



Request for Quotations for Repairs and Corrective Maintenance and Support on a call out basis for Community Access Television (CATV) System for 4 Months at Airports Company South Africa (ACSA) at ORTIA, CTIA, and KSIA

Airport : King Shaka, OR Tambo, and Cape Town International

Tender Number: : RFQ49120

Issue Date : 13 July 2022

Closing Date : 26 July 2022- 16:00pm

Site Session Date and Time : N/A

Venue : N/A

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SECTION 1: INSTRUCTIONS TO BIDDERS

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

Tenders were advertised on e-tender portal

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 **26 July 2022 by 16:00pm** to: Tenders3.ksia@airports.co.za

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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

1.5 Clarification and Communication

Name:	Mlungisi Mgobhozi
Designation:	Buyer
Tel:	032 436 6198
Cell:	
Email:	Tenders3.ksia@airports.co.za

Request for clarity or information on the tender may only be requested until **22 July 2022 by 16:00pm**

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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/ Site Session- N/A**

Compulsory Site Inspection Session Requirements	Detail

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

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

1.8 Disclaimers

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

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

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

Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. 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

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SECTION 3: SCOPE OF WORK BELOW:

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Background and problem statement

Community Access Television (CATV) is a broadcast system used to deliver multiple types of media content services. The system is a Television network used at ACSA to distribute Satellite television as well as data streams e.g. digital satellite television (DSTV), advertisements, to different areas at the Airports for the benefit and comfort of passengers and stakeholders (tenants and airlines for a monthly fee). The current contract for the provision of spares or consumables, support and maintenance with the Service Provider has expired.

Recommendation

Cognisance of the preceding background just articulated, the recommendation is to renew the contract by way of an open bid for quotation to ensure service continuity, avert reputational risk, negative customer experience and loss of revenue.

PURPOSE

The CATV system used by ACSA enables ACSA to distribute Satellite Television as well as data streams, including but not limited to Advertising, Digital Media, and internal TV Channels, to internal TV units and tenant TV units. The current CATV system consists of **Televes** Head-End systems with gear that is located within each airport, in a designated cabinet inside ACSA's core rooms. Amplification equipment and all other connecting devices is located in Wire centres situated throughout the airports. The reticulation from the Head-End to the wire centres comprise of RG11 coaxial cabling, and reticulation from the wire centres to the end points comprise of RG6 coaxial cabling. A 4x4 outlet box is utilised at each live endpoint. Cabling of all non-native end points is situated in the ceilings above the designated area excluding the termination boxes that is used at the endpoint to connect the television and screen units.

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SCOPE

By responding to this RFQ, the bidders agree to deliver everything listed below:

IN SCOPE

The following business requirements for the CATV System are applicable to all ORTIA, CTIA and KSIA.

BR2.1.1	Provision repairs and parts, of the Televes Community Access Television (CATV) System for Airports Company South Africa (ACSA) at ORTIA, CTIA, and KSIA
BR2.1.2	Ensure that the Systems are operational once the repairs are carried out.
BR2.1.3	Repairs or corrective maintenance and the provision of spares as well as RF cabling or any other equipment needed to restore the services;
BR2.1.7	The Service Provider will be required to apply for a permit to have access to the restricted areas
BR2.1.8	All work to be on a call out basis
BR2.1.9	All work to be quoted on before repairs proceed
BR2.1.10	An assessment of CTIA, ORTIA and KSIA must be completed, and a quote provided for all repairs to ensure that the system at the 3 airports are 100% operational.
BR2.1.11	Supplier to have their own tools, applicable to test and configure a Televes Headend. Own ladders and safety equipment should be provided.

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OUT OF SCOPE

The following is out of scope for the CATV Service Provider.

- IT network infrastructure (switches, routers, LAN and WAN excluding cabling Malfunctioning of devices that have reached end of life.
- Electrical Power.

SUPPORT AND MAINTENANCE

This section describes what support and maintenance entail in general and further describes what preventative and corrective maintenance entails for ACSA.

MAINTENANCE ACTIVITIES

First Level Support (ACSA)

- ACSA FSA to assess If the device has power and switches on
- ACSA FSA to assess If the device has network connectivity
- ACSA FSA to update the call journal with fault or Issues being experienced by the user

3.1.2 Second Level Support (CATV contractor)

- CATV Supplier to do support only on a call out basis.
- All repairs to be quoted on and approved before repair.

INCIDENT MANAGEMENT RESPONSE AND RESOLUTION TIMES

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ACSA IT Service Desk processes to be followed in determining the severity of the problem, do basic troubleshooting & logging incidents. Subject matter expert to advise on call out.

Note:

- **An assessment of CTIA, ORTIA and KSIA must be completed, and a quote provided for all repairs to ensure that the system at the 3 airports is 100% operational”**
- **This means that a successful bidder must do an assessment before sending the final quotation.**

ACCREDITATION AND PARTNERSHIP WITH OEM

Bidders are expected to provide written proof of their partnership status with the OEM or any form of accreditation that certifies that the supplier has the necessary resources and skills to work on the Televes CATV system install at ACSA.

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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

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3.5 Mandatory Administration Criteria

- a) Bidders must provide a written proof of their partnership status with the OEM or any form of accreditation that certifies that the supplier has the necessary resources and skills to work on the Televes CATV system install at ACSA.

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3.6 Functionality Criteria

Prospective Bidders or Service Provider's proposals will be evaluated using the criteria specify herein.

	Functional Evaluation Criteria	Max	Min	Score
1	Company Experience			
	<p>Relevant Company Experience in 'supply, install and maintenance' will be evaluated on all the systems listed below:</p> <p>a) Community Access Television</p> <p>Note: Scoring will be applied as follows, 'less than 3 years = 0, between 3 and 5 years = 25, more than 5 years = 40'</p> <p>COMMENTS: Please supply proof in the form of a letter (on company letterhead) from at least one client.</p>	40	25	
2	Dedicated resources product Experience			

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	<p>Relevant Resource Experience (both hardware and software) will be evaluated on all the system listed below:</p> <p>a) Community Access Television</p> <p>Note: Scoring on experience will be evaluated as follows, 'between 0 and 2 years = 0, between 2 and 5 years = 20, more than 5 years = 30'</p> <p>COMMENTS: Please supply proof in the form of a letter (on company letterhead) from at least one client.</p>	30	20	
3 Maintenance Plan				
	<p>Relevant Company Experience working on a Televes headend system</p> <p>a) Community Access Television</p> <p>Note: Scoring will be applied as follows, 'less than 3 years = 0, between 3 and 5 years = 15, more than 5 years = 30</p> <p>COMMENTS: Please supply proof in the form of a letter (on company letterhead) from the OEM or main distributor.</p> <p>COMMENTS</p>	30	15	

Pricing Schedule

Item from Scope of Works	Number of hours/Fixed price	Cost per hour/Fixed price	Total cost for deliverable
a) Assessments costs	3 (KSIA, CTIA, AND ORTIA)	R	R
b) Costs for Repairs and Parts This is only applicable to a successful bidder			N/A
		Total cost Excluding VAT	R
		VAT	R
		Total cost Including VAT (15%)	R

Mark-Up of 3rd Party Procurement:

- Spares and sub-contracted work will be charged at cost plus mark-up.
- VAT shall not form part of mark-up calculations.
- Cost shall be net cost (excluding VAT) of parts supplied to site with all discounts deducted.
- Mark-up percentage will be subject to negotiations between the Bidder and ACSA.

Mark-Up	
Indicate % Mark-Up on 3 rd Party procured items and Services	
Value of Item or Services	Mark Up Percentage
R0 - R2,000	%
R2,001 - R5,000	%
R5,001 - R10,000	%
R10,001 - R50,000	%
Over R50,000	%

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SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

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

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

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

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- 4.3.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 4.3.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 4.3.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 4.3.5 **“Comparative Price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 4.3.6 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 4.3.7 **“EME”** means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
- 4.3.8 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 4.3.9 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or



operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

4.3.10 **“Non-Firm Prices”** means all prices other than “firm” prices;

4.3.11 **“Person”** includes a juristic person;

4.3.12 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

4.3.13 **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based 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

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

4.6 Points Awarded for Price

- 4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

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4.7 Points Awarded for B-BBEE Status Level of Contribution

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

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

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

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

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Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.

- 4.7.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.7.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.7.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.8 Bid Declaration

- 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:

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

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

SECTION 5: EVALUATION CRITERIA

5.1 Evaluation Criteria

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

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

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:

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

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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

The description of the functionality evaluation criteria is explained below.

5.5 Price and B-BBEE

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

SECTION 7: DECLARATION FORM

7.1 Making a Declaration

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

Issue: 1

Issue Date: 28/02/2014

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Tel +27 11 723 1400 Fax +27 11 453 9354
The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008
P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za



Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

Issue: 1

Issue Date: 28/02/2014

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

Declaration:

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

Signature

Date

Position

Name of bidder

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
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Issue: 1

Issue Date: 28/02/2014

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

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

This declaration was signed on _____ of _____ 202_____

Name: _____

Designation: _____

Signature: _____