

Request for Proposals for the Establishment of a Panel of Service Providers for the Supply and Delivery of Personal Protective Equipment (PPE) for a Period of One (1) Year at Airports Company South Africa's SOC Limited (ACSA) nine (9) airports.

Tender Number: : COR6566/2021/RFP

Issue Date : 06 July 2021

Closing Date : 04 August 2021

Briefing Session Date and Time : 19 July 2021 @ 14:00pm

Bid Validity : One hundred and twenty (120) business working days

SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

The document is available on www.etenders.gov.za from **06 July 2021**. Electronic copies of the tender documents will be available for download on the National Treasury website during the same period. No bid documents will be available at the briefing session.

1.2. 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 Procurement department where the bid will close. The submission envelope must be clearly marked **Supply & Delivery of PPE**

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 **STRICTLY** on or before **13h00 on 04 August 2021 using the following method:**

a) Hand delivery:

The bid documents must be hand delivered to the Airports Company South Africa's Corporate office **Parking Lot**, located at the address below:

**ACSA Corporate Office
The Maples, Riverwoods Office Park
24 Johnson Road
Bedfordview**

OR

b) Email submission:

The bid documents must be submitted via email using the following email address below:

Lesego.Pitse@airports.co.za

PLEASE SUBMIT IN PDF FORMAT AND BIDDERS MUST NOT SEND THEIR SUBMISSION AS ONE BIG ATTACHMENT. BREAK YOUR SUBMISSION IN ATLEAST 4 OR MORE ATTACHMENTS OF 4MB EACH.

Please send an additional email to the email address above, stating that you have made a submission, once you have sent all your attachments.

1.2.1. Proposals must be in duplicate (an original printed copy and a printed copy of the original). 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.

1.3. Late Bids

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

1.4. Clarification and Communication

Name: Lesego Pitse

Designation: Senior Buyer

Email: Lesego.Pitse@airports.co.za

1.4.1. Request for clarity or information on the tender may only be requested until **28 July 2021 @ 16:00**. 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.

1.4.2. 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.

1.5. Non-Compulsory briefing / Clarification Session

There will be a **non-compulsory virtual** briefing / clarification session held on 19 July 2021 from 14:00 on Microsoft Teams. **Companies need to register by sending a request to the following email address by Friday, 16 July 2021 at 15:00 pm.**

Lesego.Pitse@airports.co.za

All communication from ACSA will be done through the e-tenders website (www.etenders.gov.za). Bidders must use the tender reference number to search for any updates, changes/addendums, minutes etc.

1.6. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document. Changes to the bidder's submission will not be allowed after the closing date of the tender. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or 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 tender;
- 1.7.2. Split the award of this tender;
- 1.7.3. Negotiate with all or some of the shortlisted bidders;
- 1.7.4. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
- 1.7.5. To reject the lowest acceptable tender received; and/or
- 1.7.6. Cancel this tender.

1.8. Validity Period

- 1.8.1. ACSA requires a validity period of one hundred and twenty (120) business working days for this tender.
- 1.8.2. 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 tender process to a third party or any other bidder without any written approval from the bidder whose information is sought.
- 1.9.2. ACSA will not disclose the names of bidders until the tender process has been finalised.

1.10. Hot – Line

ACSA subscribes to fair and just administrative processes. ACSA therefore urges its clients, Service Providers 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: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1. Background

Airports Company South Africa SOC Ltd (the Company) owns and manages nine (9) South African airports. The Company is involved in equity investments abroad and provides technical advisory and consultancy services to other airports nationally and worldwide.

Our majority shareholder is the South African Government (74.6%). In line with the government's objectives, we focus on creating sustainable value that positively impacts our business, our people and society, and our environment. These elements are the core tenets of our Sustainability Framework.

The company has the South African Government through the Department of Transport as a major shareholder and thus regarded as a state-owned company (SOC) in terms of the Public Finance Management Act (PFMA). The company is legally and financially autonomous and operates under commercial law.

The World Health Organization (WHO) declared the outbreak of Corona virus as a pandemic globally which informed the South African government to follow and declare the virus as state of disaster. There are various controls defined and put in place to help prevent the spread of the virus, this includes directives and regulations which places onus on employers to provide personal protective equipment to employees in line with risk exposure. To comply to the legal prescripts and ensure safety of employees, ACSA seeks to appoint service providers on the panel who will be required to supply and deliver personal protective equipment as per norms and standards set out by the WHO, to nine (9) airports. Required PPE consists of nitrile powder free gloves, patient surgical masks, fabric masks, disposable bio-hazard shoe cover, disposal biohazard suit and face shields.

2.2. Purpose of this Tender

Airports Company South Africa SOC Limited ("ACSA") wishes to compile a panel comprising of five (5) service providers for the supply and delivery of PPE namely nitrile powder free gloves, patient surgical masks, fabric masks, disposable bio-hazard shoe cover, disposal biohazard suit and face shields.

The service providers are required to deliver required PPE to the respective airports within seventy-two hours (72 hours) upon request. ACSA being a 24-hour operation, business continuity and availability of protective equipment for employees is vital therefore turn-around time for delivery of required PPE is crucial. PPE shall be delivered at the requesting site directly. Contact persons of the receiving department will be communicated to the successful suppliers.

ACSA currently procures PPE on an individual order basis from national treasury's transversal contracts as and when stock is needed. The main driver for this procurement strategy was to ensure there was control in spend and items procured were in line with defined specification and standard.

It is the intention of this request to appoint a panel of Service Providers as COVID-19 is no longer an emerging risk. ACSA intends to decentralize PPE procurement to sites, to enable sites to procure PPE in a simplified, efficient, and compliant process.

2.3. Specification or Scope

The services will involve the following:

The service providers will be responsible to ensure that the required Covid19 PPE are delivered meeting all specifications set in “Annexure A” of the National Treasury Instruction Note No.5 of 2020/21 on Covid19 Personal Protective Equipment

2.3.1 Face shield

2.3.1.1 Disposable constructed from high quality optically clear

2.3.1.2 Distortion free 7 mil polyester film anti fog coating

2.3.1.3 Must fit well over spectacles

2.3.1.4 Brow band cushioned and fits comfortably against the forehead headband/ arms to hold visor in place

2.3.1.5 Fog resistant

2.3.1.6 Reusable



Picture:

2.3.2 Protective glasses Face shield

2.3.2.1 Perspex screen

2.3.2.2 Clear

2.3.2.3 Anti-fog

2.3.2.4 Provide non-scratch cleaning cloth

Picture



2.3.3 Gloves

2.3.3.1 Nitrile examination, non-sterile, type2

2.3.3.2 Made primarily from nitrile rubber latex, blue colour

2.3.3.3 Styrene-butadiene rubber emulsion

2.3.3.4 thermoplastic-elastomer solution

2.3.3.5 Single use

2.3.3.6 Powder free

2.3.3.7 Comply with SANS 11193-1

2.3.3.8 Ambidextrous

2.3.3.9 Size: S; M; L, XL, XXL

2.3.3.10 Come in Box of 100

Picture



2.3.4 Surgical mask

2.3.4.1 Surgical Mask for Patient: Mask, face, aseptic: Fluid Resistant, moulded, blue (3ply) good breathability, internal and external face should be clearly identified type 1, with ear loops or tie on (EN 14683 any type including type 1) (ASTM F2100 Minimum level o) Box of 50 pieces

Picture



2.3.5 Fabric Mask (Refer to recommended guidelines by Department of Trade, Industry & Competition)

Material selection

- Mask should act as a barrier to extremely small droplets generally upwards of 5microns in size secreted at a speed like that when a person exhibits respiratory symptom such as sneezing or coughing (WHO 29/4/2020).
- Use three layers of suitable fabric or three layers of such fabric (two layers plus extra third barrier layer in the centre). This should be non-woven or thicker woven fabric with highest possible yarn density and very small spaces between fibres.
- **Outer layer** (which faces towards other people) should be a non-woven or thicker woven fabric that is hydrophobic or water repellent
- **Inner layer** (which sits against the face) must not irritate the skin. Polyester or nylon is preferable but other alternatives can also work. Take care not to use fabric that are highly water absorbent as they might become wet against the skin.
- **Middle or filter layer** is used to enhance is used the barrier function of the product. Choose a textile that can inhibit the transfer of small particles.
- Options may involve non-woven structures amongst others. This layer should also not inhibit breathing.
- Fabric should not contain any toxic chemicals or excessive lint.
- The mask must have ear loops on both ears
- The reusable proposition of the masks must be based on current use of disposable mask which is three times daily issuing per employee.

Design of the fabric face mask



- Mask must be designed to fit properly, ideally to cover 50% of the length of nose and fit to 25mm under the chin
- The masks must be black in colour and the colour must not discoloured by washing or exposure to the sun
- Mask to have markings or features that help the wearer to distinguish between the inner and outer layer
- The ties or elastic to fit the mask to the face should not be designed to require that the wearer touches the front of the mask at all.
- Masks must have employee name tag to prevent exchange
- Mask must be ACSA branded on one side of the mask

Use of cloth masks

- Clear instructions must be provided around the proper protocol for wearing masks, including at a minimum that wearers should avoid touching the mask during use and that when putting it on or taking off the mask, one hand must have been clearly cleansed after practising appropriate hand hygiene.
- A guide must be supplied on how to wear and to care of the mask.

Maintenance and inspection

- The masks should be routinely washed depending on the frequency of use, preferable before and after use.
- Cleaning and disinfection of all components should be easy and to carry out at home.
- The mask must be disinfected by washing in hot water and soap and preferably being iron friendly.
- The barrier layer should not increase in permeability with cleaning and resultantly decrease in functionality over time.
- All masks should be accompanied by instruction clearly stating what the limitations of a mask are and when the components of the mask must be replaced.

Note: Bidders should provide the SABS and related certification that also stipulates the durability of the fabric masks that will be supplied to ACSA

Bidders may be requested to provide ACSA with test samples of the masks for verification. Bidders will be disqualified if the sample does not meet the requirements

The supplier must provide a detailed delivery schedule of the masks taking into consideration manufacturing times, testing period and transportation logistics



Picture:

2.3.6 **Disposable bio-hazard suit** (NB: This is not on National Treasury Instruction note 5 Annexure A)

2.3.4.1 Type 5/6 Coverall designed to offer cost effective protection against hazardous dusts such as asbestos fibre

2.3.4.2 Made from highly breathable SMS non-woven for effective release of body heat and moisture and reduced heat stress

2.3.4.3 Soft and strong 50gsm SMS for strong performance 2 panel hood, 2-way zip and storm flap with elasticated back and ankles to reduce the risk of skin exposure

2.3.4.4 CE Cat III Type 5/6 hazardous dusts and limited liquid splashes EN 1073-2 nuclear particulate hold out

2.3.4.5 Protective cover bodysuits, disposable MEDIUM, LARGE, X-LARGE, XX-LARGE, 3X LARGE



Picture



Note: Delivery to be made to airports indicated on the breakdown below
Both package 1 and package 2 to be delivered same time

2.3.7 Disposable bio-hazard shoe cover

2.3.7.1 Overshoe, blue non-woven, single use.

2.3.7.2 To be made from durable, water-repellent, opaque material

2.3.7.3. Seam free under sole. Elasticated opening.

2.3.7.4 ISO 9001:2015 certified

2.3.7.4 Suitable for all shoe sizes.



Picture :



QUANTITY BREAKDOWN FOR PPE PROCURED MONTHLY (for illustrative purposes only)

Note: Quantities may fluctuate based on demand

The quantities below are based on monthly demand per airport except for the reusable/fabric masks.

Airport/Site	Reusable masks (units: 5 masks per employee)	Surgical Masks (units)		Face Shield Masks(units)		Gloves (Quantity in boxes: per box of 100 units)							
		Package 1	Package 2	Package 1	Package 2	Package 1 Small	Package 2 Small	Package 1 Medium	Package 2 Medium	Package 1 Large	Package 2 Large	Package 1 X-Large	Package 2 X-Large
Corporate Office	2 055	0	0	0	0	0	0	0	0	0	0	0	0
OR Tambo International Airport	5 695	0	0	300	300	600	600	720	720	100	100	130	130
King Shaka International Airport	1 965	0	100	0	500	25	25	25	25	25	25	25	25
Cape Town International Airport	2 230	0	300	150	150	375	375	375	375	375	375	375	375
George Airport	260	0	0	0	0	26	26	26	26	26	26	26	26
Chief Dawid Stuurman International Airport	525	0	0	0	100	0	0	0	0	0	0	0	0
King Phalo Airport	350	0	0	0	0	15	15	15	15	15	18	15	15
Kimberley Airport	160	0	0	0	0	15	15	15	15	15	15	15	15
Bram Fischer International Airport	310	0	0	0	0	11	7	11	36	11	6	11	11
Upington Airport	155	23	0	200	0	0	0	0	0	0	0	0	0
Totals	13 705	23 00	130 00	650	1050	1067	1063	1187	1212	567	565	597	597
Consolidated demand	13 705	26000		2100		2126		2424		1130		1194	

Total PPE Required	Chief Dawid Stuurman International Airport	King Phalo Airport	Bram Fischer International Airport	George Airport	Kimberly Airport	Upington Airport
900 x Disposable Bio-Hazards Suits	150 x Disposable Bio-Hazards Suits	150 x Disposable Bio-Hazards Suits	150 x Disposable Bio-Hazards Suits	150 x Disposable Bio-Hazards Suits	150 x Disposable Bio-Hazards Suits	150 x Disposable Bio-Hazards Suits



600 x Disposable safety shoe covers	100 x Disposable safety shoe covers	100 x Disposable safety shoe covers	100 x Disposable safety shoe covers	100 x Disposable safety shoe covers	100 x Disposable safety shoe covers	100 x Disposable safety shoe covers

Additional Requirements

- a. PPE shall be delivered at the requesting site directly. Contact persons of the receiving department will be communicated to the successful suppliers
- b. Quantity of required PPE may vary depending on the need as and when

Important: Bidders are required to indicate the Category and items they are bidding for by indicating on the below table:

No.	PPE Item	Indicate by marking (X) on the PPE Items the bidder is intending to supply
1.	Face shield	
2.	Protective Glass shield	
3.	Gloves	
4.	Surgical Masks	
5.	Fabric Masks	
6.	Disposal Bio-hazard suit	
7.	Disposal Bio-hazard shoe cover	

SECTION 3: LOCAL CONTENT AND PRODUCTION

3.1 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 100% of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure A of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

3.2 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:

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

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.

3.3 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).

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.

3.4 General Conditions

3.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.

3.4.2 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.

3.4.3 Where necessary, for bids referred to in paragraphs 3.4.2, 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.

3.4.4 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.

3.4.5 A bid will be disqualified if:

- The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3.6 below; and
- The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

3.5 Definitions

3.5.1 "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;

3.5.2 "Bid Price" price offered by the bidder, excluding value added tax (VAT);

3.5.3 "Contract" means the agreement that results from the acceptance of a bid by ACSA;

3.5.4 "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;

3.5.5 “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).

3.5.6 “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;

3.5.7 “Local Content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

3.5.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and

3.5.9 “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

3.6 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>
_____	_____ %
_____	_____ %
_____	_____ %

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

3.8 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 3.3 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	



AIRPORTS COMPANY
SOUTH AFRICA

Pound Sterling	
Euro	
Yen	
Other	

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

SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

4.1.1 In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference. The preferential point systems are as follows:

4.1.1.1 The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

4.1.1.2 The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

4.1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

4.2 The maximum points for this bid are allocated as follows:

	Points
4.2.1 Price	80
B-BBEE Status Level of Contribution	20
Total Points for Price and B-BBEE must not Exceed	100

Bidders should note that the tender evaluation for the Panel will be based on a three-stage approach. The approach will be as follows:

Stage one (1) Pre-qualification/Transformation Requirements

Stage two (2) Mandatory Administrative Requirements (checking if all the documents have been received)

Stage three (3) Functionality Evaluation Criteria (evaluating the technical aspect of the bid).

Bidders should note that the **top five (05) Service Providers** scoring the highest points for functionality will be appointed to form the panel/list of service providers. **Price and B-BBEE will be evaluated once the panel of service providers has been approved by the Relevant Bid Adjudication Committee and appointed accordingly.**

Bidders are requested to submit BBEE certificates. In the event of a tie-on points, the B-BBEE certificate points will be used as points of the process of elimination, including points for functionality and drawing of lots.

4.2.2 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 an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. In other words, such a bidder (subject to 4.2.3 below) will be awarded 0 points for B-BBEE status level of contribution.

- 4.2.3 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.

4.3 Definitions

- 4.3.1 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 4.3.2 **“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;
- 4.3.3 **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.4 **“Black People”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);
- 4.3.6 **“Designated Group”** means:
- 4.3.6.1 Black Designated Groups;
 - 4.3.6.2 Black People;
 - 4.3.6.3 Women;
 - 4.3.6.4 People with disabilities; or
 - 4.3.6.5 Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 4.3.7 **“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;
- 4.3.8 **“EME”** means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.9 **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 4.3.10 **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;

- 4.3.11 “**People with disabilities**” has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 4.3.12 “**Person**” includes a juristic person;
- 4.3.13 “**PPPFA**” means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 4.3.14 “**Price**” means all applicable axes less all unconditional discounts;
- 4.3.15 “**QSE**” means a qualifying small business enterprises in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act
- 4.3.16 “**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;
- 4.3.17 “**Rural Area**” means:
- 4.3.17.1 a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or
- 4.3.17.2 an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 4.3.18 “**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;
- 4.3.19 “**Township**” means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 4.3.20 “**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;
- 4.3.21 “**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; and
- 4.3.22 “**Youth**” has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

4.4 Adjudication Using A Point System

- 4.4.1 The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.

4.4.2 Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts

4.4.3 Points scored will be rounded off to the nearest 2 decimal places.

4.5 Award of Business where Bidders have Scored Equal Points Overall

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

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

The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

4.6.1 Points Awarded for B-BBEE Status Level of Contribution

4.6.1.1 In terms of Regulation 6 (2) and 7 (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 (80/20 system)
1	20
2	18
3	14

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 4.6.1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.
- 4.6.1.3 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 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.
- 4.6.1.4 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.
- 4.6.1.5 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.
- 4.6.1.6 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.
- 4.6.1.7 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.
- 4.6.1.8 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.

4.7 Bid Declaration

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

- 4.7.1 (B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 4.2.1)

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



4.7.2 (Points claimed in respect of paragraph 4.7.1 must be in accordance with the table reflected in paragraph 4.6.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit is permissible in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises).

4.8 Sub-Contracting

4.8.1 Will any portion of the contract be sub-contracted? YES / NO (**Delete whichever is not applicable*)

4.8.2 If yes, indicate:

4.8.2.1 The sub-contracted percentage is: _____%

4.8.2.2 The type of ownership is as follows in terms of percentage out of 100:

4.8.2.2.1 black ownerships is: _____

4.8.2.2.2 black youth ownership is: _____

4.8.2.2.3 black women ownership is: _____

4.8.2.2.4 black people with disabilities ownerships is: _____;

4.8.2.2.5 black people in rural areas, underdeveloped areas or townships ownerships is: _____

4.8.2.2.6 black ownership of the co-operative is: _____

4.8.2.2.7 black people who are military veteran ownership is: _____

4.8.2.2.8 Combined ownership of any of the above is: _____.

4.8.3 The tendering condition must specify that the tenderer may only subcontract to an EME or QSE listed above if the EME or QSE has a B-BBEE status level that is equal to or more than that of the bidder.

4.8.3.1 The name of the sub-contractor is: _____

4.8.3.2 The B-BBEE status level of the sub-contractor is: _____

4.8.3.3 The sub-contractor is an EME: YES / NO (**Delete whichever is not applicable*)

4.8.4 A bidder may not sub-contract any portion of the tender after award without the written approval a delegated ACSA representative.

4.9 Declaration with Regard to the Bidder

4.9.1 Name of bidding entity



4.9.2 VAT Registration

4.9.3 Company registration number:

4.9.4 Type of company / firm:

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

4.10 Describe principal business activities

4.11 Company Classification

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transportation, *etcetera*.

[TICK APPLICABLE BOX]

4.12 Total numbers of years the company / firm has been in business:

4.13 I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in this bid of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

4.13.1 The information furnished is true and correct;

4.13.2 The preference points claimed are in accordance with the General Conditions as indicated in this Section;



- 4.13.3 In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- 4.13.4 If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
- 4.13.4.1 Disqualify the person from the bidding process;
 - 4.13.4.2 Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 4.13.4.3 Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - 4.13.4.4 Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - 4.13.4.5 Forward the matter for criminal prosecution.

Witnesses:

1. _____

Signature(s) of bidder(s)

2. _____

Date : _____

Address: _____

SECTION 5: EVALUATION CRITERIA

5.1 Evaluation Criteria

5.1.1 ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for pre-qualifying criteria/ local production and content/ Supplier Development, objective criteria and sub-contracting/ functionality/ 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.

5.1.2 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.

5.2 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
Check if Bidders meet the pre-qualification criteria	Mandatory Administrative Criteria (Check if all the documents have been received and minimum requirements have been met)	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE) when the Panel has been Established	Post tender negotiations if Required

5.3 Pre-qualification Criteria

To advance designated groups the following pre-qualifying criteria should be met:

Only bids from bidders with a minimum **B-BBEE status level 1 and 2** will be considered.

A Bidder that fails to meet the above-mentioned pre-qualifying criteria at closing date, will be disqualified and will not be evaluated further.

5.4 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:

Eliminating criteria:

- a) Bidders' acceptance of terms and conditions of bid;
- b) Compliance certificate to be submitted as per National Treasury Annexure attached
- c) Declaration Certificate for Local Production and content for designated sectors (SBD 6.2). Complete Annexure C, D and E (applicable for cloth masks) on www.thedtic.gov.za
- d) Signed distribution agreement from the manufacturer as the approved supplier (verifications will be done)
- e) Valid letter of Good Standing (COIDA)

Local Content (fabric/cloth masks)

Paragraph 8 (1) of the PPPFA Regulations empowers the DTI to designate specific industries where tenders should prescribe that only locally manufactured products with a prescribed minimum threshold for local production and content will be considered.

NB. Bidders that fail to comply with the local production content threshold (together with completing and submitting Annexure C, D and E will be disqualified and not evaluated further)

Below is a table indicating the minimum threshold percentages for local production and content for the different categories of products:

Product	Threshold
Textiles, Clothing, Leather and Footwear sector	100%

Fabric Mask

Refer to Section 3: Local Content and Production and Appendix A (Guidelines by Department of Trade, Industry and competition)

5.5 Functionality

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

5.5.1 Threshold

The functional/technical evaluation will be based on a threshold, where bidders which fail to achieve a minimum of **50 points out of a total of 100 points** on the functional/technical stage will not be considered further in the evaluation. **It should be further noted that a minimum qualifying score *per criteria* must be met as set out in the table below.**

Functionality Evaluation Criteria

Table 1 – Bidders whose submission includes the supply & delivery of PPE item: fabric mask (as indicated in the table on page 13) will be evaluated under this table.

No.	Criteria	Weight	Minimum Threshold
1	<p>Company Experience in the Supply & Delivery of PPE</p> <ul style="list-style-type: none"> • 1 – 2 years' experience in Supply & Delivery of PPE = 5 points • 2 - 3 years' experience in Supply & Delivery of PPE = 10 points • More than 3 years' experience in Supply & Delivery of PPE = 25 points <p><i>The bidder must attach reference letters from clients where PPE was supplied and delivered (Reference letters must include client's company name, contact person with office telephone number, contract duration)</i></p>	25	5
2	<p>Fabric mask durability/usability</p> <ul style="list-style-type: none"> • Less than 6 months = 0 points • 6 months = 15 points • Above 6 months = 25 points <p><i>Note: Evidence of durability/usability to be submitted should be from the approving authority</i></p>	25	15
3	<p>Delivery Lead times</p> <ul style="list-style-type: none"> • 3 working days after order is placed = 5 points • 2 working days after order is placed = 15 points • 1 working day after order is placed = 25 points <p>Complete Appendix B – lead times</p>	25	5
4	<p>SABS <u>and</u> related certification for PPE to be issued</p> <ul style="list-style-type: none"> • Submission of Certificate(s) = 25 points 	25	25



	• No Certificate = 0 points		
	Total Score	100	50

Table 2- Bidders whose submission excludes the supply & delivery of PPE Item: fabric masks (as indicated in the table on page 12) will be evaluated under this table

No.	Criteria	Weight	Minimum Threshold
1	<p>Company Experience in the Supply & Delivery of PPE</p> <ul style="list-style-type: none"> • 1 – 2 years' experience in Supply & Delivery of PPE = 5 points • 2 - 3 years' experience in Supply & Delivery of PPE = 10 points • More than 3 years' experience in Supply & Delivery of PPE = 33 points <p><i>The bidder must attach reference letters from clients where PPE was supplied and delivered (Reference letters must include client's company name, contact person with office telephone number, contract duration)</i></p>	33	5
2	<p>Delivery Lead times (Complete Appendix B Lead Times)</p> <ul style="list-style-type: none"> • 3 working days after order is placed = 15 points • 2 working days after order is placed = 25 points • 1 working day after order is placed = 37 points <p>Complete Appendix B – lead times</p>	37	15
3	<p>SABS <u>or</u> related certification for PPE to be issued</p> <ul style="list-style-type: none"> • Submission of Certificate = 30 points • No Certificate = 0 points 	30	30
	Total Score	100	50

5.6. Price and B-BBEE

Panel Appointment

Any instructions to the panel shall be done by our Health and safety management. Health and safety will approach the panel with a Request for Quotation (RFQ) and the winning bidder will be selected using our Price and Preference 80/20 Point System in accordance to the PPPFA. (see section 4).

NB: Bidders should note that the tender evaluation for the Panel will be based on a three-stage approach. The approach will be as follows:

Stage one (1) Pre-qualification/Transformation Requirements

Stage two (2) Mandatory Administrative Requirements (checking if all the documents have been received)

Stage three (3) Functionality Evaluation Criteria (evaluating the technical aspect of the bid).

Bidders should note that the top five (5) Service Providers scoring the highest points for functionality will be appointed to form the panel/list of service providers. Price and B-BBEE will be evaluated once the panel of service providers has been approved by the Relevant Bid Adjudication Committee and appointed accordingly. Bidders are requested to submit BBEE certificates. In the event of a tie-on points, the B-BBEE certificate points will be used as points of the process of elimination, including points for functionality and drawing of lots.

The PPE Panel will be placed in categories of their various niche. The successful service providers on the panel will be approached and this will be accomplished by rotation and circulation of all Service Providers and will be dependent on Business requirements.

SECTION 6: ADMINISTRATIVE & PROCEDURAL RFP REQUIREMENTS

The following information must be provided as requested in the Appendices in order to have the bid considered by Airports Company South Africa. Any individual, partnership, joint venture or close corporation submitting a bid must meet the minimum administrative and procedural requirements in order to have its bid considered.

6.1 Bid Submission:

6.1.1 Responses to the request for specific information in this section should be provided in full and numbered consistently with the numbering as per the RFP file provided to prospective Bidders.

6.1.2 The bid shall consist of the following documents in response to the RFP in the sequence shown below. Each part of the bid submission should be adhered to and inserted as per the RFP for ease of reference, and applicable signatures attached where applicable:

6.1.2.1 *Acceptance of Airports Company South Africa's terms and conditions of RFP-* must be completed and signed and submitted with the bid;

6.1.2.2 *Covering Letter* - A covering letter must be provided to properly identify the bid and to highlight other general information that the Bidder has included regarding, for instance, the business and/or organisation;

6.1.2.3 *Company Background and Executive Summary and Organogram* - An executive summary of the bid should include all salient features. Bidders should include the bid information requested in the Appendices such as:

Full name, address, fax and telephone numbers, including the full citation of Bidder, and registration number (in the case of a company or close corporation) exactly as the company or close corporation is registered. If the Bidder is an entity other than a natural person, please provide the name of an individual who is authorised to represent the Bidder;

6.1.2.4 Description of Bidder (i.e. Corporation, Joint Venture, or Sole Proprietorship) –

a) If an Incorporated Entity: List the date of incorporation and the names of all persons or entities owning 10% or more of the Bidders voting shares.

b) If a Partnership: List the date of commencement of the partnership and the name, address, and share of each partner and also include a copy of the partnership agreement.

c) If a Joint Venture: List date of commencement of the agreement. Also list the name and address of each member of the joint venture, including a copy of the agreement recording such a joint venture.

d) If a Sole Proprietorship: List all the business names under which such proprietor has done business during the last three (3) years, address/es, and the duration of the contract/project.

e) Provide a brief history of the Bidder and its experience. State the number of persons the Bidder presently employs. Also indicate any changes in the Bidders name and ownership structure and any trading names under which the Bidder has been doing business.

6.1.2.5 Proof of experience in the specific service- The Bidder is to detail the nature of the Bidder's experience and listing of recent or existing contracts of a similar nature to the services contemplated in this RFP. The Bidder must have at least one (1) year recent experience;

6.1.2.6 Experience - Original letters of references.

6.1.2.7 References – Provide references for the clients where you are providing or have provided similar services. Briefly describe the service and provide contact details for each reference (Name, Position, Landline Phone number and e-mail address) and inform these references in advance that Airports Company South Africa may contact them during the evaluation period as per the time lines provided. Note that this is an important component of the evaluation;

6.1.2.8 Re-distribution agreements/confirmation with manufacturers – Bidders must provide original letters/agreements from Manufacturers that they are the suppliers (where applicable).

6.1.2.9 B-BBEE particulars - Bidders must submit a valid B-BBEE verification certificate and report issued by a verification agency for recognition of the B-BBEE status as determined in accordance with the Codes of Good Practice or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises. B-BBEE information must be detailed confirming the BEE ownership and attach hereto, a certified copy of the identity documents of all owners. In the case of a Company (Pty) Limited, submit CM29 or equivalent and in the case of a Close Corporation CK1 or CK2.

6.1.2.10 Valid, Original Tax Clearance Certificate- The Bidder must submit a valid, original tax clearance certificate from the South African Revenue Services together with the bid.

6.1.2.11 Financial Information - The financial statements of the actual bidding entity (e.g. not the holding company) must be submitted. In the case of a joint venture, include the financial statements of each member of the joint venture.

6.1.2.12 Declaration of Solvency - A statement declaring whether the Bidder or any Director or member of the Bidder has ever been declared insolvent or liquidated or whether, either the Bidder or member has ever filed an application for sequestration or liquidation as the case may be.

6.1.2.13 Annual Financial Statements—the Bidders must provide the latest financial statements (as applicable per the Companies Act) for the last three (3) financial years.

6.1.2.14 Proof of Joint Venture – Formal Agreement of JV or partnership with the JV's BBBEE certificate where applicable



AIRPORTS COMPANY
SOUTH AFRICA

6.1.2.15 Additional Information - Bidders are requested to indicate any additional information they deem relevant to strengthen their bid.

SECTION 7: RETURNABLE DOCUMENTS

7.1 Mandatory Returnable documents

ACSA may disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. 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]
Bid form fully completed. The following is the list of section that bidders must complete and returnable with bids documents: <ul style="list-style-type: none"> • B-BBEE Certificate • Names and identity numbers of Directors • Certificate of Incorporation • Declaration of Interest Form • Declaration of Forbidden Practices Form • Valid, Original Tax Clearance Certificate/Pin • Declaration of Local production and Content and applicable annexures 	
Bidder's Previous Experience (Bidder provided a profile showing their previous experience relevant to the scope)	
Bidder's provided contactable references with proof of their experience (Contact number and email address). ACSA will endeavour to contact the references (Telephone we will attempt Three (3) times, Email (1 email and 1 Follow email)	
Organisational profile and footprint	
Joint Venture (JV) Agreement (if applicable)	
Subcontracting agreement and documentation (if applicable)	
Schedule of company current experience	

7.2 Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this tender remains valid for the duration of the contract period. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.



SECTION 8: SUBMISSION CHECKLIST

ITEM	DOCUMENT	INCLUDED	
		YES	NO
1	Acceptance of Request for Proposal Terms & Conditions and Bidders Particulars		
2	Covering Letter		
3	Company background & Executive Summary & Organogram (Organizational Structure illustrating the composition and reporting relationship of the team)		
4	Names and identity numbers of Directors		
5	Certificate of Incorporation		
6	Joint Venture (JV) Agreement (If Applicable)		
8	Bidders relevant Experience, Bidders Contract References and List of References to the services		
9	Original B-BBEE Certificate from approved certification body		
10	Valid, Original Tax Clearance Certificate		
11	Declaration of Insolvency or Liquidation, Latest Financial Statements		
12	Declaration of conflict of interest and Declaration Form		
13	Declaration of forbidden practises		
14	Proof of Bidder's registration on the National Treasury Central Supplier Database		
15	Declaration of Local production and Content and applicable annexures		

APPENDIX 1: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDERS PARTICULARS

TO: The Airport Manager
Airports Company South Africa Limited.

Proposal No:

1. Bidder's Name and Contract Details

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

2. Proposal Certification

We hereby submit a Proposal in respect of the Supply & Delivery of PPE 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 Tender Board's decision is final and binding.



AIRPORTS 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 project only; it has no impact, influence or effect on any other project for which a Proposal may be submitted.
- 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 Tenderer for a period which lapses after one hundred and twenty (120) business working days calculated from the closing date for Proposal submission.

Thus done and signed at		on this the		day of		2020
-------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 2: COVER LETTER

NOTE: A covering letter must be provided to properly identify the bid and to highlight other general information that the Bidder has included regarding, for instance, the business and/or organisation.

APPENDIX 3: COMPANY BACKGROUND, EXECUTIVE SUMMARY & ORGANOGRAM

- Provide an executive summary and organogram including the highlights of your bid. This must be signed by a duly authorised representative. (Please limit this to one page).
- Your company's profile, including a brief background and outlining the number of people it employs, stability and capacity of your fund management offering, and the period for which you have been providing these services.
- A schematic representation of the structure of the bidding company needs to be supplied. If you are responding as a joint venture or consortium, please submit an organogram for each of the companies involved, and one to illustrate the composition of the joint venture or consortium.



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 4: NAMES AND IDENTITY NUMBERS OF DIRECTORS

Insert information after this page



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 5: CERTIFICATE OF INCORPORATION

Attach here



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 6: SIGNED, CERTIFIED COPY OF THE JOINT VENTURE AGREEMENT OR MEMORANDUM OF UNDERSTANDING (IF APPLICABLE)

(Attach here)



APPENDIX 7: BIDDER'S RELEVANT EXPERIENCE AND LETTERS OF REFERENCES NOT OLDER THAN 3 YEARS

Company Name	Type of Services Provided	Value of Contract	Duration of Contract	Contact Name	Contact Details	Original letter of reference attached in the reference template provided (Yes/No)
1.						
2.						
3.						
4.						

APPENDIX 7 CONTINUES: REFERENCE LETTER TEMPLATE

(REFERENCE TO BE PRINTED ON LETTER HEAD OF REFEREES)

Attn.: Airports Company South Africa SOC Limited Supply Chain Management - Corporate

Airports Company South Africa Limited

E-mail: Lesego.Pitse@airports.co.za

Date:

To Whom It May Concern

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED: RFP REFERENCE No. :

I hereby confirm that:

- The Bidder: _____ performed _____ work for our Company.
- The work was completed to our satisfaction and successfully implemented at our Company.
- The estimated value of the contract with the Bidder was R_____.
- The Bidder performed the specified work for our Company

From _____ To _____
MM/YYYY **MM/YYYY**

Note to referee: If any other work was done, please explain the relationship with your company below:

Yours faithfully

NAME & SURNAME

POSITION



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 8: B-BBEE

(Attach valid B-BBEE verification certificate with “actual score” to claim B-BBEE points and supporting BEE details)



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 9: VALID, ORIGINAL TAX CLEARANCE CERTIFICATE (PIN)

(Attach here)



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 10: FINANCIAL INFORMATION: DECLARATION OF SOLVENCY OR LIQUIDATION

(Attach here using bidder's letterhead)



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 10 CONTINUES: LATEST FINANCIAL STATEMENTS

(Attach latest Financials here)

APPENDIX 11: DECLARATION OF CONFLICT OF INTEREST

Full details of directors, shareholders, members, partners, trustees, sole proprietors or any other person with a right or entitlement to share in profits, revenues or assets of the bidding entity should be disclosed in the table below:

Table A

Full Name	Designation (Whether shareholder / director or both)	Identity Number	Tax Reference Number	% Interest in the bidding entity

Declaration of Business Interests

- A. Are any persons listed in the table (A) above employees of Airports Company South Africa? Yes / No
- B. Are any employees of the bidding entity employees of Airports Company South Africa? Yes / No
- C. Are any family members of persons listed in the table (A) above employees of Airports Company South Africa? Yes / No

Details of persons connected with the bidding entity who are employees of Airports Company South Africa shall be disclosed below:



Table B

Full Name	Identity Number	Role within Airports Company South Africa	Relationship to bidder	% Interest

- D. Is the bidding entity or its principle listed on the National Database as a company or person prohibited from doing business with the Public Sector? Yes / No
- E. Is the bidding entity or its principles listed on the National Treasury register for Tender Defaulters in terms of S29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? Yes / No
- F. If 'Yes' to C or D above, were you informed in writing about the listing on the database of Restricted Service Providers or Register of Tender Defaulters by National Treasury? Yes / No
- G. Was the entity or persons listed in table A above convicted for Fraud or Corruption during the last five years in a court of law (including a court of law outside of the Republic of South Africa)? Yes / No

Duly Authorised Representative to Depose an Affidavit

This form should be signed by a duly authorised representative of the bidding entity before a commissioner of oaths.

I, hereby swear / affirm that the information disclosed above is true and accurate;

that I understand the content of the document;

the entity undertakes to independently arrive at any offer at any time to Airports Company South Africa without any consultation, communication, agreement or arrangement with any competitor.

In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the products or services of the Institution.



AIRPORTS COMPANY
SOUTH AFRICA

That the bidding entity or its representatives are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the award of the contract.

Signed on this day.....Month.....20.....

Name:

Position:

Witnessed:

Commissioners Stamp:

Name:

Position:

APPENDIX 11 CONTINUES: DECLARATION FORM

Making a Declaration

Any legal person or persons having a relationship with persons employed by Airports Company South Africa SOC Limited, 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 Airports Company South Africa SOC Limited employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to Airports Company South Africa SOC Limited employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, Airports Company South Africa SOC Limited requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

I/We certify that there is a / no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner with any Airports Company South Africa SOC Limited employee or official.

Where a relationship exists, please provide details of the Airports Company South Africa SOC Limited employee or official and the extent of the relationship below

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

Full Name	Identity Number	Personal Income Tax Reference Number



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 Airports Company South Africa SOC Limited 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, Airports Company South Africa SOC Limited may disqualify our bid or terminate a contract we may have with Airports Company South Africa SOC Limited where we are successful in this tender.

Signature

Date

Position

Name of bidder

APPENDIX 12: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

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

This declaration was signed on _____ of _____ 201_____

Name:

Designation:

Signature:



AIRPORTS COMPANY
SOUTH AFRICA

APPENDIX 13: PROOF OF BIDDER'S REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE



AIRPORTS COMPANY
SOUTH AFRICA

Appendix B: FORECAST OF DELIVERY OF 6 MONTHS

(Attach here)