

**REQUEST FOR QUOTATIONS FOR MAINTENANCE OF CONTRACTOR APPOINTMENT
FOR THE REPAIRS AND MAINTENANCE OF ROLLER SHUTTER DOORS AT CAPE
TOWN INTERNATIONAL AIRPORT FOR A PERIOD OF THREE (3) YEARS for Airports
Company of South Africa.**

Airport : Cape Town Airport

Tender Number: : Requisition 70759

Issue Date : 06th December 2022

Closing Date : 13th December 2022 -12:00pm

Site Briefing Session Date and :

Venue :

Issue: 1

Issue Date: 28/02/2014

Tel +27 21 937 1200 Fax +27 21 936 2937

Administrator Office, Southern Office Block, Western Cape, South Africa, 7525

Private Bag X9002, Cape Town International, Western Cape, South Africa, 7525

www.airports.co.za

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

SECTION 1: INSTRUCTIONS TO BIDDERS

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

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

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **13th December 2022 at 12:00pm** using the following method

1.1.1. Tender box: **Not applicable**

The Tender box is located at:

1.1.2. Email submissions:

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

masana.sithole@airports.co.za

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

1.2. Alternative Bids

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

1.4 Late Bids

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

1.5 Clarification and Communication

Name:	Masana
Designation:	Buyer
Tel:	011 729 7946
Cell:	
Email:	masana.sithole@airports.co.za

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

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

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

1.6 Compulsory Briefing Session-N/A

Briefing/Site Inspection Session Requirements	Detail
Date	
Time	
Venue	
Access to Restricted Area, Cargo, Airside, Terminal	
Documentation, e.g. ID, Temporary Permit, etc	
Personal Protective Equipment, Safety boots	

1.7 Bid Responses

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

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

1.8 Disclaimers

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

1.9 Validity Period

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

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

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

1.10 Confidentiality of Information

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

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

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

1.11 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

SECTION 2: LOCAL CONTENT AND PRODUCTION

2.1 Introduction

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

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bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

2.2 Calculation of local content and production

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

$$LC = 1 \left(\frac{x}{y} \right) \times 100$$

Where:

X represents imported content

Y represents bid price excluding value added tax

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

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

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

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

2.4 General Conditions

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

2.5 Definitions

- 2.5.1 "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by ACSA for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

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

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

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

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

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

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

IN RESPECT OF RFQ No. _____

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

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

I, the undersigned, _____ (full names),

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

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

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

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

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

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

SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK

<p>1. Background of the Business Case</p> <p>Purpose of Commodity</p> <p>The contractor will be responsible for the maintenance and repairs of the Roller Shutter Doors infrastructure and its components at Cape Town International Airport that is located within the CTIA various Departments.</p> <p>The appointed service provider will be fully responsible for meeting all requirements regarding the Works. For each piece of equipment, all work will be carried out to standards as required by the Original Equipment Manufacturer (OEM) as well as any applicable governing law and/or regulations. The Contractor will be fully responsible for obtaining (and keeping up to date with) latest technology for improving the service and functionality of Roller Shutter Door Systems infrastructure and its components.</p>
<p>2. Detailed scope of Works</p> <p>In brief, the Contractor will be responsible for repairs and maintenance of the Roller Shutter Doors at Cape Town International Airport and perform the following functions which are not limited to:</p> <ul style="list-style-type: none"> • Industrial (electrical/manual operated rollers) <p>Repairs and Maintenance services for Roller Shutter Doors it requires qualified technicians or artisans. These should be knowledgeable of the following:</p> <ul style="list-style-type: none"> • Electronic and control applications/systems • Mechanical Structural and Geared Systems • Link relays for Fire protection Systems <p>Frequency/Periodic Suggested Schedules</p> <p>The contractor will be provided with service maintenance plan/chart and inspection sheet by the Service Manger which shall be conducted in line with the applicable regulations and engineering standards. The periodic schedule activities will be daily, weekly, monthly as per Manufacture's prescribed maintenance schedules and frequencies below</p> <p>INSPECTIONS</p> <p>Minimum Maintenance ACSA Procedure</p>

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Specific Maintenance Tasks for Door - Roller Shutter

Activity	Activity Description	Trade/s	Outage
Monthly Inspection, Cleaning and Lubrication	<ol style="list-style-type: none"> 1. The tasks listed are high level / minimum tasks. The contractor is expected to complete all tasks as OEM requirements, scope of works on the contract and as listed on the approved inspection sheet 2. Maintain guides 3. Maintain barrels 4. Maintain gearbox and motor 5. Maintain all seals 	MECH	REQD

The Tenderer shall include a suggested maintenance programme that must attempt to cover all requirements under this contract. The below list should be used as a minimum. The responsibility lies with the contractor in ensuring compliance to OEM instructions

MONTHLY INSPECTION OF ROLLER SHUTTER DOORS

Component	Description of works
CURTAIN /SLATES	Check end locks are secured Check laths for wear and damage Check bottom rail and seal Check locking devices (if applicable) Clean and remove old grease from tracks and head plates and re-grease lightly. Check T-Bar and tracks straight and secure Check Ease of door operation Check Curtain secure to T-Bar and barrel and canopy to head plates and manual operator in order.
MANUAL ROLL UP SHUTTER DOORS (INDUSTRIAL DOOR)	Clean and remove old grease from tracks and head plates and re-grease lightly. Check T Bar and tracks are straight and secure. Ease of door operation. Curtain secure to T-Bar and barrel Canopy to head plates. Manual operator in order. Clean and lubricate top track and runner. Check and remove obstructions from track.

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	<p>Ensure bearings in top runners are in good working order. Check and adjust ease of door operation. Check, adjust and tighten locking mechanism</p>
ELECTRICAL ROLLER SHUTTER DOORS (INDUSTRIAL DOOR)	<p>Clean and remove old grease from tracks and head plates and re-grease lightly.</p> <p>Check: T-Bar and tracks straight and secure Ease of door operation Curtain secure to T-Bar and barrel and canopy to head plates and manual operator in order.</p> <p>Electrical check: Overload setting Manual override system Motor mountings Sprockets and drive chain tension Limit switch settings Check Cylinder motors and replace when required Check control response from the operator. Check key switches, wall switches or wall controls and associated wiring for damages. Replace if necessary.</p>

Equipment Schedule

The contractor will be provided with equipment schedule to conduct maintenance and inspection as per provided maintenance task which is in line with the applicable regulations and engineering standards, ACSA procedures and category management.

Asset Name	Description	Location	TOTAL
Fire Department			
Roller Shutter Door	Automated	Truck Parking Bay	8
Fire Curtains			
Roller Shutter Door	Automated	T1 next to clinic	3
Roller Shutter Door	Automated	T1 link to CTB	1
Roller Shutter Door	Automated	T1 Old Air Berlin office/Parnis	2
Check in level			
Roller Shutter Door	Automated	Check in level, Security Point CTB	12

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Roller Shutter Door	Automated	Check in level northern side gun hoist area	2
Roller Shutter Door	Automated	Southern side opposite Trolley lift, Check in level	1
Roller Shutter Door	Automated	Trolley door Check in level southern side	1
Baggage Area			
Roller Shutter Door	Automated	Airside Baggage Hall	9
Roller Shutter Door	Automated	Oversize International Baggage reclaim	1
Roller Shutter Door	Automated	Oversize Domestic Baggage reclaim	1
Roller Shutter Door	Automated	OOG1, Check in level north side	1
Roller Shutter Door	Automated	OOG2 Ground International side	1
Roller Shutter Door	Automated	OOG2 Ground Domestic side	1
Terminals			
Roller Shutter Door	Automated	T5 Trolley door Domestic	1
Roller Shutter Door	Automated	T1 Trolley door International	1
Roller Shutter Door	Automated	T1 International Arrivals	2
General			
Roller Shutter Door	Automated	Ground floor Service Delivery yard	1
Roller Shutter Door	Automated	Oval Park, parking bay	2
Roller Shutter Door	Manual	Surface Maintenance Storeroom	1
Roller Shutter Door	Manual	Air frank Substation	3
Roller Shutter Door	Manual	Waste Facility Plant Fox 3	3

Table A: Activity Schedule Part 1: Maintenance and Repairs of Roller Shutter doors at CTIA for thirty six months (36) expenditure

Item no.	Activity Description	Frequency	Quantity (per Year)	Amount (per single item)	Total (per Year)
Preliminary and General					
1	Airport permits and parking fees – provisional sum	Yearly	2	R1 800.00	
2	Contract Management, Store Management, and administration	Monthly	12		

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Total Preliminary & General					R
Maintenance & Inspections					
3	Monthly Inspections & Maintenance	Monthly	12		
4	Quarterly Fire Detection Response Test schedule	Quarterly	4		
*Other					
4	Other1 specify:				
5	Other 2 specify:				
6	Other 3 specify:				
Total Maintenance & Inspections					
7	Incentives: see section on incentives (Consistent availability of 99.5% - 100.00% over six consecutively months. Contractor to be payed only 10% of one month's worth total of fixed cost billed)	Six Monthly	1	10% of One Month's maintenance & inspection costs	R
Year 1 - Provisional Cost					R
<i>It should be noted that the contract will be subjected to CPI increase on its anniversary as per current index stipulated in Statistic SA Consumer Price Indices. Therefore, an estimated CPI % escalation should be used for illustrative purposes using the Provisional cost for year 1.</i>					
	Year 1 - Provisional Cost	CPI escalation 0 %	R		R
	Year 2	Year 1 Escalation CPI -	R		R
	Year 3	Year 2 Escalation CPI -	R		R
Total	Sub-total A (Total Preliminary & General + Total Maintenance & Inspections + Incentives)				R

The above activity schedule is minimum work required and the contractor as the subject expect matter on these services they are bidding for **shall fill in any other activity with prices for "other" activities which they deem necessary to achieve the set out comes on availability ,reliability, maintainability, MTTR, MTBF, legislative and all other targets set in this contract. **Should an alternative not be presented, the offer will be deemed as the contractor's optimal proposal for which they will be liable for.***

****All rates for all activities including diagnostic and repair shall include all required tools, software, hardware and consumables (including all applicable specialized tools and software, hardware and consumables) Onus is on the contractor to price correctly).**

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***It is noted that the required labour resources and skills for this contract is not prescribed in detail. The contractor is fully responsible to ensure that labour resources remain adequate and competent in order to maintain required service levels, system performance levels and according to all applicable laws and regulations. The Tenderer shall also ensure that all required maintenance is catered for as per the Original Equipment Manufacturer in the pricing above.

***Incentives and Low service damages will be applicable as per the Low service damages table and Incentive table in this contract

Labour rates and Mark-up

Any work not included under part 1 shall be deemed additional work or non-scheduled items and will be charged at the following rates:

Activity Schedule – part 2 (Labour rates and Mark-up - Breakdowns)

Any work not included under part 1 shall be deemed additional work or non-scheduled items and will be charged at the following rates:

*All rates to exclude vat. Subject to mutual agreement between ACSA and the Contractor, the number of staff allocated to the contract may be increased/decreased to cater for special needs that may arise from time to time.

Labour rates shall include all personnel insurance, holidays with pay, incentive bonuses.

Note: No labour shall be charged for travel or travelling. Labour time shall be calculated for the time spent on site.

Call out rate must include all required travelling and the **first hour on site**.

i) **LABOUR RATES: (to be filled in)**

Table 1- Roller shutter Doors Resources

Item	Description	Qualification Category i.e SAQA or SAQCC, Wireman's licences	Normal hours (R/hour)	After hours (R/hour) Std O/T
1	Site Supervisor/Technician /Artisan	SAQA Accredited Trade Test Millwright/Fitter Min 2 Years' Experience- Maintenance and	R	R

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		Installation of Industrial Roller Shutter Doors		
		OHS Training Certificate		
2	Assistant	Mechanical N2 (1 Year experience in Maintenance of Mechanical equipment	R	R

Detail requirements regarding staff

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. Staff must have experience and applicable competencies as per OEM and all legislations in the maintenance of Roller Shutter Doors. The Contractor shall continuously ensure that all staff is knowledgeable on all equipment related to the Roller Shutter Doors.

PLEASE NOTE *ACSA reserves the right to revise the number of staff requirements in line with changing operational requirements

Note the following minimum below as per standardised Maintenance and Repairs of Roller Shutter Doors at CTIA resources per infrastructure:

Roller Shutter – key personnel			
Item	Description	Qualification Category i.e SAQA accredited	Experience of key resources
1	Site Supervisor/Technician /Artisan	SAQA Accredited Trade Test Millwright/Fitter	• Min 2 years' experience post trade test qualification
		OHS Training Certificate	• 2 years supervisory Experience • Min 2 years OHS experience
2	Assistant	Mechanical N2	1 Year experience in maintenance of mechanical equipment

ii) CALL OUT FEE + DIAGNOSTIC AND REPAIR RATES

NOTE:

- a) All rates for all activities including diagnostic and repair shall include all required tools, software,

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- hardware and consumables (including all applicable specialized tools and software, hardware and consumables) Onus is on the contractor to price correctly).
- b) All *call out* shall include all applicable travelling, all personnel insurance, holidays with pay, incentive bonuses etc. Labour laws and all applicable laws shall be followed by the contractor.
 - c) Call outs are not chargeable during hours technician/artisan/assistants, or any applicable resource are on site.
 - d) Call outs are not chargeable during working hours' technician/ assistants are on site (08:00 – 17:00)
 - e) The contractor will be compensated according to the contractor's repair rate provided in the below table B and it is subject to discussion with the service manager due to proven factors that are beyond the contractor's control (some of the internal and external factors are listed in Annex T) .
 - f) Call-out remuneration is applicable to activities falling out of preventative maintenance activities that were supposed to be done by the contractor, thus ACSA will not pay for breakdown which are due to preventative maintenance negligence by the contractor.

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Table B: Call outs + Labour

Description		Quantity	Call out fee- (Contractor to fill in)	12 Months-1 year (Contractor to fill in)	Total/ 3Years – (Contractor to fill in)	
Call Out						
*Call out Fee which includes first hour on site and travelling fee (after hours, weekends and holidays)						
Site Supervisor/Technician/Artisan		24	R	R	R	
Assistant /Semiskilled Labour		24	R	R	R	
	Callouts+ labour: Total call out fee				R	
Diagnostic with repairs table: (time below includes the total time to do diagnostics and repairs for each failure mode and completely resolve the issues leaving the infrastructure totally correctly functional. Note the rates must include all required tools, special tools, software and hardware require to completely resolve the failure)						
Item #	Call description	Estimated time to repair/reset (hrs.) as logged in the ACSA system	Budgeted Quantity	Contractor time to repair: (Contractor to fill in)	Rate per hour (after hours): (Contractor to fill in)	Total: qty X contractor time to repair X rate (Contractor to fill in)
1	Roller Stuck -Close/Open	0.5	25			
2	Roller out of Chanel Guiderail	0.5	15			
3	Slates/Curtains Damaged /Bumped	0.5	10			
4	Loose Guiderail/ Chanel	1.5	10			
5	Electrical Motor Faulty	2	5			
6	Faulty Control Switch	0.5	3			
7	Faulty Relays (Fire)	0.5	5			
8	Damaged Canopy Cover	2	5			
9	End Plates (Brackets) damaged	1.5	10			
10	Damaged Barre Assembly (open shaft)	1.5	6			
11	Damaged Helical Coil Spring (open Shaft)	1.5	6			

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12	Damaged Spur Wheel Gear/Bevel Gear	1	3			
13	Loose Chain/ Chain Wheel	0.5	5			
14	Faulty Chain locking Keep	0.5	5			
15	Loose Fixing lug/ Coach screws	0.5	2			
16	Damaged T – Bar (bottom Rail)	1.5	15			
17	Crank Handles	0.5	2			
18	Faulty Key Switches / Toggles / Push Buttons	1.5	5			
19	Other: Unforeseen breakdown		6			
20	Other: Unforeseen breakdown		18			
21	Other: Unforeseen breakdown		8			
**Total Diagnostic and repairs						R
Sub-total B (*Call out fee + **Diagnostic and repair)						R

iii) SPARES and MARK -UP

*Spares will be managed by the contractor using ACSA's manual inventory management system.

The manual inventory management system will include but not limited to;

- Conducting and submission of monthly stock count to the Service Manager by the contractor,
- Keeping up-to-date inventory cards by the contractor,
- Management of spares movement by the contractor,
- Keeping an up-to-date inventory file (purchase order and request, work order, delivery note, stock count records, etc.).
- Ensure safety and security of the storeroom by the contractor as per space given to them.
- The space for spare storage shall be allocated by ACSA to the contractor and can be a shared space as per space availability.
- Management of inventory by the contractor as per ACSA inventory procedure

Spares:

Description	Total (excluding VAT)
Subtotal C- provisional sum for spares	<u>R 60 000.00</u>

Mark-up (third party procured items/services)

Bidder to complete

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Value of Item or Services	**Mark-up (Contractor to fill in) *Y*	Spares amount for budget purposes *Z*	Total mark-up values to be budgeted- (Contractor to fill in) = (*Z*x Y)
R0 - R2,000	%	R2 000.00	
R2,001 - R5,000	%	R5 000.00	
R5,001 - R10,000	%	R10 000.00	
R10,001 - R50,000	%	R73 000.00	
Sub-total D (Third party Mark-up) (Note: Should be part of the form of offer and acceptance)			R

^bCost shall be net cost (excluding VAT) of parts delivered to site with all discounts deducted.

*The inserted amount *Z* are for budgeting purposes. The Total mark -up amount in the table is not guaranteed, but the mark-up will be applicable on third party quotations as per requirements of the system. Thus, the contractor will be held accountable to the mark-up filled in this table.

**The mark-up will be applicable to the total of the third-party quotation not on a single line items in a quotation.

Spares and sub – contractors work will be charged at cost plus mark-up. VAT shall not form part of mark-up calculations. Cost shall be net cost (excluding VAT) of parts supplied to site with all discounts deducted.

The spares list must be prepared based on tenderers best current spares prices (excl. VAT). The actual costs of spares will be reimbursed on submission of invoices and suppliers supporting documents.

Contract value

Below, the guide that must be used in estimating the contract value. This amount must be reported as the Contract Value in the corresponding schedules. Tenderers are reminded that this amount is for illustrative purposes only and that ACSA will not be under any obligation to expend the full or any portion of this amount. Monthly contract expenditure will be strictly calculated according to the Activity Schedule as provided above.

MAINTENANCE AND REPAIRS OF ROLLER SHUTTER DOORS AT CTIA FOR THIRTY-SIX MONTHS (36) EXPENDITURE:

Description	Total (excluding VAT)
-------------	-----------------------

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Sub-total A (Total Preliminary & General + Total Maintenance & Inspections + Incentives)	R
Sub-total B (*Call out fee + **Diagnostic and repairs)	R
Sub-total C (Spares provisional sum)	R 60 000
Sub-total D (Third party Mark-up)	R
*Total E- Total Maintenance Cost for 36 months	R

Note:

***TOTAL- E (i.e. Total maintenance cost for duration of the contract) must be carried to the form of offer and acceptance**

The values in this table/contract are not guaranteed, payment will be done as per approved work/activity done and assessments in this contract.

3. Contractual Strategy

Supplier performance will be monitored on milestone/activity duration basis to manage delays and/ or other key performance indicators. In the event that the supplier starts to perform poorly, the strategy will be revisited to mitigate further service delivery risks to the business. A Non-Conformance Penalty system will be put in place and implemented in the event of poor performance by the successful bidder.

4. Identified Risks

Notification of Low service damages

The Service Manager will notify the contractor in writing of any Low service damages.

The Service Manager will also notify the contractor of any claims directed and incurred by ACSA as a result of the contractor failure of duties, **this will be for the account of the Contractor.**

The sources of the information shall be all reports and Audit reports which the infrastructure is subjected to (e.g. any authorised ACSA employees and any internal and external audits).

ACSA must notify the contractor in writing of its intention to claim a Low service damages within 30 days of an event or ACSA will lose its right to claim the Low service damages. Should ACSA not claim a Low service damages for an event it shall not be interpreted that the level of performance is acceptable or that ACSA shall not be entitled to claim Low service damages for similar future events. Under no circumstances shall a Low service damages be regarded as the only action ACSA may take against the Contractor or the only amount it may claim from the Contractor.

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Low service damages tables

Progressive Punitive low service agreement which are entirely the contractor's fault shall be applied as below:

Item No.	Achieved Overall Availability per Month	System	Payment presentence
1	99.5%		100% Full fixed cost billed, minus any other low service damages included in this contract.
2	99.499% - 97.00%		10% reduction of monthly maintenance & inspection costs minus any other low service damages included in this contract.
3	96.99% - 95.00%		15% reduction of monthly maintenance & inspection costs minus any other low service damages included in this contract.
4	94.99% - 93.00%		20% reduction of monthly maintenance & inspection costs minus any other low service damages included in this contract.
5	92.99% - 91.00%		25% reduction of monthly maintenance & inspection costs minus any other low service damages included in this contract.

****Any availability less than 91% for six consecutive months (which is the entirely the contractor's fault) will lead to contract termination.***

Not meeting system MTTR of 0.5 Hrs (i.e. MTTR >0.5 Hrs).	R 4 000/month
Not meet system MTBF 7 20 Hrs (i.e. MTBF > 720Hrs)	R4 000/month
Not maintaining the required minimum on-site staff requirements.	R2 000.00/position/day
Occupational health and safety act 85 of 1993 (Non-compliance with the OHS Act and its associated regulations (for example: leaving moving machinery exposed)	R2 000.00/event
Less than 100% of planned maintenance (PMs) completed per month (unless the delay in repair was agreed to by the Service Manager or his/her duly authorized representative or unless the required spares are not available to complete the work).	R4 000/month
Note work is complete after the PMs have been correctly completed returned to the contract manager and the ACSA IMC to be closed out.	

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Not turning PO into completed works / completion certificate on agreed times lines as stated in Risk register	R4 000.00 / per PO / month							
Other occupational health and safety act 85 of 1993 which are criminal offences according to the OHS act	Termination							
3 Months Consecutive (monthly on contract period) occupational health and safety act 85 of 1993 of the same offence/class	Termination							
Emergency Response time <p>ACSA deems an emergency as a situation caused by unforeseen circumstance. This is only instances where:</p> <ul style="list-style-type: none"> ❖ Delaying to source the required goods, ❖ Works or services will result in Loss of life or injury, ❖ Reputational harm, ❖ Financial losses, ❖ Legal consequences, ❖ Interruption of essential or ❖ Business services and ❖ Any other relevant consideration <p>Below are the some of the emergencies identified but not limited to the below list</p> <table border="1"> <thead> <tr> <th>Item Description</th><th>Response Time</th><th></th></tr> </thead> <tbody> <tr> <td>Negligence to calls with no proper feedback and causes ACSA reputation damage</td><td>during normal</td><td>R1 000.00/event</td></tr> </tbody> </table> <p>Discretionary annual contractor's performance review/assessment will be performed to consider the renewal of contract. Should the contractor's performance deemed below satisfactory the contract will not be renewed upon contract anniversary, therefore the contract will be terminated.</p>			Item Description	Response Time		Negligence to calls with no proper feedback and causes ACSA reputation damage	during normal	R1 000.00/event
Item Description	Response Time							
Negligence to calls with no proper feedback and causes ACSA reputation damage	during normal	R1 000.00/event						

3.4 Minimum Returnable Requirements

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

- Valid Tax Clearance Certificate
- Valid and certified copy of the B-BBEE Certificates

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- Initial/stamp and where applicable sign all pages of the attached RFQ Declaration of interest forms (attached RFQ document)
- CSD summary report
- Quotation on company letterhead

SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

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

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

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

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

4.2.2 ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.

4.2 Definitions

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

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

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

4.4 Adjudication Using A Point System

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

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4.5 Award of Business where Bidders have Scored Equal Points Overall

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

4.6 Points Awarded for Price

- 4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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Pmin = Comparative price of lowest acceptable bid

4.7 Points Awarded for B-BBEE Status Level of Contribution

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

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

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

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

4.8 Bid Declaration

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

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

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

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

SECTION 5: EVALUATION CRITERIA

5.1 Evaluation Criteria

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

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.

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5.2 Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information ACSA will only consider bidders which have:

#	Mandatory Returnable Information and Documents (All Copies Must Be Certified with An Original Stamp)	Main Bidder Yes / No	JV Partner Yes / No	Sub - Contractor Yes / No
1.	NEC Form of Offer: <ul style="list-style-type: none"> Complete in full and signed Form of offer (C1.1- Section-A) 			
2.	CIDB Grading: <ul style="list-style-type: none"> It is estimated that the tender must have CIDB grading of 2ME OR Higher to be eligible to tender. The grading level must be valid at the time of close of bid and a valid certificate must be produced at the time of award if the certificate expires between close of bid and award. Bidder is required to provide a CRS Number. 			
3.	Letter of Good standing: <ul style="list-style-type: none"> Bidding entity to provide proof of COIDA (Valid letter of good standing with Workers Compensation Commissioner OR Proof of Application) with Department of Labour/FEM/RMA. 			
<ul style="list-style-type: none"> A bidder that fails to submit the information outline above will be liable for disqualification. 				

5.3 Local Content and Production

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

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5.4 Functionality / Technical

1. EVALUATION PROCESS

- 1.1. ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for Mandatory, 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 who fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.
- 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.
- 1.3. A staged approach will be used to evaluate bids and the approach will be as follows:

Stage 1	Stage 2	Stage 3
Compliance to Mandatory Administration Criteria	Evaluate on Functionality or Technical Aspects of Bid	Evaluate Price and B-BBEE

This Table for ACSA Office Use Only:		Yes / No
1.	Bidder's Attendance to Compulsory Briefing Session (Where applicable)	
2.	Bidder's Attendance to Compulsory Site Meeting (Where applicable)	

2. EVALUATION OF FUNCTIONALITY / TECHNICAL CRITERIA

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

- 1.1 The functionality / technical evaluation will be conducted by the Tender Preparation and Evaluation Committee (TPEC), which comprises of various skilled and experienced members from diverse professional disciplines.
- 1.2 Only bidders who qualify in Stage 1 evaluation will be evaluated in Stage 2.

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1.3 The criteria are as follows:

1.3.1 Threshold:

- 1) Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **50 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE. Bidders who also fail to achieve the minimum score per criteria will be disqualified and not be eligible for further evaluations.

Description of quality criteria	WQ	Sub criteria	Minimum Threshold	Max Score
		Quality Score		
Tenderer's resource proposal	60	Qualifications	15	30
		Year of experience in similar works	15	30
Refences	40	References	30	40

TABLE 2: FUNCTIONALITY CRITERIA

*Functionality hurdle breakdown (all qualifications must be SAQA accredited)

Bidders are to list the relevant experience, in terms of undertaking prior works relevant AND/OR similar to the Maintenance and Repairs of Roller Shutter Doors in the Schedule of the Bidder's Experience and References in Part T2.2 of this document. Bidders need to indicate that projects have been successfully completed.

All foreign and technical qualifications provided must be SAQA-approved/accredited

Site Supervisor/Artisan/technician:

Role	Qualification (<i>Number in the brackets are points allocated</i>)	Score	Bidder Self-Assessment
Site Supervisor/Artisan/Technician – Roller shutter Doors	Millwright or fitting or Electrical trade test Certificate (5)	10	
	And		
	Any SETA or SAQA accredited OHS Training certificate (5) OR		

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	Diploma or higher qualification in Mechanical/electrical and Millwright or fitting trade test (10)	20	
	And		
	Any SETA or SAQA accredited OHS Training certificate (10)		
	Neither of the above	0	
Minimum score- OHS training Certificate Compulsory		10	
Maximum score- OHS training Certificate Compulsory		20	

NB: All minimum threshold per resource must be met to be evaluated further

Assistant:

Role	Qualification	Score	Bidder Self-Assessment
Assistant	N2 Mechanical/Electrical (5)	5	
	OR		
	N3 or higher qualification in mechanical/Electrical engineering (10)	10	
	Neither of the above	0	
Minimum score		5	
Maximum score		10	

NB: All minimum threshold per resource must be met to be evaluated further

Years of Experience – Minimum of 15 points (Proof of similar or relevant experience should be included in the resources' CV)

Site Supervisor/Artisan/technician:

Role	Experience	Score	Bidder Self-Assessment
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Site Supervisor/Artisan/Technician – Roller shutter Doors	Min 3 yrs Post trade test experience in maintenance of Industrial Shutter Doors including supervisory (5) And Min 2 yrs experience of being responsible for OHS on site/plant (5)	10	
	OR Above 3 years post trade test experience in maintenance of Industrial Shutter Doors including supervisory (10) And Above 2 years' experience of being responsible for OHS on site/plant (10) (CV must include details of experience and relevant experience include being knowledgeable and having direct involvement in working with and supervising staff who are working on Repairs of roller shutter system – fire dictation electrical panels and being responsible for industrial health and safety experience on site.)	20	
	Note: Supervisory and OHS experience could have been served within the same 3 years. Points will only be score when all details are included.		
	No relevant experience	0	
	Minimum score- OHS Supervisory Experience Compulsory	10	
	Maximum score- OHS Supervisory Experience Compulsory	20	
NB: All minimum threshold per resource must be met to be evaluated further			
Assistant:			
Role	Qualification	Score	Bidder Self-Assessment
Assistant	One (1) year experience in maintenance of mechanical roller shutter doors (5)	5	
	OR	10	

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	Above one (1) Year experience in maintenance of roller shutter doors (10)		
	No relevant experience	0	
Minimum score		5	
Maximum score		10	

NB: All minimum threshold per resource must be met to be evaluated further

References – 30 (Proof of previous work of at least two (2) reference of the tendering entity where similar or relevant works were previously done or are currently ongoing, submitted on the client's letterhead, describing the type of work and reference number or purchase order).

Less than 2 or no References	0	
2 References	30	
3 or more References	40	
Minimum score	30	
Maximum score	40	

Table 3:

(Attach CVs of project personnel to this page)

Bidder to provide comprehensive CV's are OR complete tables below for required key personnel: Site Supervisor/Technician and Assistance

CV's must at least contain the information as set out below:

SITE SUPERVISOR/TECHNICIAN/ARTISAN	
Name:	
Surname:	
Nationality:	
Date of Birth:	

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Current Residence:		
Name of current position in tendering enterprise:		
Qualifications: (Degrees, Diplomas, Grades of membership of professional societies and professional registrations)		
Overview of post graduate working experience <i>(year, organisation and position)</i>		
OUTLINE OF RECENT PROJECTS / EXPERIENCE THAT HAS A BEARING ON THE SCOPE OF WORK		
Recent /Previous Experience	Duration of project (e.g. Jan 2001 – Dec 2005)	
<div style="background-color: #d9e1f2; text-align: center; padding: 5px;">ASSISTANT</div>		

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Name:	
Surname:	
Nationality:	
Date of Birth:	
Current Residence:	
Name of current position in tendering enterprise:	
Qualifications: (Degrees, Diplomas, Grades of membership of professional societies and professional registrations)	
Overview of post graduate working experience (<i>year, organisation and position</i>)	
OUTLINE OF RECENT PROJECTS / EXPERIENCE THAT HAS A BEARING ON THE SCOPE OF WORK	
Recent Projects/ Previous Experience	Duration of project (e.g. Jan 2001 – Dec 2005)

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**TABLE 4: Relevant Company / Entity Experience and References**

a. Provide reference letters / certificates of completion as indicated under functionality requirements.

#	Project Summary	Start Date – End Date	Project Value (R)	Contactable Reference Information
1.	Similar Previous Works – Describe and Indicate Client	13 Mar 2014 – 30 Jun 2014	R X million	Company Name: XYZ Company Contact Person: Chairperson: J Soap Contact Number: 031 999 9999 Email Address: JSoap@ComplexABC.com

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TABLE 5: Key Personnel (Roles and Responsibilities)

- Details of proposed team for this works including relevant experience and qualifications.
- The team must be appropriately qualified.
- Provide CVs and certified copies (copy with original stamp) of their relevant qualifications etc.

#	Name	Position	Provide CV and Other Supporting Document's	Area of Specialisation	Number of Years Relevant Experience	Qualification / Training / Trade Test Proof

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SECTION 7: DECLARATION FORM

7.1 Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

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

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Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder

Section 8: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

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

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This declaration was signed on _____ of _____ 202_____

Name: _____
Designation: _____
Signature: _____

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