

**Request for Quotations for plumbing maintenance services at OR Tambo International Airport for 12 months. ORTIA 6869/2022/RFQ**

**Issue Date** : Monday 16 May 2022

**Briefing Date** : Not Applicable

**Site Walk about** : Not Applicable

**Closing Date** : Monday 23 May 2022 at 11H00

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## SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1 Collection of RFQ documents

RFQ documents are available from **16 of May 2022** for free download from National Treasury's eTender Publication Portal (<http://www.etenders.gov.za>) Kindly print and complete

### 1.2 Submission of response

The bids must have, the bidder's return address, the full description of the RFQ, RFQ number and the details of the SCM official where the bid will close. The bids must be signed and completed by a person who has been given authority to act on behalf of the bidding entity. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the RFQ documents.

Emailed and Faxed bids WILL NOT be accepted. Bids must only be submitted on the original documentation. ACSA will not be liable for any costs incurred in the preparation of the tender nor shall ACSA be held liable for any bid documents submitted via courier after the closing date and time.

RFQ must be submitted on or before **11H00 Monday 23 May 2022**. No late submissions will be accepted

#### **Hand delivery**

The bid document must be delivered to the Tender Management Office located at the address below and must be addressed as follows:

#### **Tender box C:**

**The Tender box C is located at:**

**OR Tambo International Airport  
ACSA offices  
North Wing 3rd Floor**

### 1.3 Alternative Bids

ACSA only accepts bids which have been prepared in response to the tender invitation. Alternative bids will not be accepted.

### 1.4 Late bids

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

### 1.5 Clarification and Communication

Bidders may only communicate on this RFQ with the ACSA employee using the details listed below:

Name : Lesego Pitse

Designation: Senior Buyer Category Management

Email : [Lesego.Pitse@airports.co.za](mailto:Lesego.Pitse@airports.co.za)

Request for clarity or information on the RFQ may be requested up until **16H00 Wednesday 18 May 2022**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the RFQ.

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

#### **1.5.1 Compulsory Briefing/Site Inspection Session:**

Not applicable

#### **1.6 Bid responses**

Quotations must be strictly prepared and returned in accordance with this RFQ document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this RFQ document. Changes to the bidder's submission will not be allowed after the closing date of the RFQ. All bid responses will be regarded as offers unless the bidder indicates otherwise.

No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

#### **1.7 Disclaimers**

It must be noted that ACSA may:

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

### **1.8 No Contact Policy**

Neither Bidders, nor their members (if consortia), nor their respective advisers, may contact officers, employees or advisers of ACSA, save as provided for in point 1.6 above, in connection with the RFQ or the submission of bids at any time after the Clarification and Communication closing date. Contact will however be permissible only in the case of pre-existing commercial relations, in which case contact may be maintained only in terms thereof. In making such allowed contact, neither Bidders nor their members, nor anyone acting on behalf of any Bidder or member, may make reference to this RFQ or bid in response thereto. The “no contact policy” will not apply in relation to any information deemed to be in the public domain, or which is readily available from organs of state.

### **1.9 Conflict of Interest**

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to ACSA. Bidders should contact ACSA for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest or a failure by a bidder to timeously disclose any such conflict or part conflict, may result in the bidder’s bid being disqualified.

### **1.10 Validity Period**

In order for ACSA to thoroughly evaluate responses, it requires a validity period of Eighty-four (84) business/working days, therefore the prices which have been quoted by the bidder must remain firm and valid for such period. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the prices submitted.

### **1.11 Confidentiality of Information**

ACSA will not disclose any information furnished to ACSA through this tender process to a third party or any other bidder without the prior written approval of the bidder whose information is sought.

Furthermore, ACSA will not disclose the names of the bidders until the tender process has been finalised.

Bidders may not disclose any information provided to them as part of this process to any third party without the prior written approval of ACSA. In the event that the bidder requires to consult with third parties on the contents of this RFQ document, such third parties must complete and sign confidentiality agreements, which should be returned to ACSA as part of response submission to this tender process.

### **1.12 Anti-Corruption Hotline**

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

Airports Company South Africa ANTI-CORRUPTION HOTLINE

Free Call: 0800 00 80 80

Fax: +27 (0)12 664 0307: Fax2e-mail: 086 726 1681: Email: [office@thehotline.co.za](mailto:office@thehotline.co.za)

**SECTION 2: LOCAL CONTENT AND PRODUCTION – N/A**

## SECTION 3: SCOPE OF WORK AND EVALUATION CRITERIA

### 3.1 Scope of work

Refer to NEC3: TERM SERVICE CONTRACT attached separately for detail of the Scope

### 3.2 Evaluation Criteria

#### a) Pre – qualification

To advance certain designated groups in line with Regulation 4 of the 2017 PPPFA Regulations, only the following bidders will be considered for the tender:

- Tenderer having a B-BBEE status level of contributor 1 or 2;

**N.B:** Valid SANAS accredited BBBEE certificate or sworn affidavit must be submitted. Bidder who fail to comply with the above requirement will be disqualified at this stage.

#### b) Mandatory requirements

Bids that do not meet all of the following criteria (valid proof/certification must be provided if required) will be disqualified and will not be evaluated further:

- Bidders must complete in full and sign ACSA Terms and Conditions – Appendix C
- Completed in full and signed Form of offer C1.1. (Found in the NEC 3 Term service Contract)
- Only bidders who have a valid CIDB contractor grading of **4SO or 4GB** or higher

**Please note that CIDB grading 3SO PE or 3GB PE will not be accepted**

#### c) Functionality-Evaluation

The functionality/technical evaluation will be conducted by the Bid Evaluation Committee which comprises of various skilled and experienced members from the organization. The evaluation process will be based on threshold criteria. Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **50 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE (80/20 split). Bidders who also fail to achieve the minimum score per criteria will be disqualified and not be eligible for further evaluations.



No	<b>Description of Functionality Criteria</b> <b>*A live environment shall mean plumbing maintenance services completed in areas that remained operational such as Malls, Hospitals, Airports, park stations, taxi rank.</b>	<b>Maximum Evaluation Points</b>	<b>Minimum Threshold</b>
1	<p><b><u>Key Personnel Experience:</u></b></p> <p>Key personnel for the projects:</p> <p><b>1.1 Artisan 1</b></p> <p>1.1.1 Artisan Experience</p> <p>Experience in plumbing maintenance in a live and operational environment</p> <ul style="list-style-type: none"> <li>• More than 5 years' experience <b>[15 points]</b></li> <li>• 3 – 5 years' experience <b>[5 points]</b></li> <li>• Less than 3 years' experience <b>[0 points]</b></li> </ul> <p><b>1.2 Artisan 2</b></p> <p>1.2.1 Artisan Experience</p> <p>Artisan Experience</p> <p>Experience in plumbing maintenance on a live and operational environment</p> <ul style="list-style-type: none"> <li>• More than 5 years' experience <b>[15 points]</b></li> <li>• 3 – 5 years' experience <b>[5 points]</b></li> <li>• Less than 3 years' experience <b>[0 points]</b></li> </ul> <p>(CV's of key personnel listed above must be attached <b>clearly indicating experience in plumbing maintenance services in a live environment</b> and copies of qualifications).</p>	30	10
2	<p><b><u>Key Personnel Proof of qualification:</u></b></p> <p><b>2.1.1 Artisan 1</b></p> <ul style="list-style-type: none"> <li>• Matric <b>and</b> Trade Test in plumbing <b>[10 points]</b></li> <li>• No matric and Trade Test in plumbing <b>[0 point]</b></li> </ul> <p><b>2.1.2 Artisan 2</b></p> <ul style="list-style-type: none"> <li>• Matric <b>and</b> Trade Test in plumbing <b>[10 points]</b></li> <li>• No matric and Trade Test in plumbing <b>[0 point]</b></li> </ul>	20	20
3	<p><b><u>Previous Company Experience:</u></b></p> <p>Proof of plumbing maintenance services completed in a live and operational environment</p> <ul style="list-style-type: none"> <li>• More than 5 years' experience <b>[50 points]</b></li> </ul>	50	20



	<ul style="list-style-type: none"> <li>• 3 – 5 years' experience <b>[20 points]</b></li> <li>• Less than 3 years' experience <b>[0 point]</b></li> </ul> <p>(Certificate(s) of Completion AND signed Client Reference letter(s) with proof of <u>Scope of Work</u> and <u>contract duration</u> must be attached).</p> <p>Failure to submit both will lead to disqualification. Appointment letters will not be accepted</p>		
<b>Grand Total</b>		<b>100</b>	<b>50</b>

#### **d) Price and Preference**

- Tenderers will be evaluated and adjudicated by the Employer using “The 80/20 preference point system” which awards points on the basis of:
  - The Tendered price (as per form of offer) – 80%
  - BBBEE – 20%
- The Employer will award the Contract to a Tenderer who is qualified to undertake the Works and whose Tender technically and contractually complies with the specification.

The 80/20 preference points system for acquisition of services, works or goods with a Rand value below R 50 million

## APPENDIX A DECLARATION FORM

### 4.1 Making a declaration

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

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

Full name of the bidder or a representative of the bidding entity: .....

Identity Number: .....

Position held in the bidding entity: .....

Registration number of the bidding entity: .....

Tax reference number of the bidding entity: .....

Vat registration number of the bidding entity: .....

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

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

.....  
 .....

### 4.3 Full names of directors/trustees/members/shareholders of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number

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

**Declaration:**

\_\_\_\_\_



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

.....  
Signature Date

.....  
Position Name of bidder

## **APPENDIX B      DECLARATION OF FORBIDDEN PRACTICES FORM**

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

I/We declare the following:

Description Penalty Organ of State / State Owned Company

a) \_\_\_\_\_  
\_\_\_\_\_

b) \_\_\_\_\_  
\_\_\_\_\_

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

Description Organ of State / State Owned Company

a) \_\_\_\_\_  
\_\_\_\_\_

b) \_\_\_\_\_  
\_\_\_\_\_

This declaration was signed on \_\_\_\_\_ of \_\_\_\_\_ 202\_\_\_\_\_

**Name:-** \_\_\_\_\_

**Designation:-** \_\_\_\_\_

**Signature:-** \_\_\_\_\_

**APPENDIX C      ACCEPTANCE OF RFQ TERMS AND CONDITIONS**

TO:     Supply Chain Management Office

Airports Company South Africa SOC Ltd.

Bid Reference No: ORTIA 6869/2022/RFQ

**1. Bidder's Name and Contact Details**

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

## 2. Proposal Certification

We hereby submit a Proposal in respect of the **Plumbing Maintenance service** for OR Tambo International Airport. We acknowledge that ACSA's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder/s,

- We have read, understand and agree to be bound by the content of all the documentation provided by ACSA in this Request for Quotations.
- We accept that ACSA's Bid Adjudication Committee decision is final and binding.
- We certify that all forms of Proposal as required in the Quotation document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this project only; it has no impact, influence or effect on any other project for which a Proposal may be submitted.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Tenderer for a period which lapses after eighty - four (84) days calculated from the closing date of proposal submission.
- Payment terms of 14 - 30 days from invoice date.

Thus done and signed at		on this the		day of		2020
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Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	

## **APPENDIX D      PRICING SCHEDULE (BILL OF QUANTITIES)**

**Refer to NEC3: TERM SERVICE CONTRACT, C2.2 attached separately**

## **APPENDIX E      TAX MATTERS CONFIRMATION**

Insert a copy after this page



**APPENDIX F      B-BBEE CERTIFICATE**

Insert a copy after this page

## **APPENDIX G      CSD REGISTRATION**

Insert a copy after this page

**APPENDIX H            VALID LETTER OF GOOD STANDING AS ISSUED BY THE DEPARTMENT  
OF LABOUR**

Insert a copy after this page

## **APPENDIX I VALID CIDB CONTRACTOR GRADING 4SO or 4GB**

Insert a copy after this page