

Request for Quotations for Maintenance of Friction Testing and Establishment at OR Tambo International Airport for Airports Company of South Africa.

Airport : OR Tambo International Airport

Tender Number: : Requisition 69472

Issue Date : 31st May 2022

Closing Date : 6th May 2022-12:00pm

Briefing Session Date and Time : N/A

Venue :

Issue: 1

Issue Date: 28/02/2014

Tel +27 921 6911 Fax +27 11 390 1012

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

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

www.airports.co.za

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

SECTION 1: INSTRUCTIONS TO BIDDERS

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

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

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **6th May 2022 at 12:00pm** using the following method

1.1.1. Tender box: **Not applicable**

The Tender box is located at:

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1.1.2. Email submissions:

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

masana.sithole@airports.co.za

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

1.2. **Alternative Bids**

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

1.4 **Late Bids**

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

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1.5 Clarification and Communication

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

Request for clarity or information on the tender may only be requested until

Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Quotation/Information invitation.

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

1.6 Compulsory Briefing Session-

N/A

1.7 Bid Responses

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document. Changes to the bidder's submission will not be allowed after the closing date of the tender. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or

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any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

1.8 Disclaimers

- a) It must be noted that ACSA may:
- b) Award the whole or a part of this tender;
- c) Split the award of this tender;
- d) Negotiate with all or some of the shortlisted bidders;
- e) Award the tender to a bidder other than the highest scoring bidder where objective criteria allow; and/or
- f) Cancel this tender.

1.9 Validity Period

(*Please ensure that the validity period stated below will allow ACSA to properly evaluate and finalise the process)

ACSA requires a validity period of a hundred and twenty (120) business/working days for this tender.

During the validity

period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

1.10 Confidentiality of Information

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

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

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

1.11 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

SECTION 2: LOCAL CONTENT AND PRODUCTION

2.1

Introduction

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This tender falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and

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production for this tender is _____ of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

2.2 Calculation of local content and production

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

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

Where:

X represents imported content

Y represents bid price excluding value added tax

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

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

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

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

2.4 General Conditions

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

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2.5 Definitions

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

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

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

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

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

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

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IN RESPECT OF RFQ No. _____

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

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

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

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

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

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

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

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

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SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK

Item	Item/ Service Description	Unit	Quantity	Rate	Amount
C3.2	Friction testing				
	Runway 03L21R	No	1		
	Runway 03R21L	No	3		
	Establishment	No	4		

C3.2 NATURE OF SERVICE (Works Specifications)
3.2.1 ICAO Requirement

ICAO Annex 14 Chapter 10 Aerodrome Maintenance details the requirement for friction characteristics of runways under Section 10.2 - Pavements. The Annex requirements covers measurement of friction characteristics and corrective maintenance action. These requirements are further detailed in the ICAO Airport Services Manual – Part 2. Bidders are to familiarise themselves with these documents and ensure compliance with the requirements.

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3.2.2 Technique for Runway Surface Friction Measurements

Note: CFME = continuous friction measuring equipment

A runway surface friction assessment is conducted under controlled conditions using self-wetting CFME devices, to establish the friction characteristics of a runway and to identify those areas of a runway surface that may require rejuvenation for safe aircraft operation. A list of the ICAO recommended CFME is shown in Table 1 below:

Test Equipment	Test Tyre (Type/Pressure KPa)		Test speed km/hr	Test water depth (mm)	Design objective for new surface (DONS)	Maintenance planning level (MPL)	Minimum friction level (MFL)
Mu-meter trailer	A	70	65	1.00	0.72	0.52	0.42
	A	70	95	1.00	0.66	0.38	0.26
Skiddometer Trailer	B	210	65	1.00	0.82	0.60	0.50
	B	210	95	1.00	0.74	0.47	0.34
Surface Friction Tester Vehicle	B	210	65	1.00	0.82	0.60	0.50
	B	210	95	1.00	0.74	0.47	0.34
Runway Friction Tester Vehicle	B	210	65	1.00	0.82	0.60	0.50
	B	210	95	1.00	0.74	0.54	0.41
TATRA Friction Tester Vehicle	B	210	65	1.00	0.76	0.57	0.48
	B	210	95	1.00	0.67	0.52	0.42
RUNAR	B	210	65	1.00	0.69	0.52	0.45

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Trailer	B	210	95	1.00	0.63	0.42	0.32
Grip tester	C	140	65	1.00	0.74	0.53	0.43
Trailer	C	140	95	1.00	0.64	0.36	0.24

Note: List of CFME is progressively updated by ICAO to account for new and emerging technologies and out-of-manufacture devices. The preferred equipment must be able to give both 65km/hr and 95 km/hr.

- The friction characteristics of a runway varies over time as the runway is subject to tyre abrasive forces, rubber build up and to the effects of climate and other environmental conditions. Aerodrome operators should monitor the results of assessments and should vary the interval between assessments depending on the results. If historical data indicates that the surface is deteriorating relatively quickly, more frequent monitoring may be required in order to ensure that maintenance is arranged before the friction characteristics deteriorate to an unacceptable level.
- The friction characteristics of a runway can also alter significantly following maintenance activities, even if the activity was not intended to affect the friction characteristics. Therefore, a runway surface friction assessment should be conducted following any significant maintenance activity conducted on the runway and before the runway is returned to service. Runway surface friction assessments should also be conducted following pilot reports of perceived poor braking action, if there are visible signs of runway surface loss of macrotexture, or for any other relevant reason.

3.2.3 Method of work for friction testing

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Surface friction testing of runways entails conducting a surface friction assessment under controlled conditions using self-wetting Continuous Friction Measuring Equipment (CFME) to establish the friction characteristics of a runway. Runway surface friction is directly relevant to the braking action which will be available to an aircraft decelerating after touch down, or after a decision to reject take off. The principle of surface friction is governed by aircraft braking coefficient which is dependent upon the surface friction between the tyres on the aircraft wheels and the pavement surface. Less friction means less aircraft braking coefficient and less aircraft braking response. Friction is expressed as the coefficient of friction, this is the ratio of the friction force between two surfaces in contact and the normal force which exist between the object resting on the surface and the actual surface.

3.2.4 Equipment Used

The purpose of the equipment is to reduce maintenance costs and improve safety on roads, airports, flight decks and pedestrian areas. The friction tester must:

- Identify areas of deteriorating surface friction before conditions become dangerous
- Help set maintenance priorities
- Perform safety checks on winter runways

3.2.5 The equipment must have the following features:

- Must be recognised with ICAO and civil aviation authorities worldwide (including the US FAA)
- Low cost, reliable, robust, easy to maintain
- Repeatability and reproducibility
- Pavement profile must not affect the readings
- Braked wheel, fixed slip design with the horizontal and vertical components of friction continuously monitored

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- Equipped with a self watering system that provides a specified water depth in front of the friction measuring tyres.
- Rapid and simple data acquisition using a standard PC: colour output using a standard printer
- Can be towed (if not built-in) up to 130km/hr or used in pushing mode
- Extremely stable calibration: checking and adjustment of calibration quick and easy to perform
- Measuring tyres manufactured and tested in accordance with an ASTM standard
- Compliance with ICAO regulations for all airport operators
- Rugged and reliable
- Compact: easy to handle and transport
- The system must have the capability to produce results in severe winter conditions.
- Results must be easy to view and file. They must be automatically archived to PC, where powerful software will identify and establish trends in order to establish the need for rubber removal.
- Friction tests are to be carried out at 65km/hr and 95km/hr
- System must have the ability to connect with a pavement management system.

Note:

- Adequate professional training in the operation and maintenance of the device and procedures for conducting friction measurements is essential to ensure reliable friction data.
- All friction measuring devices should periodically have their calibration checked to ensure that it is maintained within the tolerances given by the manufacturer. The calibration certificate must be checked and sent to the client on a quarterly basis
- Devices with a self-watering system should be calibrated periodically to ensure that the water flow rate is maintained within the manufacturer's tolerances and that the amount of

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water produced for the required water depth is always consistent and applied evenly in front of the friction measuring tires throughout the speed range of the vehicle.

3.2.6 The equipment must offer the following benefits to the airport:

- Better scheduling of maintenance work for airports, roads, flight decks and pedestrian areas
- Improved safety for road and air travellers
- Compliance with ICAO regulations for all airport operators
- The equipment must provide reliable data to plan corrective maintenance

3.2.7 Technical Specifications for friction measuring devices

- Mode of measurement: Continuous measurement in motion must be taken along the part of the pavement to be tested
- Ability to maintain calibration: The equipment must be able to withstand rough use and still maintain calibration
- Mode of braking: During friction measurement operations using:
 - a fixed slip device, the friction measuring wheel should be continuously braked at a constant slip ratio within the range of 20 to 30 percent
 - A side force device, the included angle (single wheel) should be within a range of 5° to 10°
- Excessive vibrations: The design of the equipment should exclude any possibility of sustained vertical vibrations of the cushioned and uncushioned mass occurring in all travel speed ranges during the measuring operations, particularly in respect of the measuring wheel.

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- **Stability:** The equipment should possess positive directional stability during all phases of operation including high speed turns which are sometimes necessary to clear a runway.

3.3.6 Procedures for Runway Surface Friction Assessment

- **Equipment Checks**

The CFME operator should ensure that the equipment is in full working order and calibrated in accordance with the manufacturers' operating instructions.

- **Operators and Training Competency**

The success of friction measurement in delivering reliable friction data depends greatly on the personnel who are responsible for operating the CFME. All operators should be trained in its operation and maintenance and be aware of the critical factors affecting the accuracy of friction measurements. General guidance on assessment speed, calculated water depth and tyre type and pressure should be sought from the CFME manufacturer.

For consistency purposes, one type of CFME and consultancy source(s) can be adopted to be used over a given period of time to data integrity and prevent inadvertent confusions that may arise from using different CFME within a short period of time.

- **Assessment Conditions**

The runway surface should be free from precipitation during the assessment, with no wet patches.

The assessment should be conducted at an ambient air temperature above 2° C.

Surface dampness and fog conditions might also affect the outcome of the assessment and crosswinds may affect self-wetting assessments. Advice on these issues should be sought from the CFME manufacturer.

- **Assessment Procedure**

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A runway surface friction assessment consists of two check runs supplementing a series of standard runs.

Check Runs

A check run is designed to confirm that the operation of the CFME is consistent throughout the full runway surface friction assessment and should be conducted before and after completion of the standard runs, under the same conditions. A check run should be performed over the entire pavement length on a portion of the runway that does not traverse any other runs, and at a constant speed.

Standard Runs

Friction readings for the survey run are collected by the CFME along the line of the entire pavement length at 1m, 3m, 5m and 8m (but not limited) on either side of the centreline. An average friction value is determined every 10 and 100 meters along a run. The runway width should be divided into equal thirds, including the central and outer trafficked portions. The friction level for each portion is determined by the lowest of the rolling averages. This methodology is applied for each of the three portions of the runway. In each case the applicable runs across the widths of the each portion are averaged before undertaking the rolling average calculation.

The average friction reading for each third of the runway is displayed by the computer on a schematic runway "map". When the survey has been completed, averages over the width and length of the runway are displayed. The results may be printed immediately or stored in a Database;

The track(s) of the measuring wheel(s) should not run along the line of the pavement joints or longitudinal cracks;

The run pattern for a runway with Touchdown Zone (TDZ) markings should be planned so as to include one run either side of the centreline to pass through the centre of the painted TDZ markings;

If there is any reason to doubt the accuracy of the runway surface friction assessment, it should be repeated.

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3.2.8 Records Keeping

Records should be kept of all runway surface friction assessments. The report must be in any format and also in editable version. The following items should be recorded for each assessment, and made available upon request to the CAA and ACSA:

- Date and time of assessment.
- Runway assessed.
- Run number and runway direction.
- Distance from the centreline and on which side of centreline the run was performed.
- Constant run speed (Km/h) for each run.
- Run length.
- Self-wetting system on/off (refers to check runs only).
- Surface condition.
- Average friction level per run.
- Friction levels for each portion of the pavement.
- Overall friction level (include output table)

Results should be presented in the below format. Should the format requirements change during the contract duration, ACSA will communicate such changes with the service provider and provide new format.

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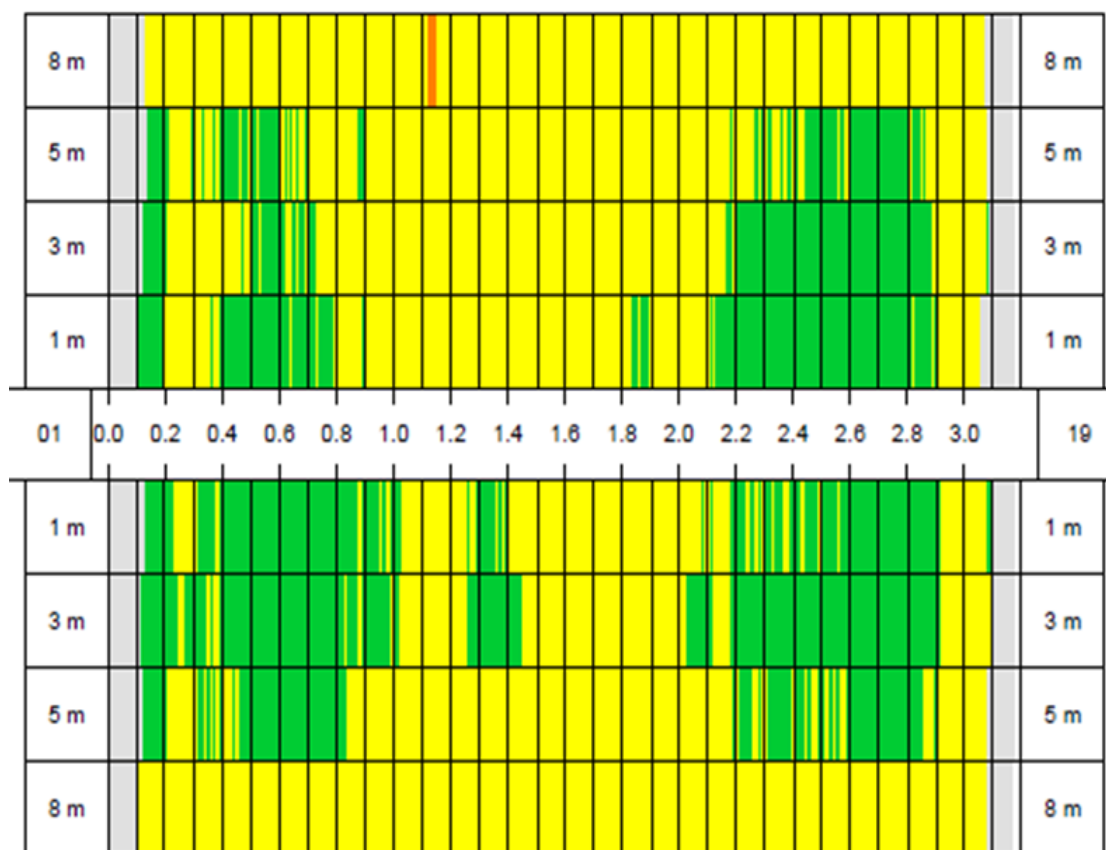
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AIRPORTS COMPANY
SOUTH AFRICA

Survey Date	17 March 2021	Serial Numbers	DE 1499
Operator	[REDACTED]	Axle Type	S-Type 707610
Weather Conditions	Clear	Tyre Series	ASTM E1551
Surface Condition	Dry	Tyre SN	N/A
Ambient Temperature	22 °C	Water Film Thickness	1.0mm
Start Time	23:30	Target Speed	65km/h
Survey Distance	3200m	Sample Distance Interval	1.0m



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3.2.9 Frequency of Runway Friction Testing

ICAO Airport services manual: Part 2 should be used for determination of the frequency and timing of friction measurements by employing a self – wetting CFME device. The frequency has been designated in regard to operating condition of turbo-jet aircraft at a respective airport. Table 2 below shows the friction testing frequency in accordance with the Airport services manual: Part 2:

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Table 2: Recommended Friction Survey Frequency (extract from Annex 14 – Attachment A)



The above should be observed as a mandatory requirement for safe operation of aircraft:

3.2.10 The frequencies *could* be adjusted depending upon:

- the type, mix and frequency of aircraft operating on the runway;
- the specific micro- and macro-texture characteristics of the pavement surface;
- the presence, extent and severity of surface contaminants especially rubber build-up;
- the existence of pavement surface problems which may directly affect friction levels;
- pilot reports of low friction levels being experienced during aircraft braking;
- the frequency of past programs for the removal of surface rubber contaminants;
- any recent construction or maintenance of the pavement surface, and
- the results of past friction measurements

3.2.11 Site Establishment

The site establishment fees shall include costs to be paid per visit in preparation for a friction test. This will be payable per visit to and shall include direct costs incurred for obtaining all personal, vehicle permits (including safety induction, AVOP, etc) and vehicle transponders/squitters required to gain access to airside or manoeuvring area. Site establishment fees shall include costs incurred for compliance to all prescribed Environmental and Occupational Health & Safety Regulations as required in the execution of the works.

Functionality Evaluation Criteria

#	Description	Min	Max
---	-------------	-----	-----

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1.	Bidder's experience in friction testing on paved runway or roads (Completion certificate and / or reference letters) Under 2 years = [0] Between 2 and 7 years = [30] Greater than 7 years = [40]	30	40
2.	Availability of Equipment (proof of ownership) Equipment owned: Equipment to be used is available immediately = [60]	60	60
Total		90	100

3.4 Minimum Requirements

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

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

SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

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

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

The tender will therefore be evaluated using 80/20 preference points system: This means that on the 80/20 system the B-BBEE status level of contributor will earn the bidder points out of 20

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

4.2 Definitions

- 4.3.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 4.3.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 4.3.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of

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Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 4.3.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 4.3.5 **“Comparative Price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 4.3.6 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 4.3.7 **“EME”** means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
- 4.3.8 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 4.3.9 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 4.3.10 **“Non-Firm Prices”** means all prices other than “firm” prices;
- 4.3.11 **“Person”** includes a juristic person;

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- 4.3.12 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 4.3.13 **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 4.3.14 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 4.3.15 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

4.4 Adjudication Using A Point System

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

4.5 Award of Business where Bidders have Scored Equal Points Overall

- 4.5.1 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.

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- 4.5.2 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
- 4.5.3 Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

4.6 Points Awarded for Price

4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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P_{min} = Comparative price of lowest acceptable bid

4.7 Points Awarded for B-BBEE Status Level of Contribution

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

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

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

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

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person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.8 Bid Declaration

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

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

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

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

SECTION 5: EVALUATION CRITERIA

5.1 Evaluation Criteria

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

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

5.2 Mandatory Requirements

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

5.3 Local Content and Production

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

5.4 Functionality / Technical

5.4.1 Functionality hurdle breakdown

N/A

5.5 Price and B-BBEE

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

SECTION 7: DECLARATION FORM

7.1 Making a Declaration

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

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

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

I/We the undersigned _____ (Name) herby 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

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 Position

 Name of bidder

Section 8: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

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

This declaration was signed on _____ of _____ 202_____

Name: _____

Designation: _____

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Signature:

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