



REQUEST FOR QUOTATIONS FOR THE PROVISION OF AERONAUTICAL GROUND LIGHTING MAINTENANCE CONTRACT FOR A PERIOD OF 12 MONTHS AT AIRPORTS COMPANY SOUTH AFRICA FOR GEORGE AIRPORT.

Bid Number: : RFQ 10377

Issue Date : 04 December 2025

Query Closing Date : 09 January 2026

Non-Compulsory Briefing session : 11 December 2025 09:00 Am on teams

Site Inspection : On request

Bid Closing Date and Time : **16 January 2026 at 16:00 PM**

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www.airports.co.za

PART A**SBD 1: INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIRPORTS COMPANY SOUTH AFRICA					
BID NUMBER:	RFQ 10377	CLOSING DATE:	16 January 2026	CLOSING TIME:	16:00 pm
DESCRIPTION	REQUEST FOR QUOTATIONS FOR THE PROVISION OF AERONAUTICAL GROUND LIGHTING MAINTENANCE CONTRACT FOR A PERIOD OF 12 MONTHS AT AIRPORTS COMPANY SOUTH AFRICA FOR GEORGE AIRPORT.				
BID RESPONSE DOCUMENTS MUST BE EMAILED:					
<u>acsarfq@airports.co.za</u>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Bulelani Tebele		CONTACT PERSON	N/A	
TELEPHONE NUMBER	044 803 7700		TELEPHONE NUMBER		
E-MAIL ADDRESS	bulelani.tebele@airports.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

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<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p> <p><input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p>
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p> <p>NO</p>	<p><input type="checkbox"/> YES <input type="checkbox"/></p>
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p> <p><input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p>
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p> <p>YES <input type="checkbox"/> NO</p>	<p><input type="checkbox"/></p>
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p> <p>YES <input type="checkbox"/> NO</p>	<p><input type="checkbox"/></p>
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>	

PART B**TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER MUST ENSURE THEY HAVE A FULLY COMPLETED AND SIGNED WRITTEN CONTRACT POST AWARD.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to bid documents

Submission of bid documents

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 16:00 PM on 16 January of 2026 by means of email submission to the following address:

Email address: acsarfq@airports.co.za

- Bidders must not email their submission as one big attachment. Kindly break your submission in at least (04) four or more attachments of 4mb each.
- Bidders are requested to submit all bids in the format instructed; no other format will be acceptable.

1.2. Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the bid invitation. The Accounting Officer reserves the right to request bid alternative where deemed necessary or appropriate. Guidance will be provided when alternative bids are requested.

1.3. Late Bids

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

1.4. Clarification and Communication

Name:	<u>Bulelani Tebele</u>
Designation:	<u>Buyer</u>
Tel:	<u>044 803 7700</u>
Email:	<u>bulelani.tebele@airports.co.za</u>

1.4.1. Request for clarity or information on the bid may only be requested until 09 January 2026 at 16:00 pm. 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/Bid /Information invitation.

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

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1.5. Non-Compulsory Briefing Session

A non-compulsory briefing session will be held on 11 December 2025 at 09:00 (AM). The session will be held on Microsoft Teams link below

[Join the meeting now](#)

Meeting ID: 329 658 237 715 63

Passcode: 25VR3Ms6

1.6. Non-Compulsory Site Inspection

A non-compulsory site will be held on at (AM/PM). Or on request

Bidders should visit the permit office at least one-hour prior the site inspection to obtain visitor access cards. Every bidder must come to site with the following: This requirement is PER SITE inspection if needed

- a) Reflective jacket
- b) Identity Document (not driver's license)
- c) Safety boots

1.7. Bid Responses

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

It must be noted that ACSA reserves its right to:

- 1.8.1. Award the whole or a part of this bid;
- 1.8.2. Split the award of this bid;
- 1.8.3. Negotiate with all or some of the shortlisted bidders;
- 1.8.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;

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1.8.5. To reject the lowest acceptable bid received; and/or

1.8.6. Cancel this bid.

1.8.7. This bid **document may not be changed or altered** in any manner, any change to the content of the bid document will lead to disqualification as it will be changing the terms and conditions of the tender.

1.9. **Validity Period**

1.9.1. ACSA requires a validity period of hundred and twenty (120) business/working days for this bid. During the validity period the prices which have been quoted by the bidder must remain firm and valid.

1.10. **Confidentiality of Information**

1.10.1. ACSA will not disclose any information disclosed to ACSA through this bid process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,

1.10.2. ACSA will not disclose the names of bidders until the bid process has been finalised.

1.10.3. Bidders may not disclose any information given to the bidders as part of this bid process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the bid, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

1.10.4. ACSA is a National Key Points therefore has to comply with the laws prescribed by the security cluster of the Country. Bidders may be subjected to security vetting depending on the goods and/or services being provided. Where deemed necessary, ACSA will not contract with a bidder that does not comply with the security vetting requirement.

1.11. **Hot – Line**

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

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SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background and/or Purpose of this Bid

2.2 Scope of Work

RFQ – interim AGL Maintenance Contract of Aeronautical Ground Lighting at George Airport.

- Annexure A - Find the description (details) of the installed equipment (AGL)
- Annexure B - Find the description of the of the maintenance activities.
- Annexure C - Find the list of safety file requirements.
- Annexure D - Find the template for spares attached to be completed and submitted.
- Annexure E - Find the description list of once off ADHOC repairs not listed under maintenance activities.
- Key resources – Bidder must submit proof of the competent qualified technician.
- Bidder must be registered on the treasury's CSD database with a valid registration number.
- Bidder must submit a safety file for approval by the ASCA safety department, prior to commencement of any work.
- The services cannot be completed in normal operational hours as listed below:
 - Mon to Thu 06H00 to 19H00
 - Fri 06H00 to 20H00
 - Sat 08H00 to 15H00
 - Sun 08H00 to 19H30
- Activities need to be performed against optimum workmanship and quality.
- All work must carry a 3-month defects liability period in which any repair will be before the expense of the service provider – as per normal liability conditions.
- Ensure that all activities are completed according to applicable legislation and standard –
 - SANS 10142
 - Occupational Health & Safety (OHS) Act 85 of 1993
 - Annex 14

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- All work will be completed under the supervision and escort of the ACSA electrical department – who will provide PARTAC access onto the Airside.
 - It will be advantageous if the winning bidder has PARTAC training.
- All work must be signed off by way of a technical ACSA work order & contractor's job card that reflects the following information, prior processing for payment -
 - What activities were performed.
 - Make provision for ACSA's acceptance and remarks/comments.
 - Advise ACSA on how to maintain or upgrade the works of better operation results (if applicable).

Item no.	Item/ Service Description	Unit	Unit Price	Qty	Total Price
1	<p>AGL Maintenance Semi Annual</p> <p>Requirements on the AGL - refer to Annexure A and B for equipment quantities, specifications, and all related service activities. All the labour and consumables (such as fuel, sealant, cleaning materials, copper slip, lamps, contact blocks, ext.) needed to perform the AGL maintenance activities should form part of this line item.</p> <p>Labour – Labour pricing to be submitted separate from equipment or parts necessary to do the actual service. The unit price column on the right-hand side of the page will indicate the total hours that is accommodated for AGL maintenance, but only proven actuals will be invoiced.</p> <ul style="list-style-type: none"> • Resource – AGL Engineer - labour hourly rate: <ul style="list-style-type: none"> ○ R_____ x _____ hrs = R_____ • Resource – AGL Technician / skilled labour hourly rate: <ul style="list-style-type: none"> ○ R_____ x _____ hrs = R_____ • Resource — Technical Assistant / unskilled labour hourly rate: <ul style="list-style-type: none"> ○ R_____ x _____ hrs = R_____ 	Each		1	

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2	<p>AGL Maintenance Annual</p> <p>Requirements on the AGL - refer to Annexure A and B for equipment quantities, specifications, and all related service activities. All the labour and consumables (such as fuel, sealant, cleaning materials, copper slip, lamps, contact blocks, ext.) needed to perform the AGL maintenance activities should form part of this line item. Note the bulk lamp replacement selected in the maintenance activities as part of the annual maintenance.</p> <p>Labour – Labour pricing to be submitted separate from equipment or parts necessary to do the actual service. The unit price column on the right-hand side of the page will indicate the total hours that is accommodated for AGL maintenance, but only proven actuals will be invoiced.</p> <ul style="list-style-type: none"> Resource – AGL Engineer - labour hourly rate: <ul style="list-style-type: none"> R_____ x _____ hrs = R_____ Resource – AGL Technician / skilled labour hourly rate: <ul style="list-style-type: none"> R_____ x _____ hrs = R_____ Resource — Technical Assistant / unskilled labour hourly rate: <ul style="list-style-type: none"> R_____ x _____ hrs = R_____ 	Each		1	
3	<p>Additional AGL Repairs.</p> <p>Refer to Annexure F for the list of repairs to be completed which is not listed under the AGL preventative maintenance – in line item 1. These repairs require electrical and civil expert-tees. All the labour and material needed to perform each repair activity should form part of the line-item price – for that specific activity.</p> <p>The total sum of all the line-item prices in Annexure F must be listed here at this line item.</p>	Each		1	
4	<p>Call-outs and Repairs</p> <p>Callouts & Repairs – should there be a need to do additional repairs as the AGL maintenance progress, it is most important that authorization is obtained from the M&E line manager before any work is done via an approved quotation that is submitted and signed off.</p> <p>This line item makes provision for repairs and spares, using the following information which is mandatory for completion by the bidder. The rates should be market-related and only actuals will be invoiced for. Pricing for the spares required to attend to the callout or repair should be aligned with the list of spares under Annexure E.</p>	Each	R 300 000	1	R 300 000

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	<p>The repairs will be completed during the scheduled time that the contractor is on-site. If the contractor is not on-site for planned activities and repairs is urgently required – then a call-out rate will apply (only). The labor rates defined in line 1 will apply accordingly.</p> <ul style="list-style-type: none"> Call-out rate (including travelling and the first hour on-site: <ul style="list-style-type: none"> R_____ Response time – The response time is 24 hours after the call have been locked and approval have been obtained. <p>Note: Provision for a total monetary value of R300 000 is made available – which will be claimed for – using the information above. This provision is valid from date of PO release up until the provisional amount is depleted.</p>				
5	<p>Spares</p> <ul style="list-style-type: none"> This line item makes provision for spares. The bidder must complete the mandatory BOQ list as attached in Annexure E. The % mark-up on 3rd party spares, which does not form part of Annexure E: <ul style="list-style-type: none"> _____ % 3rd party Spares: <ul style="list-style-type: none"> Proven Cost. Submit a quotation for ACSA's approval prior to the procurement of spares. Original invoice of spares procured must be submitted together with the bidders' invoice. <p>Note: Provision for a total monetary value of R300 000 is made available which will be claimed for – using the information in Annexure E. This provision is valid from date of PO release up until the provisional amount is depleted</p>	Each	R 300 000	1	R 300 000
6	<p>Permits</p> <ul style="list-style-type: none"> Based on the staff compliment and the equipment needed to perform the requested activities in this document – herewith please find the permit tariffs below. 	Each	20 000	1	20 000

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Item no.	Description	Quantity	Amount (per single item)				
1	Personal Permits inc. Police Clearance	1	R 295,00 p/p				
	Vehicle Permit	1	R1000,00 p/vehicle				
	Airside Induction Training Course	1	R 2150,00 p/p				
	Airside AVOP Training Course	1	R 2200,00 p/p				
	Security Awareness Training Course	1	R 1300,00 p/p				
Note: Provision for a total monetary value of R20 000 is made available which will be claimed for – using the information table above This provision is valid from date of PO release until the provisional amount is depleted.							

Annexure A

George Airport - Equipment specifications

Description	Number of Light Circuits		Make	Model	Type	Qty installed
	Qty	MCR / CRE				
Approach Light Fittings	2	30KVA	ADB	UEL 1-150-Clear	Elevated	72
				UEL 1-150-Red	Elevated	30
				FAP-1-300-Clear	Inset	16
				FAP-1-300-Red	Inset	24
Runway Closure Crosses Fittings	1	15KVA	ADB	UEL 1-150-Clear	Elevated	22
Runway Guard Lights	1	4KVA	ADB	ERGL/31310 L804	Elevated	8
Threshold Lights Runway End Light Fittings	4	5KVA	ADB	FTE-2-300-G/R	Inset	12
				FTE-2-300-G	Inset	20

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Runway Edge Fittings	2	10KVA	ADB	EREL-WW-LR-NM	Elevated	30
				EREL-YW-LR-NM	Elevated	40
				EREL-WY-LR-NM	Elevated	4
				EREL-RR-LR-NM	Elevated	4
				FED-2-200-CM/C	Inset	2
Runway Centre Line Fittings	3	7.5KVA	ADB	FRC	Inset	132
Touch Down Fittings	3	4KVA	ADB	FTZ-Toe Right	Inset	45
				FTZ-Toe Left	Inset	45
PAPI Fittings	2	2.5KVA	ADB	SPL-1-300	Elevated	8
Taxiway Fittings	4	10KVA	ADB	ETES	Elevated	142
					Inset	6
Apron Fittings	1	10KVA	ADB	ETES	Elevated	41
					Inset	2
Apron Flood Lights	2	380V	ADB		High Masts	4
Illuminated Signage	2	15KVA	ADB	LED	Elevated	35
Lead On/Off Light Fittings				DTC/A-2-G/N-3A	Inset	13
				DTC/A-2-G/N-0A	Inset	7
				DTC/A-2-G/G-3A	Inset	10

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







		2.5KVA	ADB	DTC/A-2-G/G-0A	Inset	8
				DTC/A-2-Y/G-3A	Inset	9
				DTC/A-2-G/Y-0A	Inset	9
				DTC/A-2-Y/N-0A	Inset	5
Windsocks	-	-	-	-		4
Transformer Manuals	-	-	-	-		202
Stop Bar Fittings	6	2.5KVA	ADB	UEL 1-150-Red	Inset	6
				LTS-1-R/N-1	Inset	16
				DTC/A-2-R/N-0A	Inset	10

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







Annexure B

George Airport – Maintenance Activities

Item	Category	Color (indicative)		QTY	Semi Annual	Annually
1	Approach lights (split the quantities on the inspection sheet, per approach)	White		142	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required 3) Perform approach lighting elevation angle settings (only applicable to elevated approach lights) and keep record of results 4) Clean or replace prisms and filters on insert fittings (applicable to halogen light fittings) 5) Check elevated light fitting support structures for damage, rust, tighten and spray paint where applicable (condition based)	1) Clean all lights 2) Apply resealing compound on all insert fittings 3) Check lights and bases 4) Remove moisture and dry lights and bases 5) Bulk lamp replacement on all fittings 6) Align lights fixtures and bases (if applicable)
		Red				
2	Runway Closure Crosses	White		22		1) Clean all lights 2) Apply resealing compound on all insert fittings 3) Check lights and bases 4) Remove moisture and dry lights and bases 5) Bulk lamp replacement on all fittings 6) Align lights fixtures and bases (if applicable)
3	Threshold lights	Green		32		1) Check for corrosion, worn out parts and replace where required 2) Reseal all insert Threshold light fittings 3) Clean or replace prisms and filters on insert fittings 4) Remove moisture and dry lights and bases 5) Attend to additional work stipulated in Annexure F
4	Runway Centre line lights	White/ Red	 	132	1) Apply resealing compound on all insert fittings 2) Check lights and bases - Align lights fixtures and bases (if applicable)	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required 3) Remove moisture and dry lights and bases 4) Bulk lamp replacement on all fittings
5	Runway Edge lights	White/ Amber	 	50	1) Apply resealing compound on all insert fittings 2) Check lights and bases - Align lights fixtures and bases (if applicable) 3) Remove moisture and dry lights and bases	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required 3) Remove moisture and dry lights and bases 4) Attend to additional work stipulated in Annexure F


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6	Touch Down Zone lights	White		90	1) Replace worn out top parts and unserviceable lamps 3) Assess and analyze the results	1) Apply resealing compound on all insert fittings 2) Check lights and bases - Align lights fixtures and bases (if applicable) 3) Remove moisture and dry lights and bases 4) Bulk lamp replacement on all fittings 5) Torque each light fitting
7	Runway End lights	Red		12		1) Check for corrosion, worn out parts and replace where required 2) Reseal all insert Threshold light fittings 3) Clean or replace prisms and filters on insert fittings 4) Remove moisture and dry lights and bases 5) Attend to additional work stipulated in Annexure F
8	Stop bar lights	Red		32	1) Apply resealing compound on all fittings 2) Check lights and bases 3) Remove moisture and dry lights and bases 4) Align lights fixtures and bases (if applicable)	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required 3) Clean or replace prisms and filters on insert fittings 4) Remove moisture and dry lights and bases 5) Attend to additional work stipulated in Annexure F
9	Runway Guard Lights	Amber		6	n/a	1) Check for corrosion, worn out parts and replace where required 2) Clean or replace prisms and filters on insert fittings 3) Remove moisture and dry lights and bases
10	Taxiway Edge lights	Blue		148	n/a	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required 3) Reseal all insert light fittings 4) Clean or replace prisms and filters on insert fittings 5) Attend to additional work stipulated in Annexure F
11	Precision Approach Path Indicators	White/Red		8	n/a	1) Check for corrosion, worn out parts and replace where required 2) Clean or replace prisms and filters on insert fittings 3) Remove moisture and dry lights and bases 4) Bulk lamp replacement on all fittings 5) Perform PAPI calibration on RWY 11 and 29
12	Lead on/off Lights	Green		61	n/a	1) Torque each light fitting 2) Reseal all insert light fittings 3) Clean or replace prisms and filters on insert fittings 4) Remove moisture and dry lights and bases
13	Obstruction Lights	Red		24	n/a	1) Run to failure policy and replace after failures have been recorded. 2) Clean the light fitting.

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						3) Replace faulty light fittings – (will be provided) 4) Check the structural integrity of the fittings
14	Illuminated Signage	Yellow - Black Red - White		45	n/a	1) Cleaning the inside and PVC glass of all signs. 2) Tightening electrical connections and torquing of bolts and nuts 3) Support foundation, check for structural damages and repair where applicable 4) Attend to additional work stipulated in Annexure F
15	AGL Plugs, Isolation Transformers, Primary and Secondary Cabling				Check all connector plugs for cleanness, proper contact and replace where applicable	1) Check all connector plugs for cleanness, proper contact and replace where applicable 2) Ensure all the plugs are sealed with rubber tape. 3) Ensure all the earth connections are secure. 4) Ensure that all the cabling and transformers are marked (labeled)
17	Transformer Manuals				Check all connector plugs for cleanness, proper contact and replace where applicable	5) Cleaning out all manuals 6) Drain the water from the manuals – should there be any. 7) Check the integrity of the cable rack! 8) Check the common earth connection. 9) Clean vegetation growth around the manual 10) Replace damage cable racks as stipulated in Annexure F
18	Windsocks	Orange		4		1) Clean and inspect the obstruction lights – replace them if unserviceable. 2) Inspect the condition of the windsock – replace it if torn or faded. 3) Ensure that the line around the windsock is clearly visible – repaint if needed
19	Apron Flood light	4 x High masts		18		1) Cleaning of the apron flood light fittings 2) Clean platform from alien visitors (birds and nests)

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20	Controls Including Mimic Panel			2	n/a	<ol style="list-style-type: none"> 1) Check the serviceability of the Scada in the tower. 2) Check the serviceability of the Scada at electrical department. 3) Report on the efficiency and serviceability of the system.
21	CCR and CRE			34	n/a	<ol style="list-style-type: none"> 1) Cleaning of the CCR/MCR's. 2) Perform annual maintenance as per OEM recommendations. See attached 3) All the output reading the reflect on the service report 4) See OEM maintenance schedule attached

CCR & CRE Maintenance Activities

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11 Maintenance



WARNING

- Only personnel authorized to work on high-voltage equipment can do maintenance work on the equipment.
- Operate the equipment under local control when you do maintenance work on the equipment to prevent the equipment from being accidentally switched ON.
- Obey all local safety procedures.
- Make sure that you have obtained the necessary permissions according to the local operation procedures and procedures regarding HV equipment.

11.1 Preventive maintenance schedule

Table: 11.1 Preventive maintenance schedule

Frequency	Check	Action
In accordance with ICAO Aerodrome Design Manual Part 9 Airport Maintenance practices or in accordance with local maintenance regulations. Adapt the maintenance frequency to the local conditions.	Examine the operation of the equipment on all brightness steps on all readings.	Use a PC to log the data, if required.
	Input voltage.	If the input voltage is not within the limits, tell the power company to adjust the voltage. Make sure that you do the necessary actions to align the input voltage with the input limitations.
	Output current. Use a calibrated True RMS multimeter and/or a current clamp.	If the output current is not within tolerance, calibrate the output current again.
	Visually: <ul style="list-style-type: none"> - if the wiring of the equipment and the circuit is not damaged. - for rust spots and general damage. - the housing for dust accumulation. - all signs on the equipment for legibility and damage. 	<ul style="list-style-type: none"> - Repair damaged or loose wires - Replace damaged components. - Clean and repair rust spots. - Clean the inside of the equipment with a dry air blower.
	If the electrical connections (e.g. input connections, output connections) are tightened correctly.	Tighten all the connections to make sure that all connections are tightened.

Annexure C

All the requirements are to be adhered to before the ACSA safety department will issue a work permit, no work will be permitted without a work permit.

The **safety file is a nonbillable item** – it is merely a reflection and duplication of documents that should be in place by the bidder's organization or firm.

All bidders must submit a safety file for approval by ACSA safety department 14 days prior to the commencement of work – below please find a list of all the documentation required for a complete safety file in below.

- Mandatory form. 37(2) Agreement
- Mandatory form. 37(2) Agreement of Sub Contractor
- CR 5(k) Appointment Letter for PC
- Valid letter of good standing
- Notification of construction work or Construction Permit as applicable (Annexure 2)
- Detailed Scope of Work
- Risk Assessments / **should include the lockout procedure when working on the electrical infrastructure.**
- Fall Protection Plan & Rescue Plan **(where applicable)**
- Confined Space Rescue plan
- Method Statement/s
- OHS Specification specific to project.
- SHE policy
- Project specific Safety Plan
- Airside Safety Plan **(where applicable)**
- Updated Employee List of with ID/Passport Copies
- Medicals **(where applicable)**
- First Aid box Register
- PPE study and issue register
- Tools/Equipment/Plant/Scaffolding registers
- Waste management Plan
- ACSA EMS 048 Environmental Specifications
- Letters of appointment **with competencies (where appointment are applicable depending on the task):**

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1. OHS 16(1) CEO.
2. OHS 16(2) Assistant CEO
3. CR 8.1 Construction work Manager
4. CR 8.5 Construction H&S officer
5. CR 8.7 Construction work Supervisor
6. CR 8.8 Assistant Supervisor
7. CR 9.1 Risk Assessor
8. CR 13.1(a) Excavation Supervisor
9. GAR 9 Incident Investigator
10. GSR 9 First Aider
11. CR 24 & EMR 9 Electrical Tool Inspector
12. CR 29(H) Fire Fighting Equipment Supervisor
13. CR 23 Construction Vehicles & Mobile Plant Operator
14. GSR 13 Ladder Inspect
15. Portable (Hand) Tool inspector
16. CR 16.1 /SANS 085 Scaffolding Inspector
17. CR 28 (a) Stacking and Storage Supervisor
18. HCS Supervisor (HCS Regulations)
19. OHS 19 SHE Committee Members
20. OHS 17 Health & Safety Reprehensive

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George RFQ 10421

2.3 Pricing Schedule

Bidders must only price in accordance with the pricing schedule below, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bidder liable for disqualification.

Annexure D

Bill of Quantity (BOQ)

Bidder to complete the table below which will be used when claiming against the provisional amount for Spares. Note that the list is aimed to obtain rates for the spares and the values recorded must be valid from the date of RFQ closure for the next 6 months.

Description	Unit	Qty	Price (excluding VAT)	Lead Time from date of request
REH Elevated - EREL-WW-LR-NM	each	1		
REH Elevated - EREL-YW-LR-NM	each	1		
REH Elevated - EREL-WY-LR-NM	each	1		
REH Elevated - EREL-RR-LR-NM	each	1		
REH Inset – 12" - RSRN302S1L(R)RS101- W/Y	each	1		
REH Inset – 12" - RSRN302S1L(R)RS101 – Y/W	each	1		
REH Inset – 12" - RSRN302S1L(R)RS101- W/W	each	1		
TX Inset – TW WIDE,1,8", S, G/G, NM, 1C	each	1		
TX Inset – TW WIDE,1,8", S, G/Y, NM, 1C	each	1		
TX Inset – TW WIDE,1,8", S, G/G, NM, 2C	each	1		
TX Inset – TW WIDE,1,8", S, G/Y, NM, 2C	each	1		
TX Inset – TW WIDE,1,8", S, G/N, NM, 1C	each	1		
TX Inset – TW WIDE,1,8", S, R/N, NM, 1C	each	1		
Light Fitting - FRC – White 1 Way	each	1		
Light Fitting - FRC – Red 1 Way	each	1		
Light Fitting - FTZ-Toe Right	each	1		
Light Fitting - FTZ-Toe Left	each	1		
Light Fitting - FAP-1-300-Clear	each	1		
Light Fitting - FAP-1-300-Red	each	1		
Light Fitting - FED-2-200-CM/C	each	1		
Light Fitting – RSRT302S2L(R)FRS101	each	1		
Light Fitting – THR – RSRT0302S1L(R)FNS101	each	1		
Lamps – Dichr, 50 hal, 48W--6.6A-1000h	each	1		
Lamps – Dichr, 50 hal, 105W--6.6A-1000h	each	1		
Lamps - OSRAM 64361 Z HLX 6.6A 150W PK30d	each	1		
PCB ASSY, ETES LED PS, 50/60HZ, W/BRKT				
Current Driver Boost Assy - LED sign conversion	each	1		
Light Fitting – L-852T(L) / ITEL-L - Blue				
NAVLED 32-230 Red Obstruction light and base COMPLETE	each	1		
Q-Windsock Ø90X366cm Or, ICAO, FAA size 2	each	1		
12" inset base	each	1		

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8" inset base	each	1		
Sealing Compound – 20L	each	1		
Nordbak Slotting resin – 20L	each	1		
Helicast light resin – 5L	each	1		
Helicast light hardener – 5L	each	1		
Slotting in asphalt per meter	meter	1		
4mm ² Secondary cable	meter	1		
4mm ² BCEW				
Cold Asphalt	meter	1		

Annexure E

Bill of Quantity (BOQ)

- Bidder to provide pricing to attend to the additional repair works on the AGL infrastructure.
- Bidder **may use his or her own template** to compile the BOQ and detailed breakdown of the pricing.
- These ADHOC repairs require electrical and civil expert-tees.
- All the labour and material needed to perform the activities listed below should be accounted for.

Item no	Item/ Service Description	Unit	Unit Price	Qty	Total Price
1	Runway Edge lights. Replace and align all the runway edge light fittings that does not meet the photometric requirements based on the latest MALMS test results. Make provision for the following fittings: <ul style="list-style-type: none"> • 1 x REH Inset – 12" - RSRN302S1L(R)RS101- W/W • 1 x REH Inset – 12" - RSRN302S1L(R)RS101 – Y/W • 2 x REH Inset – 12" - RSRN302S1L(R)RS101- W/Y • 10 x REH Elevated - EREL-WY-LR-NM • 10 x REH Elevated - EREL-YW-LR-NM • 6 x REH Elevated - EREL-WW-LR-NM 	Each		30	
2	Threshold / Runway End lights. Replace and align all the runway Threshold and End light fittings that does not meet the photometric requirements based on the latest MALMS test results. Make provision for the following fittings: <ul style="list-style-type: none"> • 14 x RSRT302S2L(R)FRS101 • 24 x THR – RSRT0302S1L(R)FNS101 	Each		38	
3	Stop Bar	Each		30	

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	<p>Replace and align all the Stop Bar light fittings that does not meet the photometric requirements based on the latest MALMS test results. Make provision for the following fittings:</p> <ul style="list-style-type: none">10 x Inset fittings on TX A1 – TW WIDE,1,8”, S, R/N, NM, 1C.10 x Inset fittings on TX A2 – TW WIDE,1,8”, S, R/N, NM, 1C.10 x Inset fittings on TX A3 – TW WIDE,1,8”, S, R/N, NM, 1C.																																																				
4	<p>Illuminated Signage. Make provision to repair all the faulty illuminated AGL signage by way of new possible modifications or retrofits – allow for: 40 x power supply assembly's 200 x LED strips and supporting brackets. 30 x 850mm brackets 10 x 650mm brackets</p> <p>Actual sizes of the illuminated signs:</p> <table><tr><th>Hight</th><th>Length</th><th>Qty</th></tr><tr><td>850mm</td><td>950mm</td><td>2</td></tr><tr><td>850mm</td><td>1350mm</td><td>4</td></tr><tr><td>850mm</td><td>1550mm</td><td>2</td></tr><tr><td>850mm</td><td>1750mm</td><td>4</td></tr><tr><td>850mm</td><td>1950mm</td><td>3</td></tr><tr><td>850mm</td><td>2150mm</td><td>8</td></tr><tr><td>850mm</td><td>2550mm</td><td>3</td></tr><tr><td>850mm</td><td>2750mm</td><td>2</td></tr><tr><td>850mm</td><td>2950mm</td><td>4</td></tr><tr><td></td><td></td><td></td></tr><tr><td>650mm</td><td>1550mm</td><td>6</td></tr><tr><td>650mm</td><td>1750mm</td><td>1</td></tr><tr><td>650mm</td><td>1950mm</td><td>3</td></tr><tr><td>650mm</td><td>2150mm</td><td>2</td></tr><tr><td>650mm</td><td>2350mm</td><td>1</td></tr></table>	Hight	Length	Qty	850mm	950mm	2	850mm	1350mm	4	850mm	1550mm	2	850mm	1750mm	4	850mm	1950mm	3	850mm	2150mm	8	850mm	2550mm	3	850mm	2750mm	2	850mm	2950mm	4				650mm	1550mm	6	650mm	1750mm	1	650mm	1950mm	3	650mm	2150mm	2	650mm	2350mm	1	Each		25	
Hight	Length	Qty																																																			
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650mm	1950mm	3																																																			
650mm	2150mm	2																																																			
650mm	2350mm	1																																																			
5	<p>Taxiway light fittings Repair all unserviceable taxiway edge light fittings by replacing the power module and resealing of the light fitting against moisture upon installation. Make provision for:</p> <ul style="list-style-type: none">45 x PCB ASSY, ETES LED PS, 50/60HZ, W/BRKT	Each		45																																																	
6	<p>MALMS. Mobile Photometric Equipment annual calibration requirements:</p> <ul style="list-style-type: none">Calibration costsCourier costs to and from the OEM.	Each		1																																																	
7	<p>Theodolite. Theodolite annual calibration including collected and returned to FAGG.</p>	Each		1																																																	

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	Sub Total	
	VAT (15%) if you are a VAT Vendor	
	TOTAL	

Bidders must only price in accordance with the pricing schedule above, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification. Disbursements will be reimbursed at actual cost. The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g. three star hotel, bed and breakfast, telephone cost, reproduction cost, etcetera). On basis of these particulars, certified invoices will be checked for correctness.

SECTION 3: EVALUATION CRITERIA

3.1 Evaluation Criteria

3.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider **mandatory administrative, functionality, Price and Preference**. 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 bid process.

3.1.1 The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to give bidders reasonable time to submit information that will be required in Stage 1 below.

3.2 A staged approach will be used to evaluate bids and the approach will be as follows:

Stage 1	Stage 2	Stage 3	Stage 4
Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference	Negotiations

3.3 Stage 1: Mandatory Requirements

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(a) **Complete pricing schedule and form of offer**

Administrative requirements:

NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

NB: The contract will not be signed without a valid Professional Indemnity insurance. (Proof of insurance – On award ONLY)

NB: The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner (COIDA).

3.4 Stage 2 Functionality

Functionality is the terminology used to define the technical ability of the Tenderer, based on experience, to deliver the required product in accordance with the specialised quality, reliability, and functionality.

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. Total points allocated shall be 100. Tenderer must score a threshold of 80 points out of 100 for the bidder to be successful.

Description of quality criteria	WQ	Sub criteria	Max Score	Threshold	Total Score
		Quality Score			
Tenderer's resource proposal	50	Qualifications	25		
		Year of experience in similar works	25		
References and experience	50	Company Experience	50		
Final Score					

Tenderer's Resources

Qualifications -25 (Proof of qualification should be attached to the resource's CVs for evaluation purposes. The resources CVs should clearly state the role assigned for this contract.)

Note:

- Foreign (non-South African) qualifications shall be accompanied by an SAQA equivalent letter/certificate.

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- In a case where more than one resource per responsibility (i.e., more than one Site Manager) has been tendered, all tendered resources will be evaluated, and an average score will be used as the final score for that sub criteria.

Contract Manager (10)	Technician (15)
<ul style="list-style-type: none"> Supervisory/management qualification (5) Technical Qualification (minimum N4 Electrical (5) 	<ul style="list-style-type: none"> N2 or higher qualification in the electrical engineering field. (5) or OEM qualification related to the scope of this tender. OEM qualification must be for competency training. Attendance certificate for information sessions will not be accepted (5) Trade Test in Electrical (5)
Points Awarded =	Points Awarded =

Years of Experience – 25 (Proof of experience should be reflected in the resources' CVs for evaluation purposes)

Note:

- In a case where more than one resource per responsibility (i.e., more than one Contract Manager) has been tendered, all tendered resources will be evaluated, and an average score will be used as the final score for that sub criteria.
- Experience for the resources should be related to the assigned role and for relevant works (Maintenance of Airfield Ground Lighting Systems)

Supervisor (12)	Electrician (13)
Less than 3 years =0	Less than 3 years =0
More than 3 years but less than 5 years = 7	More than 3 years but less than 5 years = 8
More than 5 years = 12	More than 5 years = 13
Points Awarded =	Points Awarded =

References and Experiences:

Company References – 50

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The Tenderer should provide proof of similarity in the works (maintenance of: AGL (Airfield Ground Lighting - Systems)) of previously maintained facilities.

Note: all references should be accompanied by a signed + dated reference letter / completion certificate in the tendering company's client letter head. Scope of work should be clear in the reference letter or completion certificate for evaluation purposes. The scope of work must indicate as a minimum that the AGL was maintained by the tendering company. The scope of work must be for the maintenance of the key infrastructures and not only for the installation of such.

Company Experience (50)	
Maintained facility/facilities does not comprise of Airfield Ground Lighting = 0	
Maintained facility/facilities equal or like an airport where Airfield Ground Lighting are in use:	
<ul style="list-style-type: none"> 2 maintained facilities = 25 	
Maintained facility/facilities equal or like an airport where Airfield Ground Lighting are in use:	
<ul style="list-style-type: none"> More than 2 maintained facilities = 50 	
Points Awarded =	

Price and Preference

SBD 3.3

PRICING SCHEDULE

(Professional Services)

Note: all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

1. The accompanying information must be used for the formulation of proposals.

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2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
 3. Period required for commencement with project after acceptance of bid
 4. Estimated man-days for completion of project
 8. Are the rates quoted firm for the full period of contract? *YES/NO
 5. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-

SECTION 4: RETURNABLE DOCUMENTS

4.1 Mandatory Returnable documents

- 4.1.1 ACSA will disqualify from the bid process any bidder that has failed to submit mandatory returnable documents and information. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not.

4.2 Other Returnable Documents and information

These types of documents and information are required but are not mandatory or are only mandatory at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time or might already have them on the system. Where a document or information is only mandatory at a specific stage in the process, ACSA may only disqualify a bidder for non-submission at that stage and after reasonable efforts were made to request the document from the bidder.

The mandatory and other returnable documents listed in the table follows:

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RETURNABLE DOCUMENTS AND INFORMATION	MANDATORY	ADMINISTRATIVE	SUBMITTED [Yes/No]
Complete pricing schedule and form of offer	X		
SBD 1 Invitation to bid form		X	
Declaration of Interest Form and Politically Exposed Persons		X	
SBD 4 Bidder's Disclosure Form		X	
SBD 6.1 Preference Points Claim Form		X	
Confidentiality and Non-Disclosure Agreement		X	
BEE Certificate and Scorecard or BBBEE QSE/EME Affidavit		X	
Verifiable medical certificate of report as proof of disability (For preference claims)		X	
Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in order by SARS)		X	
Certificate of Incorporation of the bidding entity showing ownership split		X	
Central Supplier Database Report (CSD)		X	
VAT Questionnaire		X	
ACSA Terms and Conditions		X	
Annexure C - Schedule of Company Experience		X	
Annexure E – Schedule of Key Staff Experience		X	
Annexure F - Attach CV of key staff		x	
Annexure D – Contactable Reference Letters		X	
Annexure G - Proof of Key Personnel's Qualification		X	

4.3 Validity of submitted information

Bidders must ensure that all conditions, documents and information which has been submitted in pursuance to this bid remains valid for the duration of the contract period. In the event where a validity document expires an updated document must be submitted. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

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SECTION 5: RETURNABLE DOCUMENTS

FORM 5 I.D. document for Directors / Trustees / Members / Shareholders and Senior management of the bidding entity).1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

Making a Declaration

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

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) also known as Domestic Prominent Influential Persons (DPIP) in their organisation. See below definition of PEP/DPIP.

Politically Exposed Persons or DPIP are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

5.1.1 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

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I/We certify that there is / no PEP/DPIP conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

Where a relationship or PEP/DPIP conflict of interest exists, please provide details of the ACSA employee or official and the extent of the relationship below:

PEP/DPIP Declaration

DPIP/PEP Declaration for self/family member or close associate:

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

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

Full Name	Identity Number	Personal Income Tax Reference Number

5.1.2.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.

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**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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George RFQ 10421

FORM 5. 2 BIDDER'S DISCLOSURE FORM SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration in respect of employees of the State

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by the state? **YES/NO**

If so, furnish particulars of the names, individual identity numbers, in table below.

Full Name	Identity Number	Name of State institution

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3. Bidders' disclosure in respect of independent bidding

I, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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I CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT AND ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS INFORMATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position/ Designation

.....
Name of bidder

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5.3 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 80/20 preference point system.

- a) Either the 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals / Preference .

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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS / PREFERENCE	20
Total points for Price and SPECIFIC GOALS	100

**Documented proof is listed on the returnable table above*

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

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4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

<i>Specific Goals</i>	<i>Number of points (80/20 system)</i>
<i>B-BBEE Status Level 1</i>	<i>5</i>
<i>B-BBEE Status Level 2</i>	<i>4.5</i>
<i>B-BBEE Status Level 3</i>	<i>4</i>
<i>B-BBEE Status Level 4</i>	<i>3</i>
<i>B-BBEE Status Level 5</i>	<i>2</i>
<i>B-BBEE Status Level 6</i>	<i>0.5</i>
<i>B-BBEE Status Level 7</i>	<i>0.3</i>
<i>B-BBEE Status Level 8</i>	<i>0.1</i>
<i>Black youth majority-owned entities</i>	<i>5</i>
<i>Black women majority-owned entities</i>	<i>5</i>
<i>Company majority owned by people with disabilities</i>	<i>5</i>
<i>Non- compliant contributor</i>	<i>0</i>

DECLARATION WITH REGARD TO COMPANY/FIRM

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4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem*

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- (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

Form 5.5: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

(“Airports Company”)

of

George airport

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(“ _____ ”)

of

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[Service Providers Address]

1. **INTERPRETATION**

In this agreement -

- 1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
- 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of confidential nature of the disclosing party, in whatever form it may be;
- 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
- 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
- 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
- 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
- 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
- 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below;
- but does not include information which -
- 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
- 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
- 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
- 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement;
- is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

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For the purposes of this agreement the party, which discloses confidential information, shall be referred to as “the disclosing party” and the party, which receives the confidential information, shall be referred to as “the receiving party”.

- 1.2 ““affiliate” –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person “controls” another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;
- 1.3 “Disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.4 “Receiving party” – the party receiving confidential information in terms of this agreement.
- 1.5 “The parties” – the Airports Company and _____.

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3 **USE OF CONFIDENTIAL INFORMATION**

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

4 **NON-DISCLOSURE**

- 4.1 THE RECEIVING PARTY undertakes that –

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- 4.1.1 it will treat the disclosing party's confidential information as private and confidential and safeguard it accordingly;
- 4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party's confidential information falling into the hands of unauthorised persons or entities;
- 4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -
- 4.1.4 unless it is strictly necessary for the purposes referred to in 2.1 above; and
- 4.1.5 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement, and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.
- 4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. **COPIES**

- 5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".
- 5.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –
 - 5.2.1 where copies of the confidential Information are held;
 - 5.2.2 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held; and
 - 5.2.3 the names and addresses of the persons to whom confidential information has been disclosed and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

6. **THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY**

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- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the “**Company IP**”) for any reason whatsoever without first obtaining the Company’s prior written consent which consent the Company shall be entitled to grant solely at its own discretion.
- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the ***Tenders.scm11@airports.co.za*** Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company’s policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party’s annual turnover in the financial year in which the aforesaid failure occurred.

7. **DURATION**

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5** years (“the term”), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. **TITLE**

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:
- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. **RELATIONSHIP BETWEEN THE PARTIES**

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein
- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

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10. **ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.
- 10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. **DOMICILIUM**

- 11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.
- 11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicilium to any other address which is not a post office box or poste restante.
- 11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.
- 11.4 Any notice given and any payment made by one party to the other ("the addressee") which:
- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
 - 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
 - 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

12. **GENERAL**

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- 12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.
- 12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.
- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.
- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.
- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at _____ on _____ day of _____ 202__

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

the signatory warranting that he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

SIGNED at _____ on _____ day of _____ 202__

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[NAME OF SERVICE PROVIDER]

the signatory warranting that s/he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

FORM 5.6: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

When responding to this bidder, the bidder is assumed to have accepted the terms and conditions listed below:

TO: Airports Company South Africa SOC Limited (ACSA)

Airports Company South Africa Limited.

Proposal No: George RFQ 10377

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Phone numbers:	

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Email Address:	
Contact Person:	

2. Proposal Certification

We hereby submit a proposal in respect of the request for bids for the appointment of a contractor for the maintenance of airfield ground lighting at airports company South Africa George Airport in accordance with Airports Company South Africa's requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand and agree to be bound by the content of all the conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.
- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airport Company South Africa or its agent.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.
-

Thus done and signed at		on this the		day of		2025
-------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

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FORM 5.7: VAT QUESTIONNAIRE

VAT Questionnaire for entities bidding as a partnership, joint venture or consortium (i.e. Body of Persons). The following form is required to be completed by the winning bidder at contracting stage.

1. Are you bidding as a partnership/ joint venture or consortium? **Yes/No (Mark with X below)**

Yes	No
------------	-----------

2. If you have answered yes to the above question, please provide the following:
 2.1 A VAT registration certificate in the name of the joint venture, partnership or consortium which includes the VAT registration number of the partnership/joint venture.

Name of the Body of Persons	VAT Number of Body of Persons	Valid registration certificate attached? Yes/No
1.		

ACSA management will use the following link to check your registration. [VendorExactSearch\ 1.0.4 \(sarsefiling.co.za\)](http://VendorExactSearch\ 1.0.4 (sarsefiling.co.za))

3. We recommend that the supplier warrants and represents that, where applicable, it is duly registered for VAT under the VAT Act.
4. Failure to comply with the VAT Act in supplying a valid VAT invoice relating to the Body of Persons will result in Airports Company South Africa SOC Limited being entitled to recover any losses, penalties and interest suffered. Failure includes but is not limited to the invoice having a VAT number that is not registered to the Joint Venture/partnership/consortium i.e. if the VAT number supplied relates to one party of the Body of Persons.

The below definitions are in relation to the above requirement.

1. Definitions

1.1 **Person**, as defined in section1(1) of the Value Added Tax Act No 89 of 1991("the VAT Act") – includes a public authority, any municipality, any company, any body of persons (corporate or unincorporated), the estate of any deceased estate or any insolvent person and any trust fund.

The below terms are not defined in the VAT Act and as such, the ordinary meaning has been taken into account:

1.2 **Consortium or Joint Venture** - an arrangement between two or more persons based on an agreement to generally operate a single, limited or defined project. The parties to such an agreement will generally share control of the arrangement and share the product or output of the venture

1.3 **Partnership** - an arrangement between two or more persons based on an agreement. The parties to that arrangement should have the intention to be partners and the essential elements for a

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partnership being the partners' contributions, a profit objective and joint benefit for the partners must be evident from the agreement.

2. The Law

Section 51 of the VAT Act states that:

- (1) *Subject to the provisions of section 46, where any body of persons, whether corporate or unincorporate (other than a company), carries on or is to carry on any enterprise-*
- a. such body shall be deemed to carry on such enterprise as a person separate from the members of such body;*
 - b. registration of that body as a vendor shall be effected separately from any registration of any of its members in respect of any other enterprise;*
 - c. liability for tax in respect of supplies by that body shall be determined and calculated in respect of the enterprise carried on by it as an enterprise carried on independently of any enterprise carried on by any of its members, and any refund relating to that body's enterprise which is payable in terms of section 44 shall be made to that body; and*
 - d. the duties and obligations imposed by this Act on any vendor or other person shall, as respects the enterprise carried on by that body, be performed by it separately from the duties and obligations imposed on any of its members.*

3. Application of the Law

When a body of persons forms a joint venture, partnership or consortium, such a body is treated as a separate legal person for VAT purposes and, is in terms of section 51(1) of the VAT Act ,required to register for VAT with the South African Revenue Services ("SARS")where the body's taxable supplies exceed the registration threshold.

Should the joint venture or partnership or consortium not be registered for VAT, **VAT cannot be levied on any invoice** that will be issued out to Airports Company South Africa for services rendered.

FORM 5.8: RECORD OF ADDENDA

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		

Attach additional pages if more space is required

Signed..... Date.....

Name..... Position.....

Tenderer.....

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FORM A4. Certificate of Authority of JOINT VENTURES (where applicable)

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms
 , authorised signatory of the company
 , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

Please attach JV agreement stipulation % share of each JV

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

Signed		Date	
Name		Position	
Tenderer			

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JV Agreement

(Bidder to attach agreement/Memorandum of Understanding between the party/s.)

Indicate the type of tendering structure by marking with an X where applicable:

Unincorporated Joint Venture (registration number for each member of the JV)	
Incorporated JV	

Please complete the following:

Name of lead partner/member of JV	
CIPC Registration Number Please submit as <ul style="list-style-type: none"> • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities 	
VAT Registration number Please submit as <ul style="list-style-type: none"> • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities 	
CIDB Registration number Please submit as <ul style="list-style-type: none"> • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities 	
Shareholding organogram breakdown (for each individual company / JV member) clearly identifying percentages owned by individual shareholders (full names and ID numbers) and other entities (provide full legal/trading name and respective identifying registration / trust members)	
BBEE Certificate: Please submit as <ul style="list-style-type: none"> • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities 	
CSD Report: Please submit as <ul style="list-style-type: none"> • Incorporated: Registered on CSD as the JV entity • Unincorporated: Individual Entities 	
Letter of Good Standing: Please submit as <ul style="list-style-type: none"> • Individual entities 	
Contact Person	
Telephone number	
E-mail address	
Postal address (also each member of the JV)	
Physical Address (also each member of the JV)	

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Unincorporated/Incorporated JV /Consortium Requirements:

Please include the following in your submission or proof of application

	YES	NO
Consolidated CSD JV/Consortium DOCUMENT		
Consolidated JV/Consortium VAT REGISTRATION		
Consolidated JV SARS TAX PIN CERTIFICATE		
CIPC Documents for all entities in the JV/Consortium		
Consolidated BBBEE Certificate		
Bank confirmation not older than 3 months in the name of the JV/Consortium		

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George RFQ 10421



Appendix A: Certified I.D for Directors / Trustees / Members / Shareholders and Senior management of the bidding entity

Signed		Date	
Name	_____	Position	_____
Tenderer	_____		_____

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Appendix B: Certificate of Authority to Sign Tender

Insert certified copy of an extract from the minutes of a meeting of the Board of Directors or Members authorizing the person who signs the Submission to sign it on behalf of the Company, Corporation or Firm.

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Annexure C: Tendering Organization Experience

a) Schedule of the Tenderer’s Experience – Airfield Ground Lighting

The Tenderer should provide proof of similarity in the works (maintenance of: AGL (Airfield Ground Lighting - Systems)) of previously maintained facilities.

Note: all references should be accompanied by a signed + dated reference letter / completion certificate in the tendering company's client letter head. Scope of work should be clear in the reference letter or completion certificate for evaluation purposes. The scope of work must indicate as a minimum that the AGL was maintained by the tendering company. The scope of work must be for the maintenance of the key infrastructures and not only for the installation of such.

The description should be in tabular format, with the below headings.

Refer to functionality evaluation criteria as described in Section 3.

Projects	Name of Client (For which a <u>same or similar</u> service was rendered)	Project Name and Scope of Works (Refer to functionality)	Value of Contract Ex. VAT	Performance Period (Date)		Reference (Client contact details)	Reference letter attached (yes or no)
				Contract Start Date	Contract End Date		
Project No. 1						Name: Tel: Email:	
Project No. 2						Name: Tel: Email:	



Projects	Name of Client (For which a same or similar service was rendered)	Project Name and Scope of Works (Refer to functionality)	Value of Contract Ex. VAT	Performance Period (Date)		Reference (Client contact details)	Reference letter attached (yes or no)
				Contract Start Date	Contract End Date		
Project No. 3						Name: Tel: Email:	
Project No. 4						Name: Tel: Email:	
Project No. 5						Name: Tel: Email:	

- The Tenderer must complete Annexure C.
- Contactable references must be provided for each project. If a project listed does not have a client reference letter, the listed project will not be allocated points/ will score zero.
- Projects listed must be completed projects. Ongoing/incomplete projects will not be evaluated.



The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			

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Annexure D: Client Reference Letters

***Attach a copy of signed Client Reference letters for ALL projects listed in Annexure C for evaluation purposes.**

A valid Client Reference letter may indicate the following:

- a. The information should be on a client letterhead/ stamped letter, signed + dated reference letter / completion certificate
- b. Project Name
- c. Service Provider Name
- d. Scope of services rendered by the tenderer.
- e. Construction value
- f. Client Representative/ Principal Agent/ Project Lead details (name, surname, designation, phone number and email address).

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			

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Annexure E: Key Personnel's Experience Contract Manager

Current designation at tendering enterprise:		Contract Manager		
First Name				
Surname				
Nationality		Date of Birth		
Current Residence (City/Town)				
Education (Qualification)		NQF Level		
Number of Years' Experience				
Professional Body				
Registration No.				
Personal Project Experience:				
Project 1	Name of the Company worked for			
	Description of Project			
	Services Rendered:			
	Position Held			
	Construction Value (excl. VAT)			
	Commencement Date			
	Completion Date			
	Contactable Reference Details	Client/ Principal Consultant		
		Reference Person Name		
		Contact Number		
Email Address				
Project 2	Name of the Company worked for			
	Description of Project			
	Services Rendered			

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AIRPORTS COMPANY
SOUTH AFRICA

	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Consultant	Principal Person
		Reference Name	
		Contact Number	
		Email Address	
Project 3	Name of the Company worked for		
	Description of Project		
	Services Rendered		
	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Consultant	Principal Person
		Reference Name	
Contact Number			
Email Address			
Project 4	Name of the Company worked for		
	Description of Project		
	Services Rendered		

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	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	
		Email Address	
Project 5	Name of the Company worked for		
	Description of Project		
	Services Rendered		
	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	
		Email Address	

When completing the above schedule, Tenderers must be cognisant of the evaluation criteria as described in the Tender Data.

Complete the above Template and attach **a detailed CV** indicating projects completed (year completed, start and end dates) as an Experience for the resources should be related to the assigned role and for relevant works . **Project included on the above annexure must correspond with those in the CV.**

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The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			

Key Personnel's Experience Technician

Current designation at tendering enterprise:		Technician	
First Name			
Surname			
Nationality		Date of Birth	
Current Residence (City/Town)			
Education (Qualification)		NQF Level	
Number of Years' Experience			
Professional Body			
Registration No.			
Personal Project Experience:			
Project 1	Name of the Company worked for		
	Description of Project		
	Services Rendered:		
	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		

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	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	
		Email Address	
Project 2	Name of the Company worked for		
	Description of Project		
	Services Rendered		
	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	
Email Address			
Project 3	Name of the Company worked for		
	Description of Project		
	Services Rendered		
	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	

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		Reference Name	Person	
		Contact Number		
		Email Address		
Project 4	Name of the Company worked for			
	Description of Project			
	Services Rendered			
	Position Held			
	Construction Value (excl. VAT)			
	Commencement Date			
	Completion Date			
	Contactable Reference Details	Client/ Consultant	Principal	
		Reference Name	Person	
		Contact Number		
Email Address				
Project 5	Name of the Company worked for			
	Description of Project			
	Services Rendered			
	Position Held			
	Construction Value (excl. VAT)			
	Commencement Date			
	Completion Date			
	Contactable Reference Details	Client/ Consultant	Principal	
		Reference Name	Person	
		Contact Number		

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		Email Address	
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When completing the above schedule, Tenderers must be cognisant of the evaluation criteria as described in the Tender Data.

Complete the above Template and attach **a detailed CV** indicating projects completed (year completed, start and end dates) as an Experience for the resources should be related to the assigned role and for relevant works . **Project included on the above annexure must correspond with those in the CV.**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			

Tel +27 11 723 1400 Fax +27 11 453 9354

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**Annexure F: Key Personnel's CV (Attach here) Contract Manager**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

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Name		Position	
Tenderer			

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Key Personnel's CV (Attach here) Technician

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

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Name		Position	
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Annexure G: Qualification for the following: (Attach here)

- Key personnel Qualifications

<u>QUALIFICATION CERTIFICATE SUPPLIED</u>	<u>YES</u>	<u>NO</u>
Contract Manager		

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- Key personnel Qualifications

<u>QUALIFICATION CERTIFICATE SUPPLIED</u>	<u>YES</u>	<u>NO</u>
Technician		

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

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Name		Position	
Tenderer			

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Annexure H: Bidders must provide proof of registration with National Treasury's Central Supplier Database (CSD)

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George RFQ 10421

Annexure I: Eligibility for Preference Points (B-BBEE Recognition Level)

1. Valuation of preference points is based on tenderer's B-BBEE verification certificate:
 - a) The certificate shall have been issued by:
 - i. A verification agency accredited by South African National Accreditation System (SANAS);
 - ii. A registered auditor approved by the Independent Regulatory Board of Auditors (IRBA);
 - b) The verification certificate must be valid at the tender closing date
2. In the event of a Joint Venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be submitted.
 - a) The verification certificate shall identify:
 - i. The name and domicilium citandi et executandi of the tenderer
 - ii. The registration and VAT number of the tenderer
 - iii. The dates of granting of the B-BBEE score and the period of validity
 - iv. The expiry date of the verification certificate
 - v. A unique identification number
3. The standard and/or normative document, including the issue and/or revision used to evaluate the tenderer:
 - a) The name and/or mark/logo of the B-BBEE verification agency.
 - b) The scorecard (GENERIC, QSE, EME) against which the tenderer has been verified.
 - c) The B-BBEE status level
 - d) The SANAS or IRBA logo on the verification certificate.
 - e) The B-BBEE procurement recognition level.
 - f) The score achieved per B-BBEE element.
 - g) The % black shareholding.
 - h) The % black woman shareholding.
 - i) The % black persons with disabilities.
4. ACSA will not be responsible to acquire data that it needs for its own reporting systems and which may not form part of a verification agency's standard certificate format. The tenderer, at its own cost, must acquire the specified data listed in 3 above from its selected verification agency and have it recorded on the certificate.

Alternatively, such missing data must be supplied separately, but certified as correct by the same verification agency and also submitted.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

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Name		Position	
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Annexure J: Certified Valid B-BBEE Verification Certificate (please attach here)

The bid must include an original or certified copy of the B-BBEE verification certificate issued by SANAS accredited ratings agency, or an IRBA Registered Accounting Practice. The certificate should be an original or a certified copy.

If bidding entity is an EME or QSE a Sworn Affidavit

In the event of a Joint Venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be submitted.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
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Annexure K: Letter of Good Standing with the Workers Compensation Commissioner

Attach letter of good standing with Workmen's Compensation in accordance with the *Compensation for Occupational Injuries and Diseases Act, 1993 – COIDA*.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
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Annexure L: SARS Tax Clearance Certificate

All bid submissions must have a **valid original or certified tax clearance certificate or SARS Pin** as part of the compliance requirements. If a company or close corporation has not yet been formed at the time of submitting a bid, the prospective shareholders or members must each supply a tax clearance certificates in their personal capacities.

Please also attach: **Identity documents of the Directors and Certificate of Incorporation**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			

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Annexure M: Certification of Staff Availability

I certify on the behalf of _____
(Print Name of Tender)

Undertake that the same staff as proposed within this tender (including those proposed in the technical evaluation/functionality) will be utilized for this contract. Should the staff become unavailable at the start of or during the contract, for reasons beyond the organisations control, alternative staff (equivalent or better) are to be proposed and approved by the employer. The proposed alternative staff are to be equivalent (with respect to experience and qualifications) to the staff which are proposed for this tender.

The below declaration must be completed by each of the Key Resources assigned to this project. Please attach signed declaration/s with this Tender.

As an employee of Company _____ I hereby consent / do not consent to the use of my personal and professional information for the purposes of this bid ONLY, and shall remain confidential according to the POPIA ACT Protection of Personal Information Act, No 4 of 2013 (POPIA), particularly section 20 and 21.

Employee Name and Surname: _____

Employee Designation: _____

Employee # _____

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
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