

Request for Quotations for Maintenance of Cleaning of Sewer Sumps and Odour control on call out basis provision at OR Tambo International Airport for Airports Company of South Africa.

Airport : OR Tambo International Airport

Tender Number: : Requisition 69468

Issue Date : 9th June 2022

Closing Date : 30th June 2022-12:00pm

Briefing Session Date and Time : 15th June 2022 @ 10:00am compulsory

Venue : Via Teams link attached

Issue: 1

Issue Date: 28/02/2014

Tel +27 921 6911 Fax +27 11 390 1012

Administrator Office, Kempton Park, Gauteng, South Africa, 1627

Private Bag X1, O.R. Tambo International Airport, Kempton Park, Gauteng, South Africa, 1627

www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

SECTION 1: INSTRUCTIONS TO BIDDERS

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

Tenders are available on www.etenders.gov.za. Kindly print and complete **Not applicable**

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **30th June 2022 at 12:00pm** using the following method

1.1.1. Tender box: **Not applicable**

The Tender box is located at:

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1.1.2. Email submissions:

The bid documents must be sent to the following email address below:

masana.sithole@airports.co.za

- 1.1.3. Proposals must be in an electronic copy of the bid documents. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence

1.2. Alternative Bids

As a rule, ACSA only accepts bids which have been prepared in response to the tender invitation. However, for this tender alternative bid will be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this tender invitation. The alternative bid will only be considered where the bidder has submitted together with its alternative bid, an offer which materially complies with the requirements of this tender. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this tender document.

1.4 Late Bids

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

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1.5 Clarification and Communication

Name:	Masana
Designation:	Buyer
Tel:	011 723 7946
Cell:	
Email:	Masana.sithole@airports.co.za

Request for clarity or information on the tender may only be requested until 15th June 2022 @ 16:00pm

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 Request for Proposal/Quotation/Information invitation.

Bidders may not contact any ACSA employee on this tender other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the approval of a

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recommendation to award this tender. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

1.6 Compulsory Briefing Session-

TABLE 5: BRIEFING/INSPECTION MEETING REQUIREMENTS (COMPULSORY)

Briefing/Site Inspection Session Requirements	Detail
Date	15 th June 2022
Time	10:00 am
Venue	Teams link attached
Access to Restricted Area, Cargo, Airside, Terminal	N/A
Documentation, e.g. ID, Temporary Permit, etc.	N/A
Personal Protective Equipment, (PPE)e.g. Safety Gear	N/A

1.7 Bid Responses

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document. Changes to the bidder's submission will not be allowed after the closing date of the tender. 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.

1.8 Disclaimers

- a) It must be noted that ACSA may:
- b) Award the whole or a part of this tender;

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

1.9 Validity Period

(*Please ensure that the validity period stated below will allow ACSA to properly evaluate and finalise the process) ACSA requires a validity period of a hundred and twenty (120) business/working days for this tender. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

1.10 Confidentiality of Information

ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore, ACSA will not disclose the names of bidders until the tender process has been finalised. Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. If the bidder requires to consult with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

1.11 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

SECTION 2: LOCAL CONTENT AND PRODUCTION

2.1 Introduction

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This tender falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and production for this tender is _____ of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

2.2 Calculation of local content and production

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Local content means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place. Imported content means the portion of the bid price represented by the cost the cost of components, parts or materials which have been or are still imported (whether by the supplier or its sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry. The South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content. The formula to be used to calculate local content is as follows:

$$LC = 1 \left(\frac{X}{Y} \right) \times 100$$

Where:

X represents imported content

Y represents bid price excluding value added tax

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

2.3 Declaration certificate for local production and content (SBD 6.2)

This Standard Bidding Document (SBD) must form part of all invited bids. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the SABS approved technical specification number SATS 1286:201x.

2.4 General Conditions

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- 2.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 2.4.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.4.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.4.5 A bid will be disqualified if:
- The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
 - The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

2.5 Definitions

- 2.5.1 “Bid” means a written offer in a prescribed or stipulated form in response to an invitation by ACSA for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5.2 “Bid Price” price offered by the bidder, excluding value added tax (VAT);

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- 2.5.3 “Contract” means the agreement that results from the acceptance of a bid by an ACSA;
- 2.5.4 “Designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5.5 “Duly Sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.5.6 “Imported Content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.5.7 “Local Content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.5.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.5.9 “Sub-Contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

2.6 The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<u>Description of service, works or goods</u>	<u>Stipulated minimum threshold</u>
	<u>%</u>

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_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2.7 Does any portion of the services, works or goods offered have any imported content? YES/NO

2.8 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 2.3 above must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

The rate(s) of exchange against the appropriate currency is as follows:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER / PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

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IN RESPECT OF RFQ No. _____

ISSUED BY: (Airports Company South Africa SOC Ltd):

NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, _____ (full names),
do hereby declare, in my capacity as _____
of _____ (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 2.3 above and the following figures:

Bid price, excluding VAT (y)	R...
Imported content (x)	R...
Stipulated minimum threshold for Local content (paragraph 2.6 above)	
Local content % , as calculated in terms of SATS 1286	

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If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Airports Company South Africa SOC Ltd has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Airports Company South Africa SOC Ltd imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE:	_____	DATE:	_____
WITNESS No.1:	_____	DATE:	_____
WITNESS No 2:	_____	DATE:	_____

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SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK

1. Background

Currently the international basement, foxtrot and domestic sewer sumps are experiencing build-up of sludge and this poses a risk of sewage overflow. This sludge build-up emits unpleasant odors that are experienced at the terminal building and office spaces. The ACSA staff, stakeholders and travelers are experiencing discomfort due to these unpleasant odors.

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Figure 1: ORTIA sewer infrastructure

The sewage flows from the toilets inside the buildings through to the 160mm gravity sewer pipelines denoted in figure 1 by green lines, then to the sewer sumps denoted in figure 1 by red squares and then finally to the 450mm gravity sewer pipelines denoted in figure 1 by red lines before reaching the municipal sewer connection. This material flowing through this network is primarily composed of sewage, organic material, paper towels, tissues, plastics, papers, diapers, rags, fabrics, etc. The unauthorized materials cause the build-up of sludge material, with the risk of overflow and pump damage.

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Required Services

The service provider will be responsible for cleaning and removing the sewer waste and the unauthorized materials found inside the sewer sumps by chemical treatment and sludge extraction. The works are to be executed on an ad hoc basis over a period of 12 months on the airport sewer sumps as described in table 3 below. Works will be quantified and paid based on the volumes of waste that will be removed from the sewer sumps. The works will be deemed as completed when the material causing blockage has been completely removed and cleaned from the sewer sump. This may involve manual labor. The cleaning of the sewer sumps will also involve physically going inside the sewer sumps to remove material that is clogging the sewer pipelines. The service provider must advise the client on the best possible methods of cleaning and removing the sewer waste and unauthorized materials found inside the sewer sumps. Physical site inspections will be conducted by the service provider before and after the cleaning of the sewer sumps. The inspections will involve measuring the levels of the materials that must be removed, checking of defects inside the sumps after cleaning has been completed and making recommendations for future maintenance works. The service provider must submit field report to the client documenting the findings. Payment will be quantity based and submitted invoices will be processed after measurements have been verified with the representatives from ACSA and report of the findings has been submitted.

The chemical treatment will involve the dosing of the sewer sumps with a biological or chemical solution to eliminate sewage blockages caused by sludge build-up at the downstream of the sewer sumps. The sewer sumps will be dosed once in 3 months for a period of 12 months. The dosing product must have degradation capabilities needed in the maintenance of drain sewer lines and sumps and must demonstrate superior enzyme performance. The dosing product must also have capabilities of eliminating odor caused by sewage at sewer sumps. The safety and environmental aspect of the product must demonstrate that it will not endanger people, sewer infrastructure and other species. The dosing product must have no acute dermal toxicity, no acute inhalation toxicity, non-irritations to eye and skin. Material data sheet of the dosing product must be submitted for approval to the ACSA OHS department upon appointment.

The odor control will involve the installation of the odor control hydraulic systems to each sewer sump and refilling of the scent product in each of the installed odor control hydraulic systems once in 3 months. The odor control hydraulic systems must be capable of eliminating odor from sewer sumps and surrounding areas. They must have high pressure automated misting nozzles which will produce scent that will put eliminate odor from sewer sump. The scent from the odor control hydraulic systems must be safe and environmentally friendly.

The description of the sewer sumps is tabulated as follows

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Table 3: Description of sewer sumps

Sump	Sump properties
International basement	3.1m long by 4.9m broad by 8m deep total volume: 121.52m ³
Domestic basement	5m long by 2m broad by 3m deep total volume: 30m ³
Foxtrot	10.8m long by 6m wide by 15m deep total volume: 972m ³
CTB North	3m long by 3.5m wide by 3.5m deep total volume: 36.75m ³
CTB South	1.2m long by 3.5m wide by 2.5m deep total volume: 10.5m ³

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2. MEASUREMENT AND PAYMENT

Item

Unit

(A) Compliance with OHS Act Regulations (including the Construction regulations act 2014)

(a) Provision of Health and Safety file..... Lump Sum

The service provider must meet all his obligations in respect of the Occupational Health and Safety Act and Construction Regulations and submit his health and Safety file to the client's satisfaction. All checklists and the templates pertaining safety file document will be provided to the contractor. This will be done after kick-off meeting prior to the commencement of works. Due to Covid 19 pandemic, the service provider will be required to adhere to the special PPE required as per the disaster management act (supplying face masks, alcohol-based sanitizers and disposable gloves always when on site). The service provider should have another team on standby at own cost in the event staff members test positive for Covid-19 and are in isolation. The service provider shall factor all costs related to compliance with OHS act regulations and safety audits for this item. Full payment for this item will be paid to the service provider during the first claim.

(b) Provision of airside permits..... Prov Sum

(i) Handling costs & profit for (b).....%

The service provider must apply for and obtain the required permits for all persons, equipment and vehicles to be utilized during the works. The service provider must verify these costs with the airports permit office prior to completing rates. The amount provided for airside permits is R 5000,00 and payment for this item will be paid according to the receipts submitted by the service provider showing the actual costs for airside permit.

(B) Chemical treatment for sewer sumps

The items below (a) to (e) refers to the dosing of the sewer sumps with a biological or chemical solution to eliminate sewage blockages caused by sludge build-up at the downstream of the sewer sumps. The sewer sumps will be dosed once in 3 months for a period of 12 months. The dosing product must have degradation capabilities needed in the maintenance of drain sewer lines and sumps and must demonstrates superior enzyme performance. The dosing product must also have capabilities of eliminating odor caused by sewage at sewer sumps. The safety and environmental aspect of the product must demonstrate that it will not endanger people, sewer infrastructure and other species. The dosing

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product must have no acute dermal toxicity, no acute inhalation toxicity, non-irritations to eye and skin. Material data sheet of the dosing product must be submitted for approval to the ACSA OHS department upon appointment. Payment for this item will be done once in 3 months according to the number of litres of the chemical solution that will be used per each sewer sump. This information must be provided to the client upon works completion.

The product for the biological or chemical solution to be used must include the ability to reduce solids, E-Coli, faecal coliforms, odor, COD, BOD, ammonia, nitrates, nitrites, phosphates, equipment repairs and sludge into soluble material within 3 weeks of dosing.

Below are the sewer sumps for cleaning by chemical treatment:

- (a) International basement..... L (Litres)
- (b) Domestic.....L (Litres)
- (c) CTB north.....L(Litres)
- (d) CTB south.....L(Litres)
- (e) Foxtrot.....L(Litres)

(C) Odor Control

This items below (a), (i) to (v) refers to the installation of the odor control hydraulic systems to each sewer sump. The items below (b), (i) to (v) refers to the refilling of the scent product in each of the installed odor control hydraulic systems once in 3 months. The odor control hydraulic systems and the scent product must be capable of eliminating odor from sewer sumps and surrounding areas. They must have high pressure automated misting nozzles which will produce scent that will eliminate the odor from sewer sump. The scent from the odor control hydraulic systems must be safe and environmentally friendly. Material data sheet of the scent product must be submitted for approval to the ACSA OHS department upon appointment. Payment for this item will be done once off after installation and again every 3 months according to the number of times for the refilling of the scent product. Below are the sewer sumps where the installation of the odor control hydraulic systems will take place.

(a) Installation of the odor control hydraulic system:

- (i) International basement..... No (Number)
- (ii) Domestic..... No (Number)
- (iii) CTB north..... No (Number)
- (iv) CTB south..... No (Number)
- (v) Foxtrot No (Number)

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**(b) Refilling of the scent product**

(i)	International basement.....	No (Number)
(ii)	Domestic.....	No (Number)
(iii)	CTB north.....	No (Number)
(iv)	CTB north.....	No (Number)
(v)	Foxtrot	No (Number)

(D) Sludge Extraction**(a) International basement.....m3**

This item refers to the complete removal of the sewer waste and other material (organic material, paper towels, tissues, plastics, papers, pampers, rags, fabrics, etc.) causing blockages on the sewer sump. The payment for this item will be based on the amount of sewer waste and other material that will be removed and cleaned off from the sewer sumps and will be measured in cubic meters. The airside permits are not required in this location.

(b) Domestic.....m3

This item refers to the complete removal of the sewer waste and other material (organic material, paper towels, tissues, plastics, papers, pampers, rags, fabrics, etc.) causing blockages on the sewer sump. The payment for this item will be based on the amount of sewer waste and other material that will be removed and cleaned off from the sewer sumps and will be measured in cubic meters. The airside permits are not required in this location.

(c) Foxtrot.....m3

This item refers to the complete removal of the sewer waste and other material (organic material, paper towels, tissues, plastics, papers, pampers, rags, fabrics, etc.) causing blockages on the sewer sump. The payment for this item will be based on the amount of sewer waste and other material that will be removed and cleaned off from the sewer sumps and will be measured in cubic meters. The airside permits are required in this location.

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(E) Spillage handling

(a) Spillage cleaning.....No

The spillage cleaning will be done for sewer spills emanating from manholes using spillage kits. The payment for this item will be based on the number of times the sewer spills and other materials will be cleaned-off from the surfaces and floors.

3. Evaluation Criteria (FUNCTIONALITY)

Points allocated for functionality shall be evaluated in accordance with the criteria as listed below Total Maximum Points allocated shall be 100. Tenderer must score minimum score per each sub criteria and an overall minimum threshold of 60 points out of 100 is required to be achieved for the tender to be eligible for further evaluation on Price and B BBEE 80 20 split)

Sub Criteria	Minimum points	Maximum
Company's experience	24	40
Site managers CV and qualifications	24	40
Method of approach	12	20

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3.1 Company's Experience (40 points maximum)

This experience should include works completed based on sewer drainage and plumbing projects. Completed projects should have completion certificates or reference letters with contactable personnel for evaluation purposes.

Number of references and completion Certificates	Points
No references submitted	0
1	24
2	32
3	40

3.2 Key Personnel qualifications and experiences (40 points maximum)

Experience of the personnel should be relevant to the project and CV qualifications and certificates should demonstrate competency to work of similar nature.

3.2.1 Qualifications (Maximum 20 points)

Description	Points
No qualifications submitted	0
Plumbing Certificate only	12
Plumbing certificate and machinery operating certificate	20

3.2.2 Experience (Maximum 20 points)

Years of experience	Points
0-3	0
3-5	12
>5 years	20

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3.2.3 Method of approach (Maximum 20 points)

Description	Points
Not given	0
Minimum: outlines basic requirements such as methodology (4), equipment to be used (4) & quality control onsite (4)	12
Maximum: outlines all requirements such type of equipment to be used (4), methodology (4), quality control onsite (4), & works program (8)	20

3.4 Minimum Requirements

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

- Valid Tax Clearance Certificate
- Valid and certified copy of the B-BBEE Certificates
- Initial/stamp and where applicable sign all pages of the attached RFQ Declaration of interest forms (attached RFQ document)
- CSD summary report
- Returning signed RFQ form is mandatory failure to submit of time will result being disqualified.

SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference.

The 80/20 Preference Point System for bids with a Rand value of more than R30,000-00 but not exceeding R50,000,000-00 (all applicable taxes included)

The tender will therefore be evaluated using 80/20 preference points system: This means that on the

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80/20 system the B-BBEE status level of contributor will earn the bidder points out of 20

- 4.2.1 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises or an Auditor/Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 4.2.2 ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.

4.2 Definitions

- 4.3.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 4.3.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 4.3.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

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- 4.3.5 **“Comparative Price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 4.3.6 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 4.3.7 **“EME”** means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
- 4.3.8 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 4.3.9 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 4.3.10 **“Non-Firm Prices”** means all prices other than “firm” prices;
- 4.3.11 **“Person”** includes a juristic person;
- 4.3.12 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 4.3.13 **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based

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Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

- 4.3.14 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 4.3.15 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

4.4 Adjudication Using A Point System

- 4.4.1 The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.
- 4.4.2 Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts
- 4.4.3 Points scored will be rounded off to the nearest 2 decimal places.

4.5 Award of Business where Bidders have Scored Equal Points Overall

- 4.5.1 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 4.5.2 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.

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- 4.5.3 Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

4.6 Points Awarded for Price

4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

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4.7 Points Awarded for B-BBEE Status Level of Contribution

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

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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

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- 4.7.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 4.7.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.7.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.7.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.8 Bid Declaration

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

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

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

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

SECTION 5: EVALUATION CRITERIA

5.1 Evaluation Criteria

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

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

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5.2 Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information ACSA will only consider bidders which have **returned signed RFQ on time and failure to do so will result being disqualified.**

5.3 Local Content and Production

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

5.4 Functionality / Technical

5.4.1 Functionality hurdle breakdown

Points allocated for functionality shall be evaluated in accordance with the criteria as listed below Total Maximum Points allocated shall be 100. Tenderer must score minimum score per each sub criteria and an overall minimum threshold of 60 points out of 100 is required to be achieved for the tender to be eligible for further evaluation on Price and B BEE 80 20 split)

Sub Criteria	Minimum points	Maximum
Company's experience	24	40
Site managers CV and qualifications	24	40
Method of approach	12	20

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4.1 Company's Experience (40 points maximum)

This experience should include works completed based on sewer drainage and plumbing projects. Completed projects should have completion certificates or reference letters with contactable personnel for evaluation purposes.

Number of references and completion Certificates	Points
No references submitted	0
1	24
2	32
3	40

3.3 Key Personnel qualifications and experiences (40 points maximum)

Experience of the personnel should be relevant to the project and CV qualifications and certificates should demonstrate competency to work of similar nature.

3.3.1 Qualifications (Maximum 20 points)

Description	Points
No qualifications submitted	0
Plumbing Certificate only	12
Plumbing certificate and machinery operating certificate	20

3.3.2 Experience (Maximum 20 points)

Years of experience	Points
0-3	0
3-5	12
>5 years	20

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3.3.3 Method of approach (Maximum 20 points)

Description	Points
Not given	0
Minimum: outlines basic requirements such as methodology (4), equipment to be used (4) & quality control onsite (4)	12
Maximum: outlines all requirements such type of equipment to be used (4), methodology (4), quality control onsite (4), & works program (8)	20

5.5 Price and B-BBEE

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

SECTION 7: DECLARATION FORM

7.1 Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will

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consider bids. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

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

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

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

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

Declaration:

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

Signature

Date

Position

Name of bidder

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Section 8: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

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

This declaration was signed on _____ of _____ 202_____

Name: _____

Designation: _____

Signature: _____

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