

**REQUEST FOR QUOTATIONS FOR DESIGN, MANUFACTURE AND INSTALL SIGNAGES  
AT VARIOUS LOCATIONS THROUGHOUT OR TAMBO INTERNATIONAL AIRPORT**

**Requisition Number:** : **71879**

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**Issue Date** : **22 April 2024**

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**Closing Date** : **10 May 2024 at 12:00pm**

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

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**Request for clarity closing date** : **03 May 2024 at 16:00**

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## 1. SECTION 1: INSTRUCTIONS TO BIDDERS

### Submission of Quotations

The email subject heading containing bid documents must have RFQ number and the RFQ title. 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 quotation pack must be initialled or stamped with the bidder's stamp as proof that the bidder has read the quotation pack. Quotation pack must be submitted on or before 10 May 2024 at 12:00pm using the following method either,

#### 1.1.1. Email submissions:

The quotation pack must be sent to the following email address below:

[masana.sithole@airports.co.za](mailto:masana.sithole@airports.co.za)

Quotations must be in an electronic copy of the quotation pack. 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.

Bidders must ensure that the subject line for email submission is the RFQ Number and RFQ Title

- Bidders must not email their submission as one big attachment. Kindly break your submission in at least (04) four or more attachments of 4mb each.
- Bidders are requested to submit all quotations in the format instructed, no other format will be acceptable.

#### 1.1.2

### 1.2. Alternative Quotations

As a general rule, Airports Company South Africa only accepts quotation which have been prepared in response to the RFQ . However alternative quotations will be accepted provided the alternative quotation is accompanied by the original quotation response which materially complies with the specifications of this RFQ. Alternative quotations will also be evaluated using the pre-determined evaluation criteria stipulated in this RFQ document.

### 1.3 Late Quotations

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

### 1.4 Clarification and Communication

Name: Victoria Selepe

Designation: Buyer

Tel: \_\_\_\_\_

Cell: 074 777 0803

Email: [Victoria.Selepe@airports.co.za](mailto:Victoria.Selepe@airports.co.za)

Request for clarity or information on the RFQ may only be requested until  
 Any responses to queries for clarity sought by a bidder will also be sent to all the other entities  
 which have been invited to the Request for Quotation/Information invitation.

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

**1.5 Compulsory Site Inspection**

compulsory briefing as below details

Briefing/Site Inspection Session Requirements	Detail
Date	N/A
Time	N/A
Venue or Microsoft Teams Link	N/A
Access to Restricted Area, Cargo, Airside, Terminal	N/A
Documentation, e.g. ID, Passport, Temporary Permit, etc (note: Driver's License will not be acceptable)	N/A
Personal Protective Equipment, Safety boots	N/A

**1.6 RFQ Responses**

RFQ responses must be strictly prepared and returned in accordance with this RFQ document. Bidders  
 may be disqualified where they have not materially complied with any of AIRPORTS COMPANY SOUTH  
 AFRICA 's requirements in terms of this RFQ document. Changes to the bidder's submission will not be  
 allowed after the closing date of the RFQ. All RFQ 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 RFQ.

### **1.7 Disclaimers**

It must be noted that Airports Company South Africa may:

- a) Award the whole or a part of this RFQ;
- b) Split the award of this RFQ;
- c) Negotiate with all or some of the shortlisted bidders;
- d) Award the RFQ to a bidder other than the highest scoring bidder where objective criteria allows;
- e) Reject the lowest quotation submission received; and/or
- f) Cancel this RFQ.

### **1.8 Validity Period**

AIRPORTS COMPANY SOUTH AFRICA requires a validity period of 120 business/working days for this RFQ. 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 AIRPORTS COMPANY SOUTH AFRICA would accommodate a proposal to change the price.

### **1.9 Confidentiality of Information**

AIRPORTS COMPANY SOUTH AFRICA will not disclose any information disclosed to AIRPORTS COMPANY SOUTH AFRICA through this RFQ process to a third party or any other bidder without any written approval from the bidder whose information is sought.

Bidders may NOT disclose any information given to the bidders as part of this RFQ process to any third party without the written approval from AIRPORTS COMPANY SOUTH AFRICA . In the event that the bidder requires to consult with third parties on the RFQ, such third parties must complete confidentiality agreements, which should also be returned to AIRPORTS COMPANY SOUTH AFRICA with the quotation pack.

### **1.10 Hot – Line**

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

Airports Company South Africa TIP-OFFS ANONYMOUS Free Call: 0800 00 80 80 or 086 726 1681

Email: [office@thehotline.co.za](mailto:office@thehotline.co.za)

## SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

### 1.1. Scope of Work

#### **Objective of this Tender**

The objective is to maintain the serviceability of the infrastructure at the Aviation park at OR Tambo International Airport in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general safety, environment, ICAO and all other aviation related legislation. The Contractor will be responsible for the once-off remedial landscaping maintenance of the gardens at Aviation park at OR Tambo International Airport.

The maintenance and control of landscaped areas are crucial in assisting with the control of weeds and alien vegetation. The aim is to establish healthy, thriving plants, encourage strong growth and allow for aesthetically pleasing plant landscapes. The maintenance of the landscaping plays a major role in the upkeep of the airport precinct, ensuring that a high security level within the airport precinct is maintained to allow a clear line of sight at fences, buildings, whilst also acting as firebreaks.

To provide facilities which are clean and hygienic, attempt to meet with the minimum requirements of the Occupational Health and Safety Act and those of airport users and stakeholders when using the airport. This contract is also intended to assist ACSA to meet the expectations of Airport Service Quality (ASQ) standards as per the Key Performance Indicator (KPI) set by the ACSA Board from time to time.

#### **The scope of this contract will include:**

#### **DESCRIPTION OF THE WORKS**

##### **Employer's objectives**

The objective is to maintain the serviceability of the Signage at OR Tambo International Airport in a sustainable manner at the lowest operating and maintenance costs while ensuring compliance to general safety and aviation related legislation.

The Contractor will maintain all Signage of the OR Tambo International Airport and at Aviation Park (Western Precinct) The specifications and requirements in this document comprise the description of the Works. The Contractor will be appointed directly by the Airports Company of South Africa.

### **Overview of the works**

In brief, the Contractor will be responsible for maintaining all Terminal buildings signage, Parking signage and Airside Apron signage at OR Tambo International Airport as and when required.

Cleaning all light boxes Terminal A & B, MSP 1 & 2, Basement parking, Carports and shaded parking as well as long term parking and Airside and Cargo, this will be at ACSA's discretion in terms of budget availability

Cleaning of overheads road signs

Design, Manufacture, Maintenance and repair of all signs illuminated and non-illuminated in all areas

Maintenance of signs on airside excluding the manoeuvring areas covered by Electrical Department

Reporting daily on IMC call list feedback

Inspection of all signs specified above, and any maintenance requirements reported to the service manager

### **Extent of the work**

The Contractor will be fully responsible for meeting all requirements in this document regarding the Works.

The Contractor will be responsible for providing staff which are sufficiently skilled and qualified for successful execution of the works. This may be amended by mutual arrangement between ACSA and the Contractor.

The Contractor shall always remain responsible to ensure that the on-site staff compliment and maintenance regime is sufficient to maintain the service levels and system performance. Should the Contractor not be able to maintain adequate system performance due to constraints caused by the Employer, it shall be timeously reported, in writing, to the Contract Manager.

The Contractor will ensure that his/her staff compliment is of a sufficient quantity to allow for uninterrupted supply of labour in the event of his/her staff taking sick leave, paid leave and will allow for all staff related eventualities.

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. The Contractor shall continuously ensure that all staff is knowledgeable and trustworthy of the signage systems activities/procedures in the area. The Contractor shall further ensure that any staff member reasonably suspected of partaking in criminal activities is immediately removed from site and his permit returned and/or cancelled at the ACSA Permit Office.

All work shall be performed within the required Response Times. Any breakdown impacting on operations shall be attended-to until restored to good reliable condition. No breakdown may be left unattended or incomplete for the next day or shift. All repair work shall carry a defect free guaranteed for a period of 6 months after completion of work.

All spares will be charged according to the Activity Schedule. ACSA shall provide an on-site spares room to the contractor free of charge. The Contractor shall keep the spares room in a neat and clean state and an updated spares list will always be available on-site and submitted to the Service Manager at the end of every month. Spares will be neatly arranged and easily locatable via an appropriate index on the spares list. Wherever practicable, a notice will be placed on the rack, next to the spare part, as to where the part is used in the installation.

The Contractor will be responsible for holding all tools and/or special equipment that might be required for the execution of the works, either on site or on their premises in order to comply with the Response Time requirements of this contract. Any exclusion to the above should be clearly communicated in the returnable schedules when submitting the tender.

The Contractor shall ensure that, unless a special arrangement is made with the Service Manager, all senior staff members and on-site support staff is always immediately reachable via cell phone.

The Contractor shall ensure that all maintenance staff are issued with uniforms that will comply with a minimum requirement as agreed with the Service Manager from time to time. Current airport requirements are safety shoes, ear protection equipment and a uniquely numbered retro reflective jacket (for easy identification via CCTV).

#### **Location of the works**

The Works are located at OR Tambo International Airport at the airside. It is crucial for the Contractor to note that OR Tambo International Airport is a National Key Point and governed as such.

## **2. SECTION 3: EVALUATION CRITERIA**

### **2.1. Evaluation Stages**

AIRPORTS COMPANY SOUTH AFRICA will use pre-determined evaluation stages when considering received quotations. The evaluation criteria will consider the commitment made for functionality/technical, Price and BEE, Objective Criteria

During the evaluation of received quotation packs AIRPORTS COMPANY SOUTH AFRICA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents may be disqualified from the RFQ process.

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

## 2.2. Mandatory Requirements **Assessment**

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

**Refer to SECTION 4 below for a list of mandatory documents and form**

## 2.3. **Functionality / Technical Evaluation**

Quality Criteria	WQ	Sub Criteria Quality Score	Max Score	Min Score
Tender's resource proposal	40	Qualifications	20	12
		Year of experience in similar work	20	12
Company reference and experience	60	References	30	18
		Years of exposure in Design, manufacture, installation and maintenance of signs	30	18
			100	60

## 2.4. **Functionality Evaluation Criteria**

The functional / technical evaluation will be based on a threshold, where bidders which fail to achieve the overall minimum of **60 points**, as well as failing to achieve the **minimum number of points of the functional / technical evaluation sub-criteria** on the functional stage shall not be considered further in the evaluation. The thresholds on each element of the evaluation are as follows.

### **Functionality Evaluation Criteria**

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

**Technical Functionality to be met by suppliers before submitting the Quotation:**



- The successful contractor must have at least 3 to 5 years proven experience in the signage design, manufacturing and installation industry, with contactable client references of where they have done work before.
- Contractors need to have a manufacturing plant with sufficient equipment where they will be able to do all the design and manufacturing of signs work and deliver at stipulated time frame (4 weeks).
- Contractor must have an LDV bakkie that is not older than 5 years in order to be able to pass the safety test and access the airside to execute the works.
- Contractor must have minimum of 6m aluminium ladder and all required hand tools to execute the work (skyjack licence is a must as certain size are higher than 6m and Acsa provide the equipment but not driver).
- All works shall carry a defect free guarantee for 6 months after completion of work.
- A Site Manager is required to be immediately reachable via cell phone.
- Contractor to ensure staff have the relevant PPE including Acsa safety requirements like: safety shoes, ear protection and a uniquely numbered retro reflective jacket (for easy identification on CCTV camera).

The required response time for call out normal hours and normal work 6 hours

The required response time for a call out on urgent work 4 hours

All planned work allocated should be completed within the agreed times.

- Contractor to make allowance of all Acsa required permits needed in order to execute the works in their pricing, they cannot want to recover that cost from Acsa once on site.

The permits costs will include airside induction for each staff member at a cost.

- Selected contractor to be screened for criminal checks by Acsa permit office before being appointed / given PO (Note: The contractor will have no claim against Acsa (within reason) if a permit request is refused).

TECHNICIAN QUALIFICATIONS (15)	ASSISTANT TECHNICIAN QUALIFICATIONS (5)
MATRIC (10)	
SAFETY CERTIFICATE (5)	SAFETY CERTIFICATE (5)
COMPANY REFERENCES (30)	COMPANY YEARS OF EXPOSURE (30)
3 REFERENCES (10)	3 YEARS (10)
4 OR MORE REFERENCES (20)	4 OR MORE EXPOSURE (20)

**ACTIVITY SCHEDULE (FIXED): PRELIMINARIES & GENERAL**

2.5. **Price and BBEE**

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**. Price will amount to 80 points, whilst preference will be 20 points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, **unless objective criteria exists**, justifying an award to another bidder or ACSA splits the award or cancels the bid, etcetera.

**See Section 4, Standard Bidding Document 6.2**

TECHNICIAN EXPERIENCE (15)	ASSISTANT TECHNICIAN EXPERIENCE (5)
5 YEARS	
LESS THAN 5 YEARS	LESS THAN 3 YEARS

### 3. SECTION 4. RETURNABLE DOCUMENTS AND FORMS

#### Mandatory Returnable documents

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

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Priced offer as per Pricing Schedule contained in Section 5	
BIDDER'S DISCLOSURE AND POLITICALLY EXPOSED PERSONS DECLARATION FORM	
SBD 4 Bidder's Disclosure Form	

#### Other Returnable Documents and information

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

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>BEE Certificate or Sworn BEE Affidavit</i>	
<i>SARS Tax Compliance Status – CSD Unique Number (ACSA will not award to a bidder whose tax affairs have not been declared to be in orders by SARS)</i>	
<i>Names and identity numbers of Directors / Trustees / Members / Shareholders and Senior management – CSD Unique Number</i>	
<i>Declaration of Politically Exposed Persons in Section 4</i>	
<i>Verifiable Medical Certificate or Report as proof of disability</i>	

#### **4.1 Validity of submitted information**

Bidders must ensure that any document or information which has been submitted in pursuance to this bid remains valid for the duration of the contract period (in the event where any of such document expires an updated document must be submitted). The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

**ANNEXURE A**

**BIDDER'S DISCLOSURE AND POLITICALLY EXPOSED PERSONS DECLARATION FORM**

**Making a Declaration**

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

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

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

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

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

Full name of the bidder or representative of  
the bidding entity

\_\_\_\_\_

Identity Number

\_\_\_\_\_

Position held in the bidding entity

\_\_\_\_\_

Registration number of the bidding entity

\_\_\_\_\_

Tax Reference number of the bidding entity

\_\_\_\_\_

VAT Registration number of the bidding  
entity

\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.3 Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity**

Full Name	Identity Number	Personal Income Tax Reference Number

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

**Declaration:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

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

**ANNEXURE B**

**SBD 4: BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

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<sup>1</sup> the power, by one person or a group of persons holding most 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

\_\_\_\_\_



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

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**ANNEXURE C**

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The \_\_\_\_\_ preference point system will be applicable to this bid

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>PREFERENCE</b>	
<b>Total points for Price and Preference must not exceed</b>	

1.5 Failure on the part of a bidder to submit proof of Preference supporting documents together with the bid, will be interpreted to mean that preference points are not claimed.

1.6 The 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

**2. DEFINITIONS**

- (a) **B-BBEE** broad-based black economic empowerment as defined in section 1 of the Broad-

Based Black Economic Empowerment Act

- (b) **Bid** a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of works, goods or services, through price quotations, advertised competitive bidding processes or proposals
- (c) **BBBEE Act** Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (d) **EME** Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (e) **Functionality** the ability of a bidder to provide works, goods or services in accordance with specifications as set out in the bid documents
- (f) **Prices** includes all applicable taxes less all unconditional discounts
- (g) **Proof of B-BBEE status level of contributor**
  - B-BBEE Status level certificate issued by an authorized body or person
  - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice
  - Any other requirement prescribed in terms of the B-BBEE Act
- (h) **QSE** a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (i) **rand value** the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>	
$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR PREFERENCE

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for being in accordance with the table below:

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of Preference must complete the following:

**6. PREFERENCE CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 Preference: . = ..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of audited Shareholders Certificated, the BEE Scorecard, or Sworn BEE Affidavit.

Specific Goals	Score	Bidder's Score
	20	
51% owned by Black male and/or Black women and Black youth and People living with disabilities	20	
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
51% owned by Black male or Black women or Black youth or People living with disabilities	10	
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
Other	0	

**SUBCONTRACTING**

Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

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

If yes, indicate:

What \_\_\_\_\_ percentage of the contract will be subcontracted \_\_\_\_\_ %

The \_\_\_\_\_ name of the sub-contractor \_\_\_\_\_

The \_\_\_\_\_ Preference of the sub-contractor \_\_\_\_\_

Whether the sub-contractor is an EME or QSE **(Tick applicable box)**

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

**ANNEXURE D****DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS SBD 6.2**

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

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

**1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

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

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

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

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

Description of services, works or goods

Stipulated minimum threshold

\_\_\_\_\_

\_\_\_\_\_

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

ANNEXURE E

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

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

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

**ISSUED BY:** (Procurement Authority / Name of Institution):  
\_\_\_\_\_

**NB:**

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdtic.gov.za/industrial\\_development/ip.jsp](http://www.thdtic.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D.

After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.**

Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

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

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

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

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_






## SECTION 5 PRICING SCHEDULE / FORM OF OFFER

Item no.	Activity Description	Frequency	Quantity (per year)	Amount (per single item)	Total (per year)
1.	Airport permits (personnel) – without icon	sum	1	R259	R259.00
2.	Airport permits (personnel) – icon for tools	As and when required	1	R84.00	R84.00
3.	Airport permits (personnel) – icon for AVOP	As and when required	1	R84.00	R84.00
4.	Airport permits (airside vehicle) – provisional sum	As and when required	1	R1429.00	R1429.00
	<b>Total for permits as per number of staff to be deployed</b>				
5.	Access of a cell phone	As and when required	1	R84.00	R84.00
6.	Acса's PPE and work PPE		1	R	R

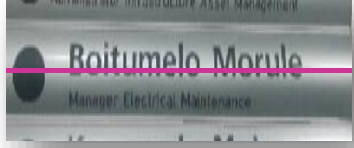


7.	Expenses required for vehicle compliance and travelling	As and when required	1	R	R
	<b>SUB Total A - PPE and vehicles expenses</b>			<b>R</b>	<b>R</b>


<b>TECHNICIANS AND ASSISTANTS LABOUR RATES WITH MAINTENANCE ACTIVITIES</b>					
8.	Signage reactive maintenance as required	Daily	Mon-Fri	Pricing required per rate	Pricing required for 20 hours
9.	Labour 1 – (supplier to decide position name)	Normal hours	Rate/hour	R	R
		After hours/weekends/public holidays	Rate/hour	R	R
10.	Labour 2 – (supplier to decide position name)	Normal hours	Rate/hour	R	R
		After hours/weekends/public holidays	Rate/hour	R	R
11.	Labour 3 – (supplier to decide position name)	Normal hours	Rate/hour	R	R
		After hours/weekends/public holidays	Rate/hour	R	R
<b>Sub Total B</b>					<b>R</b>

ITEM	DESCRIPTION	QUANTITY	DESIGN/MANUFACTURE INSTALLATION	TOTAL	
No trolley beyond this point signs	No trolleys 400 x 400mm printed or self-adhesive vinyl detail, assembly and clear antiglare cover	1	R	R	
Restricted security signs	1000 x 880mm printed or self adhesive vinyl detail, assembly and clear anti-glare cover	1	R	R	
Danger electrical warning signs	150 x 190mm perspex material with self adhesive vinyl digitally printed Change telephone number to 011 921 6531	1	R	R	

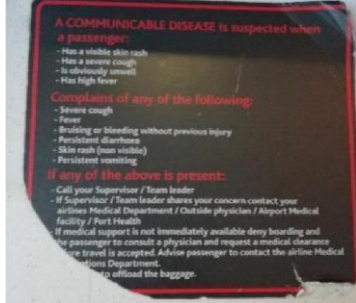


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|

<p><b>Staff Door name tags</b></p>	<p>perspex material with self adhesive vinyl digitally printed</p>	<p>1</p>	<p>R</p>	<p>R</p>	
<p><b>Safety warning signs</b></p>	<p>300 x 300mm on Perspex material</p>	<p>1</p>	<p>R</p>	<p>R</p>	
<p><b>Wayfinding lightbox signs</b></p>	<p>1800 x 420 letters on the perspex only</p>	<p>1</p>	<p>R</p>	<p>R</p>	

Designated smoking area signs	440 x 440m on ABS material	1	R	R	
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|

<p>Communicable disease stickers</p>	<p>50cm x 50cm printed or self adhesive vinyl detail, assembly and clear anti-glare cover</p>	<p>1</p>	<p>R</p>	<p>R</p>	
<p>Height restriction signs</p>	<p>2450 x 260m on chromadeck material</p>	<p>1</p>	<p>R</p>	<p>R</p>	
<p>Aircraft parking bay signs</p>	<p>Perspex that is outdoor weather resistant</p>	<p>1</p>	<p>R</p>	<p>R</p>	

<b>Road Ganrty Signs Letter changing</b>	Chromadeck board with vinyl letters	1	R	R	
	<b>Sub Total C</b>		R	R	

TOTAL AMOUNT OF PO	AMOUNT IN RANDS
SUB TOTAL A	R
SUB TOTAL B	R
SUB TOTAL C	R
<b>GRAND TOTAL D = A+B+C</b>	<b>R</b>
<b>Additional design, manufacture and repairs</b>	<b>R30 000</b>
<b>Sub Total</b>	
<b>Vat</b>	
<b>Total</b>	

During evaluation/adjudication rates as well as prices given for signs will be taken into consideration. ACSA reserves the rights to lower or increase line items quantities and type of signage within this agreed totals.

The current quantity of 1 stated on the BOQ is for comparing market related price only in order to choose the right supplier. Quantities will vary during execution of the works as per operational needs.

**Declaration:**

I/We the undersigned \_\_\_\_\_ (Name) hereby certify that the information furnished in this bid submission is true and correct. I declare that I am duly authorised to act and sign on behalf of the bidding company. We further certify that we understand that where it is found that we have made a false declaration or statement in this RFQ submission, ACSA may



disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

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



**AIRPORTS COMPANY**  
SOUTH AFRICA