

# Airports Company South Africa SOC Limited

SCM REFERENCE NR:

**Un-interruptible Power Supply (UPS) units and UPS batteries  
Maintenance at Cape Town International Airport for a period  
of Twelve (12) months.**

NEC 3: [TERM SERVICE CONTRACT]

Between **AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

**Applicable at Cape Town International Airport**

(Registration Number: 1993/004149/30)

and

(Registration Number : \_\_\_\_\_)

for **Un-interruptible Power Supply (UPS) units and UPS batteries  
Maintenance at Cape town International Airports (All Buildings Owned  
by ACSA) for a period of Twelve (12) months.**

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**PART C1: AGREEMENT AND CONTRACT DATA**

**C1.1 Form of Offer and Acceptance**

**OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter a contract for the procurement of **Un-interruptible Power Supply (UPS) units and batteries Maintenance at Cape Town International Airport for a Period of Twelve (12) months.**

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the contractor, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the contractor offers to perform all of the obligations and incur liabilities of the NEC TSC under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:**

(in words) .....Rand;

R.....(in figures)

**for the contractor**

Signature ..... Date .....  
Name ..... Capacity .....

(Name and address of organisation) .....

Name and signature of witness .....

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.





Signature(s)

Name(s)

Capacity

**For the  
employer:**

Name &  
signature of  
witness

*(Insert name and address of  
organisation)*

Date

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

Name &  
signature of  
witness

*(Insert name and address of organisation)*

Date

## C1.3 TSC3 Contract Data

### Part one - Data provided by the *Employer*

Clause	Statement	Data
1	<b>General</b>	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
	dispute resolution Option and secondary Options	<p><b>B:</b> Priced contract with price list</p> <p><b>W1:</b> Dispute resolution procedure</p> <p><b>X1:</b> Price adjustment for inflation</p> <p><b>X2:</b> Changes in the law</p> <p><b>X18:</b> Limitation of liability</p> <p><b>Z:</b> <i>Additional conditions of contract</i></p>
	of the NEC3 Term Service Contract (April 2013) <sup>1</sup>	
10.1	The <i>Employer</i> is (name):	<b>Airports Company South Africa SOC Limited a juristic person incorporated in terms of the company laws of the Republic of South Africa</b>
	Address	<b>Administrator Office, Southern Office Block, Western Cape, South Africa, 7525. Private Bag X9002, Cape Town International, Western Cape, South Africa, 7525.</b>
	Tel No.	<b>021 937 1200</b>
	Fax No.	<b>N/A</b>
10.1	The <i>Service Manager</i> is (name):	<b>Nonkululeko Ngcongca</b>
	Address	<b>Private Bag X9002, Cape Town International, Western Cape, South Africa, 7525.</b>
	Tel	<b>021 935 3852</b>
	Fax	<b>N/A</b>
	e-mail	
11.2(2)	The Affected Property is	<b>Cape Town International Airport (All Building Owned by ACSA)</b>

11.2(13)	The <i>service</i> is	<b>Un-interruptible Power Supply (UPS) units and UPS batteries Maintenance contract at CTIA as set out in part C3 service information</b>
11.2(14)	The following matters will be included in the Risk Register	<b>Working on Airside: High noise levels Driving on airside: busy environment Electricity Live line work up to 400V Working on height Step ladders</b>
11.2(15)	The Service Information is in	<b>Part C3: Employer's Service Information and all documents and drawings and other specifications to which it makes reference</b>
12.2	The <i>law of the contract</i> is the law of	<b>the Republic of South Africa</b>
13.1	The <i>language of this contract</i> is	<b>English</b>
13.3	The <i>period for reply</i> is	<b>2 weeks</b>
2	<b>The Contractor's main responsibilities</b>	Detailed in Part C3 (Service Information)
21.1	The <i>Contractor</i> submits a first plan for acceptance within	<b>4 weeks of the Contract Date</b>
3	<b>Time</b>	
30.1	The <i>starting date</i> is	<b>Upon contract signing by ACSA</b>
30.2	The <i>service period</i> is	<b>12 months from the starting date</b>
4	<b>Testing and defects</b>	<b>No data is required for this section of the conditions of contract</b>
5	<b>Payment</b>	
50.1	The <i>assessment interval</i> is	<b>Four (4) weeks (not more than five)</b>
51.1	The <i>currency of this contract</i> is the	<b>South African Rand (ZAR)</b>
51.2	The period within which payments are made is	<b>30 days</b>
6	<b>Compensation events</b>	<b>No data is required for this section of the condition of contract</b>
7	<b>Use of Equipment Plant and Materials</b>	<b>No data is required for this section of the conditions of the contract</b>
8	<b>Risks and insurance</b>	<b>See attached annexure ....</b>
9	<b>Termination</b>	No data required for this section of the conditions of the contract
10	<b>Data for main Option clause</b>	
A	<b>Priced contract with price list</b>	
11	<b>Data for Option W1</b>	

W1.1	<b>The Adjudicator is: (refer to clause Z19.1 for the list of adjudicators)</b>	
W1.2(3)	The <i>Adjudicator nominating body</i> is:	The current Chairman of Johannesburg Advocate's Bar Council.
W1.4(2)	The <i>tribunal</i> is:	<b>Arbitration</b>
W1.4(5)	The <i>arbitration procedure</i> is	<b>the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body</b>
	The place where arbitration is to be held is	<b>Johannesburg, South Africa</b>
	The person or organisation who will choose an arbitrator:	<b>Chairman of the Johannesburg Advocate's Bar Council.</b>
<b>12</b>	<b>Data for secondary Option clauses</b>	
<b>X1</b>	<b>Price adjustment for inflation</b>	
X1.1	The <i>base date</i> for indices is	<b>It will be limited to a maximum of CPI as at the anniversary date of the contract</b>
<b>X2</b>	<b>Changes in the law</b>	<b>There is no reference to Contract Data in this Option and terms in italics are identified elsewhere in this Contract Data.</b>
<b>X18</b>	<b>Limitation of liability</b>	
X18.1	The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to	<b>Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue</b>
X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to	<b>No limitation of liability.</b>
X18.3	The <i>Contractor's</i> liability for Defects due to his design of an item of Equipment is limited to	<b>No limitation of liability.</b>

X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> , for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<p><b>No limitation of liability.</b>  <b>The excluded matters are amounts payable by the Contractor as stated in this contract for:</b></p> <ul style="list-style-type: none"> <li>• <b>Loss of or damage to the Employer's property,</b></li> <li>• <b>Defects liability,</b></li> <li>• <b>Insurance liability to the extent of the Contractor's risks</b></li> <li>• <b>death of or injury to a person;</b></li> <li>• <b>infringement of an intellectual property right</b></li> </ul>
Z	<b>The additional conditions of contract are</b>	

**AMENDMENTS TO THE CORE CLAUSES**

**Z1 Interpretation of the law**

**Z1.1 Add to core clause 12.3:** Any extension, concession, waiver, non-enforcement of any terms of the contract or relaxation of any action stated in this contract by the Parties, the *Service Manager*, the, or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.

**Z2 Providing the Service: Delete core clause 20.1 and replace with the following:**

**Z2.1** The *Contractor* provides the *service* in accordance with the *Service* Information and warrants that the results of the *service*, when complete, shall be fit for their intended purpose.

**Z3. Other responsibilities: add the following at the end of core clause 27:**

**Z3.1** The *Contractor* shall have satisfied himself, prior to the *starting date*, as to the completeness, sufficiency and accuracy of all information and drawings provided to him as at the *starting date* .

**Z3.2** The *Contractor* shall be responsible for the correct setting out or carrying out of the *service* in accordance with the original points, lines and levels stated in the *Service* Information or notified by the *Service Manager*,. Any errors in the setting or carrying out of the *service* shall be rectified by the *Contractor* at the *Contractor's* own costs.

**Z4. Termination**

**Z4.1 Add the following to core clause 91.1, at the second main bullet, fourth sub-bullet point, after the words "assets or":** "business rescue proceedings are initiated or steps are taken to initiate business rescue proceedings".

**Z5. Ambiguities and inconsistencies: Delete core clause 17 and replace with the following:**

**Z5.1** If there is any ambiguity or inconsistency in or between the documents which are part of this contract, the priority of the documents is in accordance with the following sequence:

- The additional conditions of contract under these Z clauses
- The conditions of contract and
- The other documents.

**Z5.2** The *Service Manager* or the *Contractor* notifies the other as soon as either becomes aware of any

such ambiguity or inconsistency in or between the documents which are part of this contract. The Service Manager gives an instruction resolving the ambiguity or inconsistency. Notwithstanding any other provision of this contract, any such ambiguity, inconsistency and/or instruction does not automatically result in any increase to the Price List or any delay to the end of the service period.

**Z6. Payment: Add the following at the end of core clause 51:**

**51.5** The Employer does not pay interest to the Contractor on a late payment resulting from the Contractor's failure to provide the Employer with a correctly rendered VAT invoice within the period stated in clause 51.1 above.

**51.5** The Employer is entitled to deduct from or set off against any money due to the Contractor

- any sum due to the Employer from the Contractor or
- any amount for which the Contractor is liable to pay to the Employer (whether liquidated or otherwise) arising under this contract.

### AMENDMENTS TO THE SECONDARY OPTION CLAUSES

**Z7. Changes in Law: Add the following clause to secondary option X2 as X2.2:**

**Z7.1** A change in law is defined as:

**Z7.1.1** the adoption, enactment, promulgation, coming into effect, repeal, amendment, reinterpretation, change in application or other modification after the starting date of any law, excluding (i) the promulgation of any bill, unless such bill is enacted into the *law of the country*, and (ii) any such modification in law relating to any taxes, charges, imposts, duties, levies or deductions that are assessed in relation to a person's income;

**Z7.1.2** any permit being terminated, withdrawn, amended, modified or replaced, other than (i) in accordance with the terms upon which it was originally granted, (ii) as a result of the failure by the *Contractor* to comply with any condition set out therein, or (iii) as a result of any act or omission of the *Contractor*, any Subcontractor or any affiliate to the *Contractor*.

**Z8. Performance Bond: The following amendments are made to clause X13:**

**Z8.1. Add the following new clause as Option X13.2:** The *Contractor ensures* that the performance bond is valid and enforceable until the end of the *service period*. If the terms of the performance bond specify its expiry date and the end of the *service period* does not coincide with such expiry date, four weeks prior to the said expiry date, the *Contractor* extends the validity of the performance bond until the end of the *service period*. If the *Contractor* fails to so extend the validity of the performance bond, the *Employer* may claim the full amount of the performance bond and retain the proceeds as cash security

**Z9. Limitation of liability: Insert the following new clause as Option X18.6:**

**Z8.1** The *Employer's* liability to the *Contractor* for the *Contractor's* indirect or consequential loss or damage of any kind is limited to R0.00.

**Z8.2** Notwithstanding any other clause in this contract, any proceeds received from any insurances or any proceeds which would have been received from any insurances but for the conduct of the *Contractor* shall be excluded from the calculation of the limitations of liability listed in the contract.

### ADDITIONAL Z CLAUSES

**Z10. Cession, delegation and assignment**

**Z10.1.** The *Contractor* shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*, which consent shall not be unreasonably withheld. This

clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or final) of the *Contractor*.

**Z10.2.** The *Employer* may, on written notice to the *Contractor*, cede and delegate its rights and obligations under this contract to any person or entity.

**Z11. Joint and several liability**

**Z11.1.** If the *Contractor* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the *Employer* for the performance of this Contract.

**Z11.2.** The *Contractor* shall, within 1 week of the starting date, notify the *Service Manager* and the *Employer* of the key person who has the authority to bind the *Contractor* on its behalf.

**Z11.3.** The *Contractor* does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the *Employer*.

**Z12. Ethics**

**Z12.1.** The *Contractor* undertakes:

**Z12.1.1.** not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;

**Z12.1.2.** to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the *Employer* is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.

**Z12.2.** The *Contractor's* breach of this clause constitutes grounds for terminating the *Contractor's* obligation to provide the service in accordance with the procedures stated P2, P3 or P4 in core clause 92.2 or taking any other action as appropriate against the *Contractor* (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.

**Z12.3.** If the *Contractor* is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuities, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the *Employer*, the *Employer* shall be entitled to terminate the contract in accordance with the procedures stated in core clause 92.2, the amount due on termination is A1.

**Z13. Confidentiality**

**Z13.1.** All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the *Contractor* and shall not be used or divulged or published to any person not being a party to this contract, without the prior written consent of the *Service Manager*, whose consent shall not be unreasonably withheld.

**Z13.2.** If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the *Service Manager*.

**Z13.3.** This undertaking shall not apply to –

**Z13.3.1.** information disclosed to the employees of the *Contractor* for the purposes of the implementation of this contract. The *Contractor* undertakes to ensure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;

**Z13.3.2.** information which the *Contractor* is required by law to disclose, provided that the *Contractor* notifies the *Employer* prior to disclosure so as to enable the *Employer* to take the appropriate action to protect such information. The *Contractor* may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;

- Z13.3.3.** information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time);
- Z13.4.** The taking of images (whether photographs, video footage or otherwise) of the *services or Affected Property* or any portion thereof, in the course of providing the *services* or at the end of the service period requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*.
- Z13.5.** The *Contractor* ensures that all his Subcontractors abide by the undertakings in this clause.
- Z14. Employer's Step-in rights**
- Z14.1.** If the *Contractor* defaults by failing to comply with its obligations in terms of this contract and fails to remedy such default within 2 weeks of the notification of the default by the *Service Manager*, the *Employer*, without prejudice to its other rights, powers and remedies under the contract, or at law may remedy the default either, itself or procure a third party (including any subcontractor or supplier of the *Contractor*) to do so on its behalf. The reasonable costs of the Employer exercising its step-in rights in respect of any subcontractor or supplier of the *Contractor* shall be borne by the *Contractor*.
- Z14.2.** The *Contractor* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Contractor* under the contract or otherwise for and/or in connection with the *works*) and generally does all things required by the *Service Manager* to achieve this end.
- Z15. Liens and Encumbrances**
- Z15.1.** The *Contractor* keeps the Equipment used to provide the *service* free of all liens and other encumbrances at all times. The *Contractor*, vis-a-vis the *Employer*, waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and ensures that his Subcontractors similarly, vis-a-vis the *Employer*, waive all liens they may have or become entitled to over such Equipment from time to time
- Z16. Intellectual Property**
- Z15.1** Intellectual Property ("IP") rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret, other intellectual or industrial property rights, technical information and concepts, know-how, specifications, data, formulae, computer programs, memoranda, scripts, reports, manuals, diagrams, drawings, prototypes, drafts and any rights to them created during the performance of the service and include applications for and rights to obtain or use any such intellectual property whether under South African or foreign law.
- Z15.2** IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the *service*.
- Z15.3** The *Contractor* gives the *Employer* an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the *service* for the purposes of constructing, repairing, demolishing, operating and maintaining the *service* or *the Affected Property*.
- Z15.4** The written approval of the *Contractor* is to be obtained before the *Contractor's* IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any *Contractor's* IP available to any third party the *Employer* shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the *Employer* would use to protect its IP.
- Z15.5** The *Contractor* shall indemnify and hold the *Employer* harmless against and from any claim alleging an infringement of IP rights ("**the claim**"), which arises out of or in relation to:

- Z15.5.1** the *Contractor's service*;
- Z15.5.2** the use of the *Contractor's Equipment*, or
- Z15.5.3** the proper use of the *Affected Property* on which the service is provided.
- Z15.6** The *Employer* shall, at the request and cost of the *Contractor*, assist in contesting the claim and the *Contractor* may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.
- Z17. Dispute resolution: The following amendments are made to Option W1:**
- Z16.1 Under clause W1.3, in the fourth row of the first column of the adjudication table, the following words are added after the words "any other matter": "excluding disputes relating to termination of the contract".**
- Z16.2 The following clauses are added at the end of clause W1.3 as sub-clauses (12) and (13) respectively:**
- Z16.2.1** "The Adjudicator shall decide the dispute solely on the written submissions of the parties. No oral submissions shall be heard during adjudication."
- Z16.2.2** "Disputes relating to or arising from termination of the Contract shall not be determined by an adjudicator. Any such dispute shall be referred directly to the tribunal in accordance with the procedures set out in clause W1.4."
- Z17 Day:**
- Z17.1** Any reference to a day in terms of this contract shall be construed as a calendar day.
- Z18 Safety**
- Z18.1** The *Employer, Service Manager* or any of his nominated representatives may stop any unsafe *service*. The *Contractor* does not proceed with the relevant service until the safety violation is corrected. This instruction to stop or not to start the *service* is not a compensation event.
- Z18.2** As stipulated by section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 (**OHS Act**) as amended the Contractor agrees to the following:
- Z18.2.1** As part of the contract the *Contractor* acknowledges that it is an Employer in its own right with duties as prescribed in the OHS Act, as amended and agrees to ensure that all work performed, or equipment and materials used, are in accordance with the provisions of the OHS Act.
- Z18.2.2** The *Contractor* furthermore agrees to comply with the requirements set forth by the *Service Manager* and agree to liaise with the *Employer* should the *Contractor*, for whatever reason, be unable to perform in terms of the clause Z18.
- Z18.3** The *Contractor* acknowledges that it is an *Employer* in its own right and is registered with duties as prescribed in the Compensation for Occupational Injuries & Diseases Act No. 130 of 1993.

Z19 | Dispute resolution:

**Z19.1 Appointment of the Adjudicator**

An *Adjudicator* is appointed when a dispute arises, from the Panel of Adjudicators below. The referring party nominates an Adjudicator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Adjudicator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Adjudicator* listed in the Panel of Adjudicators below

The Parties appoint the *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013

## Panel of Adjudicators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>
Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>
Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:ryneke@duma.nokwe.co.za">ryneke@duma.nokwe.co.za</a>
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027

**Z19.2 Appointment of the Arbitrator**

An *Arbitrator* is appointed when a dispute arises from the Panel of Arbitrators below. The referring party nominates an Arbitrator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Arbitrator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Arbitrator*

## Panel of Arbitrators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>

listed in the Panel of *Arbitrators*  
below

Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>
Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>
Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:ryneke@duma.nokwe.co.za">ryneke@duma.nokwe.co.za</a>
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 <a href="mailto:emeka@gosiame.co.za">emeka@gosiame.co.za</a>

## PART C2: PRICING DATA

### TSC3 Option C

## C2.1 Pricing assumptions: Option B

### **The conditions of contract**

#### **How work is priced and assessed for payment**

Clause 11 in the core and Option C clauses of the NEC3 Term Service Contract, April 2013 (TSC3) state:

<b>Identified and defined terms</b>	11 11.2	(12) The Price List is the <i>price list</i> unless later changed in accordance with this contract.  (18) The Price for Services Provided to Date is the Defined Cost which the <i>Contractor</i> has paid plus the Fee.  (20) The Prices are the amounts stated in the Price column of the Price List. Where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.
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Payments are made according to Defined Cost plus Fee (See core clauses 11.2(5), 11.2(6) and 11.2(8)). At the dates stated in the Contract Data, the *Service Manager* calculates the *Contractor's* share in terms of clause 53. If the *Contractor* has been paid more than the equivalent Prices in the Price List for the same work, he pays the *Employer* a portion of the over-run (the pain) but if he has been paid less than the equivalent Prices in the Price List he is paid a portion of the under-run (the gain). The Prices in the Price List are derived from a list of items of service which can be priced as lump sums or as expected quantities of service multiplied by a rate or a mix of both.

#### **Function of the Price List**

In this Option the Price List is used as a means of arriving at a target price. Clause 54.1 in Option C states: "Information in the Price List is not Service Information". This confirms that instructions to do work or how it is to be done are not included in the Price List but in the Service Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Service in accordance with the Service Information". Hence the *Contractor* does **not** Provide the Service in accordance with the Price List.

#### **Link to the Contractor's plan**

Clause 21.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on each plan which he submits for acceptance". Hence when compiling the *price list*, the tendering contractor needs to develop his first clause 21.2 plan in such a way that operations shown on it can be related to items of service priced in the *price list*.

#### **Preparing the price list**

It will be assumed that the tendering contractor has read Pages 14, 15 and 76 of the TSC3 Guidance Notes before preparing the *price list*. Items in the *price list* may have been inserted by the *Employer* and the tendering contractor should insert any additional items which he considers necessary. Whichever party provides the items in the *price list* the total of the Prices is assumed to be fully inclusive of everything necessary to Provide the Service as described at the time of entering into this contract.

1 As the *Contractor* has an obligation to correct Defects (core clause 42.1) and there is no compensation event for this unless the Defect was due to an *Employer's* risk, the lump sum Prices and rates must also include for the correction of Defects.

2 If the *Contractor* has decided not to identify a particular item in the *price list* at the time of tender the cost to the *Contractor* of doing the work must be included in, or spread across, the other Prices and rates in the

*price list* in order to fulfil the obligation to complete the *service* for the tendered total of the Prices, in this case the target.

3 There is no adjustment to lump sum prices in the *price list* if the amount, or quantity, of work within that lump sum item of service later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the Prices (and hence to the target) is as a result of a compensation event. See Clause 60.1.

4 Hence the Prices and rates tendered by the *Contractor* in the *price list* are inclusive of everything necessary and incidental to Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk.

5 The Contractor does not have to allow in his Prices and rates for matters that may arise as a result of a compensation event. It should be noted that the list of compensation events includes those arising as a result of an *Employer's* risk event listed in core clause 80.1.

### **Format of the *price list***

(From page 76 of the TSC3 Guidance Notes)

Entries in the first four columns in the *price list* in section C2.2 are made either by the *Employer* or the tendering contractor.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tendering contractor enters the amount in the Price column only, the Unit, Expected Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for an item of work which is the rate for the work multiplied by the quantity completed, the tendering contractor enters the rate which is then multiplied by the Expected Quantity to produce the Price, which is also entered.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected Quantity column.

## C2.2 the *price list*

### Part 1: Preventative Maintenance costs – Year 1 (Monthly)

	Item	Frequency	Qty	Unit Price (R)	Total (R)
1	Site Supervisor (x1)	Monthly	12 Months		
2	UPS Electrical Technician (x1)	Monthly	12 Months		
3	Electrician (x1)	Monthly	12 Months		
4	Electrical Assistant (x1)	Monthly	12 Months		
5	Six (6) Monthly Inspection and Maintenance	Bi-annually	1 time		
6	Yearly inspection and Maintenance	Annually	1 time		
	Total excl. VAT				
	Total incl. VAT				

#### Note:

1. Includes: 2 x Vehicle cost; Administration costs; Telephone cost for site team; stationary; training for upkeep of valid certifications; OHS Requirement for safety file validity; and/or other cost pertaining to running the contract over and the above list of works.
2. Site Manager / Site Supervisor to monitor the work and provide technical reports on major incidents and maintenance progress reports, attend monthly meeting.
3. 1 x Qualified UPS Technician and 1 Electrical assistant experienced in the servicing and repairs of UPS units
4. Electrician for LV cables installations, inspections and certification.
5. Pricing for personal is for 4 staff members as per the staff requirement list
6. Work tasks include Daily WR Call outs; Monthly checks and Work orders; Compliance reports and recommendations for upkeep to clients; Weekly and monthly Reporting; Inspection of the UPS in all areas; All unformed Maintenance, Repairs to defects, Upgrades, Refurbishment, and Installations in the assigned buildings. These will be a once off monthly cost for all works within ACSA owned UPS units, including UPS that are remotely, substations and any future UPS owned by ACSA.

**Part 2: Preliminaries and General (P&G's)**

Item no.	Description - Contract Administration Costs	Frequency	Quantity	Cost per item	Total cost
<b>Preliminary and General - Contract Administration Costs:</b>					
1	Airside Induction (AIT Initial) & permits	Once off	4 personnel	R 2104	R 8 416
2	General Security Awareness training (GSAT)	Once off	4 personnel	R 960	R 3 840
3	Personal Permits	Annually	4 personnel	R 650	R 2 600
4	Vehicle permits	Annually	2	R 1 975	R 3 950
5	Vehicle branding (This will only be paid on proven costs)	Once-off	1	R13 250	R13 250
6	Airside Vehicle Operating Permit (AVOP)	Once off	2 personnel	R 2 104	R 4 208
7	Safety File	Once off	1	R15,000	R 15,000
8	Provisional sum (Spares and ad hoc)	Provisional	1	R 200 000	R 200 000
9	Site establishment – site offices and storage facilities	Once-off	1	R 50 000	R 50 000
<b>Total preliminaries and general's costs (Excl. VAT)</b>					<b>R 301 264</b>

- *N.B. Contract administrative costs not payable upfront but will be drawn off this amount as and when required. This amount covers the full contract duration of 60 Months.*
- *The above budget of personal permits is for maximum of 4 people annually.*
- *Safety induction to be done every 2 years*
- *Safety file cost to include medicals examinations as a once off cost.*
- *Preliminaries and generals will be paid at proven cost.*
- *\*ACSA reserves the right to retain possession of office and storage facilities established at the expense of ACSA except where the said facilities are leased. Annual claim for insurance payment will be done on the date the contract is initiated and annually on the anniversary of contract start.*

**Contract Price and Price Adjustment for inflation**

The rates applicable to this contract will be listed as in the Bid submission returnable and as per Activity Schedule. The total contract price shall be adjusted on each anniversary date to compensate for increases in cost of labor's. The labour content of the contract price, as declared in the Bid Price summary, shall be adjusted on the basis of the increase or decrease in CPI.

**Part 3: Labour Rates, Callouts and Mark-up**

**Any works Outside the scope of the contract as per will be charged at the labor rates below:**

Item No.	Description	Normal Hours (R/hr.)	After Hours (Weekdays & Sat) (R/hr.)	Sun/Public H Hr. (R/hr.)
1	Site Manager / Site Supervisor			
2	Electrical Engineer			
3	OEM Specialist			
4	Electrical Technician			
5	Electrician			
6	Electrical Assistant			

**Part 4: Mark-up (3<sup>rd</sup> party procured items/services)**

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.

Percentage added shall include profit, overheads, financing, contract insurance, guarantee costs and supervision, and contract management.

ACSA retains the right to procure parts of equal quality and standard if such goods or services can be procured at a lower cost and supply same to the Contractor for fitment or use.

This will be used for any works including emergency works as per ACSA process.

Value of Items or Services	Mark up-percentage
R 0 – R5000	%
R5001 – R30000	%
R30001 – R100 000	%
R100 001 – R1 000 000	%
Over R 1 000 000	%

*NB: Spares and sub-contracted work will be charged at a market related cost, plus mark-up. The mark-up percentage will be closely monitored before releasing payment.*

### Summary Pricing Schedule

*NB:6% CPI escalation will be used for pricing purposes.*

**PART C3: EMPLOYER'S SERVICE INFORMATION****C3: EMPLOYER'S SERVICE INFORMATION****Contents**

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## 1 Description of the service

### 1.1 Executive overview

The CTIA Electrical Maintenance's objective is to maintain the serviceability of the Un-interruptible Power Supply (UPS) units and batteries for a period of Twelve (12) months at Cape Town International Airport in a sustainable manner at the lowest operating and maintenance costs while ensuring electrical and safety compliance to the SANS 10142, SANS 62040-1, this request is furthermore guided by the Maintenance of Aerodrome Electrical Systems (D060 006M) and Management of Electricity Backup systems procedure which defines the specific maintenance activities to be carried out and followed to ensure that all infrastructure is effectively maintained in accordance with applicable policies, regulations, standards and general safety and aviation related legislation. The secondary objective is to ensure that all necessary measures are implemented to mitigate risks to airport operations and equipment damage.

**Routine inspections and repairs will cover the following infrastructure or equipment:**

Inspection and Servicing of all UPS, UPS batteries, UPS and UPS batteries cables owned by ACSA at Cape Town International Airport  
Inspection, testing and replacement of damaged or expired batteries and produce disposal certificates.

**Spares:**

Supply of spares inventory as and when required and management thereof.

### 1.2 Employer's requirements for the service

Below is a summary of the scope and assets covered under the contract.

Scope of electrical work but not necessarily limited to the following:

- a. Installation of new UPS units and batteries
- b. Commissioning of UPS units and batteries
- c. Inspection and for availability of batteries
- d. Repair of faulty and defective equipment.
- e. Upgrade / refurbish existing infrastructure.
- f. Maintain all UPS units and batteries that belongs to ACSA, fault finding, and repairs required but not limited to the list provided.
- g. UPS and batteries decommissioning when required.

Maintenance can be defined as any task to clean, preserve, service or extend the life span of the asset. Contractor must ensure the asset remain in peak conditions and will be held liable for defects that were not reported for repairs, upgrade, or replacement by mean of a written asset report, risk analysis and feasibility study. This will be done by the site manager under this contract.

**Routine Maintenance:**

All routine Maintenance, Repairs and Inspections are issued through the work order system and issued monthly. The work order must be completed and submitted month end in conjunction with any monthly reporting. Below will define the work types and magnitude of work scopes:

**A. Work Tasks:****I. Daily Work Orders (Work Requests)**

These are calls logged at the maintenance helpdesk by stakeholder for defects. The contractor will be dispatched to the stakeholder for assessment and immediate repairs. In the event a task was not able to be completed, feedback must be given to the helpdesk with reason for delay and action plan for repairs. This work will be completed within 3 days of dispatch as the SLA (Service Level Agreement) of this contract. This work account for nearly fifty percent of the contract work scope and is the core function of the contractor. This includes the scope above for all repairs, maintenance, upgrade and replacements.

**II. Weekly and Monthly Work Order (Preventative works)**

These are work order for inspections and repair to electrical assets to highlight any defects before a breakdown occurs or before a report is made at helpdesk. Inspection will be done on all ACSA UPS units and their batteries as per the asset list and repair immediately. A comprehensive report will be submitted to the contract manager on a weekly basis.

**III. Monthly Work Order (Auditing)**

The UPS units need to be kept to the Standards and monthly essential audits and reporting will be done on these areas to ensure availability of these units should we experience power failures. Any defects or deviation found must be reported to the contract manager in writing in the form of a report to ensure corrective actions takes place. All Work tasks must be document, and a work order must be issued for all tasks. All work order tasks will be done under the contract.

The contractor will be expected to produce monthly report detailing all works completed, including inspection findings, highlighting all areas requiring attention. The report shall include accurate stock reconciliation, of stock uses and purchases including stock at hand.

The resources assigned will be a minimum of one Supervisor, qualified UPS Technician, Electrician and Assistant.

The scope of the work to be done is summarized as follows:

**OPEX:**

- Preventative Maintenance of UPS Units
- Corrective Maintenance and repairs of UPS Units
- UPS battery replacement

Preventative Maintenance shall be done as specified in the ACSA Maintenance Procedure D060 006M document and as per OEM requirements.

**Weekly Preventative Maintenance:**

- Visually inspect all UPS units
- Inspect all UPS Batteries, count the batteries and if there are missing batteries and inform ACSA contract manager immediately.
- Check if the UPS are working and report any alarms.

**Monthly Preventative Maintenance:**

The tasks listed are high level/minimum tasks. The contractor is expected to complete all tasks as OEM requirements, scope of works on the contract and as listed on the approved inspection sheet

- Visually inspect UPS physical condition.
- Remove dust build up from batteries and UPS.
- Visually inspect UPS electrical wiring for signs of overheating and insulation break down and housekeeping.
- Review event log. (Check line and by-pass status)

- Inspect cabinet fans for proper operation.
- Check and record battery charger for proper charge rate.
- Inspect air filters for plugging and deterioration, replace if required.
- Verify metering display is accurate.
- Take current and voltage readings on the input and output.
- On parallel systems verify proper load sharing between UPS modules.
- Check internal power supplies.
- Record event memories

#### **6 Monthly Inspection and maintenance:**

The tasks listed are high level/minimum tasks. The contractor is expected to complete all tasks as OEM requirements, scope of works on the contract and as listed on the approved inspection sheet

- Inspect UPS and its associates
- Housekeeping of installations
- Maintain electrical systems
- Measure and record UPS temperature room, % load on UPS, UPS charger voltage
- Measure and record battery cells, inverter output voltage, current, frequency, power factor
- Remove dust build up from batteries and UPS
- Record any alarm conditions and repair them when instructed
- Carry out lamp test and static and manual by-pass switch test
- Compare display values with the recorded, and calibrate if required
- Perform UPS service
- Take the necessary measurements and record them
- Do necessary tests and record results
- Perform battery load test

#### **Yearly Preventative Maintenance:**

The tasks listed are high level/minimum tasks. The contractor is expected to complete all tasks as OEM requirements, scope of works on the contract and as listed on the approved inspection sheet

Inspect UPS as per monthly maintenance.

- Measure and record UPS temperature room, % load on UPS and charger voltage
- Measure and record battery cells, inverter output voltage, current, frequency and power factor
- Record any alarm conditions and repair them when instructed.
- Carry out lamp test and static and manual bypass switch test.
- Compare display values with the recorded and calibrate if required.
- Take necessary measurement and record them.
- Record any excessive heat build-up in the UPS room as this reduces battery life.
- Perform software setups for applicable UPS models.

Perform UPS service:

- Shut down UPS.
- Open and clean internally
- Measure and verify capacitor and rectifier values.
- Visual check for faults on circuit boards
- Startup UPS, simulate mains failure and perform on load test Service Rotary UPS:
- Download and check events.
- Download and check temperatures.
- Download operating parameters.
- Check and set date and time
- Set Operating Hours
- Set Main Counters
- Check Software Versions

- Grease M/G Bearings (Top)
- Grease M/G Bearings (Bottom)
- Check Internal Connections 1
- Clean UPS Cabinets (Internal) Static Switch/Rectifier/Charger
- Record Input Voltage, Current, Frequency, DC Float Voltage and Current Inverter Output Section
- Record Output Voltages, Currents, Frequency, Neutral to Earth Voltage, Static Switch Operation, Inverter Operation
- Synchronization between mains and inverter
- Record Faults found.

Check On Battery Bank

- Check For corrosion on connections.
- Check general condition of batteries.

Battery Bank Discharge

- Battery Bank DC Voltage on Discharge
- Discharging Current with customer load
- Record battery Voltage Record Faults found

### 1.3 Interpretation and terminology

If required include here definitions additional to those used in the *conditions of contract* which are required only for the purpose of making the Service Information easier to draft and read. Also list abbreviations used and provide a full interpretation of each one, for example:

The following abbreviations are used in this Service Information:

<b>Abbreviation</b>	<b>Meaning given to the abbreviation</b>
ACSA	Airports Company South Africa
CTIA	Cape Town International Airport
BBBEE	Broad Base Black Economic Empowerment
PPPFA	Preferential Procurement Policy Framework Act
OHS	Occupational Health & Safety
H&S	Health and Safety
SANS	South African National Standard

## 2 Management strategy and start up.

### 2.1 The Contractor’s plan for the service

The Contractor’s plan shall be issued by the Contractor to the Employer at the beginning of each working month throughout the duration of the Contract. The Contractor’s plan shall be reviewed by both parties.

The Contractor’s plan shall include work time schedules (programme), Material required, plant & equipment required, resources and the Total work cost.

The final plan agreed to shall be adopted for use.

The Contractor’s plan shall be as per clause 21 of the Term Service Contract.

### 2.2 Management meetings

The Contractor will be expected to attend meetings to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make the required persons available for these meetings. The contract shall record and distribute meeting minutes as may be required or agreed with the Service Manager. The contractor shall not submit claims for payment for attending any of these meetings.

Regular meetings of a general nature may be convened and chaired by the *Service Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	Weekly on _____ at _____		
Overall contract progress and feedback	Monthly on _____ at _____		<i>Employer, Contractor and _____</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

### 2.3 Contractor’s management, supervision and key people

The Contractor will be expected to attend meetings to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make the required persons available for these meetings. The contract shall record and distribute meeting minutes as may be required or agreed with the Service Manager. The contractor shall not submit claims for payment for attending any of these meetings.

## 2.4 Provision of bonds and guarantees

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Contractor* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the *Contractor* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Contractor* by the *Service Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the *Contractor* does not affect the *Employer's* right to termination stated in this contract.

## 2.5 Documentation control

Documents will be identified with an alpha numeric which indicates source and receipts. The exact document referencing, or numbering option shall be discussed and agreed between the Service Manager and the Contractor upon inception of the contract.

Contractual communication will in the form of:

- Written signed letter, letter can be hand delivered or attached to an e-mail.
- Written signed document, the document can be hand delivered or attached to an e-mail.
- And e-mail

## 2.6 Invoicing and payment

Include a list of information which is to be shown on an invoice as per the example given below.

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to  
Private Bag X 9002, Cape Town International, Western Cape, South Africa, 7525.

and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number \_\_\_\_\_;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required).

Add procedures for invoice submission and payment (e. g. electronic payment instructions).

Where internal approval policies regulate payment, these should be set out. For example, in the provision of ad hoc services purchase orders may have to be submitted by the Contractor for approval followed by the invoice payment will be made. The following example may apply:

- (a) uploading of a blanket purchase agreement to enable payment to the Contractor;
- (b) planned maintenance comprising the Service to be preceded by a quotation from the Contractor;
- (c) approval of the quote by the Service Manager;
- (d) authorisation of the issue of a purchase order;
- (e) execution of the Service following issue of the purchase order;
- (f) purchase orders collated into monthly payment certificates and for payment in terms of the contract.

Insofar as emergency work is concerned, the “normal” procedure may not apply. This should be set out here. See: 2.13 below for further detail.

## 2.7 Contract change management

This section is intended to deal with any additional requirements to the compensation event clauses in section 6 of the core clauses; such as the use of standard forms. Not the same thing as documentation control.

## 2.8 Records of Defined Cost to be kept by the Contractor

If Option C or E applies first read clause 52.2 and then state whether the *Contractor* is required to keep any other records. Include any other constraint which may be required in regard to format and filing of the records, and whether access for the *Service Manager* shall be provided in hard copy or electronically.

Could delete if Option A applies unless the *Employer* requires some form of control over the *Contractor's* record keeping for the purpose of compensation event management.

## 2.9 Insurance provided by the Employer

First read TSC3 Core Clause 86.1 and then add anything necessary for the management of insurance related issues such as a cross reference to where procedures for making claims can be found. Also provide contact details for persons capable of being able to answer any insurance related queries the *Contractor* may have, as well as to whom the information required by Marine Insurance (if any) may be addressed.

## 2.10 Training workshops and technology transfer

The Contractor must ensure that he/she is, at all times, familiar with ACSA's safety and security requirements relating to permits in order for no work to be delayed as a result thereof. This will include the permit application process.

Note that (with reason) the Contractor will have no claim against ACSA in the event that a permit request is refused.

Proof of having attended the airside induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.

## 2.11 Design and supply of Equipment

On some complex services (e. g. nuclear) it could be in the Parties best interests that some details of the design of Equipment are shared with the *Service Manager*, not necessarily for his acceptance but as an assurance that the Equipment will be able to allow the *Contractor* to Provide the Service efficiently and without delay. For example specialised handling Equipment for a particular maintenance operation. Clause 23.1 is always available to the *Service Manager* if this paragraph is not used.

Also the *Employer* may wish to exercise constraints or include witness and hold points during manufacture, assembly or delivery of such Equipment. Include these constraints here.

Draft in such a way that there is no doubt that the liability for such design supply and use of the Equipment remains with the *Contractor*. Consider deleting this if it is not relevant to the contract.

Refer to clause 23 TSC3.

## 2.12 Things provided at the end of the *service period* for the *Employer's* use

### 2.12.1 Equipment

After the end of the service period the Contractor shall deliver to the Employer:

- All material that has been replaced by the contractor may be retained as may be required by the Employer.
- All material, spurs and equipment purchase by the Contractor on behalf of the Employer shall remain property of the Employer.
- Operations and maintenance manuals for installed equipment & spares, as built drawings, design documents, for construction documents, project plans, models, test results for all test performed, and other documents of technical nature.

### 2.12.2 Information and other things

None

## 2.13 Management of work done by Task Order

Refer to Clause X19 of TSC3.

## 3 Health and safety, the environment and quality assurance

### 3.1 Health and safety risk management

In addition to the requirements of the laws governing health and safety, the *Employer* may have some additional requirements particular to the *service* and the Affected Property for this contract. The text below provides for these being attached as an Annexure to this Service Information. PLEASE ALSO READ CORE CLAUSE 27.4 TO MAKE SURE THAT WHATSOEVER IS INCLUDED IN THE ANNEXURE FOLLOWS ON FROM THOSE CLAUSES.

The *Contractor* shall comply with the health and safety requirements contained in **Annexure B** to this Service Information

### 3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in Annexure B.

### 3.3 Quality assurance requirements

The Contractor must execute all maintenance work according to the industry quality norms and standards prevailing from time to time. In this regard, the Contractor will be expected to draft quality plans from time to time that must be presented to the Service Manager. Emphasis must be on improving system reliability and ensuring that scheduled maintenance work is indeed completed to recommended standards.

The Contractor shall, in the performance of the Works and in accordance with good Service Manage and construction practices, use suitable items.

## Quality Assurance

(a) Prior to commencing the Works, the Contractor shall:

- (1) Plan, establish and maintain a quality system which conforms with the job quality management plan; and
- (2) Provide the Employer with evidence of compliance with the job quality management plan by presenting Contractor warrants.

(b) The job quality management plan is only an aid to achieving compliance with this contract and to document compliance.

The Contractor's scope of obligations will include the management of the Works to ensure performance in accordance with the requirements of this contract.

## 4 Procurement

The Contractor will always respect OEM (Original Equipment Manufacturer) warranties to ACSA when procuring spare parts, products or 3rd party services. It will be the Contractor's sole responsibility to ensure that OEM warranty requirements are always adhered to.

The Contractor must adhere to all airport requirements regarding fire resistance, health and safety and quality when procuring replacements.

ACSA currently requires that no casual labour (i.e. "off street labour") may be employed by the Contractor unless pre-arranged with ACSA.

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

(a) The Contractor shall:

- (1) Ensure that all people working in this contract have all necessary relevant working documentation that is compliant to South African labour act, i.e. South African Identity documents and or Working permits for foreigners.
- (2) Provide all things and take all measures necessary to protect people and property and, in particular, comply with all Workplace Health and Safety Legislation and take full responsibility for the adequacy, stability and safety of all Materials and Equipment, and methods of construction, transportation and operation; and
- (3) Establish, maintain and comply with emergency safety and security procedures applicable to the Work.

If the Contractor or the employees, Subcontractors or agents of the Contractor damage third party property, the Contractor shall:

(a) Make good the damage; and

(b) Pay any compensation to such third party which the Contractor is required to pay under this contract or pursuant to any Applicable Law.

(c) Subject to clause (b), if the Contractor fails to make good such damage or pay any compensation referred to in clause (b) within the time reasonably required by the Employer by notice in writing (which shall not less than fifteen (15) Business Days), the Employer may, by notice in writing to the Contractor remedy the damage at the sole risk and expense of the Contractor.

(d) If the Contractor fails to comply with obligation under this clause, the Employer may, in addition to any other remedy which the Employer may have, perform that obligation on the Contractor's behalf and any cost incurred by the Employer shall be a debt due and payable by the Contractor.

(e) The Contractor shall comply with employment equity act as issued by the Department of Labour.

#### 4.1.2 BBEE and preferencing scheme

The contractor shall maintain the same BBEE status level or above during the period of the contract.

### 4.2 Subcontracting

#### 4.2.1 Preferred subcontractors

Refer to clause 26 TSC3.

#### 4.2.2 Subcontract documentation, and assessment of subcontract tenders

Refer to clause 26 of TSC3.

In addition, appointment of sub-contractors must at all times be in line with the PPPFA.

#### 4.2.3 Limitations on subcontracting

Refer to clause 26 TSC3

#### 4.2.4 Attendance on subcontractors

Refer to clause 26 TSC3

### 4.3 Plant and Materials

#### 4.3.1 Specifications

The Contractor shall supply all plant necessary to ensure the provision of the Services in a manner that is in conformance with workplace Health and Safety Act. The Contractor shall ensure that all plant supplied by it is, and is maintained in, a condition that is in conformance with workplace Health and Safety act.

All Plant and Material shall conform to the SANS.

The contractor shall use Plant and Materials that are fit for purpose as may be specified in the SANS.

Design and specification shall always be discussed and agreed with the Service Manager.

#### 4.3.2 Correction of defects

Defective Material and Equipment or Works

(a) Notwithstanding any previous test or certification, the Employer may, acting reasonably, instruct the Contractor to:

(1) Remove from the Site and replace any Materials and Equipment which are not in accordance with the Employer's requirement;

(2) Remove and re-execute any other work is not in accordance with the Employer's requirements.

(3) Execute any work which is urgently required for the safety of the Works, whether because of an accident, unforeseeable event or otherwise.

(b) The Contractor shall comply with the instruction within a reasonable time, which shall be the time (if any) specified in the instruction.

(c) If the Contractor fails to comply with any such instruction, the Employer shall be entitled to employ and pay other persons to carry out the work. Except to the extent that the Contractor would have been entitled to payment for work, the Contractor shall pay the Employer all costs arising from this failure.

#### 4.3.3 Contractor's procurement of Plant and Materials

The contractor:

(a) Shall supply:

(1) The Material and Equipment

(2) and anything else necessary for the performance of the Works.

(b) Equipment, spares and Materials: it will be expected that the prospective Contractor maintains an inventory of equipment, spares and materials or have access to those equipment, spares and materials without compromising response times.

#### 4.3.4 Tests and inspections before delivery

The Employer is entitled to see any Materials and Equipment or attend any part of the Works that are to be tested and inspect the result of any Test.

Who conducts Test?

(a) Tests are to be conducted as indicated by the Employer/Service Manager/Employer representative.

(b) Testing required under this contract shall be carried out by appropriately qualified and skilled persons adequately trained for the tasks allocated to them.

(c) Tests shall be chosen and testing shall be carried out in the manner that shall cause the least possible damage to the Works.

(d) Tests specification shall be discussed and agreed with the Service Manager.

#### 4.3.5 Plant & Materials provided "free issue" by the Employer

None

## 5 Working on the Affected Property

**When planning to work on the affected property, the Contractor shall:**

(a) Issue to the Employer a detailed work methodology, the work methodology shall be reviewed by the Employer and agreed in signing.

(b) At all times comply with the Operational Health, Safety & Environmental act as detailed on Annexure A.

(c) Notify in writing the Employer of the date and time of proposed work. Upon receiving the date and time of the proposed work the Employer shall within seven (7) days review the proposal and notify the Contractor about final decision.

#### **Protection of the public**

The Contractor shall take special care in order not to harm or endanger the public in any way. Work shall be sufficiently hoarded and guarded in order to safeguard children and the general public from injury relating to machinery, work or other means.

**Barricades and lighting**

Where hoarding, barricades or lighting is required in the execution of the Works, the Contractor shall provide same. Hoarding, barricades and lighting shall comply with industry accepted safety standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works. All specifications in this regard shall be discussed and agreed with the Service Manager.

**5.1 Employer's site entry and security control, permits, and site regulations**

Contractor should provide to his employees all necessary training, i.e. Airside Induction and AVOP required to obtain airside permits.

The Contractor must ensure that he/she is, at all times, familiar with ACSA's safety and security requirements relating to permits in order for no work to be delayed as a result thereof. This will include the permit application process.

Note that (within reason) the Contractor will have no claim against ACSA in the event that a permit request is refused.

Proof of having attended the airside induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.

**5.2 People restrictions, hours of work, conduct and records**

Restrictions and hours of work may apply at CTIA. It is very important that the Contractor keeps records of his people working on the Affected Property, including those of his Subcontractors. The Service Manager shall have access to these records at any time. These records may be needed when assessing compensation events.

**5.3 Health and safety facilities on the Affected Property**

Contractor shall comply to all requirements stated in Annexure A

**5.4 Environmental controls, fauna & flora**

The Contractor shall comply with the environmental criteria and constraints stated in Annexure B.

**5.5 Cooperating with and obtaining acceptance of Others**

The Contractor shall co-operate with others in obtaining and providing information which they may require in connection with the service. He shall co-operate with others and shares the Affected Property with them as stated in the Service Information.

The Contractor must accept and respect the fact that the Airport is continuously undergoing construction and improvement and that a variety of stakeholders are involved in ACSA's business. Therefore, within reason and with prior arrangement with the Contractor, ACSA might require the following from time to time:

- Assisting with emergency repairs;
- Re-scheduling of work to accommodate other contractors.
- Allowing access and providing assistance to OEM suppliers to correct defects on equipment and/or systems;
- Checking on other contractors in order to reduce risk;
- Pointing out services to consultants or other contractors;
- Providing access to other contractors;
- Attending co-ordination and planning meetings;
- Removing rubble and/or equipment from site;

- Training of ACSA operators and/or technicians;
- Providing of system data to ACSA or its consultants;
- Recommending improvement on maintenance procedures;
- Co-operating with ACSA Security relating to security initiatives.

Notification of Works needs to be issued to Airport stakeholders whenever there is planned work. The Contractor will inform the Service Manager regarding the Work Plan, The Service Manager shall be responsible for distributing the Notification of Work 7 days prior to commencement of work.

## 5.6 Records of Contractor's Equipment

Service and Maintenance records of Contractor's vehicles and/or equipment shall be made available on request by Service Manager.

## 5.7 Equipment provided by the Employer

None

## 5.8 Site services and facilities

### 5.8.1 Provided by the Employer

Employer shall if and when required provide a power supply point, domestic waste disposal (no Hazardous waste) which the contractor will be required to pay for the installation and usage. Contractor will be shown nearest ablution facilities and will have to provide own fire protection systems. The contractor shall provide everything else necessary for providing the service.

### 5.8.2 Provided by the Contractor

Contractor shall if and when required provide own storage containers, provide all equipment required for the work at night and everything else necessary for Providing the Service.

## 5.9 Control of noise, dust, water and waste

See annexure B

## 5.10 Hook ups to existing works

None

## 5.11 Tests and inspections

### 5.11.1 Description of tests and inspections

Refer to clause 40 TSC3

### 5.11.2 Materials facilities and samples for tests and inspections

Responsibilities for Materials facilities, test methods, and required inspection will be discussed and agreed between the Contractor and Employer.



(a) PUBLIC LIABILITY Insurance – which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of R 100 million in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause. The policy will be subject to a Deductible of R25 000 for Property Damage claims only but R250 000 where Loss or Damage involves Aircraft.

i (i) The Employer shall pay any premium due in connection with the insurance affected by the Employer.

(ii) The Contractor shall not include any premium charges for this insurance except to the extent that he may deem necessary in his own

interests to effect supplementary insurance to the insurance effected by the Employer. The Employer reserves the right to call for full information regarding insurance costs included by the Contractor.

(iii) Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer .

(iv) In the event of any occurrence which is likely to or could give rise to a claim under the insurances arranged by the Employer the Contractor shall:

(A) in addition to any statutory requirement or other requirements contained in the Contract immediately notify the Employer's Insurance Broker or the Insurers by telephone or telefax giving the circumstances nature and an estimate of the loss or damage or liability

(B) complete a Claims Advice Form available from the Insurance Brokers to whom the form must be returned without delay.

(C) negotiate the settlement of claims with the Insurers through the Employer's Insurance Brokers and shall when required to do so obtain the Employer's approval of such settlement.

The Employer and Insurers shall have the right to make all and any enquiries to the site of the Works or elsewhere as to the cause and results of any such occurrence and the Contractor shall co-operate in the carrying out of such enquiries.

(v) The Contractor will be liable for the amount of the Deductible (First Amount Payable in respect of any claim made by or against the Contractor or Sub-Contractors under the insurances effected by the Employer. Where more than one Contractor is involved in the same claim the Deductible will be borne in pro-rata amounts by each Contractor in proportion to the extent of each Contractor's admitted claim.

(vi) Any amount which becomes payable to the Contractor or any of his Sub-Contractors as a result of a claim under the Contact Works Insurance shall if required by the Employer be paid net of the Deductible to the Employer who shall pay the Contractor from the proceeds of such payment upon rectification repair or reinstatement of the loss or damage but this provision shall not in any way affect the Contractor's obligations liabilities or responsibilities in terms of the Contract.

In respect of any amount which becomes payable as a result of a claim under any Public Liability Insurance the Contractor, or his Sub-Contractors shall be required to pay the amount of the Deductible to the Insurer to facilitate settlement of such claim.

Insurance Affected by the Contractor.

Without in any way detracting from any requirements contained elsewhere in this contract the Contractor and Sub-Contractors shall where applicable, provide as a minimum the following:

(a) INSURANCE OF CONTRACTORS EQUIPMENT (including tools offices and other temporary structures and contents) and other things (except those intended for incorporation into the Works) brought onto the Site for a sum sufficient to provide for their replacement.

(b) Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as may be amended or in terms of any similar Workers Compensation and Unemployment Insurance enactments in the Suppliers' or Sub Supplier's operational, manufacturing or assembly locations.

(c) Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity.

(d) Public Liability Insurance for an amount sufficient to cover the Contractors obligations in terms of the Deductible of R25 000 or R250 000 as stated above.

(i) The insurances to be provided by the Contractor and his Sub-Contractors shall:

(A) be affected with Insurers and on terms approved by the Employer.

(B) be maintained in force for whatever period the perils to be insured by the Contractor are at risk (including any defects liability period during which the Contractor is responsible for the care of the Works)

(C) submit to the Employer the relevant Policy or Policies of Insurance or evidence acceptable to the Employer that such insurances have been affected.

(ii) In the event that the Contractor or his Sub-Contractor receives any notice of cancellation or restrictive modification to the insurance provided to them they shall immediately notify the Employer in writing of such cancellation or restriction and shall advise what action the Contractor or his Sub-Contractor will take to remedy such action.

If the Contractor fails to effect and keep in force the insurances referred to then the Employer may effect and keep in force any such insurances and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount paid by the Employer from any monies due or which may become due to the Contractor or recover same as a debt from the Contractor.

Sub-Contractors

The Contractor shall:

- (a) ensure that all potential and appointed Sub-Contractors are aware of the whole contents of this clause, and
- (b) enforce the compliance by Sub-Contractors with this clause where applicable.”

### Annex 1: EQUIPMENT SCHEDULE

UPS	UPS Location
3kVA	Sub 01 Substation 1 Airfield
3kVA	Sub 19 Substation 1 Airfield
10KVA Power value RT11 ABB	CPT - SITA Offices 1st Floor
10KVA Powervalue RT11 ABB	CPT - SITA Offices 1st Floor
10KVA Powervalue RT11 ABB	CPT-WC2 Int Service Passage
6KVA	Fire station
10KVA Powervalue RT11 ABB	CPT-WC2 Int Service Passage
10KVA Powervalue RT11 ABB	UPS A WC6 GND Floor International
10KVA Powervalue RT11 ABB	UPS Spare WC6 GGND Floor International
10KVA Powervalue RT11 ABB	Old SITA Offices International 1st Floor
10KVA Powervalue RT11 ABB	Old SITA Offices International 1st Floor
10KVA Powervalue RT11 ABB	Old SITA Offices International 1st Floor
10KVA Powervalue RT11 ABB	1st Floor Domestic Arrival Area WC1.7 - Terminal
7.5kVA Newave Powervalue	T2A - Passport Control / Customs - First Floor International Area
7.5kVA Newave Powervalue	International Immigration GND Floor
7.5kVA Newave Powervalue	WC5 Border Police Int Area 1st Floor
10kVA Powervalue 11/RT	Domestic Boarding Gates - Rhapsody A12
10kVA Powervalue 11RT	Domestic Boarding Gates A10
7.5kVA Newave Powervalue	Domestic Arrivals, WC1.10 Baggage collection
20KVA POWERVALUE ABB	CPT - SITA Offices 1st Floor
10KVA Meissner	Domestic Arrivals, Next door to CTB WC1.9
10kVA AROS	CTB WCG8 Service Passage 1st Floor
10kVA AROS	CTB WCG3 Service Passage 1st Floor
10kVA AROS	CTB WC1.2 Service Passage 1st Floor
10kVA AROS	CTB WC1.3 Service Passage 1st Floor
10kVA AROS	CTB WC1.4 Service Passage 1st Floor
10kVA AROS	CTB WC1.5 Service Passage 1st Floor
10KVA POWERVALUE	CTB Next too WC1.5 Service Passage 1st Floor (SITA)

10kVA AROS	CTB WC3.1 3rd Floor
10kVA AROS	CTB WC1.6 Service Passage 1st Floor
10kVA AROS	CTB WC1.7 Domestic Arrival Passage
10kVA AROS	CTB WC1.8 Domestic Arrival Passage
10kVA AROS	WTB WC3.2 3rd Floor
10kVA AROS	CTB WC1.9 Domestic Arrival
10kVA AROS	CTB WC G.2 Ground Floor
20kVA Newave Powervalue	S1 UPS Room CUTE UPS South Terminal C
20kVA Powerscale	S2 UPS Room CUTE UPS South Terminal C
15kVA Newave Powervalue	S3 UPS Room CUTE UPS South Terminal C
15kVA Newave Powervalue	UPS Room South 1st Floor Terminal C CTB
20kVA Newave Powerscale	SOB 3rd Floor Tetra Control Room
20kVA Newave Powerscale	UPS Room CUTE South 2nd Floor Terminal C CTB
20kVA Newave Powervalue	UPS Room Cute North next to Bid Air 230 2nd Floor Terminal C CTB
20KVA COMPU-POWER	T2 B WC5 Border Police 1st Floor International Area -20th
30kVA SitePro GE	Domestic deliveries Xray Unit - 2nd Floor
30kVA SitePro GE	International deliveries Xray Unit - Ground Floor
30kVA Newave Powervalue	UPS B International CR2 Core Room2 1st Floor International Area
40KVA POWERSCALE ABB	UPS 2 Core Room DOM CR1 SOB 3rd Floor
40kVA Everexceed	UPS Room South 1st Floor Terminal C CTB
40kVA Everexceed	UPS Room South 1st Floor Terminal C CTB
40KVA POWERSCALE ABB	UPS1 Core Room DOM CR1 SOB 3rd Floor
30kVA GE LanPro	Parkade 2
40kVA GE SitePro	Fire station
40kVA Newave Powervalue	CUTE Primi 3rd Floor Terminal C CTB
40kVA Newave Powervalue	WC SOB 1.9 1st Floor Old JOC
50kVA Newave Concept Power	CUTE behind counter 120 2nd Floor Terminal C CTB
50kVA Newave concept Power	CUTE behind counter 1 2nd Floor Terminal C CTB
60kVA GE Pure pulse	South Substation
60kVA GE LanPro	P1 B Substation Parkade 1
60kVA Newave	Terminal 5
75KVA Newave	Baggage Department Ground Floor
120kW Newave UPScale ST	T1 Plant Room Substation 1st Floor International area
160kVA APC	CTB CR3 Service passage
160kVA APC	CTB JOC Core Room 4th Floor
300KVA	Substation 01 Airfield
200KVA DP500 ABB	Substation 19 Airfield
800KVA Power wise	UPS 1- Power & Lighting LV Substation
800KVA Power wise	UPS 2- Power & Lighting LV Substation
650VA	International WC-3

SAAB Grintek	Core Room DOM TCR 1 Tetra Control Room SOB
250 Rimatrix 5	Rittal Data Centre
250 Rimatrix 5	Rittal Data Centre
3kVA Everexceed	VIP lounge x-ray
3kVA Everexceed	Fox 3A x-ray
3kVA Everexceed	Fox 3A sever room
3kVA Everexceed	Fox 8 entrance x-ray
3kVA Everexceed	Fox 8 exit x-ray
3kVA Everexceed	Fox 6
3kVA Everexceed	Fox 5 police room
3kVA Everexceed	Fox 10/baggage hall x-ray
3kVA Everexceed	Domestic arrival x-ray
3kVA Everexceed	International arrival x-ray
3kVA Everexceed	Localizer 19
10kVA	Parkade 2 Exit behind parking office
10kVA	Parking office
10kVA	SOB parking
10kVA	Parkade 2 entrance behind the stairs
10kVA	Parkade 2 under the stairs
10kVA	P4/P5 Entry
3kVA Everexceed	Glidepath 19
3kVA Eaton	Threshold 19
3kVA Eaton	Glidepath 01
3kVA Eaton	Threshold 01
3kVA Eaton	Mid (Opposite Bravo Apron)
60kVA	Oval Offices