

Request for Quotations for Airside Water Facilities Refurbishment at King Shaka International Airport for Airports Company of South Africa.

Airport : King Shaka International Airport

Tender Number: : Requisition 27480

Issue Date : 06 September 2022

Closing Date : 20 September 2022 -15:00 pm

Briefing Session Date and Time : 13 September 2022 -10:00 am

Venue : King Shaka International Airport



SECTION 1: INSTRUCTIONS TO BIDDERS

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

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

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **20 September 2022 -15:00 pm** using the following method

1.1.1. Tender box: **Not applicable**

The Tender box is located at:

1.1.2. Email submissions:

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

Joseph.Rulash@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 bids will be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this tender invitation. The alternative bid will only be considered where the bidder has submitted together with its alternative bid, an offer which materially complies with the requirements of this tender. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this tender document.

1.4 **Late Bids**

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

1.5 **Clarification and Communication**

| | |
|--------------|------------------------------|
| Name: | Joseph Rulash |
| Designation: | Buyer |
| Tel: | 011 409 3943 |
| Cell: | 084 434 0582 |
| Email: | Joseph.Rulash@airports.co.za |



Request for clarity or information on the tender may only be requested until 15/09/2022 at 11:00 am

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-

compulsory briefing /as below details

| Briefing/Site Inspection Session Requirements | Detail |
|---|----------------------------------|
| Date | 13 September 2022 |
| Time | 10:00 am |
| Venue | King Shaka International Airport |
| Access to Restricted Area, Cargo, Airside, Terminal | Yes |
| Documentation, e.g. ID, Temporary Permit, etc | Original Identity Document |
| Personal Protective Equipment, Safety boots | Yes |

Please note that a Permit fee might apply

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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

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.

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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



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:

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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.

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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;

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- 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**.

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

| Currency | Rates of exchange |
|----------------|-------------------|
| US Dollar | |
| Pound Sterling | |

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| | |
|-------|--|
| 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.

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- (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).

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

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SECTION 3: BACKGROUND, PURPOSE, AND SCOPE OF WORK

| 1. Detailed Description of Works / Goods |
|--|
| 1.1 Objectives |
| <p>The objective of this business case is to source a service provider for the refurbishment of airside water facility.</p> |
| 1.2 Applicable National and International Standards |
| <ul style="list-style-type: none"> • Safe drinking water Act (SDWA) • SANS 241 – Drinking Water • National Primary Drinking Water Regulations (NPDWRs) |
| 1.3 Description of the Services |
| <p>Overall System Refurbishment of water facility at the airside of KSIA is necessary due to the current conditions of the facility. This refurbishment will only be performed at the airside of KSIA.</p> <p>Background</p> <p>KSIA has a portable water cabinet which is located at the airside near alpha 16. This portable water cabinet ensures that aircrafts always have safe drinking water which complies to required standards and regulations of aircraft drinking water. Water from the portable cabinet is then transported and delivered by means of water tank trucks to suitable aircrafts at the required times. The facility currently has damaged chemical injectors, pressure gauges are currently leaking, and filters are dirty which makes the entire facility to be unreliable.</p> |

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The current system includes (but is not limited to) the following components:

| Water Cabinet Components | Specification |
|--------------------------------------|--|
| Chlorine Chemical injectors | Injection rate: 0.07 to 0.2% Operating flow: 10l/h to 2.5m ³ /h Operating pressure: 0.3 to 6 bar Concentrated additive injection: 0.007 to 5l/h Maximum temperature: 40°C |
| Filters | Maximum operating pressure: 800kPa Test pressure: 1000kPa |
| Pressure gauge | Minimum pressure read: 0 bar Maximum pressure read: 10bar |
| Hoses | |
| Galvanised Piping | DN80 |
| Stainless steel piping | DN80, DN 50 |
| Ball Valve | DN50 PN20 |
| Non-rising Spindle Gate Valve | DN80 PN18 |
| Flowmeter | DN80 |

Scope of Work:

The **overall** refurbishment of the portable water facility should include but not limited to the following.

- Decommissioning of old equipment

- Supply, delivery, and installation/replacement of components. Inclusive of a new Pressure Regulating Valve to be installed on the suction side of the dosing pumps to regulate the pressure not to exceed 6 Bar (as a protection for the dosing pumps).
- Inspection and Complete Refurbishment of Interior and exterior) Cabinet: Rust/Anti-corrosion treatment on stainless steel cabinet and replacement of PVC signage, seals, signs, padlocks. The cabinet must be refurbished to be as close as possible to its new state.
- Testing & Handover
 - i. Pressure testing & testing for leaks
 - ii. Water Quality testing at each process unit. At the start, during installation and at completion. Ensuring correct dosage by adjusting of chemical dosing pumps to ensure correct chemical balance. Testing of water and certification of compliance with SANS 241 by chemical/process technician

Note.

- 12 Month defects liability period starts at handover of the facility.
- All old assets will be handed over to ACSA and prepared for discarding through the ACSA assets disposal procedure.

Handover Documentation to be submitted upon project completion includes:

- Guarantees and warranties
- Operating and maintenance manuals
- Pressure testing certificate
- Certification of compliance with SANS 241



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Water Cabinet Interior



Chlorine Injectors



Filters

1.4 Particular / Generic Specifications

The Contractor shall comply with all applicable laws, rules and regulations including without limitation the following;

- [Air Traffic and Navigation Services Company Act](#), No.45 of 1993
- [Airports Company Act](#), No.44 of 1993
- [Aviation Act](#), No.74 of 1962
- [Aviation Laws Amendment Act, No 82 of 1997](#)
- [Carriage by Air Act](#), No.17 of 1946
- [Civil Aviation Offences Act](#), No.10 of 1972
- [South African Civil Aviation Authority Act](#), No.40 of 1998
- National Key Points Act, No. 102 of 1990
- National Road Traffic Act, No 93 of 1996
- The ACSA Permit regulations
- Occupational health and safety act
- Original Equipment Manufacturer
- International Civil Aviation Organisation (ICAO) requirements
- South African Civil Aviation (SACAA) requirements
- TM 009, "Compatibility List of Sealing Materials"
- Federal Aviation Administration

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| |
|---|
| 1.5 Key Personnel |
| <ol style="list-style-type: none"> 1. 1 x Trade Tested Mechanical Fitter 2. 1 x Technical Assistant 3. 1 x Process Technician |
| 1.6 Property and / or Utilities etc. provided by ACSA for the Service Provider's Use |
| <ul style="list-style-type: none"> • Chemical injection specification • Pressure gauge specification • Filters & strainers specification • Existing water facility drawings • Access to water and electricity |
| 1.7 Location of Works |
| <p>The Works are located at King Shaka International Airport airside near alpha 16: Mostly in restricted and access-controlled areas. It is crucial for the Contractor to note that King Shaka International Airport is a National Key Point and governed as such.</p> |
| 1.8 Planning and programming |
| <p>Contract documents- to be provided by employer Purchase order- to be provided by employer Meeting venues – to be provided by employer Parking – to be provided by employer</p> |
| 1.9 Insurances (Professional Indemnity, Public Liability, etc.) |
| Professional indemnity and public liability |
| 1.10 Meetings (Management and other) |

Project meetings will be held prior to project start, during the project implementation and upon project completion.

1.11 Approvals.

Permit office for permits

Permit office for access control cards

Safety department for permit to work

Safety department for safety file approval

1.12 Proof of Compliance with the Law

- State specific documents / methods by which compliance with any legislation is to be verified, as necessary. Following are examples:
- SARS TCC, Labour (Good Standing, OHSA, etc.)
- Safety File (Refer to attached Annexure: Safety File Checklist)

Safety file requirements

1. Company Health, Safety and Environmental Policy.
2. Company HIV and AIDS Policy.
3. Letter of good standing (Department of labor).
4. Company letterhead with contact details.
5. Company Profile.
6. Proof of company registration.
7. Proof of SARS registration.
8. Public Liability (insurance cover).
9. Company Organogram (showing company reporting structure).
10. Site Team organogram with names and cell numbers of the specific team working on specific site.
11. Scope of work.
12. List of employees working on this project (with their ID numbers and positions listed).
13. List of tools and equipment to be used on this project.
14. Sub-contractor's internal Employee induction (focusing on specialist work, specific tasks, risk assessments related to these tasks, methods to be used and general site safety).
15. Letter of appointment from Principal Contractor or Client.

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- 16.** Agreement with Mandatory signed by contractor and principal contractor.
- 17.** Statutory Legal Appointments – (application to all contractors)
- CEO's delegation of duties – attach ID, CV & certificates
 - Supervisor of construction work – attach ID, CV & certificates
 - Subordinate supervisor of construction work – attach ID, CV & certificates
 - Fall protection plan developer – attach ID, CV & certificates
 - Risk assessor – attach ID, CV & certificates
 - Portable electrical tools inspector
 - Accident/Incident Investigator – attach ID, CV & certificates
 - Safety committee member
 - Stacking and storage inspecting
 - Hand Tools inspector
- 18.** Other appointments (if required)
- Safety officer – attach ID, CV & certificates
 - Industry related(works/product), Aviation related etc.

1.13 Payment Certificates

Required

1.14 Access to Land / Buildings / Sites (e.g. Permit Requirements)

Permit to work- on approval of a safety file

2. Pricing Schedule

Pricing Schedule 1

| Items | Price |
|---|-----------------|
| Safety File (OHS Compliance, Tools and equipment training and medicals) | R5 000 |
| Permits and induction (Paid on proven costs) | R10 000 |
| Total | R 15 000 |

Pricing Schedule 2

| Item Description | Rate | Price (R) |
|--|------|-----------|
| Decommissioning of existing equipment | sum | R |
| Supply filters x 20 | sum | R |
| Supply and complete installation of new equipment (Including Pressure regulating valve). | Sum | R |
| Cabinet Total Refurbishment: | Sum | R |
| Testing, Compliance certification and Handover | sum | R |
| Contingencies | sum | R10 000 |
| Total | | R |

Note 1: Installation costs to include Labour costs, PPE, tools and equipment. All cost to include traveling to site, and around site, accommodation if needed and consumables

Summary Of Pricing

| Summary | Price |
|--------------------|-------|
| Pricing Schedule 1 | R |
| Pricing Schedule 2 | R |

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| | | | |
|--|---------------------|---|--|
| | Total Excluding Vat | R | |
| | VAT @15% | R | |
| | Total Including Vat | R | |

3.4 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

No award will be made to any service provider whose Tax Matters has not been declared in order by the South African Revenue Services.

No award will be made to any service provider who is not registered on National Treasury's Central Supplier Database.

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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

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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 April 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 Contributor | Status Level of | 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 |

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| | | |
|---------------------------|---|---|
| 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

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

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

A staged approach will be used to evaluate bids. The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to disqualify bidders without requesting any outstanding document/information. The stages are as follows:

| Stage 1 | Stage 2 | Stage 3 |
|--|--|---|
| Mandatory Requirements | Functionality | Price and B-BBEE |
| A list of Mandatory Administrative Requirements (MAR). Returnable documents must form part of the submission at the closing date and time. | The functionality/technical evaluation will be conducted by the Bid Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. | 80/20 Preferential System will be applied to this bid where 80 points are awarded for Price and 20 points are awarded for BBBEE |



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:

- Letter of good standing
- Initial/stamp and where applicable sign all pages of the attached RFQ Declaration of interest forms (attached RFQ document)
- CSD summary report

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 Functionality / Technical

5.4.1 Functionality hurdle breakdown

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **80 points out of 120** 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.

Qualifications

| | | Maximum | Min Threshold |
|----------------------------|--|-----------|---------------|
| Process Technician | National Diploma in Chemical Engineering (20) Higher Certificate in Water Treatment (15) | 20 | 15 |
| Artisan | N3 Mechanical PLUS SAQA Accredited Trade Test in Fitting (15) SAQA Accredited Trade as a Fitter (10) No relevant qualification (0 points) | 15 points | 10 points |
| Technical Assistant | Mechanical N3 or Higher (10) Mechanical N2 (5) No relevant qualification (0 points) | 10 points | 5 points |
| Total | | 45 | 30 |

Experience

| | | Maximum | Min Threshold |
|---------------------------|--|---------|---------------|
| Process Technician | More than 2 years' Experience in Water treatment (20 points) 1-2 years' experience in water treatment (15 points) | 20 | 15 |

| | | | |
|---|--|-----------|-----------|
| Artisan refurbishment and installation of Mechanical Engineering systems) | More than 2 years post trade test experience (15 points) 1-2 years (10 points) No relevant Experience (0 points) | 15 points | 10 points |
| Technical Assistant (Experience in refurbishment and installation of Mechanical Engineering systems) | More than 2 Years' experience in maintenance of mechanical systems (10 points) 1-2 Years' experience in maintenance of mechanical systems (5 points) No relevant Experience (0 points) | 10 points | 5 points |
| Total | | 45 | 30 |

Company Experience

| | | Maximum | Min Threshold |
|---|---|----------------|----------------------|
| Company Experience Trade reference letters showing successful completion of similar installation/refurbishment work. Must include company letterhead and contactable references | More than 2 reference letters (30 points) 1-2 reference letters (20 points) No relevant Experience (0 points) | 30 points | 20 points |
| Total | | 30 | 20 |

5.5 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 7: DECLARATION FORM

7.1 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.

7.2 Bidder's declaration

- 7.2.1 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

- 7.2.2 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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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.



| | | |
|--|--|--|
| | | |
| | | |

7.2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

7.2.4 If so, furnish particulars:

.....

7.2.5 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

7.2.6 If so, furnish particulars:

.....



Section 8: 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:

- 8.1 I have read and I understand the contents of this disclosure;
- 8.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 8.3 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.
- 8.4 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.

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.



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