



**REQUEST FOR QUOTATION FOR BUILDING MAINTANANCE FOR PERIOD OF SIX (6) MONTHS AT CHIEF DAWID STURMAN AIRPORT FOR AIRPORTS COMPANY OF SOUTH AFRICA.**

**Requisition Number:** : **16288**

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**Issue Date** : **27<sup>th</sup> November 2023**

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**Closing Date** : **6<sup>th</sup> December 2023 @ 12:00pm**

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

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**Site Inspection Requirements** : **N/A**

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TABLE OF CONTENT		
SECTION 1	INSTRUCTIONS TO BIDDERS	
SECTION 2	BACKGROUND, PURPOSE AND SCOPE OF WORK	
SECTION 3	EVALUATION CRITERIA	
SECTION 4	RETURNABLE DOCUMENTS AND FORMS	
SECTION 5	PRICING SCHEDULE / FORM OF OFFER	

## 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 **06th December 2023 @ 12:00 pm** 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 *(remove if not applicable)*

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: Masana Sithole

Designation: Buyer

Tel: 011 729 7946

Cell: \_\_\_\_\_

Email: **Masana.sithole@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 N/A Compulsory Briefing

#### 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 84 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)



**AIRPORTS COMPANY**  
SOUTH AFRICA

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

### 2.1. Scope of Work

#### Plumbing

1 Portable drinking water System:

The cold water system shall include new installation, replacement, repairs and maintenance on the cold water reticulation system upstream of the municipal metering valve, which shall include but not be limited to all relevant valves and components relating to the cold water system and all cold water pipe and fittings and shall end at any of the relevant cold water terminal fittings.

2 Sanitary-ware and Sanitary fittings:

The sanitary-ware and sanitary fittings shall include new installation, replacement, repairs.

3 Below-ground drainage system:

The below-ground drainage system shall include new installation, replacement repairs and maintenance on the below-ground drainage systems which shall include but not limited to floor drains, septic tank and French drains installations.

4 Above –ground drainage system:

The above-ground drainage system shall include new installation, replacement, repairs and maintenance on the above-ground drainage systems which shall include but not limited to all internal and external waste water and soil drainage.

5 Sewer lines-jetting of sewer-line and camera inspection:

The cleaning or unblocking of sewer line (where plumbing rods are impractical) shall be done using the industrial jetting machines and where require the use of camera inspection will be requested from the service provider as per agreed work instruction/request.

6 Sewer Suction Services:

The service provider must be able to source the suction trucks for the removal of effluent sewer water due to plumbing or pump systems failure.

- a. Disludging and removal of sewer scum: To dislodge and removal of scum services as and when require including safe disposal of effluent water. The cost will be paid on proven sign job card and delivery note as per quantities per litre including all associated cost and mark-up (transport/labour/disposal cost and including a first aider who is trained in resuscitation and provision of safety harness and ropes required to enter the pit and the lighting, Tripod Fall Arrest-Access system and spades and all necessary PPE and etc.)
- b. Prior to entry to the confirm space/sewer pit; the service provider shall allow for the gas testing, equipment by the competent technician/person and who will pronounce on the safety thereof, and to certify in writing that the confined space is safe and will remain safe while any person is in the confined space, taking into account the nature and duration of the work to be performed therein.
- c. The work shall be completed in one (1) night and the work shall commence at 22h00 and be completed before 04h00 am. The service provider allow for enough transportation/trucks of sludge to ensure that the work is completed as per aforementioned timelines
- d. All areas metioned above on Page under Plumber its repairs Replace Parts on the below Areas.
- e. All Plumbing Repairs at Chief Dawid Stuurman Airport including Parts.

**The works to be done will be under the following areas on the airport:**

- 7 Terminal building
- 8 Fire and Rescue Building and Watch Room
- 9 Maintenance and Engineering Building
- 10 Car Rental
- 11 Security Building
- 12 Parking Office
- 13 Apron Office
- 14 Security Guard House
- 15 Pump House
- 16 Aeropark Offices
- 17 Ground Handling Building
- 18 Porters rooms
- 19 Gym room
- 20 Workshops
- 21 Basement
- 22 Roads and parking
- 23 Warehouses



a.

The bidder to provide proof of the following from his intended sub-contractor as part of the Returnables for this bid.

- a. Provide the Permit/Licence of the proposed Landfill site to be utilised.
- b. Entity/Company transporting the waste must be registered to transport hazardous/dangerous substances in terms of the National Road Traffic Regulations, Hazardous Substances Act and Municipality By-Laws.
- c. The Municipality permit for transportation and handling of hazardous waste must be provided. If the Landfill site to be used falls outside of the Municipality's jurisdiction, the bidder must submit the permit of the relevant Municipality.
- d. Proof that the driver and the assistant are trained in handling hazardous substances must be provided. A certified copy of the certificate must be attached.
- e. An emergency handling procedure to address any potential incidents such as spillages etc must be provided.

The bidder, once appointed, must submit relevant documentation from his sub-contractor -This includes waste manifests, safe disposal certificates etc.

## General Building Maintenance

The scope of work to be done includes maintenance to walls, tiling, roofs, ceiling, steelwork, and doors. This includes, but is not limited to the following:

- Replace and / or repair locks and doors inclusive of Glass/Aluminium doors, Automatic sliding doors and wooded doors.
- Replace damaged tiles and vinyl floors
- Repair and / or replace ceilings
- Replacement of damaged carpets (like or similar)
- Repair and / or replace of gutters and downpipes
- Repair and / or replace skirting boards
- Repair and / or replace architectural louvers and finishes, as applicable
- Repair or Replace Shadeports Structure and Shade cloths in the Parking's





### **Tiling**

Tiling shall include Laying of new tiles, replacement of damaged floor/ wall tiles, laying of new tile mats and replacing of damaged tile mats. For new installations, tiles shall be laid from the centerline of each space outward to obtain border tile of equal width and larger dimension, or as appropriate for the type of tiling. Method Statement to be submitted before commencement of works.

### **Doors and Locksmith**

Repairs to all wooden and aluminum manual doors, replacement of locks and opening of door to which keys have been lost or broken. Repairs or replacement of damaged or lost door remote controls. Repairs and spares purchase and replacement to all Automatic sliding doors.

All call-out rates to include travelling costs (AA Rates) as well as the first hour on site

### **Commercial and Industrial Shop front**

The scope of work to be done shall include, but is not limited to, the following:

- Doors leading to tenanted areas (excluding mechanically operated doors)

The work to be done include, but not limited to:

- Maintaining the doors to ensure they are operational.

### **Painting**

This contract shall allow for painting to be done, as and when required on various areas covered under this contract. This can include the repainting of the terminal building, and any other building, either external or internal, and painting of downpipes.

When the painting has been identified, the Service Manager from ACSA will advise on the extent and on the colour scheme of the painting to be done.

All painting to be done to a lifespan of 7 to 10 years, with warranties and guarantees of minimum 3 years on workmanship and the quality of the paint. All paint products, specification (including colour trial) and quotations to be approved by ACSA before commencement of work and before procuring the paint from the manufacturer.

The quality of the paint shall be SABS / SANS approved, and all other relevant legislation pertaining to quality and the paint products.



In the execution of all painting, the contractor shall comply with all safety, health and environmental requirements. This includes, but is not limited to, the contractor producing the MSDS of the paint to be used, the disposal certificates of the empty paint containers, health and safety file.

The scope of work to be done shall include, but is not limited to, the following:

- Preparation and clean the surface to be painted
- Damp proofing of the area, if required
- Sand down the old paint
- Polyfill crack as required and surface preparations
- Prime
- Apply a minimum of two coats of paint

## Glazing

The scope of work to be done under window glazing includes, but not limited to:

- Glass replacement
- Frame repairs and/or replacement
- Tinting: repairs, new or replacement
- Catches and Hinges: replacement and / or repairs
- The replacement of the waterproof membrane on the aluminium windows

Glazing will include installation of new mirrors, repairs to damaged glass and mirrors.

## Waterproofing

Water proofing includes Roof waterproofing (rubberized-bitumen), Roof repairs, Painting and coating of roofs and anti-corrosive metal treatments. Maintenance and repairs of existing waterproofing system. Repairs to all damaged roof gutters and down pipes, ceiling and fascia boards installed.

## Pest control

Where there is a contract in place, this scope of work will kick-in under this contract when the existing contract ends.

The scope of work to be done includes, but not limited to:

- Inspect bait station and traps, and maintain if required – weekly
- Perform infestation control – monthly
- Provide reports – monthly



The areas to be treated include **the following areas on the airport:**

- Terminal building
- Fire and Rescue Building and Watch Room
- Maintenance and Engineering Building
- Car Rental
- Security Building
- Parking Office
- Apron Office
- Remote sub-stations
- Security Guard House
- Pump House
- Generator Room
- AeroPark Offices
- Ground Handling Building
- Porters rooms
- Gym room
- Workshops
- Basement

The infestation control measures should treat the following insects and rodents:

- Cockroaches
- Ants
- Rodents
- Flies and Bees
- Crickets
- Grass hoppers
- Any other applicable, based on geographical areas (to be confirmed with ACSA Service Manager)

The following is a list of chemicals to be used. This list is not exhaustive and different chemicals may be recommended by the Contractor, for ACSA's approval.

- Finale Liquid – used for killing rodents
- Rodex Liquid – used for killing rodents
- Tomcat Blocks – used for killing rodents
- Rodentothor Blocks
- Grain – used for killing mice
- Crackdown SG
- Siezure – used for killing insects



- Goliath Gel – used for killing cockroaches
- Victor gel – used for killing cockroaches
- Avispray – used for flushing out cockroacs in difficult areas
- Nuvan Profis – fumigation for cockroaches
- Alphathrin – used for killing cockroaches

All chemicals used shall be compliant to all legislation.

Labels:

- Red – Toxic
- Yellow – Harmful
- Blue – Caution
- Green – Least Toxic
- Chemicals from the green and blue categories will be used at all times if possible



### 3. SECTION 3: EVALUATION CRITERIA

#### 3.1. 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.

#### 3.2. 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***

### 3.3. Functionality / Technical Evaluation

#### Functionality hurdle breakdown

4. Functionality Evaluation Summary				
Description of Quality criteria	WQ	Sub criteria	*Maximum Score	Minimum Threshold
		Quality Score		
Tenderer's resource proposal	60	Qualifications	30	18
		Year of experience in similar works	30	18
Company experience: References and Experience	40	References: in civil construction and / or maintenance of civil engineering infrastructure.	20	12
		Company Experience	20	12

#### Tender's Resource Proposal – 30 points

Resources Quaification (Proof of qualification should be attached to the resource's CV)

Contract Manager	Points	Site Foreman / Supervisor	Points	Health and Safety officer	Points
BTech Degree in the civil engineering / Building / Construction Management	5	National Diploma OR certificate in Civil / Building / Construction Management	15	SACPCMP Certification or similar	10
N5 equivalent in civil engineering / Building / Construction Management	3	Matric OR N3 AND Trade Test in civil engineering / Building / Construction Management	9	Substantial / relevant Regulatory training	6
Matric	1	None	6	1 or 2 day training in OHS	3

#### Tenderer's Resources Experience – 30 points

Detailed description of experience in civil engineering work to be included in the CV. The experience to be considered for evaluation should be in line with the role or similar to the position mentioned below.

Contract Manager	Points	Site Foreman / Supervisor	Points	Health and Safety Officer	Points
More than 8 years	5	More than 10 years	15	More than 5 years	10
5 years but not more than 8 years	3	7 years but not more than 10 years	9	3 years to 5 years of experience	6
Less than 5 years	1	Less than 7 years	6	Less than 3 years	3

#### Company References – 20 points

The Tenderer should provide proof of company references of similar works previously completed. The references should include **work in all these areas of work:** pavements, fencing, line marking and civil engineering services (bulk water, sewerage and storm water). A minimum of 3 references is required to meet the minimum requirement. Bidders shall provide project value, project descriptions inclusive of detailed scope of works airports, roads and highways were constructed, for all successfully completed projects in the last 10 years, with contactable references.

References (20 Points)	Max Score
4 or more References	20
3 References	12
Less than 3 References	6

#### Experience – 20 points

Proven number of years' experience of the company on similar scope of works, either through projects or maintenance work contracts. Respondents must complete the Table (Form A8) provided indicating their company work experience.

Experience (20 points)	Max Score (20 points)
8 years and above	20
5 to 7 years' experience	12
4 years and below	6

#### 4.1. 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**





## 5. 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:

<b>MANDATORY RETURNABLE DOCUMENTS AND INFORMATION</b>	<b>SUBMITTED [Yes or No]</b>
<i>Priced offer as per Pricing Schedule contained in Section 5</i>	
<i>SBD 4 Bidder's Disclosure Form</i>	
<i>Non-Disclosure Agreement</i>	
<b>1 GB/ EB or Higher</b>	

### 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:

<b>OTHER RETURNABLE DOCUMENTS AND INFORMATION</b>	<b>SUBMITTED [Yes or No]</b>
<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>	
<i>CIDB Certificate</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

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Identity Number

---

Position held in the bidding entity

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Registration number of the bidding entity

---

Tax Reference number of the bidding entity

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VAT Registration number of the bidding entity

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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

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**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) hereby 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

<sup>1</sup> 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 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
PRICE	
PREFERENCE	



<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:



**80/20**

or

**90/10**

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

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_development/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:**

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

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

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



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

The relevant rates of exchange information is accessible on [www.reservebank.co.za](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 (PPPFA), 2000 (Act No. 5 of 2000).

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

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

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

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

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

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



## SECTION 5 PRICING SCHEDULE / FORM OF OFFER

Total amount on the BOQ should filled below

	Sub Total	
	VAT (15%) if you are a VAT Vendor	
	TOTAL	

**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