failure)				
Page 1								
Why1	Why2	Why3	Why4	Why5	Counter measures:	Category	Who	Date complete
						☐ Man ☐ Machine ☐ Method ☐ Material ☐ Environment		
Facilities: _____ Completed: _____ Approved by: _____ Date: _____ Date: _____ Date: _____								

Estimated times for breakdowns/faults.

Contractor must complete this table.

Item #	Fault description	Estimated time to repair/reset (hrs.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

ANNEX I**Service Level Agreement****1. Performance objectives**

The objective of this Service Level Agreement is to ensure the serviceability and reliability of the Hotel Taxiway Gate System at Airports Company South Africa operated airports by providing preventive and corrective maintenance inclusive as spare parts holding and hotline support as recommended by the OEM.

Normal airport operational hours shall be **from 04:00 to 24:00** for every day of the year but will be confirmed/amended by the Service Manager from time to time. Down-time of Taxiway Gate System routine maintenance shall be arranged with the service manager at least three months in advance to suit airport operations. The Contractor must allow for sufficient after-hours work for scheduled work not to interfere with airport operations.

Minimum Staffing Schedule

The Contractor must complete and commit to the **minimum** staff to be available for maintenance and repairs of Taxiway Gate System and should price accordingly.

Item No	Skill e.g. Technician	Quantity	Days per week (normal hours)
1			
2			
3			
4			
5			

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

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

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

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

2. Availability, Mean Time Before Failure and Mean Time to Repair

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

*The Period of review shall be Monthly.

Service Level table**a. Response Times:**

95% of all breakdowns shall be responded to within the Response Time. The Response Time shall be measured as the time taken from reporting the call, to the time the technician arriving at the relevant piece of equipment. Each airport's respective response times and closure times are as follows:

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



Airport	Response time required	Closure Duration
Cape Town International Airport	60 minutes	45 – 60 minutes

3. Guarantees

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

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

Preventative maintenance, defect free period will be no less than the interval between preventative maintenance. This implies that the repair of any failure as detailed will be for the contractors own account should the failure having occurred as a direct result of the contractor's deficiency.

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

4. Assessments and Reviews

- Monthly assessment/review shall be done according to this NEC3 contract.
- Safety issues and file reviewed quarterly or as per Safety department frequency.
- Contract shall be Audited and Assessed from time to time.
- The contractor will be assessed and scored quarterly also through the ACSA supplier development system or any other ACSA system.

All maintenance activities to be conducted to ensure compliance with OEM at all times. All spares or equipment to be used by Service Provider should be OEM and / or SANS compliant.

The Contractor must train their staff via the OEM on the commencement of the contract.

All software shall be periodically updated as required and files of the updates with revisions kept.

Works Management

- a. All work shall be done according to correct engineering practices, standards and OEM recommendations.
- b. Workmanship shall be of good quality.
- c. Contractor response time, time to repair, equipment Mean Time Between Failures and Mean Time To Repair will be measured on a monthly basis.
- d. The Service Provider will be required to use the ACSA Computerised Maintenance Management System (CMMS).
- e. The service provider will be required to provide input to the CMMS system.
- f. The Service Provider to further liaise and provide feedback to the IMC and/ or Contract Manager with regards to call logs and close outs.



5. Low service damages

Notification of Low service damages

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

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

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

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

Low service damages tables

b. Overall System Performance:

The contractor shall maintain an overall system availability of 99.0% for each month.

Availability = Total Downtime (hrs) of the Taxiway Gate System / Available hours (Operational hours x days in month).

The above Total Downtime (hrs) of the Taxiway Gate System will be inclusive of preventative maintenance time.

Downtime will be recorded when the Taxiway Gate System is out of operation.

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

Service Level	Service level failure	Damage
Response time	Consistent non-compliance to contracted response times on more than three occasions within a 30-day period or three occasions within a year	10% of monthly/equivalent monthly service fee for each non-compliance after the third offence until the specific service level is achieved.
Closure duration	Consistent non-compliance to contracted closure times on more than three occasions within a 30-day period or three occasions within a year	10% of monthly/equivalent monthly service fee for each non-compliance after the third offence until the specific service level is achieved.
Defect free period	Any corrective work resulting directly from defect workmanship will be the responsibility of the contractor.	Where the contractor fails to correct the defect within 48 hours ACSA reserves the right to use an alternative contractor, the cost of which will be withheld from outstanding invoice amounts
System Availability	3 consecutive Noncompliance with the system availability, system availability expected is 99% per airport.	R10 000,00 per system

Safety and house keeping	Safety infringement (for example: leaving moving machinery exposed)	R 5 000.00 per incident
Availability of less than 99% for six consecutive months	Termination	
Other OHS ACT infringements which are criminal offences according to the OHS act	Termination	
Three consecutive OHS acts of the same offence / class	Termination	
Incomplete Works	Leaving a breakdown unattended or incomplete for another day or shift	R 2 000.00 (Unless the delay in repair was agreed to by the Service Manager or his/her duly authorised representative or unless the required spares are not available to complete the work)
Closure of preventative maintenance work orders	100% of all preventative maintenance work orders must be returned to the IMC monthly	R10 000,00 per event
Closure of corrective maintenance work orders	3 consecutive noncompliance with closure times for corrective maintenance work orders, at least 90% of corrective work orders must be closed, 100% of all WR to be returned to IMC monthly	R10 000,00 per event

Notification of damages:

The employer's representative will notify the contractor in writing of any damages

Furthermore, ACSA will hold the Contractor liable for any costs incurred as a result of negligence of the Contractor or as a result of unreasonably poor performance including excessive time taken to effect repairs or maintenance

6. Continuous improvement

Continuous Improvement Program and the Computerized Maintenance Management System

It is hereby required that the Contractor ensures that a continuous improvement program is in place. For example, the criteria below may be used but not only limited to the items mentioned below.

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

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



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

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

7. Internal and external factors

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

MAINTENANCE RECORD SHEETS

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

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

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

The contractor shall further provide copies of these record sheets to the ACSA contract manager by the fifth day of every month. **No money will be paid out if record sheets are not handed in.**

	For the Contractor:	For the Employer
Signature	_____	_____
Name	_____	_____
Capacity	_____	_____
On behalf of	(Insert name and address of organisation)	(Insert name and address of organisation)
Name & signature of witness	_____	_____
Date	_____	_____



ANNEX J

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

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



ANNEX K

Minimum Maintenance Programme

Contractor to attach their programme here.



ANNEX L (Contractor to fill in)

Spares List

Please attach the spare list, with critical spares indicated on this list.



ANNEX M

ACSA maintenance procedure

- Available upon request from the ACSA service manager
- Contractor to attach any procedure for maintenance applicable to the new machines.



ANNEX N

Electrical lockout procedure

If applicable please attach any equipment specific lockout procedure, ACSA procedure will also be shared with the winning bidder.



ANNEX O

Fire Emergency procedure if applicable

Contractor to populate based on the equipment they have supplied.



ANNEX P

ACSA IMCC procedure for call out and work orders.

Available upon Request from the ACSA service manager

ANNEX Q**Internal and external factors outside the contractor's control**

Below is a list of internal and external factors which may affect equipment availability.

Internal Factors	Comment
Equipment maintenance	Regular maintenance and servicing of the Taxiway Gate System are necessary to ensure their proper functioning. Any delays or issues in maintenance can affect the availability of the machines. Contractor must ensure that maintenance is conducted timeously, and any repair must be done as soon as possible to lower the unavailability.
Technical failures	Internal technical failures in Taxiway Gate System , such as malfunctioning sensors or software glitches, can lead to downtime and reduce their availability. Contractor must ensure that preventative maintenance and inspections are done thoroughly to prevent these technical failures
Training and skills	Adequate training and skills of the staff operating the Taxiway Gate System are crucial. Insufficient training or lack of skilled personnel can impact the availability and efficiency of the machines. All personnel working on Taxiway Gate System must be trained and be competent to safely work on these machines
Spare parts availability	Availability of spare parts is essential for timely repairs and maintenance of the Taxiway Gate System . If there are delays in procuring the required spare parts, it can affect their availability. Only in cases where the delay of the spares is due to unforeseen circumstances, otherwise the contractor will be liable for unavailability of spares arising from late procurement or poor planning
Inventory management	Proper inventory management of consumables and other supplies is necessary to ensure uninterrupted availability of the machines. Inadequate inventory management practices can lead to shortages
External factors	
Environmental conditions	Extreme weather conditions, such as storms or heavy rainfall, can disrupt the functioning of Taxiway Gate System . For example, flooding may damage the machines or render them inoperable.
Regulatory requirements	Compliance with regulatory standards and requirements is essential for the operation of Taxiway Gate System . Changes in regulations or non-compliance issues can impact their availability.
Security threats	Any security threats or incidents at the airports can lead to temporary closures or disruptions in the operation of Taxiway Gate System , affecting their availability.
Infrastructure issues	Any infrastructure problems, such as building maintenance or renovations, can result in the unavailability of Taxiway Gate System during the repair or construction period



ANNEX R

ACSA Inventory management procedure

Available upon Request from the ACSA service manager



ANNEX S

Guarantees and Warrantees to be maintained.

Please attach.



ANNEX T

OEM Operating Manual



ANNEX U

OEM Maintenance Manual

Sample of Task Order Form

To the Contractor	[•]	Tel:	[•]
Address	[•]	Fax:	[•]
Attention	[name] [•]	Date:	[•]
E mail	[•]	Ref:	[•]

Dear Sirs,

Contract title	[•]	Number:	[•]
Contract action	Clause X19.2 Task Order		

Further to our consultations dated [•] about the content of this Task Order and in terms of clause X19.1(1) and X19.1(2) in secondary Option X19 of the above contract, I hereby instruct the *Contractor* to carry out the below stated work as a Task within the *service*.

Task Order No.	[•]	service	[•]
Detailed description of the work in the Task: [•] Starting date for the Task [•] Task Completion Date [•] Delay damages (if any) [•]			
A priced list of items of work in the Task in which items are taken from the Price List is attached Total of Prices for items of work taken from the Price List per the attached priced list is: R. _____ Total of Prices for items of work not in the Price List (details attached) is: R. _____ Total of the Prices for this Task Order R. _____			

Yours faithfully,

Signature (*Service Manager*)

Name

Distribution:				