

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/120/2024/2025

**APPOINTMENT OF A SERVICES PROVIDER FOR THE SUPPLY AND
DELIVERY OF CORPORATE UNIFORM FOR A PERIOD OF THREE (3) YEARS
ON AN “AS AND WHEN” REQUIRED BASIS TO POLOKWANE
INTERNATIONAL AIRPORT**

A COMPULSORY BRIEFING SESSION TO BE HELD ON

30 SEPTEMBER 2024 AT 14H00

VENUE: POLOKWANE INTERNATIONAL AIRPORT, CONFERENCE HALL.

CLOSING DATE AND TIME OF BID

18 OCTOBER 2024 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

1. INTRODUCTION

- 1.1 Gateway Airport Authority Limited (GAAL) provides corporate uniform clothing to operational employees by-annually in terms of the entitlement, Occupational Health and Safety Act and enhancement of the corporate image.
- 1.2 This bid seeks to source Supplier to supply and deliver uniform items to Polokwane International Airport.
- 1.3 GAAL requires uniform for employees across all departments, the successful Supplier will be required to deliver items ordered to the employee based at Polokwane International Airport.

2. SCOPE OF WORK

The scope of this bid is to source and secure the supply and delivery of uniform for GAAL. Bidders must be able to supply and deliver clothing to GAAL for a period of three (3) years as per the **Specifications requirements** outlined from **section 2.1 to 2.6**. The uniforms are divided into departments and division. Bidders will be required to deliver to the Polokwane International Airport. The uniform item list is contained in **section 3**.

2.1 Specification of garment

- 2.1.1 All uniform shall be supplied as per the specification requirements provided.
- 2.1.2 Bidders obtaining minimum threshold of 70 points on technical/functionality stage of the evaluation process shall be required to submit samples in accordance with the requirements stipulated in **section 3**.
- 2.1.3 All fabric used in the manufacture of workwear clothing (except knitwear) must bear the watermark of the fabric manufacturer certified by South African National Accreditation System (SANAS).

2.2 Workmanship

- 2.2.1 The garments shall be cut and made with first class workmanship from start to finish.
- 2.2.2 The garments shall be free from defects that affect their appearance; this includes marks, spots and stains incurred in the manufacturing.
- 2.2.3 The garments shall be free from defects that can potentially affect their serviceability.
- 2.2.4 All seams in sewn garments and apparels shall be smooth and stitching shall be uniform and consistent.
- 2.2.5 Seams and stitching shall be free from twist, pleats and puckers and shall be extensible enough to obviate seams cracking and undue shrinking in use.
- 2.2.6 All ends of sewing that are not secured in seams or in order, shall be adequately back-tacked.
- 2.2.7 All the ends of sewing will be trimmed, and loose threads removed.
- 2.2.8 The garments shall be in accordance with the technical specifications provided and acceptable quality in terms of make, colour and finish.
- 2.2.9 The matching shade of the component part of the garment shall be within acceptable South African National standards.

2.3 Style

- 2.3.1 The styling of the garments shall be in accordance with the approved technical specifications.
- 2.3.2 All garment illustrations referenced may not necessarily reflect the accurate dimensions and colour composition of the garment and may be used for guidance only.
- 2.3.3 The design must comply with the approved technical specifications.

2.4 Sizes

- 2.4.1 The garment shall be supplied in one or more of the size designations given in the order or contract, except that:
 - a) Some garments shall be made to special measurements provided by the Supplier's physically measuring the user.
 - b) The Supplier must ensure that the pattern shall conform to the specifications requirements, and that the size designation for each garment meets the South African National Standards (SANS) for both males and females.
 - c) Any required size alteration will be done by the supplier.

2.5 Packing

- 2.5.1 The garments shall be delivered in a clean, dry and pressed condition and shall be packed so that they will not be damaged in transit or storage.
- 2.5.2 The package shall be done as per the specifications RE.
- 2.5.3 Each sealed plastic envelope shall be packed for transportation in acceptable bulk containers that comply with the following:
 - a) Coffin - type boxes with a base and lid.
 - b) Double – sided corrugated board boxes (L x B x H – 1000x500x300mm).
- 2.5.4 Garments package must be packed per user (official).
- 2.5.5 The Supplier shall mark the bulk container with a clearly visible sticker to each side of the outer lid for easy identification.

2.6 Marking

- 2.6.1 The marking of each garment shall be as per the specification requirements provided.
- 2.6.2 Each sealed plastic envelope in which the clothing items are placed shall be clearly marked: description, size, colour, quantity and user (official) name.
- 2.6.3 The marking of each bulk container in which the garments are packed shall contain the following:
 - a) User (official) name.
 - b) Garment description ;
 - c) Size;
 - d) Gender;
 - e) Quantity;

3. CORPORATE UNIFORM SPECIFICATION REQUIREMENTS

Item No	IMAGE	DESCRIPTION: UNIFORM
Item 1	Chino Trousers GAAL logo (embroidery)	
Style		Single pleated front/two deep slant pockets with self-fabric pocket bags/ back well pocket with button closure / Double needle posting on the inner leg and back rise/ Turn ups/ YKK brass zip/ Bar tracks on stress points
Colour		Navy Blue
Fabrics		Versatex 65/35 Poly cotton Twill
Weight		230 gm2
Item 2	Formal Trousers GAAL logo (embroidery)	
Style		Classic formal ideal for uniform and everyday use. Features include two front and back pockets, constructed waistband and turn-ups. YKK brass zip, double pleats.
Colour		Navy Blue
Fabrics		70/30 polyester
Item 3	Jersey men's long sleeve pullover with GAAL logo (embroidery)	
Style		Acrylic for durability and easy care/ Spandex in helm and cuff for better fit/Anti-peel
Colour		Navy Blue
Fabrics		100% acrylic
Weight		12 Gauge

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Item 4	Men's sleeveless pullover with GAAL logo (embroidery)	
Style		Acrylic for durability and easy care/ Spandex in helm and cuff for better fit/Anti-peel
Colour		Navy Blue
Fabrics		100% acrylic
Weight		12 Gauge
Item 5	Men's Shoes	
Style		Health shoes, waterproofed, lace up, sole welted and stitched.
Colour		Black
Material		Genuine leather upper with thick rubber sole resistant to acid and oil, in accordance with SANS 421/76 type 2
Item 6	Men's Formal Shoes	
Style		Feetway Flat Comfortable With Lace Formal Shoes
Colour		Black
Material		Upper Material: Smooth Synthetic Inner Material: Cushion Padded Insole: Soft Cushion Sole: Flat Sole Mat Shine Upper With Smooth Touch Material
Item 7	Men's long sleeve shirt with GAAL logo (embroidery)	
Style		Double back pleats for ease of movement/ button down front/ Built in collar stays/ Chest pocket/ Top stitching on yoke, shoulder and armholes for added strength/ posted side seams/ formal cuff and gauntlet with button closure
Colour		Light blue stripe
Fabrics		60/40 polycotton yarn dyed
Weight		115 mg2

Item 8	Men's short sleeve shirts with GAAL logo (embroidery)	
Style		Double back pleats for ease of movement/ button down front/ Built in collar stays/ Chest pocket/ Top stitching on yoke, shoulder
Colour		Light blue stripe + Red
Fabrics		60/40 polycotton yarn dyed
Weight		115 mg2
Item 9	Men's Formal Blazer with GAAL logo (embroidery)	
Style		Classic formal ideal for uniform and everyday use. Features include one top left front and two sides pockets,
Colour		Navy Blue
Fabrics		70/30 polyester
Item 10	Ceremonial Jacket with GAAL Logo and Polokwane International Airport ARFFS Logo	
Style		Classic formal ideal for ceremonial uniform and everyday use. Features include one top left front and two sides pockets, with Polokwane International Airport ARFFS Logo on both top sides of arm.
Colour		Navy Blue
Fabrics		70/30 polyester

Item 11	Combat with GAAL Logo and Polokwane International Airport ARFFS Logo	
Style:		COMBAT SHIRTS-with (70mm) maltes cross embroidered Short sleeve. Two pleated patch breast pockets with flaps to button. Stitched increases back and front Open glad neck collar. Button through front. Lime and silver 3M reflective tape on both sleeves Embroidered name tag and service badge on breast and sleeves.
Colour		Navy Blue
Material.		50 % Polyester 50 % Cotton. Field dress
Item 12	Combat Trouser	
Style:		Double seat double knees. Draw cord in trouser bottoms. Zip fly. 5 x 70mm x 25 mm Stitched down belt loops. Two standard side pockets. One jet hip pocket with concealed button. One pleated field dressing pocket - right groin - Velcro closing. Two map pockets - knife pleat at back - flaps with two concealed buttons. Stitched in permanent trouser leg creases back and front. Pocket and waist band in same material as trousers. Lime and silver 3M reflective tape sewn onto both legs
Colour:		Navy
Material.		50 % Polyester 50 % Cotton.
Item 13	Parka jacket with GAAL logo (embroidery)	
Style		Water resistant polyester with PVC coating/ heat sealed seams/ polar fleece lining/ adjustable inner waist draw cord/ concealed YKK zip with press stud closure/ stow away hood with draw cord/ Rubbed storm cuffs
Colour		Navy Blue
Fabrics		PVC coated water resistant 100% polyester / polar fleece lining
Weight		180 mg2/ 280 mg2

Item 14	Oxford Mesh Jacket with GAAL logo (embroidery)	
Style		Water resistant/ self-light weight mesh lining/ concealed side entry pockets with zip closure/ concealed cell phone jacket/ inner chest and back safety pockets/ elasticized cuffs/ stow away hood (fits into collar with hook and loop) toggles with Peter sham tape to secure toggles to prevent snagging/ YKK zip with puller/ heat sealed seams for improved water resistance.
Colour		Navy and Lime. Navy and Orange
Fabrics		Water resistant Oxford polyester / polyester mesh
Weight		140 mg2/ 60 mg2
Item 15	Unisex Golf shirts with GAAL logo (embroidery)	
Style		Golf shirts Unisex (General and Rescue and Fire Fighting)
Colour		Navy Blue
Fabrics		100% polyester with collar and 03 button style
Item 16	Anklet socks	
Style		Antibacterial treated to prevent development of foot fungus and odour/ Extra fine toe seam for added comfort/ reinforced heel and toe for durability/ half cushioned for wearer comfort/ elastic ankle band hugs sock to your foot and preventing slipping/ high cotton content for all
Colour		Navy
Fabrics		60% cotton 38% polyester 2% Elastane

Item 17	Dress with GAAL logo (embroidery)	
Style		Dress with round neck cut with short sleeve/ undarted/ back slit/ back hidden zip closure/ fully lined
Colour		Navy Blue
Fabrics		Pure new wool super 130's
Item 18	Skirts with GAAL logo (embroidery)	
Style		Pencil skirt with plain wider waistband/ back zip closure with vent/ back darts/ fully lined
Colour		Navy Blue
Fabrics		Super 150's wool cashmere fabric
Item 19	Long coat with GAAL logo (embroidery)	
Style		Single breasted three button hidden fastening notch lapel/piped pocket with flap/ rear single vent/ fully lined
Colour		Navy Blue
Fabrics		100% cashmere
Weight		16 oz

Item 20	Button jacket with GAAL logo (embroidery)	
Style		Single button with two buttons single rear vent narrow fish mouth lapel/ breast welt pocket/ four button working sleeve cuff/ fully lined
Colour		Navy Blue
Fabrics		Pure new wool super 130's
Item 21	Stretch pants with GAAL logo (embroidery)	
Style		Plain front zip fly with double button closure on wider waistband / slanted pocket/ lined to knee
Colour		Navy Blue
Fabrics		140's kid mohair and wool
Item 22	Chambray blouse long and Short sleeve with GAAL logo (embroidery)	
Style		Medium point collar with placket front/ long sleeve/ no pocket yoke/ no darts
Colour		Light blue
Fabrics		100% woven cotton
Colour		Sky blue
Fabrics		100% woven cotton

Item 23	Ladies Shoes	
Style		¾ Health shoes (equivalent to Green cross)
Colour		black
Fabrics		Genuine leather
Item 24	Ladies Shoes	
Style		Flat health shoes (equivalent to Green cross)
Colour		Black
Fabrics		Genuine leather
Item 25	Ladies cardigan with GAAL logo (embroidery)	
Style		Acrylic for durable and easy care/ spandex in hem and cuff for better fit/ anti peel
Colour		Navy blue
Fabrics		100% acrylic

Item 26	Firefighting Bunker Gear Black	
		Outer shell: Southern Mills, Advanced, Nomex/Kevlar blend in a "rip stop weave", with water repellent finish. Thermal insulated layer: Southern Mills Caldura batten quilt material. Thermal and moisture barriers are sewn together for removal for cleaning, repair and replacement from outer shell. Moisture barrier: Breathe-Tex material combined with Nomex/Kevlar blend laminated cloth.
Item 27	Firefighting helmet Red	
		• Helmet shell: Contains a Front Brim, Rear Brim, and Raised Top. • Impact ring: 3/8" thick sponge rubber Impact Ring to absorb impact energy • Helmet liner: High Density plastic liner, made of fire retardant cotton and Nomex; completely adjustable; "NAPE Strap" adjusts to firmly cradle the occipital portion of head.
Item 28	Balaclava:	
		They are made of Nomex Knit Fabric which weighs 6 oz./ Sq. Yrd.; they are most often double ply with only one seam running from the top center of the face opening, over the top and down the bottom of the bib.

Item 29	Fire Fighter gloves:	
		Kevlar or Nomex. All thread used in the glove construction must be inherently flame-resistant fiber, and any metal hardware must be resistant to corrosion. Must meet NFPA 1971: Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting (2013).
Item 30	Black Firefighting boots	
		Flame retardant rubber upper with polyaramide lining. Highly chemical-resistant rubber upper. Abrasion-, oil-, chemical-, heat-, and slip-resistant chloroprene rubber NJV sole Extra comfort non-woven para/meta-aramid FR lining with excellent flame-resistant properties. Reinforced backstay for heel/tendon protection. Steel mid sole for footstep protection against penetration Safety reflective patch on the side and back of the boot. Ankle padding protection and foam midleg padding for additional support Heavy-duty pull straps. Ultra flexible: Exceeds 305,000 Flex Rating Ideal for Regular and Auxillary Firefighters, Forest fire workers, General fire rescue
Item 31	Replacement visor	
		The visor or face shield shall be constructed of at least two independent layer of material, and their edges shall be effectively protected by suitable frames or by the design of the helmet itself.

Item 32	Firefighting safety goggles	
		All Innerzone™ goggles meet or exceed all applicable standards associated with US Federal OSHA, ANSI Z87.1+, and NFPA 1971-2007, including the 500 degree (F) for 5-minute oven test. Innerzone™ lenses exceed the U.S. Military's MIL-DTL-43511D ballistic impact requirements and provide 100% UVA/UVB Protection
Item 33	Fire Fighting Tunic Bag	
		Exterior zippered pocket 2 roomy interior pockets for gloves or essential items Abrasion-resistant double-layered bottom Design and materials make the bag easy to clean Made from durable 1000D Nylon Cordura® Outer Pocket Dimensions: 10.5" x 4.5" Dimensions: 29"L x 14" W x 14" Tall 80 Liter Volume
Item 34		With bronze buckle. Colour: Black a) Basket weave - 32 MM
Item 35	Rank Markings	
		(Cap markings, dress, uniform, lapel marking and lanyard rope, helmet) Chief Fire Officer

		Controller Fire Officer
		Fire Fighter
Item 36	Blue Baseball Caps	
		Blue Baseball caps with (70mm) maltes cross embroidered in front with GAAL Logo on the side
Item 37	High Visibility Reflective Jacket with GAAL Logo (Embroidery)	
		Solid mesh sleeveless reflective vest with a zip and ID pocket (Bright Orange & Lime) Print at Back, Quantity in brackets • Chief Executive Officer • Senior Operations Manager • Operations Manager • Chief Safety Officer • Chief Security Officer • Chief Quality Officer • Chief Fire Officer • AVSEC Senior Security Officer • AVSEC Security Officer • Rescue and Fire Fighting • Safety Officer • Safety Admin • Electrician • Maintenance

Item 38	Ceremonial Caps (Male)	
	 Chief Fire Officer	Material: [Melton] Three ply plain weave 55% trevira and 45% wool to match uniform. The Badge as specified shall be supplied and fitted by supplier as instructed
	 Shift Controller	
	 Rescue and Fire- Fighting Officer	
Item 39	Tie (Male and Female)	
		Color: Black to S.A.B.S. CKS 129/401c. Material: 2 Panel, 100% Satin Polyester, lined and tipped. Dimension: 1 450 mm Minimum and 2 000mm Maximum long x 80 mm at the widest wide point.

Item 40	White Ceremonial Glove	
		White ceremonial glove
Item 41	Track suits with GAAL Logo (Embroidery)	
		WASH CARE INSTRUCTIONS: Cool wash. Do not bleach. Cool iron. Do not tumble dry. Wash separately with like colours. FABRIC: Polyester FIT: Jacket and pants: Regular fit strikes a comfortable balance between loose and snug; Pants: Tapered legs with elastic cuffs. FEATURES: Jacket: Stand-up collar Jacket: Long sleeves with banded cuff
Item 42	Running shoe	
		MATERIAL: Mesh FEATURES: RF Gel unit and FF non-visible GEL FlyteFoam Propel to the top FlyteFoam Lyte to the bottom Moulded EVA sockliner Guidance line SpEVA 45 lasting New full ground contact set-up Neutral Pebax Trusstic for light stability Overlay for support Two-layer jacquard mesh External clutch counter OrthoLite collar sponge New last, more forefoot room AHAR outsole AHAR+ heel plug High-quality materials 10mm drop

Item 43	Webbing Belt	
		Single length of webbing Plastic buckle, Injection moulded to one and Plastic belt tip, Injection moulded to other end The WDM Fire Services emblem as specified to be on buckle
Item 44	Rescue Gloves	
		Super fabric brand material palm provides 360ansi /sea cut level
Item 45	Running shorts with GAAL Logo (Embroidery)	
		Cape storm A3 running shorts
		

Item 46	Beanie with GAAL Logo (Embroidery)	
		Navy Blue Beanie
Item 47	Sun Protection Hat	
		Reversable bucket hat navy blue
Item 48	Protective Gloves	
		Heavy duty nitrile gloves
Item 49	Rubber Gloves	
		Insulated rubber gloves 1000v,

Item 50	Ear Protection	 Design: Constructed from a plastic or metal headband, fitting over the top of the head, with each end padded to cover the ears. Types: Two common types are thermal and acoustic. Attenuation: Recommended attenuation of at least 25 dB to protect against noise
Item 51	Flames and Acid Proof Overall with GAAL Logo (Embroidery)	 Navy Flame Retardant and Acid Resistant Conti Suits (D59 - 100% cotton fabric- 300gm2) with YKK Zips and 50mm Silver Reflective Tape on both arms and legs with Flame/Acid Logo embroidered on the jacket and pants * Triple stitched on pants in-leg & crutch-back seat and bar-tacked at all stress points. * Concealed aluminium zips on jacket and pants * Elasticated back waistband with 40mm belt loops.
Item 52	Trouser	 Concealed nylon zip Triple needle topstitched garment Multifunctional custom pockets (ruler/penpocket, mobile phone pocket & cargo pocket) Reflective piping stripe on rear leg pockets Pants with additional reflective piping stripe on rear ankle & knee area Hammer/tool loop Concealed elasticated waistband Reinforced canvas panels for added durability Polyester blended with Cotton for colour-fastness, comfort & breathability Composition: 65% Polyester 35% Cotton 300D water-resistant 100% Polyester Oxford, 280gsm Suitable for use: General use Workshops Maintenance and must be branded on the rear pocket.

Item 53	High Visibility Long Sleeve Shirt with GAAL Logo (Embroidery)	
		145g/m2 100% cotton two chest pockets with flaps vent under arm garment features back vent below yoke with 3 bar tacks silver 50mm reflective tape detail double-needle top stitching detail UV Protection and GAAL branding on the left pocket.
Item 54	High Visibility Short Sleeve Shirt with GAAL Logo (Embroidery)	
		The Surveyor Two-Tone Hi-Viz Reflective Golf Shirt is an easy-care workwear garment with crease and stain-resistant qualities. This quick-drying golf shirt provides high visibility in both day or night time conditions and low light environments and the 50mm silver reflective tape around the body is applied for increased visibility. Made from 160g/m2 100% polyester birdseye, the short-sleeved golf shirt with a contrasting knitted collar and a two-tone front and back panel and must be branded GAAL on the left side.
Item 55	Snake Bite Protection Boots	
		High quality: Snake guards 100%. Protection: The #1 selling brand of personal Snake bite protection gear in the world. Secure: cracks hot is the only Snake bite proof gaiter available. Comfortable: cool, lightweight (11oz.) so comfortable you forget it's on. Purpose: wear gaiters whenever you Visit areas where snakes live; protect yourself while hunting, hiking, camping, mountaineering

Item 56	Snake handling equipment kit Deluxe	
		Snake holding tube 750mm, Protective Face shield, 101cm Midwest snake tongs, 152 cm collapsible snake tongs, 116cm snake hook, 145cm snake hook, Snakebite defender gaiters, Carry bag.
Item 57	Safety Boots	
		Ergo midsole contouring to cradle and cup the foot in key support areas Ergo S Curve outsole designed to guide and support natural movement of the foot Integrated Bump Cap – extends life of toe cap Heel Counter to minimise heel movement and guide foot forward
Item 58	Rain Suit	
		Airside suitable rain suit.

Item 59	Branded Scarf with GAAL Logo		
		100% Satin Imported Polka dot scarf Measures 60 x 12.5 inches Sheer and solid horizontal striped fabric in background Colour Navy, White and Yellow Branded with GAAL Logo	

4. PRICING SCHEDULE

ITEM NO.	COST PER ITEM			TOTAL COST PER ITEM (OVER 3 YEARS)
	Year 1	Year 2	Year 3	
Item 1				
Item 2				
Item 3				
Item 4				
Item 5				
Item 6				
Item 7				

Item 8				
Item 9				
Item 10				
Item 11				
Item 12				
Item 13				
Item 14				
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Item 49				

Item 50				
Item 51				
Item 52				
Item 53				
Item 54				
Item 55				
Item 56				
Item 57				
Item 58				
Item 59				
Consolidated Unit Price of all items (over 3 years period)				R

5. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative & mandatory requirements, functionality, and preference point system.

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Bidders must submit all documents as outlined in paragraph 5.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific goals).	Bidder(s) will be evaluated on price (weighted price) and Specific goals claimed points

5.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory. During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements.

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Pricing Schedule – SBD 3.1	YES	Complete and sign the supplied pro forma document.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three months.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA.... on SBD1	YES	Bidder must be registered as a service provider on the Central Supplier Database (CSD).

Pricing Schedule / Quotation	YES	Pricing structure must be completed in full for all service quotation. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.
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5.2 Gate 1: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 70 points to proceed to Gate 2 for Price and Specific goals evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality is as Follows:

Criteria	Sub-Criteria	Weight of Criterion
Number of completed project in supply and delivery of corporate uniform – submit contactable reference letter(s) (signed).	Submit a contactable reference letter covering supply and delivery of corporate uniform.	6 and more letters = 40 4 to 5 letters = 30 2 to 3 letters = 20 1 Letter = 10 0 Letter = 0
Financial Viability	Bidders must submit stamped Bank Letter Confirming ability to execute project for the period of the contract.	Above 3 million = 40 points Above 2 to 3 million = 20 points 1 to 2 million = 10 points

		Below 1 million = 0 point
Company Demographic address/Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	Provide a valid Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	Outside of Limpopo Province = 5 Outside Capricorn District = 10 Capricorn District = 20
Total		100

Note: Bidders obtaining minimum threshold of 70 points on technical/functionality stage of the evaluation process shall be required to submit samples in accordance with the requirements stipulated in section 3.

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

4. BID SUBMISSION

All bids and supporting documents must be placed and/or couriered in a bid box located at Admin Block, Polokwane International Airport on or before the stipulated closing date and time as indicated in the SBD1. Bids will only be considered if received by the entity on or before the closing date and time.

Suppliers are required to submit their quotations and supporting documents in a clearly marked envelopes as follows: -

ENVELOPE 1 (ADMINISTRATIVE AND/OR MANADATORY & FUNCTIONALITY)	ENVELOPE 2 (PRICE & SPECIFIC GOALS)
Exhibit 1: Administrative and mandatory documents (<i>Refer to Section 5.1 - Gate 0: Administrative requirements (Table 1)) and Detailed Pricing Schedule (Pricing Submission)</i>	Exhibit 4: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
Exhibit 2: Functionality Responses and Bidder Compliance Checklist for Technical Evaluation. Supporting documents for technical responses. (<i>Refer to Section 5.3 - Gate 2: Functionality Evaluation Criteria</i>)	Exhibit 5: General Conditions of Contract (GCC)
	Exhibit 6: • Company Profile • Any other supplementary information

5. TERMS AND CONDITIONS

5.1 Supplier Due Diligence

- 5.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

5.2 Counter Conditions

- 5.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

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5.3 Negotiation

- 5.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post award.

5.4 Bid Enquiries

- 5.4.1 All enquiries should be in writing to scmgroupp@gaal.co.za, for technical enquiries to kgabo.manamela@gaal.co.za. The closing date for receipt of all enquiries is 11 October 2024. All enquiries beyond the closing date will not be considered.

5.5 Communication and Confidentiality

- 5.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).
- 5.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 5.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL/120/2024/2025	CLOSING DATE:	18 OCTOBER 2024	CLOSING TIME:	11H00
DESCRIPTION	SUPPLY AND DELIVERY OF CORPORATE UNIFORM FOR A PERIOD OF THREE (3) YEARS "AS AN WHEN REQUIRED BASIS" AT POLOKWANE INTERNATIONAL AIRPORT.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ADMIN BLOCK					
N1 NORTH TO MAKHADO					
GATEWAY WEG					
POLOKWANE, 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	JULIUS RAMATJIE		CONTACT PERSON	KGABO MANAMELA	
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER	087-291-1054	
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER	015-288-0122	
E-MAIL ADDRESS	scmgroupp@gaal.co.za		E-MAIL ADDRESS	kgabo.manamela@gaal.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO					

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DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH

**APPOINTMENT OF A SERVICES PROVIDER FOR THE SUPPLY AND DELIVERY OF CORPORATE
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MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: **GAAL/120/2024/2025**

Closing Time **11:00**

Closing date: **18 OCTOBER 2024**

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OFFER TO BE VALID FOR **150 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- | | | |
|---|--|-----------------------------------|
| - | Required by: | |
| - | At: |
..... |
| - | Brand and model | |
| - | Country of origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery |
*Delivery: Firm/not firm |
| - | Delivery basis | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

employed by the state?

YES/NO

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

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.

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:

.....
.....

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.

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 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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING APPOINTMENT OF A SERVICES PROVIDER FOR THE SUPPLY AND DELIVERY OF CORPORATE UNIFORM FOR A PERIOD OF THREE (3) YEARS ON AN “AS AND WHEN” REQUIRED BASIS AT

PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

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 allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	5	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	4	
Enterprises with ownership of 51% or more by person/s with disability	2	
Small, Medium and Micro Enterprises (SMMEs and QSEs)	4	
Total	20	

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

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☐ 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

SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	