



**REQUEST FOR PROPOSALS FOR THE REVENUE ENHANCEMENT THROUGH THE
PROVISIONING, ON-SELLING, AND MANAGEMENT OF INFORMATION AND
COMMUNICATION TECHNOLOGY (ICT) INFRASTRUCTURE
AT ACSA FOR A PERIOD OF 10 YEARS (120 MONTHS).**

Bid Number: : **COR7519/2024/RFP**

Issue Date : **18 July 2024**

Query Closing Date : **12 August 2024 @ 17h00**

Briefing Session Date : **31 July 2024 @ 10h00 (COMPULSORY)**

Site Inspection : **Not Applicable**

Bid Closing Date and Time : **23 August 2024 @ 12h00**

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Western Precinct, Aviation Park, O.R. Tambo International Airport, 1 Jones Road, Kempton Park, Gauteng, South Africa,
1632
P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofo (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatswayo, Dr KH Badimo, F Sefara (Company Secretary)

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Cover Letter

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Declaration of Interest and Politically Exposed Persons Form

Bidder's Disclosure Form SBD 4

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Valid Tax Compliance Pin

Appendix M

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Appendix N

Signed non-disclosure agreement.

Appendix O

Proof of CSD registration

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Appendix P

Project Manager

- *PMP or Prince 2 Practitioner Certification*
- *Client reference letters proving the Project Manager Experience*
- *Completed Response Format*

Appendix Q

Technical Resources (DAS)

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- *Client reference letters proving the Company Experience in designing, commissioning and maintaining DAS*

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Exit Plan

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Transformation Proposal and Subcontracting Agreement

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Appendix Z

Transformation Partner Details

Appendix AA

Bid Offer

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

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

Submission of bid documents

The envelopes/files containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be **signed or stamped** with the bidder's stamp as proof that the bidder has read the bid documents. Bid documents must be submitted **on Friday before 12h00 on 23rd of August 2024** using the following method.

Hand delivery:

1.1.1. Tender box: C

The Tender box is located at:

Airports Company South Africa

3rd Floor, North Wing

OR Tambo International Airports

Kempton Park

- Bidders are requested to submit all bids in the format instructed, no other format will be acceptable.

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1.1.2. **The bidder’s proposals must be submitted in a printed format (an original and a copy) and the Bid Offer must be submitted in a separate sealed envelope with the original tender response.** The original will be legal and binding, in the event of discrepancies between any of the submitted documents; the original will take precedence.

1.2. Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the bid invitation. Alternative bids are not accepted.

1.3. Late Bids

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

1.4. Clarification and Communication

| | |
|--------------|---|
| Name: | Sydney Mfeka |
| Designation: | Group Category Specialist |
| Tel: | Communication strictly on email |
| Email: | Sydney.Mfeka@airports.co.za |

1.4.1. Request for clarity or information on the bid may only be requested until the **12th of August 2024 at 17h00.** 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. The questions and answer will be uploaded in the e-tenders portal (www.etenders.gov.za).

1.4.2. **Bidders are required to always check on the above portal (www.etenders.gov.za) for any updates in relation to this tender.**

1.4.3. Bidders may not contact any ACSA employee on this bid other than those listed above. Contact will only be allowed between the successful bidder and ACSA

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Business Unit representatives after the acceptance of the letter of award bid. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this bid.

1.5. Compulsory Briefing Session

A compulsory briefing session will be held on **31st of July 2024 at 10h00**. The session will be held at the following location:

Airports Company South Africa

O.R. Tambo International Airport,

1 Jones Road,

Kempton Park,

Gauteng

Boardroom: Terminal A – Media Centre (ground floor next to the Post Office)

COMPULSORY BRIEFING SESSION

- Bidders are requested to make their own travelling and accommodation arrangements at their own cost for site visit.
- Bidders must print the Compulsory Briefing Session Form and bring it with to the briefing session.
- Bidders that fail to attend the compulsory briefing session will be disqualified.

1.6. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this bid document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this bid document. Changes to the bidder's submission will NOT be allowed after the closing date of the bid. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its

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consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

1.7. Disclaimers

It must be noted that ACSA reserves its right to:

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

1.8. Validity Period

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

1.9. Confidentiality of Information

- 1.9.1. ACSA will not disclose any information disclosed to ACSA through this bid process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.9.2. ACSA will not disclose the names of bidders until the bid process has been finalised.
- 1.9.3. Bidders may not disclose any information given to the bidders as part of this bid process to any third party without the written approval from ACSA. In the event

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that the bidder requires to consult with third parties on the bid, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

1.10. Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

SECTION 2: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background and/or Purpose of this Bid

Airport Company South Africa was formed to own and operate the nine principal South African airports, including the three main international gateways of O.R. Tambo, Cape Town and King Shaka International Airports. As a State-owned company, Airports Company South Africa has a greater mandate than simply deliver profitability for its shareholders. ACSA is mandated to advance South Africa's national agenda of economic growth and development while delivering a sustainably profitable business.

Airports Company South Africa has two distinct revenue streams, which have generated income for the past few years. One source is defined as aeronautical income and is derived from regulated charges or tariffs. These consist of aircraft landing and parking charges, and passenger service charges.

The non-aeronautical income is generated from commercial undertakings and flows from retail operations, car parking, car rental concessions, advertising, property leases and hotel

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operations. According to research these commercial undertaking made almost 48.1% of the total revenue generated by the airport.

Since the Covid-19 pandemic the number of passengers passing through the airports has reduced and most of the national airlines have since been grounded or put under business rescue. This has negatively affected the revenue streams of the airport operators and it necessitate the operators to look for alternative ways to bolster their revenues.

2.2 Scope of Work

The Airport Company of South Africa (ACSA) is seeking a Partner to monetize mobile/telecoms/ICT infrastructure including the shared multi-operator's platform/s at the airports.

Typical ICT infrastructure to be considered are the current and future network connectivity infrastructure, Physical infrastructure, telecommunications (voice and data). ACSA has also considered revenue shared agreements for base stations built on its properties.

The world's busiest airports have tens of millions of passengers passing through in arrivals, departures and transit every year. Passengers expect a seamless and abundant wireless experience at the airport, moreover, network designs must enable coverage and capacity to accommodate the high traffic conditions. In order to seamlessly provide services to these passengers, multiple telecommunications, including mobile operators have deployed their base stations at the airports to capture the passengers on their networks. This is increased revenue to the operator especially the international passengers who will be roaming on their networks.

These telecommunications operators are leasing space from the ACSA for the infrastructure and in turn generate revenue and ACSA generate its revenue only through tenant leases.

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There are also Wi-Fi operators who have deployed hotspots at the airport, providing internet access to the passengers at a fee.

The respondents must propose revenue share model on innovative solutions, programs and plans to improve the management and operation of the multi-operator ICT infrastructure as well as monetising current available infrastructure already deployed.

Upon appointment of the successful bidder, an Agreement, on ACSA's contract template, will be concluded for 10 years (120 months). ACSA may at any time, terminate the Agreement or postpone or delay all or any part of the contract upon written notice to the successful bidder in line with the prescribed process.

For the full, detailed scope of work, please refer to Annexure A – Scope of Work and Annexure B – The evaluation criteria attached to this RFP document as separate annexures.

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Reference Letters

The Client reference letters proving **experience** must comply with the following requirements:

- be clear and on a letter with client letterheads;
- clearly indicate the name and surname of the resource. ***This requirement only applies to the reference letters for Project Manager and Technical resources.***
- clearly state the scope of services that were rendered by the resource;
- clearly state the project/s duration (start and end date using the MM-YYYY date format or total duration (e.g. 24 Months or 2 Years). ***This requirement only applies to the reference letters for Project Manager and Technical resources.***
- clearly state the client referee contactable details (telephone and email address);
- be signed by client's referee/authorised official.

Reference letters that do not comply with the above requirements will not be accepted.

The RFP Pack consist of the following documents:

- Annexure A – Scope of Work
- Annexure B – Evaluation Criteria
- Annexure C – Bid Offer Template
- Annexure D - ACSA Infrastructure Environment
- Annexure E – Response Format
- Annexure F – Briefing Session Form

Disbursements will be reimbursed at actual cost. The successful bidder will be required to provide proof of expenses in order to be reimbursed. Other expenses, for example accommodation (specify, e.g. three star hotel, bed and breakfast, telephone cost, reproduction cost, etcetera). On basis of these particulars, certified invoices will be checked for correctness.

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SECTION 3: EVALUATION CRITERIA

3.1 Evaluation Criteria

3.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider ***mandatory administrative, functionality/technical, and price and preference***. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.

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

3.2 A **Staged Approach** will be used to evaluate bids and the approach will be as follows:

| Stage 1 | Stage 2 | Stage 3 | Stage 4 | Stage 5 | Stage 6 |
|--|------------------------|---|--------------------------------|---------------------------|------------------|
| Check if all the documents have been received. | Mandatory Requirements | Evaluate on functionality or the technical aspect of the bid. | Evaluate price and Preference. | Post tender negotiations. | Security Vetting |

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3.3 Mandatory Requirements

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

- Proof of a valid and current ICASE ECNS/ESC licence that allows for the operation of the DAS system and related services provided through it.
- Original Equipment Manufacturer for the DAS equipment (Letter, certificate or agreement) from the OEM.
- Bidders are required to subcontract a minimum of **30% of contract** (delivery of services and revenue) to an **EME or QSE (South African Entities)** for ACSA's transformation agenda. Bidders must submit the Transformation proposal and Subcontracting agreement.
- Return of the Bid Offer

Bidders that do not meet the above mandatory requirements will be disqualified.

3.4 Functionality

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

3.4.1 Functionality Criteria

The functional/technical evaluation will be based on a threshold, where bidders are expected to achieve a minimum of 80 points, please note that the minimum of 80 points required is also reliant on meeting a minimum threshold per evaluation criteria. Failure to achieve a minimum of 80 points (including the minimum in each evaluation criteria) in the functional/technical phase will lead to the bid not being considered further in the evaluation.

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For the detailed thresholds and elements of the Technical and Functional Evaluation Criteria please refer to Annexure B: Evaluation Criteria. The thresholds on each element of the evaluation are as follows.

| Evaluation Sections | Minimum Points | Maximum Points |
|--|-----------------------|-----------------------|
| Project Management | 10 Points | 15 Points |
| Technical Resources | 25 Points | 30 Points |
| Company Experience (DAS) | 25 Points | 30 Points |
| Operating Commercial infrastructure services | 20 Points | 25 Points |

3.4.2 Price and Preference

A maximum of 80 or 90 points is allocated for price on the following basis:

The tender will be evaluated using either the 80/20 or 90/10 preference point system. Once tenders are received, the highest acceptable tender will be used to determine the preference point system to be applied for the evaluation of tenders.

The bidder that offers the highest guaranteed revenue for the commercialisation will be awarded 80 or 90 points. All other bidders will be scored proportional to the offer made by the highest bidder as per the formula below.

This is the final stage of the evaluation process and will be based on the PPPFA preference point system. 80/20 and 90/10 preference point system. Bidders will be ranked by applying the preferential point scoring 80/20 for bids with the rand value equal to or below R50 million or 90/10 for bids with the rand value above R50 million (Delete what is not applicable in terms of estimated revenue). A maximum of 80 or 90 points is allocated for price based on the following formulae (delete formula not applicable):

80/20

or

90/10

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$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where:

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

Bidders will be ranked according to the highest number of total combined points (Price and B-BBEE). Points scored will be rounded off to the nearest 2 decimal places.

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3.4.3 Evaluation of Preference

ACSA will score specific goals out of 10 or 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20 or out of 10. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

| Category | Specific Goals | Score | |
|----------|--|-------|----|
| | | 20 | 10 |
| IT | 1) 51% owned by Black male and Black women and Black youth and People living with disabilities | 20 | 10 |
| | 2) 51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must be achieved) | 15 | 8 |
| | 3) 51% owned by Black male or Black women or Black youth or People living with disabilities | 10 | 6 |
| | 4) Less than 51% owned by Black male, Black women, Black youth, People living with disabilities | 5 | 4 |
| | 5) Other | 0 | 0 |

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SECTION 4: RETURNABLE DOCUMENTS

4.1 Mandatory Returnable documents

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

| MANDATORY RETURNABLE DOCUMENTS AND INFORMATION | SUBMITTED [Yes or No] |
|--|----------------------------------|
| <i>Valid ICASE ECNS/ESC licence</i> | |
| <i>Original Equipment Manufacturer (for the DAS equipment)</i> | |
| <i>Transformation proposal and Subcontracting agreement.</i> | |
| <i>Return of the Bid Offer</i> | |

4.3 Other Returnable Documents and information

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

| OTHER RETURNABLE DOCUMENTS AND INFORMATION | SUBMITTED [Yes or No] |
|--|----------------------------------|
| <i>All other returnable Documents (Appendices)</i> | |

4.5 Validity of submitted information.

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

SECTION 5: RETURNABLE DOCUMENTS

5.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

Making a Declaration

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

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

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

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)'
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;

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- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

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

Full name of the bidder or representative of the bidding entity _____

Identity Number _____

Position held in the bidding entity _____

Registration number of the bidding entity _____

Tax Reference number of the bidding entity _____

VAT Registration number of the bidding entity _____

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

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

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PEP/DPIP Declaration

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

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

Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity, the bidder must submit the Identity Documents of the below listed individuals.

| Full Name | Identity Number | Personal Income Tax Reference Number |
|------------------|------------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |

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

Declaration:

I/We the undersigned

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

Signature

Date

Position

Name of bidder

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5. 2 BIDDER'S DISCLOSURE FORM SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

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| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

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3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

| | |
|-----------|----------------|
| | |
| Signature | Date |
| | |
| Position | Name of bidder |

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5.3 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 90/10 system for requirements with a Rand value above to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.

1.3 Points for this tender shall be awarded for:

- (a) Bid Offer;
- (b) Specific Goals / Preference.

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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS | |
|--|------------|------------|
| PRICE | 80 | 90 |
| SPECIFIC GOALS / PREFERENCE | 20 | 10 |
| Total points for Price and SPECIFIC GOALS | 100 | 100 |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces

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4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals/preference point allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|--|--|--|--|--|
| | | | | |

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| | | | | |
|--|----|----|--|--|
| 51% owned by Black male and Black women and Black youth and People living with disabilities | 10 | 20 | | |
| 51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved) | 8 | 15 | | |
| 51% owned by Black male or Black women or Black youth or People living with disabilities | 6 | 10 | | |
| Less than 51% owned by Black male, Black women, Black youth, People living with disabilities | 4 | 5 | | |
| Other | 0 | 0 | | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

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- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) 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;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

Tel +27 11
 Western P
 1632
 P O Box 7
 www.airports.co.za

h Africa,



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

(“Airports Company”)

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(“ _____ ”)

of

[Service Providers Address]

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1. **INTERPRETATION**

In this agreement -

- 1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
- 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of confidential nature of the disclosing party, in whatever form it may be;
- 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
- 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
- 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
- 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
- 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
- 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below;
- but does not include information which -

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- 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
- 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
- 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
- 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement;
- is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

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

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Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Advocate S Nogxina (Chairperson), M Mpofu (Chief Executive Officer), N Zikala-Mvelase, N Nokwe-Macamo, Y Pillay, K Esterhuizen, GA Victor, D Hlatwayo, Dr KH Badimo, F Sefara (Company Secretary)

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

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.

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- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3 USE OF CONFIDENTIAL INFORMATION

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

4 NON-DISCLOSURE

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

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damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

- 4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. COPIES

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

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6. THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the “**Company IP**”) for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.
- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the sydney.mfeka@airports.co.za. Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

7. DURATION

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

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8. TITLE

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

9. RELATIONSHIP BETWEEN THE PARTIES

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

10. ENFORCEMENT, GOVERNING LAWS AND JURISDICTION

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.

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- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.
- 10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. DOMICILIUM

- 11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.
- 11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicilium to any other address which is not a post office box or poste restante.
- 11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.
- 11.4 Any notice given and any payment made by one party to the other ("the addressee") which:

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- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
- 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
- 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

12. GENERAL

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

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

SIGNED at _____ on _____ day of _____ 202__

**AIRPORTS COMPANY SOUTH AFRICA
SOC LIMITED**

the signatory warranting that he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

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AIRPORTS COMPANY
SOUTH AFRICA

1. _____

2. _____

SIGNED at _____ **on** _____ **day of** _____ **202**_____

[NAME OF SERVICE PROVIDER]

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

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

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5.5 ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

TO: Airports Company South Africa SOC Limited (ACSA)
Airports Company South Africa Limited.
Proposal No: COR7138/2023/RFP

1. Bidder's Name and Contract Details

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

| | |
|------------|--|
| Signature: | |
| Date: | |

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2. Proposal Certification

We hereby submit a Proposal in respect of **REVENUE ENHANCEMENT THROUGH THE PROVISIONING, ON-SELLING, AND MANAGEMENT OF ICT INFRASTRUCTURE AT ACSA (COR7519/2024/RFP)** 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 conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.
- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airport Company South Africa or its agent.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.

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| | | | | | | |
|----------------------------|--|----------------|--|--------|--|-----|
| Thus done and signed at | | on this the | | day of | | 202 |
|----------------------------|--|----------------|--|--------|--|-----|

| | |
|------------|--|
| Signature: | |
| Name: | |

For and behalf of:

| | |
|----------------------|--|
| Bidding entity name: | |
| Capacity: | |

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6 TRANSFORMATION

As a public enterprise, ACSA has an obligation to assist the South African government with addressing the economic imbalances of the past. Therefore, ACSA wishes, in terms of its Transformation Objectives to ensure that the following transformational elements are addressed namely:

- Direct and indirect targeting of PDI (Previously Disadvantage Individual) enterprises.
- Promotion of enterprise development.
- Promotion of skills development; and
- Promotion of local suppliers and manufacturing enterprises.

These Transformation Objectives shall be addressed in the following manner for this project:

- The successful bidder must commit to subcontract a minimum of **30%** (delivery of services and revenue) to the following entities:
 - an EME or QSE which is at least 51% owned by black people.
or
 - an EME or QSE which is at least 51% owned by black people who are youth
or
 - an EME or QSE which is at least 51% owned by black people who are women
or
 - QSE or EME
- The successful bidder is required to submit a comprehensive **transformation proposal** which highlights the following key transformation areas:
 - Enterprise development: Bidders are required to perform a needs analysis on their selected transformation partner(s) and provide internal mentorship and assistance which will improve the transformation partner(s) performance in at least three developmental areas from the list below:

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- Establishment of business administration system (e.g. Invoicing, Budgeting, Costing, tendering etc.)
 - Establishment of IT management systems and plans (e.g. Project Management, Quality Management, Incident and Problem management etc.)
 - Legal Compliance and contract management skills transfer
 - Assist with securing business finance (Establish credit rating, securing bank guarantees etc.)
- Skills Development: Bidders are required to perform a skills gap analysis (IT Management, IT Labour and IT technical skills) on their selected transformation partner(s) and provide skills development plans which will detail areas of development, monitoring of the achievement of skills development targets and measurements.
 - A signed contractual agreement between the bidder and transformation partner(s) must be included as an annexure to the transformation proposal.

NB: The needs and skills gap analyses shall be mutual agreed upon between the bidder and transformation partner(s) and included in the contractual agreement.

NB: Transformation proposal and Subcontracting agreement must be submitted as returnable documents. Bidders that fail to submit these documents will be disqualified.

NB: It is the responsibility of the bidder to look for a suitable partner who is registered in Central Supplier Database. ACSA can provide the list on request.

The following details for the subcontractor (Transformation Partner) must be provided.

- COMPANY PROFILE
- CERTIFICATE OF INCORPORATION
- ORIGINAL B-BBEE CERTIFICATE/AFFIDAVIT
- CENTRAL SUPPLIER DATABASE REGISTRATION
- VALID TAX COMPLIANCE PIN

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7 RFP SUBMISSION CHECKLIST

Please complete the below checklist. Please print once completed and place at the beginning of your submission.

| APPENDIX | DOCUMENT | INCLUDED | |
|----------|--|----------|----|
| | | YES | NO |
| A | Cover Letter | | |
| B | Declaration of Interest and Politically Exposed Persons Form Bidder's Disclosure Form SBD 4 | | |
| C | Preference Points Claim Form | | |
| D | Confidentiality and Non-Disclosure Agreement | | |
| E | Acceptance of Terms and Conditions of RFP and Bidder's Particulars | | |
| F | Briefing Session Form | | |
| G | Certificate of Incorporation | | |
| H | Letter of good standing | | |
| I | Company Profile, Executive Summary & Organogram | | |
| J | Joint Venture (JV) Agreement (if applicable) | | |
| K | BEE Certificate and Scorecard or BBEE QSE/EME Affidavit | | |
| L | Valid Tax Clearance Pin | | |
| M | Latest Audited Financial Statements | | |
| N | Signed Non-Disclosure Agreement | | |

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| | | | |
|-----------|--|--|--|
| O | Proof of CSD registration | | |
| P | Project Manager certification and client reference letter(s) and Completed Response Format document | | |
| Q | Technical Resources client reference letter(s) | | |
| R | Distributed Antenna System client reference letter(s) | | |
| S | Operating Commercial Infrastructure Services client reference letter(s) | | |
| T | Revenue Share Proposal | | |
| U | Marketing Plan | | |
| V | Detailed Preventative Maintenance Plan | | |
| W | Detailed Transition Plan | | |
| X | Exit Plan | | |
| Y | Transformation Proposal and Subcontracting Agreement | | |
| Z | Transformation Partner Details | | |
| AA | Bid Offer | | |

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