

BID DOCUMENT

FOR

CONTRACTOR APPOINTMENT FOR UPGRADE OF BAGGAGE LIGHTING FOR A PERIOD OF THREE (03) YEARS AT O R TAMBO INTERNATIONAL AIRPORT.

Bid Reference Number: ORTIA7212/2023/RFP

SEPTEMBER 2023

Issued by

Airports Company South Africa
O R Tambo International Airport

Note:

Upon Acceptance of the Offer by the Employer, this Tender Document becomes the Contract Document, subsequent to which, all references to the term "Tenderer(s)" then become synonymous with the term "Contractor".

VOLUME 1

NAME OF BIDDER:

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

Airports Company South Africa 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 Hlatswayo, Dr KH Badimo, F Sefara (Company Secretary)

BIDDER'S DETAILS

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

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Contents	
The BID	
Part T1: Tendering procedures	
T1.1	Tender Notice and Invitation to Tender
T1.2	Tender Data
Part T2: Returnable documents	
T2.1	List of Returnable Documents
T2.2	Returnable Schedules
The Contract	
Part C1: Agreement and Contract Data	
C1.1	Form of Offer and Acceptance
C1.2	Contract Data
Part C2: Pricing data	
C2.1	Pricing Instructions
C2.2	ACSA Service Level Agreement
C2.3	Bills of Quantities
Part C3: Scope of Work	
Part C4: Site information	
Part C5: Annexures	

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T1.1 Tender Notice and Invitation to Tender

Airports Company South Africa SOC Limited **invites tenders for** the upgrade of baggage lighting at O R Tambo International Airport for a Period of three (03) years.

Only tenderers who are a CIDB contractor grading of **7EB or 7EP** or higher as stated on the Tender Data may submit tender offers.

Tender Document Availability

Tender document are available from **12 September 2023** for free download from National Treasury's eTender Publication Portal (<http://www.etenders.gov.za>) and ACSA Tender Bulletin website - <http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders> Kindly print and complete.

Queries relating to the issue of these documents may be addressed to Ms Mochaki Monyela, E-mail address: mochaki.monyela@airports.co.za

Closing date for enquiries is **02 October 2023 at 16:00**.

Compulsory Briefing and Site Inspection

A compulsory clarification session with representatives of the Employer will take place at **11:00 on Tuesday 22 September 2023** at the **Media Boardroom**, Next to the post office, Lower roadway, O R Tambo International Airport

Closing Date

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be **signed or stamped** with the bidder's stamp as proof that the bidder has read the bid documents. Bid documents must be submitted on or before **12:00 (PM) on 16 October 2023** using the following method(s):

Tenders must be placed inside the **Tender Box B at the O. R. Tambo International Airport**. Telephonic, telegraphic, telex and facsimile tenders will not be accepted.

Location of tender box:

- ACSA North Wings Offices, International Terminal Building 3rd Floor,
- O. R. Tambo International Airport



Physical address:

- ACSA North Wings Offices
- International Terminal Building 3rd Floor
- O. R. Tambo International Airport
- **Identification details: Bid Ref. No: ORTIA7212/2023/RFP**
- **TITLE:** upgrade of baggage lighting at O R Tambo International Airport for a Period of three (03) years
- **No late tenders will be accepted.**
- **Please also send a we-transfer link of your tender documents for backup of the physical submitted tender documents together with the above physical submission.**
- **Tenderers must submit two (two) files, one (01) original and one (01) copy of their tender submission document.**
- **Bidders to ensure that their names and contacts are reflected on the cover of the bid document.**
- **Tenders may only be submitted on the tender documentation that is issued.**
- Bidders are requested to submit all bids in the format instructed, no other format will be acceptable.

T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement (8 August 2019) as published in Government Gazette 42622, Board Notice 423 of 2019 of 8 August 2019. (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause Number	Tender Data
C.1	GENERAL
C.1.1	The Employer is AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
C.1.2	<p>The Tender Documents issued by the Employer comprise:</p> <p>Part T1: Tendering Procedures</p> <p>T1.1 Tender notice and invitation to tender</p> <p>T1.2 Tender data</p> <p>T1.3 CIDB Standard conditions of tender</p> <p>Part T2: Returnable Document</p> <p>T2.1 List of returnable documents</p> <p>T2.2 Returnable schedule</p> <p>Part C1: Agreements and Contract Data</p> <p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p>Part C2: Pricing Schedule</p> <p>C2.1 Pricing instructions</p> <p>C2.2 ACSA Service Level Agreement</p> <p>C2.3 Bills of Quantities</p> <p>Section 1 - Preliminaries</p> <p>Part C3: Scope of work</p> <p>Part C4: Site information</p> <p>Part C5: Annexures</p>
C.1.4	<p>The Employer's Agent is: Mochaki Monyela</p> <p>Email address: mochaki.monyela@airports.co.za</p> <p>All communication during the Tender period shall not be made to the Principal Agent but to ACSA's Supply Chain Department</p>
C.1.5	<p>C1.5 Cancellation and Re-Invitation of Tenders</p> <p>C1.5.1 An employer may, prior to the award of the tender, cancel a tender if-</p> <ol style="list-style-type: none"> due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation; funds are no longer available to cover the total envisaged expenditure; or no acceptable tenders are received. there is a material irregularity in the tender process. <p>C1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised</p> <p>C1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.</p>

C.1.6	<p>Procurement procedures</p> <p>C.1.6.1 General</p> <p>Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.</p> <p>C.1.6.2 Competitive negotiation procedure</p> <p>C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.</p> <p>C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.</p> <p>Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.</p> <p>C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.</p> <p>C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.</p>
C.2	TENDERER'S OBLIGATIONS
C.2.1	<p>Eligibility</p> <p>C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.</p> <p>C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.</p>
C.2.2	<p>Cost of tendering</p> <p>C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.</p>

C.2.3	<p>Check documents</p> <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
C.2.4	<p>Confidentiality and copyright of documents</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>
C.2.6	<p>Acknowledge addenda</p> <p>Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.</p>
C.2.7	<p>Clarification meeting</p> <p>The arrangements for a compulsory briefing session are as stated in the Tender Notice and Invitation to Tender (T1.1).</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>
C.2.8	<p>Seek clarification</p> <p>Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.</p>
C.2.9	<p>Insurance</p> <p>Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.</p>
C.2.10.3	<p>This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain FIXED, final and binding for the full duration of this contract.</p>
C.2.11	<p>Alterations to documents</p> <p>Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.</p>
C.2.12	<p>Alternative bids will not be considered. (If applicable please copy the clause as per SFU 2019)</p>
C.2.13	<p>Submitting a tender offer</p> <p>C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.</p> <p>C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.</p> <p>C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.</p> <p>C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for</p>

	<p>tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.</p> <p>C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.</p>
C.2.14	<p>Information and data to be completed in all respects</p> <p>Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.</p>
C.2.15	<p>Closing time</p> <p>The Employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p>Location of tender box: ACSA North Wings Offices, International Terminal Building 3rd Floor, O. R. Tambo International Airport</p> <p>Physical address: ACSA North Wings Offices International Terminal Building 3rd Floor O. R. Tambo International Airport</p> <p>Identification details: Bid Ref. No: ORTIA7212/2023/RFP</p> <p>Title: Upgrade of baggage lighting at O R Tambo International Airport for a Period of three (03) years</p> <p>Closing Date: 16 October 2023 at 12:00PM</p> <p>Please also send a we-transfer link of your tender documents for backup of the physical submitted tender documents together with the above physical submission.</p>
C.2.16	<p>Tender offer validity</p> <p>C.2.16.1 Hold the tender offer(s) valid for 12 weeks for acceptance by the employer at any time during the validity period stated after the closing time stated in the tender data.</p> <p>C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.</p> <p>C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).</p> <p>C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".</p>
C.2.17	<p>Clarification of tender offer after submission</p> <p>Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.</p>
C.2.20	<p>Submit securities, bonds and policies</p>

	If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.
C.3	EMPLOYER'S UNDERTAKINGS
C.3.1	<p>Respond to requests from the tenderer</p> <p>The Employer will respond to requests for clarification received up to five (5) working days before the tender closing time.</p>
C.3.2	<p>Issue Addenda</p> <p>Addenda will be issued until three (3) working days before the tender closing time.</p>
C.3.3	<p>Return late tender offers</p> <p>Tender offers received after the closing time stated in the Tender Data will be returned, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.</p>
C.3.4	There will be public opening of tenders after the closing date and time . Tender opening register will be made available to all bidders who submitted a bid.
C.3.7	<p>Grounds for rejection and disqualification</p> <p>Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.</p>
C.3.8	<p>Test for Responsiveness</p> <p>C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:</p> <ul style="list-style-type: none"> a) complies with the requirements of these Conditions of Tender, (scope work, pricing, proposed amendments and qualifications, cover letters must be considered) b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. (check certificates if attached, eg Qualifications, etc allow bidder reasonable time to submit.) <p>C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:</p> <ul style="list-style-type: none"> a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work, b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. <p>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p>
C.3.9	<p>Arithmetical errors, omissions and discrepancies.</p> <p>C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.</p>

	<p>C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:</p> <p>a) the gross misplacement of the decimal point in any unit rate;</p> <p>b) omissions made in completing the pricing schedule or bills of quantities; or</p> <p>c) arithmetic errors in:</p> <p>(i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or</p> <p>(ii) the summation of the prices.</p> <p>C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.</p> <p>C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:</p> <p>a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</p> <p>b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</p>												
C.3.10	<p>Clarification of a tender offer</p> <p>Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.</p>												
C.3.11	<p>A staged approach will be used to evaluate tenders</p> <table><tr><th>Stage 1</th><th>Stage 2</th><th>Stage 3</th><th>Stage 4</th><th>Stage 5</th><th>Stage 6*</th></tr><tr><td>Test for Responsiveness As per Clause C3.8</td><td>Mandatory Requirements</td><td>Evaluate on functionality or the technical aspect of the bid</td><td>Evaluate price and Preference</td><td>Post tender negotiations (If applicable)</td><td>Security Vetting</td></tr></table> <p><i>*If deemed necessary</i></p> <p>Stage 1 Test for responsiveness as outlined by the clause C3.8 above.</p> <p>Stage 2 Mandatory Administration Criteria</p> <p>(a) Completed in full and signed Form of offer C1.1.</p> <p>(b) Only tenderers who are a CIDB contractor grading of 7EB or 7EP or higher.</p> <p>(c) Bidders must complete, sign and acknowledge Bidder's Disclosure form SBD4.</p> <p>(d) Bidders must attend a compulsory site briefing session.</p>	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6*	Test for Responsiveness As per Clause C3.8	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference	Post tender negotiations (If applicable)	Security Vetting
Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6*								
Test for Responsiveness As per Clause C3.8	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference	Post tender negotiations (If applicable)	Security Vetting								

(e) Letter of Good standing with workman's compensation commissioner COIDA

Stage 3 Functionality Evaluation Criteria

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

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

Functionality Criteria

The functional evaluation will be based on a threshold, where bidders which fail to achieve a minimum threshold on each criteria and a minimum of 68 % on the functional stage will not be considered further in the evaluation. The thresholds on each element of the evaluation are as follows:

Functionality Evaluation Summary				
Description of Quality criteria	WQ	Sub criteria	*Maximum Score	Minimum Threshold
		Quality Score		
Tenderer's resource proposal	40	Qualifications	20	12
		Year of experience in similar works	20	12
Technical specifications	20	Product specification & performance	20	20
Installation methodology	20	Relevant installation methodology and program	20	12
Project References	20	Completion certificates or valid references for similar projects (in value and scope)	20	12
Total			100	68

Functionality breakdown:

Functionality Evaluation Summary for Resource Proposal				
Description of Quality criteria	WQ	Sub criteria	*Maximum Score	Minimum Threshold
		Quality Score		
Tenderer's resource proposal	40	Qualifications	20	12
		Year of experience in similar works	20	12

1. Qualification (20)				
Proof of qualification or equivalent SAQA-accredited qualification should be attached to the resource's CV. Points will not be awarded where the tenderer's submission does not include the resources' proof of qualification. Should the proof of qualification not be provided the tenderer will be awarded zero (0) points.				
Site manager (7 Points)			*Max Score	Min Score
• BTech/BSc. Eng. in a relevant electrical qualification	4		7	4
OR				
• Diploma in a relevant electrical qualification	2			
AND				
• Project management qualification	3			
Electrician (8 Points)			*Max Score	Min Score
• Trade test in a relevant electrical qualification	3		8	5
• Wireman's licence & Scaffold certificate	4			
AND				
• N2 Certificate	1			
SHEQ officer (5 Points)			*Max Score	Min Score
• Safety training certificate	3		5	3
AND				
• Certification for working at heights	2			

2. Year of experience in similar works (20)				
A detailed description of experience in lighting installation is included in the CV. The experience to be considered for evaluation should be in line with the role or similar to the position mentioned below.				
Site manager—experience (7 Points)			*Max Score	Min Score
• Less than 3 years	0		7	4
• 3 to 5 years	4			
• Over 5 years	7			
Electrician (8 Points)			*Max Score	Min Score

<ul style="list-style-type: none">Less than 3 years3 to 5 yearsOver 5 years	<div>0</div> <div>5</div> <div>8</div>	8	5
SHEQ officer (5 Points)		*Max Score	Min Score
<ul style="list-style-type: none">Less than 3 years3 to 5 yearsOver 5 years	<div>0</div> <div>3</div> <div>5</div>	5	3

Functionality Evaluation Summary for Technical specification

Description of Quality criteria	WQ	Sub criteria	*Maximum Score	Minimum Threshold
		Quality Score		
Technical specifications	20	Product specification & performance	20	20

3. Technical specification (20)

-Supply proposed product specification (i.e. brochure) to substantiate the response.

-Bidder to provide a Brochure as proof of Product Specification. Failure to provide a Brochure will result in bidder scoring zero (0).

-To score full points, the proof of specification (i.e. brochure) must contain ALL the specification contained in Table A and B below.

-Failure to submit proof of all specifications will result in the bidder scoring zero (0).

-The bidder will only be allocated full points for proposed specification if all the required specification as outlined below for each option are met.

Spec Code (C2): Fitting: 75W	*Max Score	Min Score
<ul style="list-style-type: none">75W, 7 024lm, 1 200mm long IP65 LED strips fitting made from Dough Moulding Compound, glass fibre reinforced polyester compression. <p>Specification on the brochure must include lumens/WATT (>94 L/W), colour rendering under (CRI)(>75 and ≤90) colour temp (4 000K), rated life span in hours(50 000hrs), beam angle(≤110), power factor (≤0.95), electronic geared efficiency (≤95% and ≥100%), lumens(7024), WL with 15% tolerance(240VAC)</p>	3	3
Spec Code (D1): Fitting: 100W	*Max Score	Min Score
<ul style="list-style-type: none">100W, 14 000lm, 4 000K round IP65 LED high bay fitting made from die-cast aluminium alloy body and is polyester epoxy powder coated. <p>Specification on the brochure must include lumens/WATT (>140 L/W), colour rendering under (CRI)(>75 and ≤90) colour temp (4 000K), rated life span in hours(50 000hrs), beam angle(≤110), power factor (≤0.95), electronic geared efficiency (≤95% and ≥100%), lumens(14 000), WL with 15% tolerance(240VAC)</p>	3	3

	Spec Code (D2): Fitting: 100W			*Max Score	Min Score
	<ul style="list-style-type: none">100W, 13500lm, 4 000K, Surface mounted IP65 LED canopy light made from sheet metal and has a heat sink. <p>Specification on the brochure must include lumens/WATT (>135 L/W), colour rendering under (CRI)(>75 and ≤90) colour temp (4 000K), rated life span in hours(50 000hrs), beam angle(≤110), power factor (≤0.95), electronic geared efficiency (≤95% and ≥100%), lumens(13 500), WL with 15% tolerance(240VAC)</p>			3	3
	Spec Code (F1): Fitting: 100W			*Max Score	Min Score
	<ul style="list-style-type: none">100W, 13 000lm, 4 000K IP66 LED Floodlight manufactured from aluminium alloy, with a heavy duty toughened smooth clear glass refractor, fitted into the aluminium alloy housing. <p>Specification on the brochure must include lumens/WATT (>130 L/W), colour rendering under (CRI)(>75 and ≤90) colour temp (4 000K), rated life span in hours(50 000hrs), beam angle(≤110), power factor (≤0.95), electronic geared efficiency (≤95% and ≥100%), lumens(13 000), WL with 15% tolerance(240VAC)</p>			3	3
	Spec Code (F2): Fitting: 70W			*Max Score	Min Score
	<ul style="list-style-type: none">70W 8 050lm IP65 mini LED Floodlight manufactured from aluminium alloy. <p>Specification on the brochure must include lumens/WATT (>115 L/W), colour rendering under (CRI)(>75 and ≤90) colour temp (4 000K), rated life span in hours(50 000hrs), beam angle(≤110), power factor (≤0.95), electronic geared efficiency (≤95% and ≥100%), lumens(8050), WL with 15% tolerance(240VAC)</p>			3	3
	Spec Code (Emergency): Fitting: 8W (c/w decals)			*Max Score	Min Score
	<ul style="list-style-type: none">8W (c/w decals) energy efficient non maintained weatherproof LED manufactured from die cast aluminium finished in white epoxy powder coated with a diffuser made from clear impact and thermal resistance UV stabilized polycarbonate with internal prisms and smooth exterior visor. <p>Specification on the brochure must include colour rendering under (CRI)(>75 and ≤90) rated life span in hours(50 000hrs), beam angle(≤110), power factor (≤0.95), electronic geared efficiency (≤95% and ≥100%), WL with 15% tolerance(240VAC)</p>			3	3
	Spec Code (Light lifter)			*Max Score	Min Score
	<ul style="list-style-type: none">240V and 50/60Hz frequency. The ambient temperature shall be -15 to 60°C. Stainless steel of 1.4mm outer diameter steel cable that pulls the light up and down. The lowering of the fitting shall be to 1 500mm above floor level irrespective of height. The lifter should have a wireless remote controller. The remote controller should be able to work on 100 fittings as a minimum.			2	2

Functionality Evaluation Summary for Installation Methodology				
Description of Quality criteria	WQ	Sub criteria	*Maximum Score	Minimum Threshold
		Quality Score		

Installation methodology	20	Relevant installation methodology and program	20	12
4. Methodology statement (20)				
The contractor shall be required to provide method statements for the installation of the works in various areas. The method statement shall include among other things working procedures around live working areas, health and safety, mounting details, timeframes, coordination required, fall protection plan, material procurement, waste disposal, program, claim schedules etc.				
Description of the method statement			*Max Score Method Statement Addresses the Aspect	Min Score Method Statement Addresses the Aspect
Occupational Health and Safety Procedures			4	4
The approach in Working in Live Areas			4	4
Risk mitigation plan for height injuries			3	3
Material Procurement Plan			2	2
Waste Disposal Plan			2	2
Program of Activities (Gantt Chart)			2	2
Mounting strategy for installation of Anti-Vibration Accessories			2	2
Claim schedule			1	1
Functionality Evaluation Summary for Project References				
Description of Quality criteria	WQ	Sub criteria Quality Score	*Maximum Score	Minimum Threshold
Project References	20	Completion certificates or valid references for similar projects (in value of R1 500 000.00 and scope related to this project)	20	12
5. Project References (20)				
The Tenderer should provide proof of company references/completion certificates of similar works previously completed. Similar works in residential/ industrial lighting installation				
References/ Completion certificates			*Max Score	Min Score
<ul style="list-style-type: none">No References01 Reference122 References163 or more References20			20	12
Tenderers reference letters will be deemed as valid if they satisfy the following requirements: <ul style="list-style-type: none">they are on a client letter head,are signed by the client,indicate the type of work done,state the value of the project,state the duration of the project andInclude name and contact information (phone and email) of client representative				

Stage 4 Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA 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 and 90/10 for bids with the rand value above R50 million (Delete what is not applicable in terms of estimated budget)*. A maximum of 80 or 90 points is allocated for price based on the following formulae (delete formula not applicable):

$$80/20 \qquad \qquad \qquad \text{or} \qquad \qquad \qquad 90/10$$

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \qquad \text{or} \qquad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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
Construction	≥51% owned by Black male and/or Black women and Black youth and People living with disabilities	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 be achieved)	15
	≥51% owned by Black male or Black women or Black youth or People living with disabilities	10
	< 51% owned by Black male, Black women, Black youth, People living with disabilities	5
	Other	0

Determine acceptability of preferred tenderer:

Perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:

- Unduly high or unduly low tendered rates or amounts in the tender offer;
- Contract data provided by the tenderer; or
- The contents of the tender returnable which are to be included in the contract.

C.3.12	Insurance provided by the employer Refer to Contract Data
C.3.13	<p>C.3.13 Acceptance of tender offer</p> <p>Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:</p> <ul style="list-style-type: none"> a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement; b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract; c) has the legal capacity to enter into the contract; d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing; e) complies with the legal requirements, if any, stated in the tender data; and f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

Standard Conditions of Tender

C.1 General

C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

C.1.1.3 The employer shall not seek, and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

a) **conflict of interest** means any situation in which:

- i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
 - ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised.

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.



C.1.6.2 Competitive negotiation procedure

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

C.1.6.3 Proposal procedure using the two stage-system

C.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

C.1.6.3.2 Option 2

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data and award the contract in terms of these conditions of tender.

C.2 Tenderer's obligations

C.2.1 Eligibility



C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

C.2.2 Cost of tendering

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

C.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

C.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

C.2.8 Seek clarification



Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

C.2.10 Pricing the tender offer

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

C.2.12 Alternative tender offers

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.



C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

C.2.16 Tender offer validity



C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

C.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

C.2.18 Provide other material

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

C.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

C.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.



C.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

C.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

C.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

C.3 The employer's undertakings

C.3.1 Respond to requests from the tenderer

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

C.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

C.3.4 Opening of tender submissions

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in



the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where

applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

C.3.5 Two-envelope system

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material



deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

C.3.9 Arithmetical errors, omissions and discrepancies

C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - (ii) the summation of the prices.

C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

C.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.



C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.13 Acceptance of tender offer



Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c) has the legal capacity to enter into the contract;
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the tender data; and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

C.3.14 Prepare contract documents

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

C.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

C.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and



acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.



AIRPORTS COMPANY SOUTH AFRICA

O R TAMBO INTERNATIONAL AIRPORT

BID REF. No: ORTIA7212/2023/RFP

**TITLE. UPGRADE OF BAGGAGE LIGHTING AT O R TAMBO INTERNATIONAL
AIRPORT FOR A PERIOD OF THREE (03) YEARS**

Part T2: Returnable Documents

T2.1: List of Returnable Document

T2.2: Returnable Schedules



AIRPORTS COMPANY SOUTH AFRICA

O R TAMBO INTERNATIONAL AIRPORT

BID REF. No: ORTIA7212/2023/RFP

TITLE. UPGRADE OF BAGGAGE LIGHTING AT O R TAMBO INTERNATIONAL AIRPORT FOR A PERIOD OF THREE (03) YEARS

T2.1: LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:		Completed (tick)
1	Returnable Schedules required for tender evaluation purposes only	
	A1: Certificate of Attendance at Compulsory Briefing session	
	A2: Record of Addenda to Tender Documents	
	A3: Certificate of Authority for Signatory	
	A4: Certificate of Authority for Joint Ventures (<i>where applicable</i>)	
	A5: Schedule of the Tenderer's Experience related to this Project	
	A6: Completion Certificates of Previous Projects Completed	
	A7: Certified Copies of Client Reference Letters of Previous Projects Completed	
	A8: Proof of Contract Values of Previous Projects Completed	
	A9: Schedule of Current Commitments	
	A10: SBD 4: Bidder's Disclosure Form	
	A11: SBD 6.1: Preference points claim form in terms of preferential procurement Regulations	
	A12: SBD 6.2 Declaration for local content and production for PPPFA designated sectors (<i>if applicable</i>)	
	A13: Confidentiality and Non-Disclosure Agreement.	
2	Other documents required only for tender evaluation purposes	
	B1: Proof of registration for Contractor's WCA registration and or COID	
	B2: A certified copy of Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB)	
	B3: SARS Pin issued by the South African Revenue Services.	
	B4: An original Bank Statement of good financial standing (Bank Rating) for the tender sum	
	B5: Central Supplier Database (CSD) proof of registration.	
3	Returnable Schedules required for tender evaluation purposes that will be incorporated into the contract	
	C1.1 Form of Offer and Acceptance (Contract part)	
	C1: Compulsory Enterprise Questionnaire	
	C2: Schedule of Proposed Subcontractors	
	C4: Subcontractor's Supporting Documents	
	C5: Plant and Equipment	N/A
	C6: A certified copy of B-BBEE Verification Certificate	



The tenderer must complete the following returnable documents:	<u>Completed</u> <u>(tick)</u>
C7: CV's of key personnel	
C8: Certified Certificates of Qualifications of Key Personnel.	
C9 Proposed Methodology	
C10 Occupational Health and Safety Questionnaire	
C11 Schedule of Information to be provided by Tenderer	
C12 Proposed Amendments and Qualifications	

T2.2: RETURNABLE SCHEDULE



FORM A1. Certificate of Attendance of the Compulsory Briefing Session

This is to certify that

I,

Representative of (tenderer).....

.....

of (address).....

.....

.....

e-mail

telephone number

fax number.....

visited the compulsory brief session held on date.....

Signed		Date	
Name		Position	
Tenderer			

Signed by ACSA
Representative:

Name:



FORM A2. Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this response for Tenders, amending the Tenders documents, have been taken into account in this response:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			



Form A3: Certificate of Authority for Signatory

- (1) Signatories for close corporations and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.
- (2) In the event that the tenderer is a joint venture, a certificate of authority for signatories (Form A3) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested by tender condition C2.13.4.

An example is shown below:

"By resolution of the board of directors taken on 20.....

Mr/Ms

whose signature appear below, has been duly authorized to sign all documents in connection with this tender for Tender number **ORTIA7212/2023/RFP** and any contract which may arise there from on behalf of

(block capitals)

Signed on behalf of Company:

In his/her capacity as:

Date: Signatory of Authority:

Witnesses:

.....
Signature

.....
Signature

.....
Name (print)

.....
Name (print)

Attach:

- ***Latest Audited Annual Financial Report (If applicable)***
- **Bank reference Letter**

Signed		Date	
Name		Position	
Tenderer			



FORM A4. Certificate of Authority of Joint Ventures (where applicable)

This Returnable Schedule is to be completed by joint ventures.

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

Please attach JV agreement stipulation % share of each JV

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

Signed		Date	
Name		Position	
Tenderer			



FORM A5. Schedule of the Tenderer's Experience

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last **05 years**.

Bidders are requested to submit a comprehensive portfolio of relevant (value and complexity) projects successfully completed.

As a minimum the bidder is to have successfully completed at least **03** project with contract value of **R2 million (inclusive of VAT)** or more to achieve a satisfactory score.

Bidders should very briefly describe his or her experience in this regard and attach this to this schedule. See format below

The description should be put in tabular form with the following headings:

Employer, contact person and telephone number	Principal Agent (Name, Tel No, Contact Person)	Description of works/ Project Name	Value of work inclusive of VAT (Rand)	Date started	Date completed	COMPLETION CERTIFICATE OR CLIENT REFERENCE LETTER	
						YES	NO

Note: When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11



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

Signed		Date	
Name		Position	
Tenderer			



FORM A6 Certified Copies of Completion Certificates of Previous Projects Completed

Please attach Completion Certificates (Practical Completion) of Previous Projects Completed as listed under Form A5 above to this page.

A minimum of three (3) certificates required for relevant projects

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

Signed		Date	
Name		Position	
Tenderer			



FORM A7 Certified Copies of Client Reference Letters of Previous Projects Completed

Please attach certified copies of Client Reference Letters of Previous Projects Completed as listed under Form A5 above to this page.

A minimum of three (3) reference letters required from the client bodies/Principal Agent.

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

Signed		Date	
Name		Position	
Tenderer			



Form A8 Proof of Contract Values of Previous Projects Completed

Please attach proof of Contract Values of Previous Projects Completed as listed under Form A5 above to this page. A minimum of three (3) certificates required for relevant projects

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

Signed		Date	
Name		Position	
Tenderer			



Form A9: Schedule of Current Commitments

1. The tenderer shall list below all projects with which the proposed key personnel are currently involved.
2. In the event of a joint venture enterprise, details of all the members of the joint venture shall similarly be attached to this form.

Employer, contact person and telephone number	Consultant/ Principal Agent, contact person and telephone number	Description of contract	Value of work inclusive of VAT (rand)	Completion Date

Signed		Date	
Name		Position	
Tenderer			



SBD 4

A10. BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

- 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:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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.
- 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

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.

SBD 6.1

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & or & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \\
 \text{Where} & & \\
 Ps & = & \text{Points scored for price of tender under consideration} \\
 Pt & = & \text{Price of tender under consideration} \\
 P_{min} & = & \text{Price of lowest acceptable tender}
 \end{array}$$

3.1. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.1.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & or & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

Where

$$\begin{array}{lll}
 Ps & = & \text{Points scored for price of tender under consideration} \\
 Pt & = & \text{Price of tender under consideration} \\
 P_{max} & = & \text{Price of highest acceptable tender}
 \end{array}$$

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)
≥51% owned by Black male and /or 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		
< 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;
 - 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:



A12 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. 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, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, 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.
- 1.4. 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.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;



2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods	Stipulated minimum threshold
Xxxxxxxx	xxxxxxxxxx

3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

YES		NO	
-----	--	----	--

- 3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

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

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

3. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.



**LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)**

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

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity), the
following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.



- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____



Form A: 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]

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 an confidential nature of the disclosing party, in whatever form it may be;
 - 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
 - 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
 - 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;



- 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
- 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
- 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below;

but does not include information which -

- 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
 - 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
 - 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
 - 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement;
 - 1.1.12 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);
- 1.2 For the purposes of this agreement the party, which discloses confidential information, shall be referred to as "the disclosing party" and the party, which receives the confidential information, shall be referred to as "the receiving party".
- 1.3 "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;
- 1.4 "disclosing party" – the party disclosing confidential information in terms of this agreement and being Airports Company;



1.5 “receiving party” – the party receiving confidential information in terms of this agreement;

1.6 “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.
- 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 -



- 4.1.3.1 unless it is strictly necessary for the purposes referred to in 2.1 above; and
- 4.1.3.2 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement,

and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

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

5. **COPIES**

5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and 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.

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 Brand Custodians Office, via email to brandcustodian@airports.co.za. Each single request by the same receiving party shall be treated as a new request.

6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.

6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

7. **DURATION**



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

8. **Title**

8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:

8.1.1 to be proprietary to the disclosing party; and

8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. **RELATIONSHIP BETWEEN THE PARTIES**

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

10. **ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, 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 domicile to any other address which is not a post office box or poste restante.

11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.

11.4 Any notice given and any payment made by one party to the other ("the addressee") which:

11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's 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.

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

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. _____

Form B1 to Form B5: Certificates

Attach the following Certificates to this page:

- B1:** Proof of registration for Contractor's WCA registration or COID
- B2:** An original Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB)
- B3:** SARS Pin issued by the South African Revenue Services
- B4:** An original Bank Statement of good financial standing. (This document shall include a Bank Rating for the tender sum as indicated below)
- B5:** Central Supplier Database (CSD) proof of registration with Supplier number (MAAA) and Unique registration number

Bank Report on : *(Tenderers Name)*
 Account No :
 Bank :
 Branch Code :
 Amount : *(Tender Value)*
 Duration : **XX months** (excluding special non-working days)

BUSINESS POTENTIAL CODE (MARK X AGAINST APPLICABLE CLASSIFICATION)

()	A	UNDOUBTED FOR INQUIRY
()	B	GOOD FOR AMOUNT QUOTED
()	C	GOOD FOR AMOUNT QUOTED IF STRICTLY IN WAY OF BUSINESS
()	D	FAIR TRADE RISK
()	E	FIGURE CONSIDER TOO HIGH
()	F	FINANCIAL POSITION UNKNOWN
()	G	OCCASIONALLY DISHONoured
()	H	FREQUENTLY DISHONoured

Form C1: Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: cidb registration number, if any:

Section 4: CSD number:

Section 5: Particulars of sole proprietors and partners in partnerships:

** Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

Section 6: Particulars of companies and close corporations

Company registration number:

Close corporation number:

Tax reference number:

Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Enterprise name			

Form C2: Proposed Domestic Subcontractors

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor.
1.			
2.			
3.			
4.			
5.			

Signed		Date	
Name		Position	
Tenderer			

Form C4 Subcontractor Supporting Documents**List supporting documents required for subcontractor:**

- Subcontracting Agreement between Main Contractor and Subcontract specifying percentage that will be set aside for the subcontract and the scope of work that will be executed by the subcontract.
- Proof of registration with Central Supplier Database form
- CIPC certificate
- Share Certificate
- Valid BBBEE Certificate.
- CIDB Certificate.

Signed		Date	
Name		Position	
Tenderer			

Form C5: Plant and Equipment

The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

- (a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

- (b) Details of major equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

FORM C6: A certified copy of B-BBEE Verification Certificate

1. Valuation of preference points is based on tenderer's B-BBEE verification certificate for Construction Sector:
 - a) The certificate shall have been issued by:
 - i. A verification agency accredited by South African National Accreditation System (SANAS);
 - ii. A registered auditor approved by the Independent Regulatory Board of Auditors (IRBA);
 - b) The verification certificate must be valid at the tender closing date
 - c) Failure to submit a valid verification certificate will result in the award of zero (0) points for preference.
2. In the event of a Joint Venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be submitted.
 - a) The verification certificate shall identify:
 - i. The name and *domicilium citandi et executandi* of the tenderer
 - ii. The registration and VAT number of the tenderer
 - iii. The dates of granting of the B-BBEE score and the period of validity
 - iv. The expiry date of the verification certificate
 - v. A unique identification number
3. The standard and/or normative document, including the issue and/or revision used to evaluate the tenderer:
 - a) The name and/or mark/logo of the B-BBEE verification agency.
 - b) The scorecard (GENERIC, QSE, EME) against which the tenderer has been verified.
 - c) The B-BBEE status level
 - d) The SANAS or IRBA logo on the verification certificate.
 - e) The B-BBEE procurement recognition level.
 - f) The score achieved per B-BBEE element.
 - g) The % black shareholding.
 - h) The % black woman shareholding.
 - i) The % black persons with disabilities.
4. ACSA will not be responsible to acquire data that it needs for its own reporting systems and which may not form part of a verification agency's standard certificate format. The tenderer, at its own cost, must acquire the specified data listed in 3 above from its selected verification agency and have it recorded on the certificate.

Alternatively, such missing data must be supplied separately, but certified as correct by the same verification agency and also submitted. Failure to abide by this requirement will result in such a tenderer scoring zero (0) preference.

Signed		Date	
Name		Position	
Tenderer			

FORM C7. The CV's of key personnel

Bidders are referred to **clause C.3.11** which indicates the maximum possible score for information requested under this schedule.

Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project. Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications will need to be submitted for approval prior to taking up the position.

Note: When completing the above schedule, Tenderer's must be cognisant of the evaluation criteria as described in the Tender Data, Clause C3.11

Signed		Date	
Name		Position	
Tenderer			

FORM C8: Certified Certificates of Qualifications of Key Personnel.

Please attach certified copies of Qualifications of Key Personnel as listed under Form C7 above to this page.

Signed		Date	
Name		Position	
Tenderer			

Form C9 Work Plan and Proposed Methodology

Signed		Date	
Name		Position	
Tenderer			

Form C10. Occupational Health and Safety Questionnaire

1.	SHE POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT	YES	NO
1.1	Do you have a SHE Policy?		
	Is this signed by the senior executive?		
	Please supply copy of this policy		
1.2	Does a She structure exist in your company?		
	Please provide details		
1.3	Are senior and middle management actively involved in the promotions of SHE?		
	Please provide details e.g.		
	<ul style="list-style-type: none"> Periodical work area inspection 		
	<ul style="list-style-type: none"> Regular Health and Safety meetings with personnel 		
1.4	Are the SHE responsibilities of managers clearly defined?		
	Please provide details		
1.5	Are annual SHE objectives included in your business plan?		
	Please provide example		
1.6	Is your company registered with the Compensation Commissioner? (COID Act)?		
	If so, please provide registration number		
1.7	Do you have a copy of good standing certificate, confirming that your registration is paid up?		
	If so, please provide copy thereof		
2.	SHE TRAINING	YES	NO
2.1	Is training provided to employees at the following stages?		
	<ul style="list-style-type: none"> When joining the company 		
	<ul style="list-style-type: none"> When changing jobs within the company 		
	<ul style="list-style-type: none"> When new plant or equipment needs to be operated 		
	As a result of experience of and feedback from an accident/ incident reports		
	Are you able to provide proof of specialist training provided?		
	Please state how this can be achieved		
2.2	What formal SHE training is provided specifically to		
	<ul style="list-style-type: none"> First line supervisors 		
	Middle and top management		
	Please describe		
2.3	Are all employees (including sub-contractors) instructed as to the application of rules and regulations?		
	When is this done and how is it achieved?		

2.4	Does this training include the selection, use and care of personal protective equipment?				
2.5	What refresher training is provided and at what intervals?				
	Please list examples				
	Course Title	Target audience	Interval		
2.6	Has the person(s) allocated as your SHE advisor followed specific SHE training?				
	Please list most recent courses				
	Does this include refresher training?				
3.	PURCHASE OF GOODS, MATERIALS AND SERVICES			YES	NO
3.1	Do you have a system for establishing SHE specifications as part of the assessment of goods, materials and services?				
	Please describe				
3.2	Do you have a system which ensures that all statutory inspection of plant and equipment are carried out?				
	Please give examples of plant /equipment covered				
3.3	Is there record of inspection?				
	Where is it kept?				
	Are you able to supply copies of these inspection records if required?				
3.4	How is plant and equipment, which has been inspected identifies as being safe to use?				
3.5	Do you evaluate the SHE competence of all sub-contractors?				
	Please describe how this is achieved and how the results are monitored				
4.	SHE INSPECTIONS			YES	NO
4.1	Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?				
4.2	Are records of these inspections kept and available?				
4.3	During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to?				
4.4	Are unsafe acts and conditions reported and remedial actions formally monitored?				
	Please provide examples of the above				
5.	RULES AND REGULATIONS			YES	NO
5.1	Do health and safety rules and regulations exist for personnel and sub-contractors?				

	Do these cover						
	<ul style="list-style-type: none"> • General rules 						
	<ul style="list-style-type: none"> • Project rules 						
	<ul style="list-style-type: none"> • Specific task rules 						
5.2	Do these rules include permit to work system (as applicable)						
5.3	Do you have experience of project SHE plans?						
	Please give examples of where these have been used						
5.4	Do you have a formal company guideline for holding pre-contract health and safety meetings with the client?						
6	RISK MANAGEMENT	YES	NO				
6.1	Have the following, involved in the execution of your work, been identified?						
	<ul style="list-style-type: none"> • Hazards affecting health and safety? • The groups of people who might be affected? • An evaluation of the risk from each significant hazard? • Whether the risks arising are adequately controlled? 						
6.2	Are these findings and assessments recorded?						
6.3	How often are they reviewed?						
	Please list the time frame e.g. years						
6.4	For what processes/risk is personal protective equipment issued?						
	<table border="1"> <tr> <td>Process/Risk</td><td>Type of PPE</td></tr> <tr> <td> </td><td> </td></tr> </table>	Process/Risk	Type of PPE				
Process/Risk	Type of PPE						
	Do you have a copy of the issue lists for PPE available on request?						
7	EMERGENCY ARRANGEMENTS	YES	NO				
7.1	How do you manage your arrangements for dealing with emergencies?						
	Are these communicated to your sub-contractors?						
7.2	What provision have you made for first aid?						
	E.g. Trained First Aiders						
7.3	What training do you provide to employees in Safety/Fire Fighting?						
	Please list institutions used for these training						
8	RECRUITMENT OF PERSONNEL	YES	NO				
8.1	Are health and Safety factors considered when hiring personnel?						
8.2	Are medical examinations carried prior to employment?						
	In all cases						

	Where type of work requires medical examination		
8.3	Do you cover exit medical examination?		
8.4	How do you assess the competence of staff before an appointment is made? E.g. Via trade testing, reference checks		
9.	REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS	YES	NO
9.1	Do you have a procedure for reporting, investigating and recording accidents and incidents? Please supply a copy		
9.2	Is there a standard report/investigation form used? Please supply a copy		
9.3	Do you have a formal system for reporting situations/near misses etc.? Please provide a copy		
9.4	Please provide the following statistic for the last five years		
		YEAR 1	YEAR 2
		YEAR 3	YEAR 4
		YEAR 5	
	Lost time accidents per 100 employees		
	Major/ Reportable injuries per 100 employees		
	Number of dangerous occurrences		
	Lost man day due to accidents		
10	HEALTH AND SAFETY COMMUNICATION AND CONSULTATION	YES	NO
10.1	Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?		
10.2	Are the results of these meetings communicated to all employees? If Yes please describe method		
10.3	Are Health and Safety meetings held? At what frequency? Chaired by whom?		
10.4	Do you carry out SHE promotions / campaigns? If Yes please provide examples		

The following documentation should also be provided with the tender:

- 1. Management Structure including organogram**
- 2. Human Resource Plan**
- 3. Letter of Good Standing from the Compensation Commissioner or licensed compensation insurer**
- 4. COID Insurance**



Declaration

I/wedeclare that the above information provided is correct.

Signed		Date	
Name		Position	
Tenderer			

Form C11: Schedule of Information to be provided by Tenderer

1. Company details:	Registered Address: Contact Person: Telephone: Fax:
2. Shareholders	Names/Percentages of holdings:
3. Bankers	Name of Account Holder : Bank: Branch: Account Number: Bank and branch contact details:
4. Turnover	Approximate turnover for each of the past three years: 2020: 2021: 2022:
5. Management and Manpower Resources	Supervisors: Labourers: Other: Name of Supervisor to be allocated to this contract:
6. Construction Equipment (Value in R)	Equipment owned by Company: Own workshop/stores (location):

Signed		Date	
Name		Position	
Tenderer			

Form C12: Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause C.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause item	or	Proposal

Signed		Date	
Name		Position	
Tenderer			

C 1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **Services as described under section C 3 for the**

UPGRADE OF BAGGAGE LIGHTING FOR A PERIOD OF THREE (03) YEARS AT O R TAMBO INTERNATIONAL AIRPORT

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	R
Value Added Tax @ 14% is	R
The offered total of the amount due inclusive of VAT is	R
(in words)	

(The above amount should be calculated as per the guide provided in the Section C2.2: Bill of Quantities [Grand Total]. In the event of any conflict between the amount above and the Bill of Quantities [Grand Total], the latter shall prevail.)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s)

Capacity



For the tenderer:

	<hr/>	
Name & signature	<i>(Insert name and address of</i>	Date
of witness	<i>organisation)</i>	
Tenderer's CIDB registration number:	<div></div>	

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Scope of Work: Works Information
- Part C4 Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.



Signature(s)

Name(s)

Capacity

for the Employer

Airports Company South Africa SOC Ltd
O R Tambo International Airport
ACSA Admin. Building
4th Floor North Wing Offices
Kempton Park
1627

Name & signature
of witness

Date

Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject _____

Details _____

2 Subject _____

Details _____

3 Subject _____

Details _____

4 Subject _____

Details _____

By the duly authorized representatives signing this agreement, the Employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

PART ONE - DATA PROVIDED BY THE EMPLOYER

(to be reproduced exactly as shown below on the letterhead of the Bank providing the Bond / Guarantee)

Date:

_____ [insert *Contractor's* contract reference number or title]

- Page | 1



1.1 “Bank” means

[Insert name of Bank], _____
Branch, Registration No. _____

1.2 “Bank’s Address” means

[Insert physical address of Bank]

1.3	“Contract” means	<p>the written agreement relating to providing the <i>works</i>, entered into between the <i>Employer</i> and the <i>Contractor</i>, on or about the __ day</p> <p>of _____ 20____ (Contract Reference No. ORT 5835/2018/RFP) as amended, varied, restated, novated or substituted from time to time;</p>
1.4	“Contractor” means	<p>_____ a company</p> <p>registered in accordance with the laws of _____</p> <p>_____ under</p> <p>Registration No _____</p> <p>_____.</p>
1.5	“Employer” means	<p>Airports Company South Africa SOC Limited, a company registered in accordance with the laws of the Republic of South Africa under Registration Number 1993/004149/30</p>

1.6	“Expiry Date” means	the earlier of <ul style="list-style-type: none"> the date that the Bank receives a notice from the <i>Employer</i> stating that all amounts due from the <i>Contractor</i> as certified in terms of the contract have been received by the <i>Employer</i> and that the <i>Contractor</i> has fulfilled all his obligations under the Contract, or the date that the Bank issues a replacement Bond for such lesser or higher amount as may be required by the <i>Employer</i>.
1.7	“Guaranteed Sum” means	the _____ sum _____ of R_____, (_____ _____ _____ Rand)
1.8	“works” means	Modification of Aircraft Gates

2. At the instance of the *Contractor*, we the undersigned

and _____, in our respective capacities as

_____ and _____ of the Bank, and duly authorized thereto, confirm that we hold the Guaranteed Sum at the disposal of the *Employer* as security for the proper performance by the *Contractor* of all of its obligations in terms of and arising from the Contract and hereby undertake to pay to the *Employer*, on written demand from the *Employer* received prior to the Expiry Date, any sum or sums not exceeding in total the Guaranteed Sum.

3. A demand for payment under this guarantee shall be made in writing at the Bank’s address and shall:

- be signed on behalf of the *Employer* by a director of the *Employer*;
- state the amount claimed (“the Demand Amount”);
- state that the Demand Amount is payable to the *Employer* in the circumstances contemplated in the Contract.

4. Notwithstanding the reference herein to the Contract the liability of the Bank in terms hereof is as principal and not as surety and the Bank’s obligation/s to make payment:

- is and shall be absolute provided demand is made in terms of this bond in all circumstances; and
- is not, and shall not be construed to be, accessory or collateral on any basis whatsoever.

5. The Bank's obligations in terms of this Guarantee:

- shall be restricted to the payment of money only and shall be limited to the maximum of the Guaranteed Sum; and
- shall not be discharged and compliance with any demand for payment received by the Bank in terms hereof shall not be delayed, by the fact that a dispute may exist between the *Employer* and the *Contractor*.

6. The *Employer* shall be entitled to arrange its affairs with the *Contractor* in any manner which it sees fit, without advising us and without affecting our liability under this Guarantee. This includes, without limitation, any extensions, indulgences, release or compromise granted to the *Contractor* or any variation under or to the Contract.

7. Should the *Employer* cede its rights against the *Contractor* to a third party where such cession is permitted under the Contract, then the *Employer* shall be entitled to cede to such third party the rights of the *Employer* under this Guarantee on written notification to the Bank of such cession.

8. This Guarantee:

- shall expire on the Expiry Date until which time it is irrevocable;
- is, save as provided for in 7 above, personal to the *Employer* and is neither negotiable nor transferable;
- shall be returned to the Bank upon the earlier of payment of the full Guaranteed Sum or expiry hereof;
- shall be regarded as a liquid document for the purpose of obtaining a court order; and
- shall be governed by and construed in accordance with the law of the Republic of South Africa and shall be subject to the jurisdiction of the Courts of the Republic of South Africa.
- will be invalid and unenforceable if any claim which arises or demand for payment is received after the Expiry Date.

9. The Bank chooses domicilium citandi et executandi for all purposes in connection with this Guarantee at the Bank's Address.

Signed _____ on this _____ day of _____ 20__
at _____

For and on behalf of the Bank

Bank Signatories(s) _____

Name(s) (printed)

Witness

Bank's seal or stamp

The conditions of contract

How work is priced and assessed for payment

Clause 11 in NEC3 Engineering and Construction Contract, April 2013 of Option B states:

Identified and defined terms 11

11.2 (21) The Bill of Quantities is the *bill of quantities* as changed in accordance with this contract to accommodate implemented compensation events and for accepted quotations for acceleration.

(28) The Price for Work Done to Date is the total of

- the quantity of the work which the Contractor has completed for each item in the Bill of Quantities multiplied by the rate and
- a proportion of each lump sum which is the proportion of the work covered by the item which the Contractor has completed.

Completed work is work without Defects which would either delay or be covered by immediately following work.

(31) The Prices are the lump sums and the amounts obtained by multiplying the rates by the quantities for the items in the Bill of Quantities.

This confirms that Option B is a re-measurement contract and the bill comprises only items measured using quantities and rates or stated as lump sums. Value related items are not used. Time related items are items measured using rates where the rate is a unit of time.

Function of the Bill of Quantities

Clause 55.1 in Option B states, "Information in the Bill of Quantities is not Works Information or Site Information". This confirms that instructions to do work or how it is to be done are not included in the Bill, but in the Works Information. This is further confirmed by Clause 20.1 which states, "The Contractor Provides the Works in accordance with the Works Information". Hence the Contractor does **not** provide the Works in accordance with the Bill of Quantities. The Bill of Quantities is only a pricing document.

Guidance before pricing and measuring

Employers preparing tenders or contract documents, and tendering contractors are advised to consult the sections dealing with the bill of quantities in the NEC3 Engineering and Construction Contract (April 2013) Guidance Notes before preparing the *bill of quantities* or before entering rates and lump sums into the *bill*.

The NEC approach to the P & G bill assumes use will be made of method related charges for Equipment applied to Providing the Works based on durations shown in the Accepted Programme, fixed charges for the use of Equipment that is required throughout the construction phase, time related charges for people working in a supervisory capacity for the period required, and lump sum charges for other facilities or services not directly related to performing work items typically included in other parts of the bill.

The P & G section of the bill is not used for the assessment of compensation events.

Measurement and payment

Symbols

The units of measurement described in the Bill of Quantities are metric units abbreviated as follows:

Abbreviation	Unit
%	Percent
H	Hour
Ha	Hectare
Kg	Kilogram
Kl	Kilolitre
Km	Kilometre
km-pass	kilometre-pass
kPa	Kilopascal
kW	Kilowatt
L	Litre
m/s	Metres per second
M	Metre
Mm	Millimetre
m ²	square metre
m ² -pass	square metre pass
m ³	cubic metre
m ³ -km	cubic metre-kilometre
MN	Meganewton
MN.m	meganewton-metre
MPa	Mega Pascal
No.	Number

Prov sum ³	provisional sum
PC-sum	prime cost sum
R/only	Rate only
Sum	Lump sum
T	ton (1000kg)
W/day	Work day

General assumptions

Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance has been made in the quantities for waste.

The Prices and rates stated for each item in the Bill of Quantities shall be treated as being fully inclusive of all work, risks, liabilities, obligations, overheads, profit and everything necessary as incurred or required by the *Contractor* in carrying out or providing that item.

An item against which no Price is entered will be treated as covered by other Prices or rates in the *bill of quantities*.

The quantities contained in the Bill of Quantities may not be final and do not necessarily represent the actual amount of work to be done. The quantities of work assessed and certified for payment by the *Project Manager* at each assessment date will be used for determining payments due.

The short descriptions of the items of payment given in the *bill of quantities* are only for the purposes of identifying the items. Detail regarding the extent of the work entailed under each item is provided in the Works Information.

Amplification of or assumptions about measurement items

For the avoidance of doubt the following is provided to assist in the interpretation of descriptions given in the *method of measurement*. In the event of any ambiguity or inconsistency between the statements in the *method of measurement* and this section, the interpretation given in this section shall be used.

³Provisional Sums should not be used unless unavoidable. Rather include specifications and associated bill items for the most likely scope of work, and then change later using the compensation event procedure if necessary.

C2.2 the bill of quantities
SCHEDULE 1:

ELECTRICAL WORKS						
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
NO						
<u>ELECTRICAL WORKS - SCHEDULE 1</u>						
1,100	PRELIMINARY AND GENERAL					
1,101	Induction Training and Permits					
1,102	Provisional sum provided for Airside Training and permit. It will be claimed on cost basis (To be paid upon submission of invoices, certificates, permits etc)	Sum	1			
1,103	Vehicle testing, tools and equipment permits It will be claimed on cost basis	Sum	1			
1,104	Site Office including establishment	Months	36			
1,105	Material Storage	Months	36			
1,106	Allow for providing temporary services necessary for the works	Months	36			
1,107	Allow for site meetings and progress reporting	Item	1			
1,108	Insurance					
1,109	Performance Bond (5% of the contract value excluding VAT)	Item	1			
1,110	Health and Safety					
1,111	Allow for OSH Act No.85 of 1993 safety file	No.	1			
1,112	Allow for contractor's internal meetings (toolbox talks etc)	Item	1			
1,113	Method Statement					

1,114	Allow for detailed method statement for executing the whole works. The plan should include the works procedure, Health and Safety Plan, Fall Protection Plan, Works program, Site Organizational Structure, Waste Disposal Plan, etc.	Item	1		
1,115	Access/ Barricading Equipment				
1,116	Guardrails, workmen signages, screens, etc. This should in work areas for the duration of the contract	Months	14		
1,117	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1,200	Brought forward				
1,201	Allow for planning and planning meetings with ACSA personnel electrician, supervisor, manager, safety officer etc)	Item	1		
1,202	Shop Drawings				
1,203	Allow for the provision of approved shop drawings	Sum	1		
1,204	Submission of Samples				
1,205	Allow for the submission and approval of samples to be used.	Item	1		
1,206	As-Built Drawings				
1,207	Allow for the provision of sets of as-built hard copy drawings (A1 Size)	Sets	3		
1,208	Allow for the provision of soft copy as-built drawings (Auto Cad and pdf)	Item	1		
1,209	Operation and Maintenance				
1,210	Allow for hard copy sets of operation and maintenance manuals	Sets	3		
1,211	Allow for soft copy sets of operation and maintenance manuals	Item	1		

1,212	Material Disposal				
1,213	Dispose material waste/ scrap/ old fittings etc	Sum	1		
1,214	Site De-establishment	Item	1		
1,215	TOTAL CARRIED TO SUMMARY (SCHEDULE 1)				

SCHEDULE 2:

ELECTRICAL WORKS					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<u>ELECTRICAL WORKS - SCHEDULE 2</u>					
2,100	OFFLOADING AREA				
2,101	Existing Installation				
2,102	Trace all the lighting circuits from the existing boards. Identify circuits into the Offloading area.	Item	1		
2,103	Decommission all lighting and wiring in the Offloading Area. All old material and scrap to be disposed as per the material disposal method statement	Item	1		
2,104	Working at Heights				
2,105	Allow for scaffolding, skyjacks, ladders, fall prevention equipment etc for working at heights	Item	1		
2,106	Voltage Levels				
2,107	Measure voltage levels at all DBs with lighting circuits and report.	Item	1		
2,108	Distribution Boards				
2,109	Surface mounted DBOL				
2,110	Supply	No.	1		
2,111	Install	No.	1		

2,112	Cables to DBs				
2,113	25mmsq 4 Core				
2,114	Supply	m	6		
2,115	Install	m	6		
2,116	16mmsq 3 Core				
2,117	Supply	m	6		
2,118	Install	m	6		
2,119	16mmsq BCEW				
2,120	Supply	m	6		
2,121	Install	m	6		
2,122	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
2,200	Brought forward				
2,201	Termination of Cables to DBs				
2,202	25mmsq 4 Core				
2,203	Supply	No	2		
2,204	Install	No.	2		
2,205	16mmsq 3 Core				
2,206	Supply	No	2		
2,207	Install	No.	2		
2,208	16mmsq BCEW				
2,209	Supply	No	2		
2,210	Install	No.	2		
2,211	Conduits and Accessories				

2,212	SABS approved galvanised conduits including draw boxes and round boxes, saddles, accessories. Prices must include working in the ceiling void, walls underfloor, soffit etc.				
2,213	20mm - Supply	m	250		
2,214	20mm - Install	m	250		
2,215	25mm - Supply	m	50		
2,216	25mm - Install	m	50		
2,217	Galvanised outlet boxes				
2,218	100 x 50 x 50 - Supply	No.	100		
2,219	100 x 50 x 50 - Install	No.	100		
2,220	100 x 100 x 50 - Supply	No.	60		
2,221	100 x 100 x 50 - Install	No.	60		
2,222	Bonding strip between metal objects and the main earth				
2,223	Supply	m	50		
2,224	Install	m	50		
2,225	Carried forward				
ELECTRICAL WORKS					
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
2,300	Brought forward				
2,301	Sockets				
2,302	5A Socket outlet c/w with galvanised round box				
2,303	Supply	No.	179		
2,304	Install	No.	179		
2,305	SABS approved steel trunking including bends, covers.				

	DB outlets, splices, rods, hangers at 1000mm intervals etc				
2,306	P1000 (41mmX41mmX2.5mm thick) - Supply	m	900		
2,307	P1000 (41mmX41mmX2.5mm thick) - Install	m	900		
2,308	P8000 (76mmX76mmX0.8mm thick) - Supply	m	200		
2,309	P8000 (76mmX76mmX0.8mm thick) - Install	m	200		
2,310	Conductors and Earth Wires				
2,311	600 x 1000V PVC insulated copper wire drawn into conduit, trunking or power skirting, and termination. Prices must include working in the ceiling void.				
2,312	4mm sq S/C - Supply	m	100		
2,313	4mm sq S/C - Install	m	100		
2,314	6mm sq S/C - Supply	m	100		
2,315	6mm sq S/C - Install	m	100		
2,316	2,5mm sq Twin and Earth - Supply	m	1 100		
2,317	2,5mm sq Twin and Earth - Install	m	1 100		
2,318	4mm sq Twin and Earth - Supply	m	1 700		
2,319	4mm sq Twin and Earth - Install	m	1 700		
2,320	6mm sq Twin and Earth - Supply	m	0		
2,321	6mm sq Twin and Earth - Install	m	0		
2,322	Cable tray (c/w all bends, accessories)				
2,323	200mm Medium Duty Cable Tray - Supply	m	15		
2,324	200m Medium Duty Cable Tray - Install	m	15		
2,325	Carried forward				
ELECTRICAL WORKS					

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
2,400	Brought forward				
2,401	Bare copper earth wire drawn into trench, conduit, trunking or power skirting together with power wiring, and termination.				
2,402	4mm sq S/C - Supply	m	200		
2,403	4mm sq S/C - Install	m	200		
2,404	Light Fittings				
2,405	The supply and installation of light fittings as indicated on the drawings and specified in the schedule of luminaires.				
2,406	C2 - 75W IP65 1310mm LED corrosion proof luminaire c/w opal prismatic diffuser, LED strips with linear internal prism.				
2,407	Supply	No.	175		
2,408	Install	No.	175		
2,409	D1 - 100W LED High bay c/w hooks and chain				
2,410	Supply	No.	0		
2,411	Install	No.	0		
2,412	F2 - 70W Mini LED Floodlight				
2,413	Supply	No.	4		
2,414	Install	No.	4		
2,415	Emergency Exit				
2,416	Supply	No.	9		
2,417	Install	No.	9		
2,418	Test and Commission				

2,419	Test and commission entire installation and provide certificates of compliance	Sum	1		
2,420	As Built Drawings (3 hardcopies and CD)	Set	3		
2,421	Operation and Maintenance Manual (3 hardcopies and CD)	Set	3		
2,422	TOTAL CARRIED TO SUMMARY (SCHEDULE 2)				

SCHEDULE: 3

ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>ELECTRICAL WORKS - SCHEDULE 3</u>				
3,100	INTERNATIONAL				
3,101	Existing Installation				
3,102	Trace all the lighting circuits from the existing boards. Identify circuits into the Offloading area.	Item	1		
3,103	Decommission all lighting and wiring in the International Area. All old material and scrap to be disposed as per the material disposal method statement	Item	1		
3,104	Working at Heights				
3,105	Allow for scaffolding, skyjacks, ladders, fall prevention equipment etc for working at heights	Item	1		
3,106	Voltage Levels				
3,107	Measure voltage levels at all DBs with lighting circuits and report.	Item	1		
3,108	Distribution Boards				
3,109	Surface mounted DBINTA				
3,110	Supply	No.	1		
3,111	Install	No.	1		

3,112	Decommission of existing DB, transfer all circuits to the new DBINTB including all cabling. Price must include cable and conductor joining	Sum	1		
3,113	Free Standing DBINTB				
3,114	Supply	No.	1		
3,115	Install	No.	1		
3,116	Surface mounted DBINTC				
3,117	Supply	No.	1		
3,118	Install	No.	1		
3,119	Cables to DBs				
3,120	25mmsq 4 Core				
3,121	Supply	m	24		
3,122	Install	m	24		
3,123	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3,200	Brought forward				
3,201	16mmsq 3 Core				
3,202	Supply	m	24		
3,203	Install	m	24		
3,204	16mmsq BCEW				
3,205	Supply	m	24		
3,206	Install	m	24		

3,207	Termination of Cables to DBs				
3,208	25mmsq 4 Core				
3,209	Supply	No	8		
3,210	Install	No.	8		
3,211	16mmsq 3 Core				
3,212	Supply	No	2		
3,213	Install	No.	2		
3,214	16mmsq BCEW				
3,215	Supply	No	2		
3,216	Install	No.	2		
3,217	Conduits and Accessories				
3,218	SABS approved galvanised conduits including draw boxes and round boxes, saddles, accessories. Prices must include working in the ceiling void, walls underfloor, soffit etc.				
3,219	20mm - Supply	m	900		
3,220	20mm - Install	m	900		
3,221	25mm - Supply	m	100		
3,222	25mm - Install	m	100		
3,223	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3,300	Brought forward				
3,301	Galvanised outlet boxes and covers				

3,302	100 x 50 x 50 - Supply	No.	100		
3,303	100 x 50 x 50 - Install	No.	100		
3,304	100 x 100 x 50 - Supply	No.	60		
3,305	100 x 100 x 50 - Install	No.	60		
3,306	Bonding strip between metal objects and the main earth				
3,307	Supply	m	50		
3,308	Install	m	50		
3,309	Sockets				
3,310	5A Socket outlet c/w with galvanised round box				
3,311	Supply	No.	580		
3,312	Install	No.	580		
3,313	SABS approved steel trunking including bends, covers, DB outlets, splices, rods, hangers at 1000mm intervals etc				
3,314	P1000 (41mmX41mmX2.5mm thick) - Supply	m	3 300		
3,315	P1000 (41mmX41mmX2.5mm thick) - Install	m	3 300		
3,316	P8000 (76mmX76mmX0.8mm thick) - Supply	m	500		
3,317	P8000 (76mmX76mmX0.8mm thick) - Install	m	500		
3,318	Conductors and Earth Wires				
3,319	600 x 1000V PVC insulated copper wire drawn into conduit, trunking or power skirting, and termination. Prices must include working in the ceiling void.				
3,320	4mm sq S/C - Supply	m	1 000		
3,321	4mm sq S/C - Install	m	1 000		

3,322	6mm sq S/C - Supply	m	400		
3,323	6mm sq S/C - Install	m	400		
3,324	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3,400	Brought forward				
3,401	2,5mm sq Twin and Earth - Supply	m	4 600		
3,402	2,5mm sq Twin and Earth - Install	m	4 600		
3,403	4mm sq Twin and Earth - Supply	m	5 000		
3,404	4mm sq Twin and Earth - Install	m	5 000		
3,405	6mm sq Twin and Earth - Supply	m	4 400		
3,406	6mm sq Twin and Earth - Install	m	4 400		
3,407	Cable tray (c/w all bends, accessories)				
3,408	200mm Medium Duty Cable Tray - Supply	m	35		
3,409	200mm Medium Duty Cable Tray - Install	m	35		
3,410	Bare copper earth wire drawn into trench, conduit, trucking or power skirting together with power wiring, and termination.				
3,411	4mm sq S/C - Supply	m	700		
3,412	4mm sq S/C - Install	m	700		
3,413	Light Fittings				
3,414	The supply and installation of light fittings as indicated on the drawings and specified in the schedule of luminaires.				

3,415	C2 - 75W IP65 1310mm LED corrosion proof luminaire c/w opal prismatic diffuser, LED strips with linear internal prism.				
3,416	Supply	No.	580		
3,417	Install	No.	580		
3,418	D1 - 100W LED High bay c/w hooks and chain				
3,419	Supply	No.	0		
3,420	Install	No.	0		
3,421	Emergency Exit				
3,422	Supply	No.	10		
3,423	Install	No.	10		
3,424	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3,500	Brought forward				
3,501	Test and Commission				
3,502	Test and commission entire installation and provide certificates of compliance	Sum	1		
3,503	As Built Drawings (3 hardcopies and CD)	Set	3		
3,504	Operation and Maintenance Manual (3 hardcopies and CD)	Set	3		
3,505	TOTAL CARRIED TO SUMMARY (SCHEDULE 3)				

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELECTRICAL WORKS - SCHEDULE 4				
4,100	CENTRAL TERMINAL BUILDING				
4,101	Existing Installation				
4,102	Trace all the lighting circuits from the existing boards. Identify circuits into the Offloading area.	Item	1		
4,103	Decommission all lighting and wiring in the CTB Area. All old material and scrap to be disposed as per the material disposal method statement	Item	1		
4,104	Working at Heights				
4,105	Allow for scaffolding, skyjacks, ladders, fall prevention equipment etc for working at heights	Item	1		
4,106	Voltage Levels				
4,107	Measure voltage levels at all DBs with lighting circuits and report.	Item	1		
4,108	Distribution Boards				
4,109	Surface mounted DBCTBA				
4,110	Supply	No.	1		
4,111	Install	No.		ELECTRICAL WORKS	
4,112	Surface mounted DBCTBB				
4,113	Supply	No.	1		
4,114	Install	No.	1		
4,115	Surface mounted DBCTBC				
4,116	Supply	No.	1		

4,117	Install	No.	1		
4,118	Surface mounted DBCTBD				
4,119	Supply	No.	1		
4,120	Install	No.	1		
4,121	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
4,200	Brought forward				
4,201	Cables to DBs				
4,202	25mmsq 4 Core				
4,203	Supply	m	32		
4,204	Install	m	32		
4,205	16mmsq 3 Core				
4,206	Supply	m	32		
4,207	Install	m	32		
4,208	16mmsq BCEW				
4,209	Supply	m	32		
4,210	Install	m	32		
4,211	Termination of Cables to DBs				
4,212	25mmsq 4 Core				
4,213	Supply	No	8		
4,214	Install	No.	8		
4,215	16mmsq 3 Core				

4,216	Supply	No	8		
4,217	Install	No.	8		
4,218	16mmsq BCEW				
4,219	Supply	No	8		
4,220	Install	No.	8		
4,221	Conduits and Accessories				
4,222	SABS approved galvanised conduits including draw boxes and round boxes, saddles, accessories. Prices list include working in the ceiling void, walls underfloor, soffit etc.				
4,223	20mm - Supply	m	1 000		
4,224	20mm - Install	m	1 000		
4,225	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
4,300	Brought forward				
4,301	25mm - Supply	m	500		
4,302	25mm - Install	m	500		
4,303	Galvanised outlet boxes and covers				
4,304	100 x 50 x 50 - Supply	No.	100		
4,305	100 x 50 x 50 - Install	No.	100		
4,306	100 x 100 x 50 - Supply	No.	60		
4,307	100 x 100 x 50 - Install	No.	60		
4,308	Bonding strip between metal objects and the main earth				

4,309	Supply	m	50		
4,310	Install	m	50		
4,311	Sockets				
4,312	5A Socket outlet c/w with galvanised round box				
4,313	Supply	No.	825		
4,314	Install	No.	825		
4,315	SABS approved steel trunking including bends, covers, DB outlets, splices, rods, hangers at 1000mm intervals etc				
4,316	P1000 (41mmX41mmX2.5mm thick) - Supply	m	3 400		
4,317	P1000 (41mmX41mmX2.5mm thick) - Install	m	3 400		
4,318	P8000 (76mmX76mmX0.8mm thick) - Supply	m	800		
4,319	P8000 (76mmX76mmX0.8mm thick) - Install	m	800		
4,320	Conductors and Earth Wires				
4,321	600 x 1000V PVC insulated copper wire drawn into conduit, trunking or power skirting, and termination. Prices must include working in the ceiling void.				
4,322	4mm sq S/C - Supply	m	200		
4,323	4mm sq S/C - Install	m	200		
4,324	Carried forward				
ELECTRICAL WORKS					
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
4,400	Brought forward				
4,401	6mm sq S/C - Supply	m	100		

4,402	6mm sq S/C - Install	m	100		
4,403	2,5mm sq Twin and Earth - Supply	m	200		
4,404	2,5mm sq Twin and Earth - Install	m	200		
4,405	4mm sq Twin and Earth - Supply	m	10 600		
4,406	4mm sq Twin and Earth - Install	m	10 600		
4,407	6mm sq Twin and Earth - Supply	m	3 500		
4,408	6mm sq Twin and Earth - Install	m	3 500		
4,409	Bare copper earth wire drawn into trench, conduit, trunking or power skirting together with power wiring, and termination.				
4,410	4mm sq S/C - Supply	m	300		
4,411	4mm sq S/C - Install	m	300		
4,412	Cable tray (c/w all bends, accessories)				
4,413	200mm Medium Duty Cable Tray - Supply	m	45		
4,414	200mm Medium Duty Cable Tray - Install	m	45		
4,415	Light Fittings				
4,416	The supply and installation of light fittings as indicated on the drawings and specified in the schedule of luminaires.				
4,417	C2 - 75W IP65 1310mm LED corrosion proof luminaire c/w opal prismatic diffuser, LED strips with linear internal prism.				
4,418	Supply	No.	687		
4,419	Install	No.	687		

4,420	D1 - 100W LED High bay c/w hooks and chain				
4,421	Supply	No.	138		
4,422	Install	No.	138		
4,423	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
4,500	Brought forward				
4,501	D2 - 100W LED Low bay				
4,502	Supply	No.	6		
4,503	Install	No.	6		
4,504	Lighting Hoists				
4,505	Supply	No.	35		
4,506	Install	No.	35		
4,507	Lighting Hoists Remote Controllers				
4,508	Supply	No.	10		
4,509	Emergency Exit				
4,510	Supply	No.	13		
4,511	Install	No.	13		
4,512	Test and Commission				
4,513	Test and commission entire installation and provide certificates of compliance	Sum	1		
4,514	As Built Drawings (3 hardcopies and CD)	Set	3		

4,515	Operation and Maintenance Manual (3 hardcopies and CD)	Set	3		
4,516	TOTAL CARRIED TO SUMMARY (SCHEDULE 4)				

SCHEDULE: 5

ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>ELECTRICAL WORKS - SCHEDULE 5</u>				
5,100	DOMESTIC				
5,101	Existing Installation				
5,102	Trace all the lighting circuits from the existing boards. Identify circuits into the Offloading area.	Item	1		
5,103	Decommission all lighting and wiring in the Domestic Area. All old material and scrap to be disposed as per the material disposal method statement	Item	1		
5,104	Working at Heights				
5,105	Allow for scaffolding, skyjacks, ladders, fall prevention equipment etc for working at heights	Item	1		
5,106	Voltage Levels				
5,107	Measure voltage levels at all DBs with lighting circuits and report.	Item	1		
5,108	Distribution Boards				
5,109	Surface mounted DBDA				
5,110	Supply	No.	1		

5,111	Install	No.	1		
5,112	Surface mounted DBDB				
5,113	Supply	No.	1		
5,114	Install	No.	1		
5,115	Surface mounted DBDC				
5,116	Supply	No.	1		
5,117	Install	No.	1		
5,118	Cables to DBs				
5,119	25mmsq 4 Core				
5,120	Supply	m	27		
5,121	Install	m	27		
5,122	Carried forward				
ELECTRICAL WORKS					
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
5,200	Brought forward				
5,201	16mmsq 3 Core				
5,202	Supply	m	27		
5,203	Install	m	27		
5,204	16mmsq BCEW				
5,205	Supply	m	27		
5,206	Install	m	27		
5,207	Termination of Cables to DBs				
5,208	25mmsq 4 Core				
5,209	Supply	No	6		

5,210	Install	No.	6		
5,211	16mmsq 3 Core				
5,212	Supply	No	6		
5,213	Install	No.	6		
5,214	16mmsq BCEW				
5,215	Supply	No	6		
5,216	Install	No.	6		
5,217	Conduits and Accessories				
5,218	SABS approved galvanised conduits including draw boxes and round boxes, outlet boxes, saddles, accessories. Prices must include working in the ceiling void, walls underfloor, soffit etc.				
5,219	20mm - Supply	m	1 100		
5,220	20mm - Install	m	1 100		
5,221	25mm - Supply	m	300		
5,222	25mm - Install	m	300		
5,223	Carried forward				
ELECTRICAL WORKS					
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
5,300	Brought forward				
5,301	Bonding strip between metal objects and the main earth				
5,302	Supply	m	50		
5,303	Install	m	50		
5,304	Sockets				

5,305	5A Socket outlet c/w with galvanised round box				
5,306	Supply	No.	580		
5,307	Install	No.	280		
5,308	SABS approved steel trunking including bends, covers, DB outlets, splices, rods, hangers at 1000mm intervals etc				
5,309	P1000 (41mmX41mmX2.5mm thick) - Supply	m	3 100		
5,310	P1000 (41mmX41mmX2.5mm thick) - Install	m	3 100		
5,311	P8000 (76mmX76mmX0.8mm thick) - Supply	m	600		
5,312	P8000 (76mmX76mmX0.8mm thick) - Install	m	600		
5,313	Conductors and Earth Wires				
5,314	600 x 1000V PVC insulated copper wire drawn into conduit, trunking or power skirting, and termination. Prices must include working in the ceiling void.				
5,315	4mm sq S/C - Supply	m	300		
5,316	4mm sq S/C - Install	m	300		
5,317	6mm sq S/C - Supply	m	200		
5,318	6mm sq S/C - Install	m	200		
5,319	2,5mm sq Twin and Earth - Supply	m	200		
5,320	2,5mm sq Twin and Earth - Install	m	200		
5,321	Carried forward				
ELECTRICAL WORKS					

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
5,400	Brought forward				
5,401	4mm sq Twin and Earth - Supply	m	11 000		
5,402	4mm sq Twin and Earth - Install	m	11 000		
5,403	6mm sq Twin and Earth - Supply	m	1 500		
5,404	6mm sq Twin and Earth - Install	m	1 500		
5,405	Bare copper earth wire drawn into trench, conduit, trunking or power skirting together with power wiring, and termination.				
5,406	4mm sq S/C - Supply	m	200		
5,407	4mm sq S/C - Install	m	200		
5,408	Cable tray (c/w all bends, accessories)				
5,409	200mm Medium Duty Cable Tray - Supply	m	45		
5,410	200mm Medium Duty Cable Tray - Install	m	45		
5,411	Light Fittings				
5,412	The supply and installation of light fittings as indicated on the drawings and specified in the schedule of luminaires.				
5,413	C2 - 75W IP65 1310mm LED corrosion proof luminaire c/w opal prismatic diffuser, LED strips with linear internal prism.				
5,414	Supply	No.	672		
5,415	Install	No.	672		
5,416	D1 - 100W LED High bay c/w hooks and chain				

5,417	Supply	No.	10		
5,418	Install	No.	10		
5,419	Lighting Hoists				
5,420	Supply	No.	10		
5,421	Install	No.	10		
5,422	Carried forward				
ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
5,500	Brought forward				
5,501	F1 - 100W Floodlight				
5,502	Supply	No.	2		
5,503	Install	No.	2		
5,504	Emergency Exit				
5,505	Supply	No.	12		
5,506	Install	No.	12		
5,507	Test and Commission				
5,508	Test and commission entire installation and provide certificates of compliance	Sum	1		
5,509	As Built Drawings (3 hardcopies and CD)	Set	3		
5,510	Operation and Maintenance Manual (3 hardcopies and CD)	Set	3		
5,511	TOTAL CARRIED TO SUMMARY (SCHEDULE 5)				

SUMMARY: 6

ELECTRICAL WORKS					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELECTRICAL WORKS - SCHEDULE 6				
6,100	SUMMARY				
6,101	PRICING SCHEDULE 1 - PRELIMINARY AND GENERAL	Sum	1		
6,102	PRICING SCHEDULE 2 - OFFLOADING	Sum	1		
6,103	PRICING SCHEDULE 3 - INTERNATIONAL	Sum	1		
6,104	PRICING SCHEDULE 4 - CENTRAL TERMINAL BUILDING	Sum	1		
6,105	PRICING SCHEDULE 5 - DOMESTIC	Sum	1		
6,106	SUB - TOTAL (EXCL VAT) (SCHEDULE 1+2+3+4+5)				



C3 Works Information

C3.1 Description of the works

Executive overview

In brief, the Contractor will be responsible for the renovation of the lighting system in the basement area of OR International Airport. The project entails the supply, delivery, installation, testing, commissioning, handing over in proper working order of the complete Lighting Installation and Distribution Boards, and upholding during the defects notification period and all applicable warranties and guaranties of the electrical installation in the basement of the ACSA OR International Airport.

Employer's objectives and purpose of the works

The objectives are as follows:

- i. To reduce the energy and demand on the grid
- ii. To improve the accessibility for maintenance
- iii. To reduce the frequency of changing the light bulbs.
- iv. To ensure the lighting levels are in line with the minimum lighting design standards.
- v. To ensure that the fittings do not fall due to vibrations.
- vi. The lights must be positioned in accessible positions.
- vii. All dark areas must be lit.
- viii. Some lights should be on UPS Supply to prevent total darkness in the event of power failure.

Site Description

Layouts of the area can be seen in the accompanying drawings (refer to the annexure of the document)

The baggage handling area comprises of a conveyor belt system. It is here that baggage is transported from the Passengers Check-In to the planes, from the planes to the Baggage Reclaim, and from plane to plane for passengers in connecting flights.



The basement stretches about 630m in length and 70m in width. The approximate dimensions are listed in the table below.

Area	Length/m	Width/m
Domestic	145	70
Central Terminal Building	225	70
International	220	70
International Offloading	40	60

The Tenderers must, before submitting their tenders, acquaint themselves with the local conditions, accessibility of the sites, soil conditions, availability of labour and labour conditions, transport, off-loading, storage and custody conditions for materials and equipment necessary for the completion of the total contract. No claim based on ignorance in this regard shall be considered.

Permission must be obtained from the Employer's Agent (Engineer) before any Tenderer visits the site, or the electrical contractor establishes himself on the site.

Problem Statement

The entire baggage handling area has conveyor belts that operate 24 hours every day transferring baggage. It is located in the basement. There is no natural lighting that goes into the basement. The lights therefore operate 24 hours every day. This increases the frequency of required maintenance for the lighting installation (changing tubes/ bulbs).

The current installation was done without regard to the accessibility of the fittings during maintenance, with some fittings directly installed above conveyor belts. In case of maintenance, the conveyors have to be shut down. This is a great inconvenience for ACSA. This is also usually not possible as the system must operate continuously. By not shutting the conveyor system, maintenance of the lights is delayed or not done at all. The broken lights sometimes go for some time (even months) without being maintained.



The measured lux levels in the baggage handling areas range from 15lux in some problematic areas to about 200lux in other areas. Very few areas have lighting that is 300lux. These low lighting levels in the majority of areas do not comply with the OHS Act requirements and expose ACSA to risk of litigation should employees working there get injured on duty. These low lighting levels also pose a security hazard for the baggage which might be stolen or tampered with.

The current selection of light fittings has tubes/ bulbs with shorter lifespan (average of less than a year). This implies that the frequency of change of bulbs is high.

Some light fittings are exposed to high vibrations due to the moving conveyors. The fastening screws and nuts on the lights become loose overtime and eventually the lights fall.

The lights are also exposed to the high levels of dust in the area thereby reducing their performance drastically.

Schedule Of Drawings

The following drawings form part of the Tender Documentation:

Proof of compliance with the law

The Project Manager may at any time request from the Contractor reasonable proof that the Contractor is in compliance with applicable laws or regulations.

Cell phones and two-way radios

Use of cell phones on airside is **not** permitted unless the user is in possession of an appropriate Airport permit for the device. Cell phone permit issuing authority lies with the ACSA Security department.

The Contractor will **not** be allowed to use two-way radios at the Airport unless these radios are of the type, model and frequency range as approved by the ACSA IT department.

Protection of the public

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



Barricades and lighting

Where hoarding, barricades or lighting is required in the execution of the Works, the Contractor shall provide same. Hoarding, barricades and lighting shall comply with industry accepted norms and standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works.

Management and Start Up.

Management meetings

The Contractor will be expected to attend meetings relating to operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make all required persons available for these meetings. The Contractor shall not submit claims for payment for staff attending any of these meetings.

Regular meetings of a general nature may be convened and chaired by the *Project Manager/ Electrical Engineer* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	Weekly on Mondays at 10H00	Onsite	Employer and Contractor
Overall contract progress and feedback	biweekly on Fridays at 9H00	Onsite	<i>Employer, Contractor and Supervisor</i>

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

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

Health and safety risk management

The *Contractor* shall comply with the health and safety requirements contained in this document.

The Project Manager shall be entitled to fine the Contractor an amount of **R3000.00** for each non-conformance to Health and Safety matters. This shall not transfer any of the Contractor's responsibilities in this regard to the Employer by any means.

The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The Contractor is expected to sign the undertaking in this regard as attached in the annexes.



It shall be the Contractor's responsibility to ensure that all relevant labour and safety legislation is adhered to in rostering staff.

All persons on company premises shall obey all health and safety rules, procedures and practices. In particular, NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request from the ACSA Safety Department.

All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Project Manager.

The contractor's Workmen's Compensation fees must be up to date. A copy of the Contractor's WCA registration shall be produced on request.

The following areas in the company are declared as "HOT WORKS PERMIT" areas:

- All airside areas

- All basement areas

- All areas accessible to the public

- All enclosed areas

- The terminal building

Any process in the above mentioned areas involving open flames, sparks, or heat shall be authorized by the issue of a permit to work - obtainable from the ACSA Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.

Safety equipment shall be used where applicable (e.g. safety, goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.

All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time

No person shall perform an unsafe / unhygienic act or operation whilst on Company premises.

No unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.

The Company reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any cost or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag and pockets.



Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.

The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.

At no time must the Contractor interfere with, or put at risk, the functionality of any fire prevention system. Care must also be taken so as to prevent fire hazards.

The Contractor is required to issue all staff with standard uniforms. This shall as a minimum include: safety shoes, overalls (clearly marked with Contractor's company logo) and numbered reflective jackets (as per Airport requirements). All costs relating to uniforms shall be for the Contractor's account.

Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in this document

Quality assurance requirements

All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the Contractor will be expected to draft quality plans for the Project Manager from time to time.

Invoicing and payment

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

The *Contractor* shall address the tax invoice to the following Address,

Airports Company South Africa SOC Ltd
Private Bag X1,
OR Tambo International Airport
Kempton Park
1627

and include on each invoice the following information:

Name and address of the *Contractor* and the *Project Manager*;
The contract number and title;
Contractor's VAT registration number;
The *Employer's* VAT registration number 4930138393;
Description of work done by cross reference to *Project Manager's* certificate;
Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;



Quote PO number as a reference

The Contractor should arrange with ACSA's finance department for making all payments electronically.

Invoices should be submitted via email to Invoices.Acsa@airports.co.za

Provision of bonds and guarantees

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

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

Note:

These sizes are standard for the units. The contractor must verify the sizes before installation to ensure accuracy in order to prevent delays.

Storage

ACSA will provide storage of the parts at airport premises. It will be the contractor's responsibility to move the parts from the store to installation sites.

Disposal

The Contractor is required to remove the existing units and safely dispose of. A disposal certificate will be required by the employer.

Subcontracting

Construction

Completion, testing, commissioning and correction of Defects

Work to be done by the Completion Date

On or before the Completion Date the *Contractor* shall have done everything required to Provide the Works except for the work listed below which may be done after the Completion Date but in any case before the dates stated. The *Project Manager* cannot certify Completion until all the work except that listed below has been done and is also free of Defects which would have, in his opinion, prevented the *Employer* from using the *works* and others from doing their work.

	Item of work	To be completed by
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	Handover and Closure Report	Within 5 days after Completion



C3.2 *Contractor's* Works Information

The tenderer to provide details or specification of parts to be used for the tender specification

1. Description of the Site and its surroundings

1.1 General description

The works are located at O.R. Tambo International Airport, in Kempton Park

The site for delivery of the Goods is O.R. Tambo International Airport, in Kempton Park

Access to the sites is controlled and activities are on-going daily, 4am-12pm