



**Request for Quotations for Substations Maintenance at Cargo at O.R. Tambo International Airport for Airports Company of South Africa.**

**Airport** : O.R. Tambo International Airport

**Tender Number:** : Requisition 69368

**Issue Date** : 18 May 2022

**Closing Date** : 24 May 2022-12:00noon

**Briefing Session Date and Time** : N/A

**Venue** : N/A

Issue: 1

Issue Date: 28/02/2014

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## SECTION 1: INSTRUCTIONS TO BIDDERS

### 1. SECTION 1: INSTRUCTIONS TO BIDDERS

#### 1.1. Access to RFQ documents

Tenders are available on the [www.treasury.gov.za/etenderportal](http://www.treasury.gov.za/etenderportal). Kindly print and complete **Not applicable**  
Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **24 May 2022 at 12:00noon** using the following method

##### 1.1.1. Tender box: **Not applicable**

The Tender box is located at:

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##### 1.1.2. Email submissions:

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

[Sandra.Sebokolodi@airports.co.za](mailto:Sandra.Sebokolodi@airports.co.za)

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



## 1.2. Alternative Bids

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

## 1.4 Late Bids

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

## 1.5 Clarification and Communication

Name:	Sandra Sebokolodi
Designation:	Buyer
Tel:	011 723 2636
Cell:	
Email:	Sandra.Sebokolodi@airports.co.za

Request for clarity or information on the tender may only be requested until 20<sup>th</sup> May 2022 at 10h00am. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal/Quotation/Information invitation.

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

## 1.6 Compulsory Briefing Session-

A compulsory briefing /as below details

**N/A**



## **1.7 Bid Responses**

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

## **1.8 Disclaimers**

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

## **1.9 Validity Period**

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

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

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



### **1.10 Confidentiality of Information**

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

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

### **1.11 Hot – Line**

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: [acsa@tip-offs.com](mailto:acsa@tip-offs.com)

## **SECTION 2: LOCAL CONTENT AND PRODUCTION**

### **2.1 Introduction**

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This tender falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and production for this tender is \_\_\_\_\_ of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure ..... of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.



## 2.2 Calculation of local content and production

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

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

Where:

X represents imported content

Y represents bid price excluding value added tax

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

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

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

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

## 2.4 General Conditions

- 2.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 2.4.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.



- 2.4.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.4.5 A bid will be disqualified if:
- The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
  - The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

## 2.5 Definitions

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



2.5.9 “Sub-Contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

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

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

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

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

The relevant rates of exchange information is accessible on **[www.reservebank.co.za](http://www.reservebank.co.za)**.

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	





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

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

**IN RESPECT OF RFQ No.** \_\_\_\_\_

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

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

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

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

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

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

- (d) I accept that the Airports Company South Africa SOC Ltd has the right to request that the local content be verified in terms of the requirements of SATS 1286.



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

<b>SIGNATURE:</b>	_____	<b>DATE:</b>	_____
<b>WITNESS No.1:</b>	_____	<b>DATE:</b>	_____
<b>WITNESS No 2:</b>	_____	<b>DATE:</b>	_____

## **SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK**

### **3.1. Background**

- 3.1.1.** Since inception approximately 20 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented. The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport, Kimberley Airport and the Corporate Office.
- 3.1.2.** The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.
- 3.1.3.** ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town, and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa.

### 3.2. Scope

Item	Item/ Service Description	Unit of Measure	Quantity (A)
1	An accredited Medium Voltage Contractor to carry out annual maintenance of MV Switchgear in the Substations at the Terminal Building OR Tambo International Airport (Refer to the attached Bid Document).	All	1

### 3.3. ORGANISATION AND STAFF OF THE CONTRACTOR

- 3.3.1 Supervisor:** The Contractor shall employ an approved supervisor, experienced and skilled in the service and Maintenance work required under this Contract. Safe for circumstances outside the Contractor's control, the supervisor shall not be replaced without the written consent of the Employer, which consent shall not be unreasonable withheld.
- 3.3.2 Competence and Conduct of Workmen and Supervisory Staff:** The Contractor shall employ in and about the Works only such persons as are carefully, competent and efficient in their several trades and callings. The Employer may object to and require the Contractor to remove from the Works forthwith any person employed by the Contractor who, in the opinion of the Employer, misconduct's himself or is incompetent or negligent in the proper performance of his duties. Such a person shall not be employed under the works again without the permission of the Employer. Contractor shall employ at least the staff indicated in Appendix B.
- 3.3.3 Reliability:** The Contractor shall take all reasonable measures to safeguard performance of the infrastructure at all times, subject to proper operation of the infrastructure by the Employer.

#### **Maintenance activities to be performed:**

##### **MV Board Housing Panel:**

- 1) Check integrity of panel structure
- 2) Clean panel



**Cabling and Termination Accessories:** 3) Visual inspection

**Circuit Breakers** (Oil, Vacuum or SF6 Gas Type)

- 4) Functional Testing (SF6 /Vacuum)
- 5) Continuity Test
- 6) Contact Resistance Test
- 7) Circuit Breaker Speed Test
- 8) Functional Testing (Oil)
- 9) Check for alignment, regrease
- 10) Check for tolerances and vibration

**Current and Voltage Transformers:**

Visual inspection

- 11) - Check alignment (VT's)
- 12) - Check VT fuses
- 13) - Test CT knee point voltage
- 14) - Test for the CT saturation curve

**Metering Equipment:**

- 15) - Calibration and Testing

**Protection Equipment:** (Relays, Transducers, Communication Devices etc.)

- 16) Calibration and Testing
- 17) Ensure that the protection settings are according to design

**Indication Lighting:**

- 18) - Visual inspect and 19) - Test for functionality

**Battery Tripping Unit:**

- 11) - Clean tripping batteries and terminals
- 12) - Top up cells with distilled water
- 13) - Check battery charger for loose connections and tighten if required
- 14) - Ensure TRICKLE charge operational
- 15) - Measure and record battery voltage
- 16) - Check Amp/Volt meters for proper operation

**Bus-Bar Conductors:**

- 1) Cleaning and 2) Torqueing

**Current and Voltage Transformers:**

- 3) Knee-Point Voltage Testing
- 4) CT Saturation Testing and 5) Cleaning

**Circuit Breakers (Oil, Vacuum or SF6 Gas Type):**

- 6) Check for alignment, regrease and 7) Check for tolerances and vibration



**Activity Schedule**  
**Schedule of Bill of Quantities and Rates**  
**Bill 1: Preliminary and General (fixed)**

Item	Description	Unit	Qty	Each	Total
	<b>BOQ No:1</b> <b>Preliminary and General (fixed)</b>				
1.2	Cost of Insurance Third Party	Sum	1	R	R
1.3	Cost of 10% Performance Guarantee	Sum	1	R	R
1.4	Airside Permits, Induction Courses, Vehicle Permits	Sum	1	R	R
1.5	PPE and incl. Reflective Vests, Safety Boots, Etc.	Sum	1	R	R
1.7	OHS ACT Safety Plan & Other Statutory Obligations	Sum	1	R	R
1.8	Allowance for Restricted Working Hours	Sum	30	R	R
<b>TOTAL Bill No:1 CARRIED TO SUMMARY</b>				R	R

**Preventative Maintenance Activity Bills**

**Bill No.2 Terminal Building Switchgear and  
MV Panels**

Item	Description	Unit	Qty	Unit price amount	Annual Amount
<b>2</b>	<b>BOQ No.2 Terminal Building Switch Gear and MV Panels</b>				
<b>2.1</b>	<b>Sub 1: Alstom SBV4/2000/31.5-s1</b>				
2.1.1	annual inspection and maintenance:	each	5	R	R
<b>2.2</b>	<b>Sub 4 (Chiller Plant): Alstom SBV4/2000/31.5-s1</b>				
2.2.2	annual inspection and maintenance	each	5	R	R
<b>2.3</b>	<b>Sub 2: Alstom SBV4/2000/31.5-s1</b>				
2.3.2	annual inspection and maintenance	each	10	R	R
<b>2.4</b>	<b>Sub 3: Alstom SBV4/2000/31.5-s1</b>				
2.4.2	annual inspection and maintenance	each	5	R	R
2.4.3	<b>Sub 3: Power Factor Correction Equipment</b>				
2.4.3.1	annual inspection and maintenance	each	2	R	R
<b>2.5</b>	<b>Sub 5: Alstom Hawker Siddely Switch Gear</b>				
2.5.1	annual inspection and maintenance	each	7	R	R
<b>2.6</b>	<b>Sub 6: Alstom SBV4/2000/31.5-s1</b>				
2.6.2	annual inspection and maintenance	each	7	R	R
2.6.3	<b>Sub 6: Alstom SBV4/2000/31.5-s1</b> annual inspection and maintenance	each	7	R	R
<b>SUBTOTAL Bill No:2 Carried to Summary</b>				R	R

### Preventative Maintenance Activity Bills

#### Bill No.3 Terminal Building Switchgear

Item	Description	Unit	Qty	Unit price amount	Annual Amount
<b>2.7</b>	<b>Sub 7: Alstom SBV4/2000/31.5-s1</b>				
2.7.2	annual inspection and maintenance	each	4	R	R
<b>2.8</b>	<b>Sub 8: Alstom SBV4/2000/31.5-s1</b>				
2.8.1	annual inspection and maintenance	each	4	R	R
<b>2.9</b>	<b>Sub 9: Alstom SBV4/2000/31.5-s1</b>				
2.9.1	annual inspection and maintenance	each	15	R	R
<b>3</b>	<b>Sub 10: Alstom SBV4/2000/31.5-s1</b>				
3.1	annual inspection and maintenance	each	5	R	R
<b>3.2</b>	<b>Sub 11: Alstom SBV4/2000/31.5-s1</b>				
3.2.1	annual inspection and maintenance	each	6	R	R
<b>3.3</b>	<b>Sub 12: Alstom SBV4/2000/31.5-s1</b>				
3.3.1	annual inspection and maintenance	each	4	R	R
<b>3.4</b>	<b>Sub 13: Alstom SBV4/2000/31.5-s1</b>				
3.4.1	annual inspection and maintenance	each	5	R	R
<b>3.5</b>	<b>Sub 14: Alstom SBV4/2000/31.5-s1</b>				
3.5.1	annual inspection and maintenance	each	3	R	R
<b>3.6</b>	<b>Sub 15: TAMCO VHIH</b>				
3.6.1	annual inspection and maintenance	each	4	R	R
<b>3.7</b>	<b>Switching Station North: Alstom SBV4/2000/31.5-s1</b>				
3.7.1	annual inspection and maintenance	each	9	R	R
<b>3.8</b>	<b>Switching Station South: Alstom SBV4/2000/31.5-s1</b>				
3.8.1	annual inspection and maintenance	each	9	R	R
<b>3.9</b>	<b>Switching Station Alternative Room: Alstom SBV4/2000/31.5-s1</b>				
3.9.1	annual inspection and maintenance	each	3	R	R

<b>SUBTOTAL BOQ No:3 Carried to summary</b>		R	R
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### SCHEDULE OF ACTIVITIES: SUMMARY BILL A

	SCHEDULE OF ACTIVITIES: SUMMARY	Annual Amount
3.1	BOQ No1: P&G	R -
3.2	BOQ No2: Terminal Switchgear	R -
	BOQ No3: Terminal Switchgear	R -
	<b>GRAND Total (excluding vat)</b>	R -
	Add VAT at 15%	R -
	<b>GRAND TOTAL</b>	R -

### 3.3. Minimum Requirements

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

- Valid Tax Clearance Certificate
- Valid and certified copy of the B-BBEE Certificates
- Initial/stamp and where applicable sign all pages of the attached RFQ Declaration of interest forms (attached RFQ document)
- CSD summary report

## SECTION 4: PREFERENCE POINTS AND PRICE

### 4.1 Preference Points Claims

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

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

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





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

## 4.2 Definitions

- 4.3.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- 4.3.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act.
- 4.3.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 4.3.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 4.3.5 **“Comparative Price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
- 4.3.6 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.
- 4.3.7 **“EME”** means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes.



- 4.3.8 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.
- 4.3.9 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.
- 4.3.10 **“Non-Firm Prices”** means all prices other than “firm” prices.
- 4.3.11 **“Person”** includes a juristic person.
- 4.3.12 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- 4.3.13 **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007.
- 4.3.14 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person: and
- 4.3.15 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

#### 4.4 Adjudication Using a Point System

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



#### 4.5 Award of Business where Bidders have Scored Equal Points Overall

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

#### 4.6 Points Awarded for Price

- 4.6.1 The 80/20 Preference Point Systems

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

##### **80/20**

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

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



#### 4.7 Points Awarded for B-BBEE Status Level of Contribution

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

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

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

- 4.7.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 4.7.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.



- 4.7.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.7.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

#### **4.8 Bid Declaration**

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

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

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

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

## SECTION 5: EVALUATION CRITERIA

### 5.1 Evaluation Criteria

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 specialized quality, reliability, and functionality.

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **70 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE. Bidders who also fail to achieve the minimum score per criteria will be disqualified and not be eligible for further evaluations.

Description of Quality Criteria	WQ	Sub Criteria	*Max	Min
		Quality Score	Score	Score
Tenderer's Resource Proposal	40	Qualifications	25	25
		Years of experience in similar works (personnel)	15	9
References and Experience	30	Similarity in size of maintained facilities and company references.	30	18
Man-Power Deployment Strategy	30	Man-Power Deployment Strategy	30	18

The obligation to demonstrate compliance with all the above will remain with the Tenderer and ACSA's decision in this regard is final.

### Functionality hurdle breakdown

#### QUALIFICATION

Personnel Evaluation Criteria	Measure	Minimum Points	Maximum Points
Attach certified copies of qualifications, not older than 3 months. These documents are compulsory and failure to submit will result in a zero-score allocated.			
Electrical Engineer (Qualifications)	BSc / BTech/ B Eng (Electrical)	10	10
	< BSc / BEng/ BTech	0	
Electrical Test Technician (Qualifications)	National Diploma S4/N6 (Electrical)	10	10
	< National Diploma S4/N6 (Electrical)	0	
Installation and construction specialist (Qualifications)	N. Dip + trade test certificate + ORHVS	5	5
	< N. Dip + trade test certificate + ORHVS	0	

**TOTAL: 25**

#### EXPERIENCE

Personnel Evaluation Criteria	Measure	Minimum Points	Maximum Points
Attach certified copies of qualifications, not older than 3 months. These documents are compulsory and failure to submit will result in a zero-score allocated.			
Electrical Engineer	10 years' experience testing of relays, switchgear, circuit breakers or more	5	5
	5 years < years of experience < 10 years	3	
	5 < years of experience	1	
Electrical Test Technician / Engineer	5 years testing of relays, switchgear, circuit breakers.	5	5
	< 5 years	1	
Installation and construction specialist	> 10 years of relays, switchgear, circuit breakers or more	5	5
	5 < years of switchgear, circuit breakers < 10	1	

**TOTAL: 15**

<b>Company Reference and Experience</b>	<b>Measure</b>	<b>Minimum Points</b>	<b>Maximum Points</b>
<b>Attach completion certificates and contactable references otherwise a score of zero will be allocated.</b>			
Completed Maintenance of <b>(11 kV switchgear)</b>	3 or more maintenance / projects	10	<b>10</b>
	2 maintenance/projects	5	
	1 maintenance/projects	0	
Completed Maintenance of <b>(11 kV miniature substations)</b>	3 or more maintenance/projects	5	<b>5</b>
	2 maintenance/projects	3	
	1 maintenance/projects	0	
Completed Maintenance of <b>(Medium Voltage distribution transformers)</b>	3 or more projects	5	<b>5</b>
	2 maintenance/projects	3	
	1 maintenance/projects	0	
Completed Maintenance of <b>(11 kV circuit breakers)</b>	3 or more maintenance/projects	5	<b>5</b>
	2 maintenance/projects	3	
	1 maintenance/projects	0	
Completed Maintenance of <b>(Protection relays)</b>	3 or more maintenance/projects	5	<b>5</b>
	2 maintenance/projects	3	
	1 maintenance/projects	2	
<b>TOTAL</b>			<b>30</b>



Tenderers to fill in the table below in detail, all human resources (with levels of training and qualification for each) that will be employed for the execution of the contract. Specific reference needs to be made to additional resources (maybe utilised at other sites) that will be available, should the need arise. This shall, as a minimum, include the quantity of staff (with reference to level of skill and formal training of each) and how/where they will be deployed and utilised under this contract.

Activity	Minimum	Maximum
Resource proposal shows how on-site deployment is performed to comply with shift roster, planned hours per week, etc. Demonstrate resource allocation during normal and after hours and in case of emergencies or additional work.	5	10
Contingency plan for on-site deployment of staff in the event of Industrial Action	5	10
Resource proposal shows the organogram of on-site deployed personnel (includes short description of roles, reference to most critical skills, etc.)	5	10
<b>TOTAL</b>		<b>30</b>

## COMPANY REFERENCES AND EXPERIENCE

Confidential



### Minimum Staff requirements:

1 x Electrical Engineer	BTech/BSc Electrical Engineering	10 years' experience
2 x Electrical Technician (Site Supervisor)	NDip. Electrical Engineering	10 years' experience
3 x Installation Electrician	N2 + trade test Electrical Engineering + ORHVS	5 - 10 years' experience
1 X Safety Officer	N3 + safety qualification	5 years' experience
3 x Electrical Construction Operator (ELCONOP) Level 2 - Semi-skilled Electrician	N2 electrical	10 years' experience

### 5.2 Mandatory Requirements

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

- **Registration with CIDB level 2EB/ 2EP or higher.**
- **Original TAX clearance certificate.**
- **Company registration certificate (CoR 14.3).**
- **CV, Qualification and Experience of key personnel.**
- **Company profile.**
- **Letter of good standing (COID).**
- **Indication of similar previous work experience (and current).**
- **Electrical Contractors Certificate**



### **Other Returnable Documents and information**

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

### **5.3 Local Content and Production**

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

### **5.4 Price and B-BBEE**

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**

## **SECTION 6: DECLARATION FORM**

### **6.1 Making a Declaration**

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



**6.2 All bidders must complete a declaration of interest form below:**

Full name of the bidder or representative of  
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number



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

**Declaration:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder



## Section 7: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

This declaration was signed on \_\_\_\_\_ of \_\_\_\_\_ 202\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_