



Tender Reference Number: COR7668/2024/RFP

REQUEST FOR PROPOSAL (RFP) FOR ADVISORY PANEL SERVICE PROVIDERS TO PROVIDE PROFESSIONAL SERVICES FOR A PERIOD OF SIXTY (60) MONTHS TO AIRPORTS COMPANY SOUTH AFRICA.

DECEMBER 2024

Indicate which service/s you are submitting your bid for by ticking the box provided. Each discipline should be tendered for separately and will be evaluated accordingly and separate contracts will be entered into.

Table 1:

Number	Services	✓
1	Airport master planning and development	
2	Multidisciplinary Engineering Consultancy Services	
3	Traffic Development	
4	Technical Advisory Services	
5	Financial Advisory Services	
6	Baggage handling system design	
7	Information and Communication Technology (ICT) Services	
8	Airports Operations & Maintenance	
9	Commercial Advisory Services	

NAME OF BIDDER:.....

Tel +27 11 723 1400 Fax +27 11 453 9354
 Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632
 P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOCLtd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Dr S Nogxina (Chairperson), M Mpofu (awidExecutive Officer), L Mbotya (Chief Financial Officer), D Hlatshwayo, A Khumalo, F Zikala-Mvelase, G Mancotywa, Y Pillay, S Sambo, N Siyotula, Dr K Badimo, F Sefara (Company Secretary)

COR7668/2024/RFP



AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO BID FOR THE:

REQUEST FOR PROPOSAL (RFP) FOR ADVISORY PANEL SERVICE PROVIDERS TO PROVIDE PROFESSIONAL SERVICES FOR A PERIOD OF SIXTY (60) MONTHS TO AIRPORTS COMPANY SOUTH AFRICA.

Bid Number : COR7668/2024

Issue Date : 5 DECEMBER 2024

Briefing Session Date and Time (Not Compulsory) : 11 DECEMBER 2024 @ 10:00 AM – 12:00 VIA MS TEAMS

Query Closing Date : 17 JANUARY 2025

Site Visit Date and Time : NOT APPLICABLE

Bid Closing Date and Time : 3rd FEBRUARY 2025 AT 12:00 PM

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COR7668/2024/RFP

1.	NAME OF TENDERER (BIDDING ENTITY)	
2.	TEL NUMBER	(FULL NAME, i.e. (CC, (Pty) Ltd, JV, SOLE PROPRIETOR
3.	EMAIL	
4.	NAME OF CONTACT	
5.	NATIONAL TREASURY CSD REGISTRATION NUMBER	

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

Tenders are available on www.etenders.gov.za and www.acsa.co.za Kindly print and complete.

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management 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 bid documents. Bid documents must be submitted on or before **the 3rd of February 2025 at 12:00pm using the following method:**

1.1.1. Tender box:

TENDER BOX A

**THIRD FLOOR TERMINAL A BUILDING, NORTH WING OFFICES
FOLLOWING AIRCRAFT VIEWING DECK SIGNS.**

**O.R. Tambo International Airport
1 Jones Road, Kempton Park, Gauteng, South Africa
1632**

Please ensure that the packaging of the tender document is not a box but an arch lever file size package that can fit in the tender box insertion point.

Please arrive early at the airport in order to avoid being late to the tender box/closing. Please follow instructions for parking at the airport as some parking is closed.

1.2. Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the bid invitation. However, for this bid alternative bids will be accepted **provided** the alternative bid is accompanied by the original bid response which materially complies with the specifications of this bid 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 bid. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this bid document.

1.3. Late Bids

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

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1.4. Clarification and Communication

Name:	Kgomotso Monyeki
Designation:	Senior Procurement Buyer
Tel:	+27 (0) 72 5223525
Email:	Kgomotso.monyeki@airports.co.za

- 1.4.1. Request for clarity or information on the bid may only be requested **until 16:00pm on 17 January 2025**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Bid /Information invitation.
- 1.4.2. Bidders may not contact any ACSA employee on this bid other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the acceptance of the letter of award bid. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this bid.

1.5. A Non-Compulsory Briefing and Site Visit Session

A **Non-Compulsory** briefing session will be held on the **11th of December 2024 at 10:00 (AM)**. The session will be held via Microsoft Team.

Potential bidders are invited and encourages to attend the Non-compulsory virtual briefing session in order to obtain clarity of this tender. Potential bidders are requested to register for the briefing session by sending an email to Kgomotso.monyeki@airports.co.za **by end of business, 10 December 2024** in order for an invite to be sent to all potential bidders that have registered for the briefing session.

SITE VISIT TIME AND LOCATION: NOT APPLICABLE

1.6. Bid Responses

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

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bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

1.7. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.7.1. Award the whole or a part of this bid.
- 1.7.2. Split the award of this bid.
- 1.7.3. Negotiate with all or some of the shortlisted bidders.
- 1.7.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allow.
- 1.7.5. To reject the lowest acceptable bid received; and/or
- 1.7.6. Cancel whole or a part of this bid

1.8. Validity Period

- 1.8.1. ACSA requires a validity period of **One Hundred and Twenty (120)** business/working days for this bid. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

1.9. Confidentiality of Information

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

1.10. 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:

Tel +27 11 723 1400 Fax +27 11 453 9354
 Airports Company South Africa, 11 Muelers Road, Kempton Park, Gauteng, South Africa,
 1632
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Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

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SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background and/or Purpose of this Bid

Since its inception 31 years ago, Airports Company South Africa SOC Limited (ACSA) has transformed into a focused commercial enterprise that is market-driven and customer service oriented. The company was formed in 1993 as a public company under the Companies Act of 1973, as amended, and the Airports Company Act of 1993, as amended.

ACSA operates South Africa's Nine (9) principal airports, comprised of the country's major international airports, namely, O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA) and the smaller regional airports, namely, Chief Dawie Stuurman International Airport (PLZ), King Phalo Airport (ELN), George Airport (GRJ), Bram Fischer (BRAM), Kimberley Airport (KMB), Upington (UTN). ACSA's registered corporate office operates from Airport Park in Kempton Park right next to the OR Tambo International Airport.

ACSA's vision is to be the most sought-after partner in the world for the provision of sustainable airport management solutions by 2030. ACSA's strategy is to create and operate world-class airports measuring up to international standards, its strategic intent is supported by three strategic pillars, namely:

- Run Airports: Run our airports efficiently, optimally, and innovatively.
- Develop Airports: Optimise assets and plan for new capacity and growth opportunities.
- Grow Footprint: Seek growth opportunities in the continent and world.



Run airports



Develop airports



Grow footprint

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ACSA's vision is to be the most sought-after partner in the world in the provision of airport management solutions. To this end, ACSA has a strategy to grow its footprint outside its network of nine airports, primarily through provision of airport services and investment to non-ACSA airports, locally and globally.

Through its Global Strategy, ACSA has identified countries and airports of interest for the purposes of growing its footprint. These airports are primarily in Sub-Saharan Africa, South America, Asia and Eastern Europe. ACSA's suite of airport services range from short term services such as technical consultancy to long term services such as airport operations and maintenance. The investment is typically in a form of equity investment in airport concessions.

Over the past 30 years of its existence, ACSA has built intellectual property and capacity which it can monetise through provision of airport services and investment. However, given the constraint in capacity due to staff cost rationalization in response to COVID-19 pandemic, ACSA wishes to complement its internal capacity through appointing a panel of professionals to support execution and delivery of airport services for a period of five (5) years.

2.2 Purpose

The Airports Company South Africa's Commercial & Business Development Division seeks to establish a panel of service provider which together with available internal resources would support the activities of ACSA's Business Development team. The consultants will represent multiple disciplines, including Multidisciplinary Engineering Consultancy Services, Traffic Development, Technical Advisory Services, Financial Advisory Services, Baggage handling system design, Information and Communication Technology (ICT) Services, Airport Operations & Maintenance and Commercial Advisory Services, as and when necessary. The service provider will be contracted for five (5) years.

2.3 Scope of Work

THE SCOPE OF WORKS FOR EACH OF THE MULTIDISCIPLINES HAS BEEN PROVIDED SEPARATELY WITH THIS TENDER AND MUST BE READ TOGETHER WITH THIS TENDER AND THE TERMS OF REFERENCE DOCUMENT.

2.3.1 Employers Objectives and scope of work

ACSA's Commercial and Development Division objective is to appoint a panel of service providers to provide professional services for a five- year period. This panel, alongside available internal resources, will support the activities of ACSA's Business Development team. The consultants will represent multiple disciplines, including:

- 1) Airport master planning and development
- 2) Multidisciplinary Engineering Consultancy Services
- 3) Traffic Development
- 4) Technical Advisory Services
- 5) Financial Advisory Services
- 6) Baggage handling system design
- 7) Information and Communication Technology (ICT) Services
- 8) Airport Operations & Maintenance
- 9) Commercial Advisory Services

2.3.1.1 Airport master planning and development

An Airport Master Plan can be described as an integrated and developmental expression of the airport's vision. Airports without a master plan or future-focused vision run the risk of creating incompatible, misguided, oversized, and poorly situated capacity additions that result in wasteful capital expenditures or reduce overall capacity. To maximize the airport's development potential, master plans should be created and prepared as economically as feasible while adhering to industry's best practices. Master Plans must go through thorough consultation and approval processes by the airline and industry stakeholders.

This acknowledges that the prosperity of airlines will guarantee that the financial gains for all stakeholders are optimized. The process of conducting an airport master Planning is clearly defined in the IATA development manual and various other Airport Development Literature.

While the process is similar, it is generic and does not reflect the environment in which the airport exist.
In consideration of the former, ACSA developed and adopted the following macro steps.

- Setup Phase
- Strategic Scan
- Strategic Planning objectives
- Baseline Definition
- Macro Options
- Detailing Preferred Master Plan options
- Conceptual Design and Costing of the 1st Development Phase of the Master Plans

A multi-disciplinary team is required to achieve the objectives of this task, and the following key skills will be represented in addition to other specialists, project coordination and administrative resources:

a) Civil/ Structural/Transport Engineers

Civil/Structural/Transport Engineers: These resources will be responsible for ensuring that the proposed roads, storm water, sewer etc. as per the master plan are sufficient to accommodate future demand generated by the airport and associated land uses and developments.

b) Mechanical/Electrical Engineers

These resources will be responsible for ensuring that the electrical and mechanical installations as per the master plan are sufficient to accommodate future demand generated by the airport and associated land uses and developments.

c) Town Planner/Urban Designer

This resource will be responsible for the development of the land-use in collaboration with the Aviation/Airport Planner. Must be well versed on spatial and transport planning.

d) Airport Planner

These resources will be responsible for the aviation planning aspects of the project, including passenger and cargo forecasting, capacity determination and planned activity levels establishment, as well as terminal, landside and airfield planning. They will also be responsible for land-related matters, such as establishing future land requirements in collaboration with the Town and Regional Planner.

e) Commercial/Property Development Specialist

This specialist will test the commercial potential of the overall masterplan. They will also be responsible for crafting a commercial development plan where required.

f) Environmental Specialist

This resource will provide an overview of the environmentally constraints and opportunities that may impact on the Master Plan. In addition, the environmental specialist will provide input into the macro-options from an environmental point of view.

2.3.1.2 Multidisciplinary Engineering Consultancy Services

2.3.1.2.1 Purpose

The Airports Company South Africa's Commercial & Business Development Division seeks to establish a panel of service providers which together with available internal resources would support ACSA Business Development's activities. The services required from external service providers would include Engineering Consultancy, as and when necessary. ACSA's objective is to appoint consultants to a panel to provide professional services for a five- year period. The consultants will comprise several disciplines. The disciplines include, but are not limited to:

The consultants will comprise several disciplines. The disciplines include, but are not limited to:

- i. Structural/ Civil
- ii. Electrical
- iii. Mechanical
- iv. Industrial
- v. Architecture
- vi. Project Manager
- vii. Quantity Surveyor
- viii. Occupational Health and Safety Specialist

2.3.1.2.2 Description of the Services

Standard professional services as per the Guideline Scope of Services rendered by persons registered in the relevant Built Environment Councils - (SACPMP; SACAP; SACQSP; ECSA). The Capital programme includes building, civil/structural, mechanical and electrical related works.

2.3.1.2.4 Extent of the Services

The projects will be managed in line with the National Treasury- Framework for Infrastructure Delivery and Procurement Management (FIDPM).

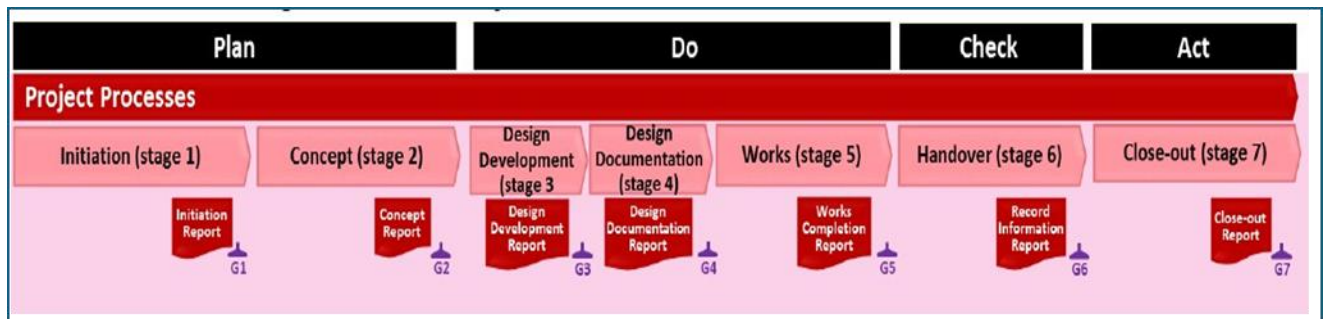


Figure: The IDM Project Processes (FIDPM, 2019)

The services required by the Employer from the Professional Service Providers can be summarized as, but not limited to, the following:

- Provide high-quality technical support and advice to facilitate the initiation, planning, preparation, design, procurement, construction, and contract management, monitoring and reporting on the identified infrastructure projects.
- Implementation of projects in accordance with the FIDPM with particular focus on the planning, preparation, appropriate procurement, construction, monitoring, quality control, cost control, risk identification, risk management and control, co-ordination, and reporting.
- Provide continuous monitoring and reporting on the implementation of project work against baselines and where necessary the formulation of interventions, in consultation with stakeholders, to minimize / eradicate obstacles, delays, cost overruns and schedule slippage.

- Ensuring that the Contractors and Sub- contractor's technical proposals and drawings confirm with the design and specification requirements.
 - Providing all necessary contract administration to monitor the various Contractors/ Sub- contractors diligently and timeously in the execution of the contract works, and in the event of problems being experienced, immediately notify the Clients representatives as the case may be, so that action may be taken.
 - Visiting the works of relevant Contractors and Suppliers to ensure satisfactory quality control and correct utilization of materials in the fabrication process.

2.3.1.2.5 Use of reasonable skill and care

The service provider is required to provide all aspects of the service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and to ensure that all legal requirements are met, and that all legal processes are adhered to.

2.3.1.2.6 Co-operation with other service providers

- In addition to the appointment of professionals, ACSA may also appoint other consultants for delivery of the project.
- The service provider will be required to Liaise with other appointed professional service providers on design, time control and budgetary aspects of the project and reporting on progress and selection of various materials and components on the project.

2.3.1.2.7 Applicable Standards

- The service provider shall ensure cognisance of, and adherence to all applicable national standards and codes, quality standards, design standards, statutory and audit compliance are taken into consideration in the execution of its work in the design and compilation of specifications for this project

- Projects will be managed in accordance with the ACSA Project Management Manual and Processes.
 - All CAD data must adhere to the standards and requirements set out in the ACSA.
 - Timeous submission of all necessary plans and drawings to the relevant Authorities and expedite the necessary approvals and permission to proceed, including any negotiations in this regard.

2.3.1.2.8 Access to site

- Access to public areas is not restricted, however, personal access permits are required for access to restricted areas. The service provider will be required to apply for such personal access permits prior to commencement of project.
- All resources must wear a personal access permit at all times when on site.

2.3.1.2.9 Format of communications

All communications must be in writing by means of letters and e-mails only. Design documentation, drawings, etc. must be in hard copy and electronic format.

2.3.1.2.10 Management Meetings and Reporting

- Attend as and when required the following regular meetings necessary for the management of the project, including but not limited to; progress, coordination, cost review, risk review, project board and project management meetings which will be scheduled during the life of the project s appointed for.
- All reports relevant to the projects, including but not limited to the design reports, monthly progress reports, ad-hoc reports and close out report will be submitted on set project calendar dates or as and when required by the Employer.

2.3.1.2.11 Copyright

Copyright pertaining to all drawings and documentation for all projects must be ceded to ACSA.

2.3.1.2.12 Non-disclosure

All information including design information, annexures and other supporting documentation regarding these projects may not be shared with 3rd parties without written consent of ACSA Procurement and ACSA Legal. All parties and companies involved in this project will be required to sign a non-disclosure at an appointment.

2.3.1.2.13 Professional indemnity and public liability insurance

Confirmation of Insurance in line with ACSA's Requirements will be requested as and when the bidders are allocated scope of works for pricing of specific projects after they have been appointed to the panel.

2.3.1.2.14 As-Built documentation

All Consultants appointed for the panel will be required to submit As-Built documents for all projects that get appointed for. At submission of such documents to the Client (s), Consultant will be required to provide written and signed off confirmation that the As-Built drawing information submitted to the Client is a true reflection of what is built on site for the particular project.

2.3.1.3 Traffic Development

- a) Route Development.
- b) Market Research.
- c) Network & Capacity Planning.
- d) Route Analysis and Forecasting.
- e) Airline Negotiations.
- f) Partnerships and Alliances.
- g) Marketing and Promotions.
- h) Air Cargo Development.

2.3.1.4 Technical Advisory Services

The Technical Advisors' scope would include assessing and reporting on

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technical, commercial, regulatory and environmental aspects of bid submissions for concessions or bid submissions for technical services offered by The Business Development Department to external clients.

The types of services required include, but are not limited to:

- Review of feasibility studies.
- Resource analysis.
- Cost modelling and pricing strategy for technical service
- Review of the tariff regime and Financial Models.
- Technical Due Diligence, including review of the concession agreement and technical services or airport management contracts; and
- Review of regulatory and environmental compliance

2.3.1.5 Financial Advisory Services

The Financial Advisors' scope would include advisory on optimal finance structure, financial modelling, financial due diligence reviews and investment valuations.

The type of services required include, but are not limited to:

- Development of optimal project finance structures.
- Building of fully integrated Financial Models.
- Financial Model Audit, including signing off on IFRS and Tax compliance.
- Financial Due Diligence Reviews, including financial assessment of projects, project partners, and clients.
- Development of investment exit strategies and market sounding; and
- Valuation of The Business Development Department's investments for financial and internal reporting purposes

2.3.1.6 Baggage handling system design

The BHS will support the efficient and secure processing of passenger baggage from check-in to final destination, in compliance with international aviation standards and local regulatory requirements. The design must ensure optimized baggage flow, minimize downtime, and allow for future scalability to accommodate increasing passenger traffic.

a. Regulatory Certification

The overall system design as well as the screening equipment itself will meet or exceed the requirements of:

- TSA and/or ECAC
- All relevant Electrical standards
- All relevant ISO Standards
- All relevant OHS standards.

b. Site Assessment & Requirements Gathering

- Conduct a thorough site survey to understand existing infrastructure, spatial constraints, and baggage flow requirements.
- Gather data on airport operations, including flight schedules, peak hour baggage volumes, passenger profiles, and airline requirements.
- Engage with key stakeholders (airport management, airlines, security agencies, etc.) to understand specific needs and preferences.
- Document current system performance (if applicable) and assess areas of improvement.

c. System Design

- Conceptual Design: Develop an initial conceptual design that addresses all the key operational requirements and ensures optimal baggage flow.

The design should include:

- Check-in areas
 - Baggage sortation and transportation
 - Screening processes (Hold Baggage Screening - HBS)
 - Conveyance systems (belts, chutes, etc.)
 - Storage facilities (early baggage storage, if required)
 - Baggage reclaims areas.
 - Outbound make-up and inbound sorting
- Detailed Design: Upon approval of the conceptual design, prepare detailed engineering drawings, including:
 - Equipment layout
 - Mechanical and electrical designs
 - Civil works and structural interfaces

- System control and automation plans
- Integration with existing infrastructure, including IT, security systems, and power distribution.
- Capacity & Throughput Analysis: Analyze the designed system's capacity to handle peak hour baggage volume and provide redundancy to avoid delays or system breakdown.

d. Information Technology Infrastructure, Software, and integration

- Specify and design an automated system that includes tracking, sorting, and routing technologies, such as RFID, barcode scanning, and/or other identification systems.
- Integrate with the airport's existing IT systems (e.g., Airport Operational Database (AODB), Passenger Departure Control System (DCS), and other relevant systems).
- The supplier shall provide a solution that will enable monitoring of equipment and processing performance through suitable IT systems. These IT systems should enable remote monitoring of HBS operation.

The Vendor-Partner must design the system to be fully functional including all IT infrastructure components. The following components must be catered for if required.

- All IT network infrastructure (switches),
- All physical infrastructure (Cabling: both Fiber and copper)
- Additional Wirle centres including all supporting system line power and cooling.
- Servers and Storage including backup storage.
- End user devices (Laptops desktops and screens)

e. Security Screening Integration

- Design an integrated Hold Baggage Screening (HBS) solution that complies with local aviation security requirements (e.g., ICAO, TSA, or regional standards).
- Ensure proper placement of screening equipment (X-ray, CT scanners, etc.) in conjunction with the BHS for seamless baggage flow.
- Ensure the system design allows for real-time monitoring and response to potential threats or security breaches

- The Vendor-Partner shall ensure that for all in-line screening machines the appropriate integration with BHS takes place to ensure smooth operation of the system. This will include any corresponding updates to the BHS SCADA. HBS key performance indicators must be displayed on the BHS SCADA and must show (as a minimum) the live system throughput and reject rates for each terminal as a whole and for each machine individually. Integration with the SCADA includes the display and logging of noteworthy HBS alarms on the SCADA.
- The Vendor-Partner shall ensure that the operational parameters of the system are designed to take into consideration HBS required bag tracking, conveyor speeds, lengths, and decision times and keep to efficient baggage processing.

f. Energy Efficiency & Sustainability

- Incorporate energy-efficient designs (e.g., variable frequency drives, energy-saving conveyor belts).
- Propose methods to minimize energy consumption, reduce carbon footprint, and align with the airport's sustainability goals.

g. Maintenance & Operations Considerations

- Design the system for ease of maintenance, with clear access points, modular components, and minimal downtime during servicing.
- Include recommendations for a preventative maintenance plan and spare parts inventory.
- Provide operational simulation or training modules for staff familiarization with the new system.

h. Future Expansion & Scalability

- Design the system to allow for future growth, ensuring that additional capacity can be added without major operational disruptions.
- Incorporate provisions for integrating emerging technologies, such as Artificial Intelligence (AI) and Internet of Things (IoT) solutions for predictive maintenance and operational efficiency.

i. Enhanced Data Capture & Reporting

- The BHS shall provide enhanced automated data capture regarding system operation, screening functions, and to provide for the ability to deliver captured data in a standard report format. A management

Information system is required to provide statistical information regarding machine throughput, alarm rates and any error conditions.

- All the information from the management and monitoring system must be available via the ESB/API system or industry standard Data Query languages (e.g. SQL, XQuery).

2.3.1.7 Information and Communication Technology (ICT) Services

- a) Airport Operational Database (AODB)
- b) Passenger Processing Systems
- c) Flight Information Display Systems (FIDS)
- d) Access Control Systems
- e) Wi-Fi and Connectivity Services
- f) Mobile Apps and Services
- g) Customer Relationship Management (CRM)
- h) Digital Signage
- i) Voice and Data Communication Networks
- j) ICT Infrastructure Maintenance
- k) Cyber Security System

2.3.1.8 Airport Operations & Maintenance

- a) Personnel to compile Compliance Manuals. i.e. SMS Manuals, AEMS Manuals,
Environmental Manuals, Bird and Wildlife Manuals, Fire Prevention Plans, Aerodrome Manuals, Policies and Procedures for all disciplines.
- b) Personnel to execute duties pertaining to ARFF, AEMS, Aviation Safety, Occupational Health and Safety, Environmental Management, Bird and Wildlife and Airside Operations Management.
- c) Aeronautical and Topographic Survey Specialist.
- d) Bird and Wildlife Managements Consultants.

2.3.1.9 Commercial Advisory Services

The purpose of Commercial Advisory Services to provide expert advice and strategic recommendations across key commercial areas, including:

- a) Property
- b) Advertising
- c) Car Rental

- d) Parking
- e) Retail

Objectives

- Maximize commercial revenue potential across identified sectors (Property, Advertising, Car Rental, Parking, and Retail).
- Develop commercial strategies that align with customer needs and market trends.
- Ensure that commercial contracts and leases are structured to promote operational efficiency and long-term sustainability.
- Provide benchmarking and best practices from the industry to enhance the commercial portfolio.
- Facilitate stakeholder engagement to ensure all commercial opportunities align with broader facility objectives.

SECTION 3: EVALUATION CRITERIA

3.1 Evaluation Criteria

3.1.1 ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made under Mandatory administrative, 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 bid process.

3.1.2 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.

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

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Check if all the documents have been received.	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference. (Price and Preference will not be evaluated for this RFP. Please refer to Terms of Reference)	Objective Criteria (Objective criteria will not be evaluated for this RFP. Please refer to Terms of Reference)	Security Vetting (Will be conducted if deemed necessary)

*Security vetting if deemed necessary.

3.3 Mandatory Administrative 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 who have:

Tel +27 11 723 1400 Fax +27 11 453 9354
Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632
P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za

1. Signed and Initialled Terms of Reference

2. Any other Mandatory Requirements as specified under each Discipline - ***In the Scope of Works Documents or the Evaluation Documents***

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

No award will be made to an entity which is not registered on the CSD (Central Supplier Database) with National Treasury. Bidders must supply their unique number.

3.4 Functionality

The functionality evaluation will be conducted by the end-user/operations/the Tender Preparation and Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria. The criteria will be as follows:

Functionality Evaluation Criteria

BIDDERS ARE TO RESPOND IN ACCORDANCE WITH THE CRITERIA RELEVANT TO THEIR SELECTED PROFESSIONAL DISCIPLINE – ATTACHED AS SEPARATE DOCUMENTS TO THIS TENDER

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. **The Bidder must score at least the minimum score per criterion and the overall minimum out of 100 points in order to be eligible for further evaluation on Price and Preference**

The minimum requirements of each element must be achieved for further evaluation as indicated below.

NOTE: The Professional registration status and company experience will be verified during evaluation stage, Only Active status will be allocated points.

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

Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632

P O Box 75480, Gardenview, Gauteng, South Africa, 2047

www.airports.co.za

FUNCTIONAL CRITERIA

NOTE: all reference letters should include the following:

- Project start and completion dates
- Project site and location (e.g., **Site:** OR Tambo International Airport). and **Location:** JHB)
- Document must be on company letterhead
- Contact details of company representatives
- All reference letters must be written in English

NOTE:

Bidders must provide proof of professional registration certificates for key personnel, as specified in the functional criteria. The professional registration status and company experience will be verified during the evaluation stage, with points awarded only for active statuses

Evaluation Criteria: Airport Master Planning & Development

<i>Evaluation Area</i>	<i>Evaluation Criteria</i>	<i>Minimum Threshold Required</i>	<i>Maximum Point</i>
1. Tenderer's / Companies Previous Experience	<p>Bidders to present Proof of relevant/similar (Airport Master Planning) experience completed projects (within the last <u>10 years</u>). The Master Plans must cover projects of (200 000 + Annual Passengers or larger).</p> <p>Company Experience should be accompanied by the relevant reference letter signed on a company letterhead.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Less than 3 Projects (0 Points) • 3-4 Relevant Projects (15 Points) • More than 4 Relevant Projects (30 Points) <p>Failure to list contactable references on together with the relevant Reference Letter will result in the bidder obtaining zero (0) points for this sub-section.</p>	15	30
Sub-Total 1.		15	30
2. Experience of key staff	<p>The bidder is required to submit a resource plan which details the CV's (Minimum Qualifications NQF Level 7 and experience) of the team members (discipline leads). The highest ranking actively participating resource/lead per discipline will be adjudicated according to their level of expertise and related experience.</p> <p>*PLEASE CLEARLY INDICATE THE CV OF THE LEAD</p> <p>Failure to provide sets of required documents will result in the bidder obtaining zero (0) points for this sub-section.</p>		

COR7668/2024/RFP

Resource with relevant and recognised qualification minimum NQF Level 7	2.1 CIVIL/STRUCTURAL/TRANSPORTATION ENGINEERS <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	2.2 ELECTRICAL/MECHANICAL ENGINEERS <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (10 Points) • More than 10 years' experience (15 Points) 	10	15
	2.3 TOWN PLANNER/URBAN DESIGNER <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	2.4 AIRPORT PLANNER (PROJECT LEAD) <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (10 Points) • More than 10 years' experience (15 Points) 	10	15
	2.5. COMMERCIAL/PROPERTY DEVELOPMENT SPECIALIST <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	2.6. ENVIRONMENTAL SPECIALIST <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
Sub-Total 2.		40	70
Total 1, 2		55	100

Evaluation Criteria: Multidisciplinary Engineering Consultancy Services

The functional evaluation will be based on the minimum and maximum requirements, where bidders which fail to achieve a minimum requirement on the functional stage will not be considered for the panel.

The minimum requirements of each element must be achieved for further evaluation and are as follows.

NOTE: Bidders must submit proof of their professional registration certificate where required. The professional registration status and company experience will be verified during the evaluation stage, and only active statuses will be awarded points.

<i>Evaluation Area</i>	<i>Evaluation Criteria</i>	<i>Minimum Threshold Required</i>	<i>Maximum Point</i>
1. Tenderer's / Companies Previous Experience	<p>Bidders to present Proof of relevant/similar (Infrastructure projects/ Multidisciplinary Engineering Consultancy Services/ Built Environment) experience within the last 10 to 15 years</p> <p>Company Experience and should be accompanied by the relevant reference letter signed on a company letterhead.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Less than 3 Projects (0 Points) • 3 Relevant Projects (5 Points) • More than 3 Relevant Projects (10 Points) <p>Failure to list contactable references on together with the relevant Reference Letter will result in the bidder obtaining zero (0) points for this sub-section.</p>	5	10
	<p>Proof that Tenderer has done Engineering professional services work for the project construction value of R10 million or above (inclusive of VAT) in Built Environment</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Less than 3 references (0 Points) • 3 references (5 Points) • More than 3 references (10 Points) 	5	10
Sub-Total 1.		10	20

2. Experience of key staff	<p>The bidder is required to submit a resource plan which details the CV's (Minimum Qualifications NQF level 7, registration with respective professional institute e.g. ECSA and work experience) of the team members (discipline leads). The highest ranking actively participating resource/lead per discipline will be adjudicated according to their level of expertise and related experience.</p> <p>*PLEASE CLEARLY INDICATE THE CV OF THE LEAD</p> <p>Failure to provide sets of required documents will result in the bidder obtaining zero (0) points for this sub-section.</p>		
Resource with relevant and recognised qualification minimum NQF Level 7	2.1 CIVIL/STRUCTURAL ENGINEERS Note: professionally registered with the Engineering Council of South Africa (ECSA) is Compulsory Requirement . <ul style="list-style-type: none"> Less than 5 years' experience (0 Points) 5-9 years' experience (5 Points) More than 10 years' experience (10 Points) 	5	10
	2.2 ELECTRICAL ENGINEER Note: professionally registered with the Engineering Council of South Africa (ECSA) is Compulsory Requirement . <ul style="list-style-type: none"> Less than 5 years' experience (0 Points) 5-9 years' experience (5 Points) More than 10 years' experience (10 Points) 	5	10
	2.3 MECHANICAL ENGINEER Note: professionally registered with the Engineering Council of South Africa (ECSA) is Compulsory Requirement . <ul style="list-style-type: none"> Less than 5 years' experience (0 Points) 5-9 years' experience (5 Points) More than 10 years' experience (10 Points) 	5	10
	2.4 INDUSTRIAL ENGINEER (Professional Registration not compulsory) <ul style="list-style-type: none"> Less than 5 years' experience (0 Points) 5-9 years' experience (5 Points) More than 10 years' experience (10 Points) 	5	10
	2.5. ARCHITECTURE Note: professionally registered with South African Council of Architectural Profession (SACAP) is Compulsory Requirement . <ul style="list-style-type: none"> Less than 5 years' experience (0 Points) 5-9 years' experience (5 Points) More than 10 years' experience (10 Points) 	5	10

	2.6. PROJECT MANAGER Professional Registration with the relevant project management body in South Africa (SACPCMP) is compulsory requirement <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	2.7. QUANTITY SURVEYOR Professional registration with the relevant Quantity Surveyor statutory body in South Africa (SACQSP) is compulsory <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	2.8. OCCUPATIONAL HEALTH & SAFETY SPECIALIST Professional registration with the relevant South African Institute of Occupational Health and Safety (Saioh) in South Africa is compulsory <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
Sub-Total 2.		40	80
Total 1, 2		50	100

Evaluation Criteria: Route Development

1.	Route Development experience	Disqualification	Minimum Requirements	Maximum Requirements
1.1	<p>Provide signed client reference letters on Client Company Letterhead to show proof that the Tenderer has Proven track record in either route development, airline engagement, and market analysis in the last 10 to 15 years.</p> <p>The bidder should provide at least three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein</p>	<p>Less than Three (3) contactable references</p> <p>0 points</p>	<p>Three (3) contactable references</p> <p>30 points (10 points per reference)</p>	<p>Five (5) contactable references</p> <p>50 points (10 points per reference)</p>
2.	Key Personnel Experience	Disqualification	Minimum Requirements	Maximum Requirements
	x 1 Resource			
2.1	<p>Proof that the Project Lead has work experience with relevant similar work provided for other clients in the past ten years.</p> <p>*SIMILAR WORK REFERS TO-either route development, airline engagement, and/or market analysis.</p>	<p>Less than Three (3) references with relevant similar work provided for other clients in the past ten years.</p> <p>0 points</p>	<p>Minimum Three (3) references with relevant similar work provided for other clients in the past ten years.</p> <p>15 points (5 points per reference per project demonstrated in the CV)</p>	<p>Maximum Six (6) references with relevant similar work provided for other clients in the past ten years.</p> <p>30 points (5 points per reference per project demonstrated in the CV)</p>
2.2	Provide proof that Project lead has at least 10 years of work Experience	<p>Less than Ten (10) years of Experience</p> <p>0 points</p>	<p>Minimum Ten (10) years of Experience</p> <p>10 Points Demonstrated in the CV</p>	<p>More than Ten (10) of Experience</p> <p>20 points Demonstrated in the CV</p>
	Total		Minimum 55 points	Maximum 100 points

Evaluation Criteria: Technical Advisory Services

<i>Evaluation Criteria</i>	<i>Applicable Value</i>	<i>Minimum Threshold Required</i>	<i>Maximum Point</i>
Company experience in in corporate and project technical advisory in South African and/or global markets in the last 10 to 15 years. (The bidder should provide a total of three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein).	< 5 years = 0. 5 - 8 years in South Africa only =30. 8+ years in South Africa and other global markets = 40	30	40
Number of transactions the company has undertaken in the airport and/or aviation industry (indicate the period). (This can be in a form of reference letter/award letter or any other proof)	< 5 transactions = 0; 5- 10 transactions =15; More>10 transactions = 20	15	20
Presence in Sub-Saharan Africa and Emerging Markets in the last 10 years (This can be in a form of reference letter/award letter or any other proof)	South African presence only =0. Presence either in Sub-Saharan Africa or Emerging Markets =15. Presence in both Sub-Saharan Africa and Emerging Markets =20	15	20
Project lead <ul style="list-style-type: none"> CV of individual, reflecting work experience in related services to scope as per technical advisory services 	< 5 years = 0. 5 - 9 years =10. 10 and more = 15	10	15
Project Lead	Must have minimum qualifications NQF Level 7 Operation/Management, Engineering, Aviation Management or Project Management Less than NQF level 7=0 NQF Level 7 and above =5	5	5
Total		75	100

Evaluation Criteria: Financial Advisory Services

<i>Evaluation Criteria</i>	<i>Applicable Value</i>	<i>Minimum Threshold Required</i>	<i>Maximum Point</i>
Company experience in corporate, and project advisory in South African and/or global markets in the last 10 to 15 years. (The bidder should provide a total of three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein).	< 5 years = 0; 5 - 8 years in South Africa only =30. 8+ years in South Africa and other global markets = 40	30	40
Number of transactions the company has undertaken in the airport and/or aviation industry in last 10 to 15 years (This can be in a form of reference letter/award letter or any other proof)	< 5 transactions = 0. 5- 10 transactions =15. More > 10 transactions = 20	15	20
Presence in Sub-Saharan Africa and Emerging Markets in last 10 years (This can be in a form of reference letter/award letter or any other proof)	South African presence only =0; Presence either in Sub-Saharan Africa or Emerging Markets =15. Presence in both Sub-Saharan Africa and Emerging Markets =20	15	20
Project Lead (Qualifications)	Must have minimum qualifications NQF Level 7 in related fields such Finance, business studies, commerce Less than NQF level 7=0 NQF Level 7 and above =5	5	5
Project Lead (Work experience). Relevant work experience related to the scope outlined in the Financial Advisory section, as demonstrated in the CV.	< 5 years = 0. 5 - 9 years =10. 10 and more = 15	10	15
Total		75	100

Evaluation Criteria: Baggage Handling System Design

<i>Evaluation Area</i>	<i>Evaluation Criteria</i>	<i>Minimum Threshold Required</i>	<i>Maximum Point</i>
1. Tenderer's / Companies Previous Experience	<p>The bidder must provide proof of company experience relevant to the scope of this bid document (Design, installation and maintenance of Airport baggage handling system, HBS, Carousels or similar) in the last 10 to 15 years.</p> <p>Company Experience should be accompanied by the relevant reference letter signed on a company letterhead.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Less than 3 Sites / Projects of Design (0 Points) • 3 Sites / Projects of Design (10 Points) • 3 Sites / Projects of Design, installation + Maintenance (ad hoc, preventative, and equipment reconditioning or upgrades (20 Points) <p>Failure to list contactable references on together with the relevant Reference Letter will result in the bidder obtaining zero (0) points for this sub-section.</p>	10	20
	<p>Reference letters (clients letter corresponding to experience in section 1 above) from three (3) contactable references for where Baggage Handling System design, Maintenance or projects were executed. At a minimum the reference letters must include successful implementation of the solution, realization of the design during beneficial operation without post implementation complications, implementation on time and within budget.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Less than 3 references (0 Points) • 3 references (10 Points) • More than 3 references (15 Points) 	10	15
Sub-Total 1.		20	35

2. Experience of key staff	<p><i>The bidder is required to submit a resource plan which details the CV's (Qualifications and experience) of the team members (discipline leads). The highest ranking actively participating resource/lead per discipline will be adjudicated according to their level of expertise and related experience.</i></p> <p>*PLEASE CLEARLY INDICATE THE CV OF THE LEAD</p> <p>Failure to provide both sets of required documents will result in the bidder obtaining zero (0) points for this sub-section.</p>		
Resource with relevant and recognised qualification minimum NQF Level 7	<p>2.1 PROJECT MANAGER</p> <p>The project manager must have adequate experience in project management of brown fields projects and relevant experience in dealing project governance issues such as stakeholder management, risk management, issues management, project assurance, and operational interface management.</p> <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	<p>PROJECT MANAGER</p> <p>Must have minimum qualifications NQF Level 7 Operation/Management, Engineering, Aviation Management or Project Management</p> <p>Less than NQF level 7=0</p> <p>NQF Level 7 and above =5</p>	5	5
	<p>2.2 LEAD ENGINEER</p> <p>The Lead Engineer must have design and commissioning experience in Integrated Baggage Handling Systems.</p> <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	<p>LEAD ENGINEER</p> <p>Must have minimum qualifications NQF Level 7 Operation/Management, Engineering, Aviation Management or Project Management.</p>	5	5

	Less than NQF level 7=0 NQF Level 7 and above =5		
	2.3 LEAD TECHNICIAN The Lead Technician must have as a minimum a National Diploma and relevant experience in doing ad-hoc maintenance, preventative maintenance, and advanced troubleshooting of security screening equipment. <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	2.4 CIVIL/STRUCTURAL ENGINEER Note: professionally registered with the Engineering Council of South Africa (ECSA) is Compulsory Requirement . Relevant work experience: BHS/PLC and SCADA systems /Conveyor belts/ Motors <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	CIVIL/STRUCTURAL ENGINEER Must have minimum qualifications NQF Level 7 in Civil/Structural Engineering or related Less than NQF level 7=0 NQF Level 7 and above =2.5	2.5	2.5
	2.5. ELECTRICAL ENGINEER Note: professionally registered with the Engineering Council of South Africa (ECSA) is Compulsory Requirement . Relevant work experience: BHS, / PLC and SCADA systems, /Conveyor belts, / Motors <ul style="list-style-type: none"> • Less than 5 years' experience (0 Points) • 5-9 years' experience (5 Points) • More than 10 years' experience (10 Points) 	5	10
	ELECTRICAL ENGINEER Must have minimum qualifications NQF Level 7 in Electrical Engineering or related Less than NQF level 7=0	2.5	2.5

	NQF Level 7 and above =2.5		
Sub-Total 2.		40	65
Total 1, 2		60	100

Evaluation Criteria: Information and Communication Technology (ICT) Services

Table 1. IT Architect Requirements

The functional/technical evaluation will be based on a threshold, where bidders who fail to achieve a minimum of **63 points** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows:

1.	Architect professional services experience within the IT Domain	Disqualification	Minimum Requirements	Maximum Requirements
1.1	<p>Provide signed client reference letters on Client Company Letterhead to show proof that the Tenderer has work experience in IT architectural professional services in the IT domain in the last 10 years.</p> <p>The bidder should provide at least three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein</p>	<p>Less than Three (3) contactable references</p> <p>0 points</p>	<p>Minimum Three (3) contactable references</p> <p>6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references</p> <p>10 points (2 points per reference)</p>
1.2	<p>Proof that Tenderer has provided IT Architectural professional services for large IT projects to the value of R20 million and above (inclusive of VAT).</p> <p>Proven experience must be demonstrated through purchase</p>	<p>Less than Three (3) contactable references</p> <p>0 points</p>	<p>Minimum Three (3) contactable references</p> <p>6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references</p> <p>10 points (2 points per reference)</p>

	orders or Tender award letters.			
2.	Key Personnel Experience x 1 Resource	Disqualification	Minimum Requirements	Maximum Requirements
2.1	Proof that the IT Architect has work experience as an IT architect professional for large projects for designing and implementing IT solutions.	Less than Three (3) references relevant projects in the built environment. 0 points	Minimum Three (3) references relevant projects in the built environment. 18 points (6 points per reference per project demonstrated in the CV)	Maximum Five (5) references relevant projects in the built environment. 30 points (6 points per reference per project demonstrated in the CV)
2.2	Provide proof that the IT Architect has developed an IT master plan and/or IT Blueprint to the value of R5 million and above for each (inclusive of VAT)	Less than Three (3) references 0 points	Minimum Three (3) references 18 points (6 points per reference)	Maximum Five (5) references 30 points (6 points per reference)
2.3	Proof that the IT Architect holds the following qualifications: a) Bachelor's degree in a computer-related field. (10 points) b) The Open Group Architectural Framework (TOGAF) (5 points) c) International Association of Software Architects (IASA) (5 points)	No submission 0 points	The compulsory requirement is a relevant IT Bachelor's Degree. 15 points	The compulsory requirement is a relevant IT Bachelor's Degree. 20 points
	Total		Minimum 63 points	Maximum 100 points

Table 2. IT Solution Design Specialist

The functional/technical evaluation will be based on a threshold, where bidders who fail to achieve a minimum of **63 points** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows:

1.	IT Solution Design professional services experience within the IT Domain	Disqualification	Minimum Requirements	Maximum Requirements
1.1	<p>Provide signed client reference letters on Client Company Letterhead to prove that the Tenderer has experience designing and implementing end-to-end IT solutions in the last 10 years.</p> <p>The bidder should provide at least three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein</p>	<p>Less than Three (3) contactable references 0 points</p>	<p>Minimum Three (3) contactable references 6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references 10 points (2 points per reference)</p>
1.2	<p>Provide proof that Tenderer has designed, tailored and implemented IT solutions for large IT projects to the value of R30 million and above (inclusive of VAT). Proven experience must be demonstrated through purchase orders or Tender award letters.</p>	<p>Less than Three (3) contactable references 0 points</p>	<p>Minimum Three (3) contactable references 6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references 10 points (2 points per reference)</p>

2.	Key Personnel Experience x 1 Resource	Disqualification	Minimum Requirements	Maximum Requirements
2.1	Provide proof that the IT Solution Design Specialist has work experience as an IT Solution designer for large projects for designing and implementing IT solutions.	Less than Three (3) years of experience. 0 points	Three (3) or more years of relevant experience. 18 points (as demonstrated in the CV)	Five (5) or more years of relevant experience. 30 points (as demonstrated in the CV)
2.2	Provide proof that the IT Solution Design Specialist understands how to configure and script all standard application servers deployed on the cloud and DevOps platform.	Less than Three (3) years of experience. 0 points	Three (3) or more years of relevant experience. 18 points (as demonstrated in the CV)	Five (5) or more years of relevant experience. 30 (as demonstrated in the CV)
2.3	Provide proof that the IT Solution Design Specialist holds the following qualifications: a) Bachelor's degree in a computer-related field. (10 points) b) TOSCA certified (5 points) c) Knowledge of either VMWare, JAVA or UNIX (5 points)	No submission 0 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 15 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 20 points
	Total		Minimum 63 points	Maximum 100 points

Table 3. IT Security & Cyber Specialist

The functional/technical evaluation will be based on a threshold, where bidders who fail to achieve a minimum of **63 points** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows:

1.	IT Security and Cyber professional services experience	Disqualification	Minimum Requirements	Maximum Requirements
1.1	<p>Provide signed client reference letters on Client Company Letterhead to prove that the Tenderer has experience designing and implementing end-to-end IT security solutions in the last 10 years.</p> <p>The bidder should provide at least three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein</p>	<p>Less than Three (3) contactable references</p> <p>0 points</p>	<p>Minimum Three (3) contactable references</p> <p>6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references</p> <p>10 points (2 points per reference)</p>
1.2	<p>Provide proof that Tenderer has designed, tailored and implemented IT security solutions for large IT projects to the value of R30 million and above (inclusive of VAT).</p> <p>Proven experience must be demonstrated through purchase orders or Tender award letters.</p>	<p>Less than Three (3) contactable references</p> <p>0 points</p>	<p>Minimum Three (3) contactable references</p> <p>6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references</p> <p>10 points (2 points per reference)</p>
2.	Key Personnel Experience x 1 Resource	Disqualification	Minimum Requirements	Maximum Requirements
2.1	Provide proof that the IT Security and Cyber Specialist has experience defining and assessing security strategies, architecture and best practices.	<p>Less than Three (3) years of experience.</p> <p>0 points</p>	<p>Three (3) or more years of relevant experience.</p> <p>18 points (as demonstrated in the CV)</p>	<p>Five (5) or more years of relevant experience.</p> <p>30 points (as demonstrated in the CV)</p>
2.2	Provide proof that the IT Security and Cyber Specialist understands how to configure baseline security configuration standards for operating systems, or network segmentation (firewalls) and/or identity and access management (IAM)	<p>Less than Three (3) years of experience.</p> <p>0 points</p>	<p>Three (3) or more years of relevant experience.</p> <p>18 points (as demonstrated in the CV)</p>	<p>Five (5) or more years of relevant experience.</p> <p>30 (as demonstrated in the CV)</p>

2.3	Provide proof that the IT Solution Design Specialist holds the following qualifications: a) Bachelor's degree in Computer Science, information systems, cybersecurity or a related field. (10 points) b) The Open Group Architectural Framework (TOGAF) or Zachman. (5 points) c) Certified Information Systems Security Specialist (CISSP). (5 points)	No submission 0 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 15 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 20 points
	Total		Minimum 63 points	Maximum 100 points

Table 4. IT Network Architect / Specialist

The functional/technical evaluation will be based on a threshold, where bidders who fail to achieve a minimum of **63 points** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows:

1.	IT Network Architect / Specialist professional services experience	Disqualification	Minimum Requirements	Maximum Requirements
1.1	<p>Provide signed client reference letters on Client Company Letterhead to prove that the Tenderer has experience in designing and implementing end-to-end IT Data Network solutions in the last 10 years.</p> <p>The bidder should provide at least three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein</p>	<p>Less than Three (3) contactable references</p> <p>0 points</p>	<p>Minimum Three (3) contactable references</p> <p>6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references</p> <p>10 points (2 points per reference)</p>
1.2	<p>Provide proof that Tenderer has designed, tailored and implemented IT Data Network solutions for large IT projects to the value of R50 million and above (inclusive of VAT).</p> <p>Proven experience must be demonstrated through purchase orders or Tender award letters.</p>	<p>Less than Three (3) contactable references</p> <p>0 points</p>	<p>Minimum Three (3) contactable references</p> <p>6 points (2 points per reference)</p>	<p>Maximum Five (5) contactable references</p> <p>10 points (2 points per reference)</p>
2.	Key Personnel Experience	Disqualification	Minimum Requirements	Maximum Requirements

	x 1 Resource			
2.1	Provide proof that the IT Network Specialist has experience designing and implementing IT data communication network strategies, architecture and best practices.	Less than Three (3) years of experience. 0 points	Three (3) or more years of relevant experience. 18 points (as demonstrated in the CV)	Five (5) or more years of relevant experience. 30 points (as demonstrated in the CV)
2.2	Provide proof that the IT Network Specialist understands how to configure network core and access layer switches.	Less than Three (3) years of experience. 0 points	Three (3) or more years of relevant experience. 18 points (as demonstrated in the CV)	Five (5) or more years of relevant experience. 30 (as demonstrated in the CV)
2.3	Provide proof that the IT Network Architect / Specialist holds the following qualifications: c) Bachelor's degree in computer science, information systems, cybersecurity or a related field. (10 points) e) An Enterprise Network Certification. (5 points) d) Certified Wireless Design Professional (CWDP) (5 points)	No submission 0 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 15 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 20 points
	Total		Minimum 63 points	Maximum 100 points

Table 5. Electronics Engineer

The functional/technical evaluation will be based on a threshold, where bidders who fail to achieve a minimum of **63 points** on the functional stage will not be considered further in the evaluation.

The minimum requirements of each element must be achieved for further evaluation and are as follows:

1.	Electronics Engineer professional services experience	Disqualification	Minimum Requirements	Maximum Requirements
1.1	Provide signed client reference letters on Client Company Letterhead to prove that the Tenderer has experience in designing and implementing end-to-end electronic solutions in the last 10 years. The bidder should provide at least three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein	Less than Three (3) contactable references 0 points	Minimum Three (3) contactable references 6 points (2 points per reference)	Maximum Five (5) contactable references 10 points (2 points per reference)
1.2	Provide proof that Tenderer has designed, tailored and implemented electronic solutions for large IT projects to the value of R30 million and above (inclusive of VAT). Proven experience must be demonstrated through purchase orders or Tender award letters.	Less than Three (3) contactable references 0 points	Minimum Three (3) contactable references 6 points (2 points per reference)	Maximum Five (5) contactable references 10 points (2 points per reference)
2.	Key Personnel Experience x 1 Resource	Disqualification	Minimum Requirements	Maximum Requirements
2.1	Provide proof that the Electronics Engineer has experience designing and implementing electronic system strategies, architecture and best practices.	Less than Three (3) years of experience. 0 points	Three (3) or more years of relevant experience. 18 points (as demonstrated in the CV)	Five (5) or more years of relevant experience. 30 points (as demonstrated in the CV)

2.2	Provide proof that the Electronic Engineer designed and implemented the following systems: a) Closed Circuit Television Systems b) Access Control Systems c) Radio Frequency Networks d) Pay On Foot Systems (6 points each)	Less than Three (3) systems experience. 0 points	Relevant experience in Three (3) or more systems. 18 points (as demonstrated in the CV)	Relevant experience of all Four (4) systems. 24 (as demonstrated in the CV)
2.3	Provide proof that IT Network Architect / Specialist holds the following qualifications: a) B.ENG Electronic Engineering Degree from a University (no colleges or Btech) b) Proof that the Electronic Engineer is professionally registered with the South African Institute of Electrical Engineers (5 points)	No submission 0 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 15 points	The compulsory Requirement is a relevant IT Bachelor's Degree. 26 points
	Total		Minimum 63 points	Maximum 100 points

Evaluation Criteria: Airport Operations Consultants

<i>Evaluation Criteria</i>	<i>Applicable Value</i>	<i>Minimum Threshold Required</i>	<i>Maximum Point</i>
<p>Company experience in providing the related service in South African and/or global markets in the last 10 to 15 years.</p> <p>(The bidder should provide a total of three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein).</p>	<p>< 5 years = 0;</p> <p>5 - 8 years in South Africa only =15.</p> <p>8+ years in South Africa and other global markets = 30</p>	15	30
<p>Number of projects the company has undertaken in the airport and/or aviation industry in the last 10 to 15 years</p> <p>(This can be in a form of reference letter/award letter or any other proof)</p>	<p>< 5 projects = 0.</p> <p>5- 10 projects =15.</p> <p>More > 10 projects = 30</p>	15	30
<p>Presence in Sub-Saharan Africa and Emerging Markets</p> <p>(This can be in a form of reference letter/award letter or any other proof)</p>	<p>South African presence only =0;</p> <p>Presence either in Sub-Saharan Africa or Emerging Markets =15.</p> <p>Presence in both Sub-Saharan Africa and Emerging Markets =20</p>	15	20
<p>Project Lead</p> <p>Work experience and capacity in the provision of related services required</p> <p>CVs of individual reflecting work experience in related services required.</p>	<p>< 5 years = 0.</p> <p>5 - 9 years =10.</p> <p>10 and more = 15</p>	10	15
<p>Project Lead</p>	<p>Must have minimum qualifications NQF Level 7</p> <p>Operation/Management, Engineering, Aviation Management or Project Management</p> <p>Less than NQF level 7=0</p> <p>NQF Level 7 and above =5</p>	5	5
Total		60	100


Evaluation Criteria: Commercial Advisory Services

<i>Evaluation Criteria</i>	<i>Applicable Value</i>	<i>Minimum Threshold Required</i>	<i>Maximum Point</i>
<p>Company experience in providing the related service in South African and/or global markets.</p> <p>(The bidder should provide a total of three (3) reference letters or contactable references who can attest to the service provider's experience as it relates to the scope of the work described herein).</p>	<p>< 5 years = 0;</p> <p>5 - 8 years in South Africa only =15.</p> <p>8+ years in South Africa and other global markets = 20</p>	15	30
<p>Number of projects the company has undertaken in the commercial business in the last 10 to 15 years</p>	<p>< 5 projects = 0.</p> <p>5- 10 projects =15.</p> <p>More > 10 projects = 30</p>	15	30
<p>Presence in Sub-Saharan Africa and Emerging Markets</p> <p>(This can be in a form of reference letter/award letter or any other proof)</p>	<p>South African presence only =0;</p> <p>Presence either in Sub-Saharan Africa or Emerging Markets =15.</p> <p>Presence in both Sub-Saharan Africa and Emerging Markets =20</p>	15	20
<p>Dedicated team experience and capacity in the provision of related services required.</p> <p>Qualifications and CVs of individuals reflecting work experience in related services required (Points will be allocated for each resource submitted, as outlined below, across multiple fields.)</p> <p>Note: Points should NOT be allocated to the same discipline or field more than once.</p> <p>f) Property (3 Points)</p> <p>g) Advertising (3 Points)</p> <p>h) Car Rental (3 Points)</p> <p>i) Parking (3 Points)</p> <p>j) Retail (3 Points)</p>	<p>Points must be allocated per resource for each field or discipline based on their work experience, as detailed below.</p> <p><5 years=0,</p> <p>5 years and more = 3 points (per resource)</p>	12	15



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Project Lead qualifications (Indicate the project lead on submitted CVs)	Must have minimum qualifications NQF Level 7 in related fields Less than NQF level 7=0 NQF Level 7 and above =5	5	5
Total		62	100

3.5 Price and Preference

Price and Preference will not be evaluated for this RFP. Please refer to Terms of Reference

3.6 Objective Criteria

Objective criteria will not be evaluated for this RFP. Please refer to Terms of Reference

SECTION 4: RETURNABLE DOCUMENTS

4.1 Mandatory Returnable documents

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

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
FORM 5.8: Signed Terms of Reference	
Any other Mandatory Requirements as specified under each Discipline - <i>In the Scope of Works Documents or the Evaluation Documents</i>	

4.2 Other Returnable Documents and information

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

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>FORM 5.1: Declaration of Interest Form and Politically Exposed Persons</i>	
<i>FORM 5.2: SBD 4 Bidder's Disclosure Form</i>	
<i>FORM 5.3: Confidentiality and Non- Disclosure Agreement</i>	
<i>FORM 5.4: Acceptance of Terms and Conditions of RFP And Bidder's Particulars</i>	

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COR7668/2024/RFP



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1632
P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
FORM 5.5: Certificate of Authority to Sign Tender	
FORM 5.6: Certificate of Authority of Joint Ventures (where applicable)	
FORM 5.7: Joint Venture (JV) Agreement (If applicable)	
FORM 5.9: Company profile, executive summary, and organogram	
FORM 5.10: BEE Certificate and Scorecard	
FORM 5.11: Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in order by SARS)	
FORM 5.12: Certified Copies of Identity documents of Directors, / Trustees / Members / Shareholders and Senior management	
FORM 5.13: Certificate of Incorporation	
FORM 5.14: Central Supplier Database Report (CSD)	
FORM 5.15: Latest audited financial statements/management accounts	
FORM 5.16: All Mandatory Criteria Documents as per section 3.3 of this Tender Document	
FORM 5.17: All Functional Criteria Documents as per section 3.5 of this Tender Document	

4.3 Validity of submitted information.

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

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COR7668/2024/RFP

SECTION 5: RETURNABLE DOCUMENTS

FORM 5.1: DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

Making a Declaration

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

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

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

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

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

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

PEP/DPIP Declaration

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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COR7668/2024/RFP



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

Declaration:

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

Signature

Date

Position

Name of bidder

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Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa, 1632
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COR7668/2024/RFP

5. 2 BIDDER'S DISCLOSURE FORM SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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COR7668/2024/RFP

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium 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.

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- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

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COR7668/2024/RFP



Form 5.3: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

("Airports Company")

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(" _____ ")

of

[Service Providers Address]

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

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COR7668/2024/RFP

1. **INTERPRETATION**

In this agreement -

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

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Airports Company South Africa SOCLtd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Dr S Nogxina (Chairperson), M Mpofu (awidExecutive Officer), L Mbotya (Chief Financial Officer), D Hlatshwayo, A Khumalo, F Zikala-Mvelase, G Mancotywa, Y Pillay, S Sambo, N Siyotula, Dr K Badimo, F Sefara (Company Secretary)

is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

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

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

2. INTRODUCTION

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.

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- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3 USE OF CONFIDENTIAL INFORMATION

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

4 NON-DISCLOSURE

- 4.1 THE RECEIVING PARTY undertakes that –
- 4.1.1 it will treat the disclosing party's confidential information as private and confidential and safeguard it accordingly;
- 4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party's confidential information falling into the hands of unauthorised persons or entities;
- 4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -
- 4.1.4 unless it is strictly necessary for the purposes referred to in 2.1 above; and

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- 4.1.5 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement, and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.
- 4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. **COPIES**

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

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

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the

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“**Company IP**”) for any reason whatsoever without first obtaining the Company’s prior written consent which consent the Company shall be entitled to grant solely at its own discretion.

- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the kgomotso.monyeki@Airports.co.za. Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company’s policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party’s annual turnover in the financial year in which the aforesaid failure occurred.

7. **DURATION**

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

8. **TITLE**

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

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COR7668/2024/RFP

9. RELATIONSHIP BETWEEN THE PARTIES

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

10. ENFORCEMENT, GOVERNING LAWS AND JURISDICTION

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

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11. **DOMICILIUM**

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

12. **GENERAL**

- 12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.
- 12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.
- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.

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- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.
- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at _____ on _____ day of _____ 202_____

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

the signatory warranting that he is duly authorised thereto.

Name: _____

Designation: _____

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COR7668/2024/RFP

AS WITNESSES

1. _____

2. _____

SIGNED at _____ on _____ day of _____ 202_____

[NAME OF SERVICE PROVIDER]

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

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

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COR7668/2024/RFP

FORM 5.4: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

TO: Airports Company South Africa SOC Limited (ACSA)

Airports Company South Africa Limited.

Proposal No: COR7668/2024/RFP

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Proposal Certification

We hereby submit a Proposal in respect of the Advisory Panel of professional services in accordance with Airports Company South Africa's requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand and agree to be bound by the content of all the documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.

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COR7668/2024/RFP



- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting Airport Company South Africa
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *eighty-four (84) days* calculated from the closing date for Proposal submission.

Thus done and signed at		on this the		day of		2024
-------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

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COR7668/2024/RFP

**FORM 5.5: CERTIFICATE OF AUTHORITY TO SIGN TENDER**

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

Signed

Date

Name

Position

Tenderer

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COR7668/2024/RFP

FORM 5.6: CERTIFICATE OF AUTHORITY OF JOINT VENTURES (WHERE APPLICABLE)

This Returnable Schedule is to be completed by joint ventures.

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

Please attach JV agreement stipulation % share of each JV

Table 1 Authorisation Information

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

Signed

Date

Name

Position

Tenderer

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COR7668/2024/RFP



FORM 5.7: JOINT VENTURE (JV) AGREEMENT (IF APPLICABLE)

Bidder to attach duly signed agreement/Memorandum of understanding between the parties.

Signed	_____	Date	_____
Name	_____	Position	_____
Tender	_____		

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COR7668/2024/RFP



FORM 5.8: SIGNED TERMS OF REFERENCE

Signed	_____	Date	_____
Name	_____	Position	_____
Tender	_____		

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COR7668/2024/RFP



FORM 5.9: COMPANY PROFILE, EXECUTIVE SUMMARY, AND ORGANOGRAM

Bidder to provide brief summary of their organisation and include their organisation's Organogram relevant to this opportunity with names, (starting with the Managing Directors/CEO)

Signed _____ Date _____

Name _____ Position _____

Tender _____

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COR7668/2024/RFP

FORM 5.10: BEE CERTIFICATE AND SCORECARD

Signed	_____	Date	_____
Name	_____	Position	_____
Tender	_____		

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COR7668/2024/RFP

FORM 5.11: TAX PIN NUMBER

**ACSA MANY NOT AWARD TO A BIDDER WHOSE TAX AFFAIRS HAVE NOT BEEN DECLARED TO BE IN
ORDERS BY SARS)**

Signed	_____	Date	_____
Name	_____	Position	_____
Tender	_____		

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COR7668/2024/RFP

**FORM 5.12: CERTIFIED COPIES OF IDENTITY DOCUMENTS OF DIRECTORS, / TRUSTEES / MEMBERS /
SHAREHOLDERS AND SENIOR MANAGEMENT**

Signed	_____	Date	_____
Name	_____	Position	_____
Tender	_____		

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Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Dr S Nogxina (Chairperson), M Mpofu (awidExecutive Officer), L Mbotya (Chief Financial Officer), D Hlatshwayo, A Khumalo, F Zikala-Mvelase, G Mancotywa, Y Pillay, S Sambo, N Siyotula, Dr K Badimo, F Sefara (Company Secretary)

COR7668/2024/RFP

FORM 5.13: CERTIFICATE OF INCORPORATION

Signed	_____	Date	_____
Name	_____	Position	_____
Tender	_____		

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COR7668/2024/RFP

FORM 5.14: CENTRAL SUPPLIER DATABASE REPORT (CSD)

Signed	_____	Date	_____
Name	_____	Position	_____
Tender	_____		

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COR7668/2024/RFP

FORM 5.15: LATEST AUDITED FINANCIAL STATEMENTS/MANAGEMENT ACCOUNTS

Signed _____ Date _____

Name _____ Position _____

Tender _____

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COR7668/2024/RFP

FORM 5.16: MANDATORY CRITERIA DOCUMENTS

ALL MANDATORY CRITERIA REQUIRED AS PER SECTION 3.3 OF THIS TENDER DOCUMENT

1. Signed and Initialled Terms of Reference

2. Any other Mandatory Requirements as specified under each Discipline - *In the Scope of Works Documents or the Evaluation Documents*

Signed _____ Date _____

Name _____ Position _____

Tender _____

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COR7668/2024/RFP

FORM 5.17: FUNCTIONAL CRITERIA DOCUMENTS

Tel +27 11 723 1400 Fax +27 11 453 9354
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BIDDERS TO ATTACH OTHER RETURNABLE DOCUMENTS UNDER THE FUNCTIONAL CRITERIA AS SPECIFIED IN SECTION 3.5 OF THIS TENDER DOCUMENT

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COR7668/2024/RFP

COMPANY EXPERIENCE

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last 10 years. Bidders are requested to submit a comprehensive portfolio of relevant (value and complexity) projects successfully completed. As a minimum the bidder is to have successfully completed at least three each project with contract value of R30million or more to achieve a satisfactory score.

No	Company Name	Contact Name	Contact Telephone number	Description of project in the relevant Category of service and location	Project/Construction Value inclusive	Project duration (start date and completion date)	Original letter of reference attached (Yes/No)
1							
2							
3							
4							
5							
6							
7							
8							

Note: When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria :

Attach the reference letter must contain the following:

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COR7668/2024/RFP

- **Company name / client (Airport),**
- **Should be in a letterhead from the company / client,**
- **Type of Services Provided**
- **Value of Contract,**
- **Duration of Contract,**
- **Contact number,**
- **Email address,**
- **Issue date and**
- **It must be signed by authorised official.**

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

Signed _____ Date _____

Name _____ Position _____

Tender _____

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COR7668/2024/RFP

KEY PERSONNEL EXPERIENCE

Name :	
Surname :	
Nationality :	
Date of Birth :	
Current Residence :	
Name of current position in tendering enterprise:	
Qualifications: <i>(degrees, diplomas, grades of membership of professional societies and professional registrations)</i>	
Overview of post graduate working experience <i>(year, organisation, and position)</i>	
Outline of recent experience of projects implemented in the built environment:	
Project Description and VALUE (Note: value refers to total value of project NOT value of fees)	Duration of project (e.g. 2001 – 2005)

(Attach CV of project personnel to this page)

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COR7668/2024/RFP



Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project.

Signed: _____

Date: _____

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