



# **TENDER DOCUMENT**

**FOR**

**CONTRACTOR APPOINTMENT FOR THE DESIGN,  
SUPPLY AND CONSTRUCT SOLUTION FOR THE  
PASSENGER OVERFLOW FACILITY PROJECT AT  
KING PHALO AND GEORGE AIRPORTS**

**Tender Reference Number: RA 6816/2022/RFP**

**FEBRUARY 2022**

**Issued by**  
Airports Company South Africa

**Note:**

**Upon Acceptance of the Offer by the Employer, this Tender Document becomes the Contract Document, subsequent to which, all references to the term "Tenderer(s)" then become synonymous with the term "Contractor".**

**VOLUME 1**

**NAME OF TENDERER: .....**



## TENDERER'S DETAILS

|     |                                           |                                                      |
|-----|-------------------------------------------|------------------------------------------------------|
| 1.  | NAME OF TENDERER (BIDDING ENTITY)         | (FULL NAME, i.e. (CC, (Pty) Ltd, JV, SOLE PROPRIETOR |
| .2. | TEL NUMBER                                |                                                      |
| .3. | FAX NUMBER                                |                                                      |
| .4. | EMAIL                                     |                                                      |
| 5.  | NAME OF CONTACT                           |                                                      |
| 6.  | NATIONAL TREASURY CSD REGISTRATION NUMBER |                                                      |



**AIRPORTS COMPANY**  
SOUTH AFRICA

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## T1.1 Tender Notice and Invitation to Tender

Airports Company South Africa SOC Limited **invites tenders** for the **Design, Supply and Construct Solution for the Passenger Overflow Facility at King Phalo and George Airports.**

Only tenderers who are a CIDB contractor grading of **4GB** or higher as stated on the Tender Data may submit tender offers.

### Tender Document Availability

Tender document are available from **08 February 2022** for free download from National Treasury's eTender Publication Portal (<http://www.etenders.gov.za>) and ACSA Tender Bulletin website - <http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders> Kindly print and complete.

Queries relating to the issue of these documents may be addressed to Ms Dineo Mathabatha Tel no. **011 723 7986**, E-mail address: [dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za)

Closing date for enquiries is **01 March 2022 close of business day.**

### Non-Compulsory Tender Briefing and Site Inspection

A Non-compulsory clarification meeting with representatives of the Employer will take place on **MS Teams on 15<sup>th</sup> February 2022** starting at **10h00am.**

Potential bidders are requested to send an email to [dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za) to register to attend the optional Briefing session. Potential bidders will be eligible to still submit the tender proposals even though they did not attend this meeting.

### Closing Date

The closing time for receipt of tenders is **08<sup>th</sup> of March 2022 at 12h00 pm** (South African Time).

### Electronic Tender Submission:

Bidders must send their bid documents via email to [dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za)

It should be noted that the Airports Company South Africa's Internet 'firewall' will not permit receipt of files with attachments exceeding 25mb in size. Therefore, the bidders must ensure that where its attachments exceed this size that the submission is divided into two or more parts to ensure they are permitted entry by Airports Company South Africa. Only emails received before the closing date and time will be considered.

No late tenders will be accepted.



## T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement (8 August 2019) as published in Government Gazette 42622, Board Notice 423 of 2019 of 8 August 2019. (See [www.cidb.org.za](http://www.cidb.org.za) ).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

| Clause Number | Tender Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C.1</b>    | <b>GENERAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| C.1.1         | The Employer is AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| F.1.2         | <p>The Tender Documents issued by the Employer comprise:</p> <p><b>Part T1: Tendering Procedures</b></p> <p>T1.1 Tender notice and invitation to tender</p> <p>T1.2 Tender data</p> <p>T1.3 CIDB Standard conditions of tender</p> <p><b>Part T2: Returnable Document</b></p> <p>T2.1 List of returnable documents</p> <p>T2.2 Returnable schedule</p> <p><b>Part C1: Agreements and Contract Data</b></p> <p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p><b>Part C2: Pricing Schedule</b></p> <p>C2.1 Pricing instructions</p> <p>C2.2 ACSA Service Level Agreement</p> <p>C2.3 Bills of Quantities</p> <p><b>Part C3: Scope of work</b></p> <p><b>Part C4: Site information</b></p> <p><b>Part C5: Annexures</b></p>                                                                                  |
| C.1.4         | <p>The Employer's Agent is: <b>Dineo Mathabatha (SCM Representative)</b></p> <p>Telephone number: 011 723 7986</p> <p>Email address: <a href="mailto:dineo.mathabatha@airports.co.za">dineo.mathabatha@airports.co.za</a></p> <p>All communication during the Tender period shall not be made to the Principal Agent but to ACSA's Supply Chain Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| C.1.5         | <p><b>C1.5 Cancellation and Re-Invitation of Tenders</b></p> <p>C1.5.1 An employer may, prior to the award of the tender, cancel a tender if-</p> <ol style="list-style-type: none"> <li>due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;</li> <li>funds are no longer available to cover the total envisaged expenditure; or</li> <li>no acceptable tenders are received.</li> <li>there is a material irregularity in the tender process.</li> </ol> <p>C1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised</p> <p>C1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.</p> |

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| C.1.6      | <p><b>Procurement procedures</b></p> <p>C.1.6.1 General</p> <p>Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.</p> <p><b>C.1.6.2 Competitive negotiation procedure</b></p> <p>C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.</p> <p>C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.</p> <p>Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.</p> <p>C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.</p> <p>C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.</p> |
| <b>C.2</b> | <b>TENDERER'S OBLIGATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| C.2.1      | <p><b>Eligibility</b></p> <p>C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.</p> <p>C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| C.2.2      | <p><b>Cost of tendering</b></p> <p>C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| C.2.3    | <p><b>Check documents</b></p> <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| C.2.4    | <p><b>Confidentiality and copyright of documents</b></p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| C.2.6    | <p><b>Acknowledge addenda</b></p> <p>Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| C.2.7    | <p><b>Clarification meeting</b></p> <p>The arrangements for a Non-compulsory briefing session are as stated in the Tender Notice and Invitation to Tender (T1.1).</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| C.2.8    | <p><b>Seek clarification</b></p> <p>Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| C.2.9    | <p><b>Insurance</b></p> <p>Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| C.2.10.3 | <p>This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain FIXED, final and binding for the full duration of this contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| C.2.11   | <p><b>Alterations to documents</b></p> <p>Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| C.2.12   | <p>Alternative bids will not be considered. (If applicable please copy the clause as per SFU 2019)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| C.2.13   | <p><b>Submitting a tender offer</b></p> <p>C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.</p> <p>C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.</p> <p>C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.</p> <p>C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender</p> |

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|        | <p>data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.</p> <p>C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| C.2.14 | <p><b>Information and data to be completed in all respects</b></p> <p>Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the employer as non-responsive.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| C.2.15 | <p><b>Closing time</b></p> <p>The Employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p><b>Location of tender box: Online Submission to Dineo.mathabatha@airports.co.za</b></p> <p><b>Identification details: Bid Ref. No: RA 6816/2022/RFP</b></p> <p><b>Title: Contractor Appointment for Design, Supply and Construct Solution for the Passenger Overflow Facilities at King Phalo and George Airport.</b></p> <p><b>Closing Date: 08<sup>th</sup> March 2022 Time 12:00pm</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| C.2.16 | <p><b>Tender offer validity</b></p> <p>C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.</p> <p>C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.</p> <p>C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).</p> <p>C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".</p> |
| C.2.17 | <p><b>Clarification of tender offer after submission</b></p> <p>Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| C.2.20 | <p><b>Submit securities, bonds and policies</b></p> <p>If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>C.3</b> | <b>EMPLOYER'S UNDERTAKINGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| C.3.1      | <p><b>Respond to requests from the tenderer</b></p> <p>The Employer will respond to requests for clarification received up to five (5) working days before the tender closing time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C.3.2      | <p><b>Issue Addenda</b></p> <p>Addenda will be issued until three (3) working days before the tender closing time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| C.3.3      | <p><b>Return late tender offers</b></p> <p>Tender offers received after the closing time stated in the Tender Data will be returned, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| C.3.4      | <p>There will be <b>no public opening of tenders</b> after the closing date and time. Tender opening register will be made available to all interested bidders upon request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| C.3.7      | <p><b>Grounds for rejection and disqualification</b></p> <p>Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| C.3.8      | <p><b>Test for Responsiveness</b></p> <p>C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:</p> <ul style="list-style-type: none"> <li>a) complies with the requirements of these Conditions of Tender, (scope work, pricing, proposed amendments and qualifications, cover letters must be considered)</li> <li>b) has been properly and fully completed and signed, and</li> <li>c) is responsive to the other requirements of the tender documents (check certificates if attached, eg. Qualifications, etc allow bidder reasonable time to submit.)</li> </ul> <p>C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:</p> <ul style="list-style-type: none"> <li>a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,</li> <li>b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or</li> <li>c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.</li> </ul> <p>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p> |
| C.3.9      | <p><b>Arithmetical errors, omissions and discrepancies.</b></p> <p>C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.</p> <p>C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|        | <p>a) the gross misplacement of the decimal point in any unit rate;<br/>b) omissions made in completing the pricing schedule or bills of quantities; or<br/>c) arithmetic errors in:</p> <p>(i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or<br/>(ii) the summation of the prices.</p> <p>C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.</p> <p>C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:<br/>a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</p> <p>b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</p> |
| C.3.10 | <p><b>Clarification of a tender offer</b><br/>Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| C.3.11 | <p><b>Stage 1 Test for Responsiveness (as per clause C.3.8)</b></p> <p><b>Stage 2 Pre-Qualification Criteria</b></p> <p>Only Bidders on <b>BBBEE level 1 to 3</b> are eligible to tender. Valid BBBEE certificate or sworn affidavit must be submitted.</p> <p><b>Stage 3 Mandatory Administration Criteria</b></p> <p>(a) Completed in full and signed Form of offer C1.1.<br/>(b) Only tenderers who are a CIDB contractor grading of <b>4GB</b> or higher.<br/>(c) Tenderers to complete and sign ACSA's terms and conditions<br/>(d) Tenderers to submit a valid letter of good standing from the compensation commissioner</p> <p><b>Stage 3 Functionality Evaluation Criteria</b></p> <p>The functionality evaluation will be conducted by the end-user/operations/the Bid Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on prequalification/threshold criteria. The criteria will be as follows:</p> <p>Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of <b>57 points out of 100</b> must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE (80:20 split). Bidders who also fail to achieve the minimum score per criteria will be disqualified and not be eligible for further evaluations.</p>                                     |

**SUMMARY OF THE FUNCTIONALITY CRITERIA:**

| Description of quality criteria | WQ         | Sub criteria                                                | Maximum Score | Minimum Threshold |
|---------------------------------|------------|-------------------------------------------------------------|---------------|-------------------|
|                                 |            | Quality Score                                               |               |                   |
| Company experience              | 10         | Previous Company Experience                                 | 10            | 5                 |
| Warranties                      | 10         | Warranties on workmanship                                   | 10            | 5                 |
| Company resources               | 35         | Project/Site Manager's Experience and Qualification         | 15            | 10                |
|                                 |            | Site / Construction Foreman 's Experience and Qualification | 15            | 7                 |
|                                 |            | Safety Officer Experience and Qualification                 | 15            | 10                |
| Installation Methodology        | 10         | Installation Methodology                                    | 10            | 5                 |
| Project Program & Schedule      | 10         | Project Program & Schedule                                  | 10            | 5                 |
| <b>Total</b>                    | <b>100</b> |                                                             | <b>100</b>    | <b>57</b>         |

**FUNCTIONALITY CRITERIA BREAKDOWN:**

| Criteria Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Minimum Threshold | Maximum Score |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| <b>1. Experience</b><br>Proven bidding entity experience in similar installation projects (pre-fabricated structures) or relatively similar environment; specifically, <b>the design, construction and installation. (Completion certificates of the previous installation work to be attached)</b> <ul style="list-style-type: none"> <li><b>3 Projects/Sites</b> 5</li> <li><b>&gt;3 Projects/Sites</b> 10</li> </ul> Contactable reference letters / completion certificates must include site where project was done, this must include telephone or cell phone numbers, email address and contact names | 5                 | 10            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |             |          |     |     |   |               |            |          |     |     |   |                           |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|----------|-----|-----|---|---------------|------------|----------|-----|-----|---|---------------------------|----|
| <div>2. Warrantees</div> <div>Warranties on workmanship.</div> <div><div><div>1 – 2 years</div><div>5</div></div><div><div>More than 2 years</div><div>10</div></div></div> <div>A supplier must submit in writing commitment of the duration with regards to warranties on workmanship.</div>                                                                                                                                                                                           | 5           | 10          |          |     |     |   |               |            |          |     |     |   |                           |    |
| <div>3. Project/Site Manager</div> <div>3.1 Relevant Project Management Experience (project details and reference to be supplied)</div> <table><tr><td>&gt;8 years</td><td>3 – 5 years</td><td>&lt;3 years</td></tr><tr><td>7.5</td><td>5</td><td>0</td></tr></table> <div>3.2 Relevant Education (certified qualification certificate to be provided)</div> <table><tr><td>B. Tech Civil</td><td>Ndip Civil</td><td>N6 Civil</td></tr><tr><td>7.5</td><td>5</td><td>0</td></tr></table> | >8 years    | 3 – 5 years | <3 years | 7.5 | 5   | 0 | B. Tech Civil | Ndip Civil | N6 Civil | 7.5 | 5   | 0 | [10]<br><br>5<br><br>5    | 15 |
| >8 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3 – 5 years | <3 years    |          |     |     |   |               |            |          |     |     |   |                           |    |
| 7.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5           | 0           |          |     |     |   |               |            |          |     |     |   |                           |    |
| B. Tech Civil                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ndip Civil  | N6 Civil    |          |     |     |   |               |            |          |     |     |   |                           |    |
| 7.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5           | 0           |          |     |     |   |               |            |          |     |     |   |                           |    |
| <div>4. Site / Construction Foreman</div> <div>4.1 Relevant Experience (project details and reference to be supplied)</div> <table><tr><td>&gt;5 years</td><td>3 – 5 years</td><td>&lt;3 years</td></tr><tr><td>7.5</td><td>3.5</td><td>0</td></tr></table> <div>4.2 Relevant Education (certified qualification certificate to be provided)</div> <table><tr><td>N4 Civil</td><td>N3 Civil</td><td>Matric</td></tr><tr><td>7.5</td><td>3.5</td><td>0</td></tr></table>                  | >5 years    | 3 – 5 years | <3 years | 7.5 | 3.5 | 0 | N4 Civil      | N3 Civil   | Matric   | 7.5 | 3.5 | 0 | [7]<br><br>3.5<br><br>3.5 | 15 |
| >5 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3 – 5 years | <3 years    |          |     |     |   |               |            |          |     |     |   |                           |    |
| 7.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3.5         | 0           |          |     |     |   |               |            |          |     |     |   |                           |    |
| N4 Civil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N3 Civil    | Matric      |          |     |     |   |               |            |          |     |     |   |                           |    |
| 7.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3.5         | 0           |          |     |     |   |               |            |          |     |     |   |                           |    |
| <div>5. Safety Officer</div> <div>5.1 Relevant Safety Experience (project details and reference to be supplied)</div> <table><tr><td>&gt;5 yrs</td><td>2 – 5 yrs</td><td>&lt;2 yrs</td></tr><tr><td>10</td><td>5</td><td>0</td></tr></table> <div>5.2 Safety Training Certificate (Valid Certificate of at least 5 days or more to be submitted)</div>                                                                                                                                   | >5 yrs      | 2 – 5 yrs   | <2 yrs   | 10  | 5   | 0 | [10]<br><br>5 | 15         |          |     |     |   |                           |    |
| >5 yrs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2 – 5 yrs   | <2 yrs      |          |     |     |   |               |            |          |     |     |   |                           |    |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5           | 0           |          |     |     |   |               |            |          |     |     |   |                           |    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                        |          |              |    |   |   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|----|---|---|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <table><tr><td>Provided</td><td>Not Provided</td></tr><tr><td>5</td><td>0</td></tr></table>                                                                            | Provided | Not Provided | 5  | 0 | 5 |  |
| Provided                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Not Provided                                                                                                                                                           |          |              |    |   |   |  |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0                                                                                                                                                                      |          |              |    |   |   |  |
| <b>6. Installation Methodology</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                        | 5        | 10           |    |   |   |  |
| Poor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Installation method is unlikely to satisfy the project objective                                                                                                       |          |              | 0  |   |   |  |
| Satisfactory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | The approach meets the minimum requirements and specific objectives                                                                                                    |          |              | 5  |   |   |  |
| Good                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | The approach is specifically tailored to address objectives of the project requirements. The method is flexible to accommodate changes that may occur during execution |          |              | 10 |   |   |  |
| <b>7. Project Program &amp; Schedule</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                        | 5        | 10           |    |   |   |  |
| The outcome is to be presented and delivered in the practical time and the program must be submitted to illustrate timelines i.e. design, material supply with lead times, construction, certification, handover, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                        |          |              |    |   |   |  |
| • No Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                        |          |              | 0  |   |   |  |
| • Programme without timelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                        |          |              | 5  |   |   |  |
| • Program with timelines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                        |          |              | 10 |   |   |  |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                        | 57       | 100          |    |   |   |  |
| <p><i>The minimum threshold for functionality is the minimum threshold set for criterion/criteria and achieve a minimum of 57 points out of 100 points for functionality for their tender to progress to the next stage. Tenderers are required to score the minimum threshold for each criterion to achieve the minimum qualifying score of 57 points as set out in the table above.</i></p> <p><b>NB:</b> It is mandatory that a minimum threshold is achieved in each criteria description to proceed to the next evaluation phase, should the minimum threshold not be achieved in any criteria description, then a supplier will not proceed further to the evaluation stage.</p> |                                                                                                                                                                        |          |              |    |   |   |  |
| C.3.12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Insurance provided by the employer<br>Refer to Contract Data                                                                                                           |          |              |    |   |   |  |



|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C.3.13 | <p>C.3.13 Acceptance of tender offer</p> <p>Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:</p> <ul style="list-style-type: none"> <li>a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;</li> <li>b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;</li> <li>c) has the legal capacity to enter into the contract;</li> <li>d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;</li> <li>e) complies with the legal requirements, if any, stated in the tender data; and</li> <li>f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.</li> </ul> |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



## Standard Conditions of Tender

### C.1 General

#### C.1.1 Actions

**C.1.1.1** The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

**C.1.1.2** The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

*Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

*2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

**C.1.1.3** The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

#### C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

#### C.1.3 Interpretation

**C.1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

**C.1.3.2** These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

**C.1.3.3** For the purposes of these conditions of tender, the following definitions apply:



- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
  - ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

#### **C.1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

#### **C.1.5 Cancellation and Re-Invitation of Tenders**

**C.1.5.1** An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

**C.1.5.2** The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

**C.1.5.3** An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

#### **C.1.6 Procurement procedures**



### **C.1.6.1 General**

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

### **C.1.6.2 Competitive negotiation procedure**

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

### **C.1.6.3 Proposal procedure using the two stage-system**

#### **C.1.6.3.1 Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

#### **C.1.6.3.2 Option 2**

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The



employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

## **C.2 Tenderer's obligations**

### **C.2.1 Eligibility**

C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

### **C.2.2 Cost of tendering**

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

### **C.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

### **C.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

### **C.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.



### **C.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

### **C.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

### **C.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

### **C.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

### **C.2.10 Pricing the tender offer**

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

### **C.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

### **C.2.12 Alternative tender offers**

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers



only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

### **C.2.13 Submitting a tender offer**

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not



sealed and marked as stated.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

#### **C.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

#### **C.2.15 Closing time**

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

#### **C.2.16 Tender offer validity**

C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

#### **C.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.



**Note:** Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

#### **C.2.18 Provide other material**

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

#### **C.2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

#### **C.2.20 Submit securities, bonds and policies**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

#### **C.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

#### **C.2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

#### **C.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

### **C.3 The employer's undertakings**

#### **C.3.1 Respond to requests from the tenderer**

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.



C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

### **C.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

### **C.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

### **C.3.4 Opening of tender submissions**

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where

applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

### **C.3.5 Two-envelope system**

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.



C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

### **C.3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **C.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **C.3.8 Test for responsiveness**

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **C.3.9 Arithmetical errors, omissions and discrepancies**



C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - (ii) the summation of the prices.

C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

### **C.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

### **C.3.11 Evaluation of tender offers**

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and



evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

| <b>The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:</b> |                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requirement</b>                                                                                                                | <b>Qualitative interpretation of goal</b>                                                                                                                                                                                              |
| Fair                                                                                                                              | The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.                                                                  |
| Equitable                                                                                                                         | Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.                                                                                                                                   |
| Transparent                                                                                                                       | The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.         |
| Competitive                                                                                                                       | The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.                                                                                                                            |
| Cost effective                                                                                                                    | The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes. |

**The activities associated with evaluating tender offers are as follows:**

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

#### **C.3.11.1 General**

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

#### **C.3.12 Insurance provided by the employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

#### **C.3.13 Acceptance of tender offer**

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in



- the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c) has the legal capacity to enter into the contract;
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the tender data; and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

#### **C.3.14 Prepare contract documents**

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

#### **C.3.15 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

#### **C.3.16 Registration of the award**

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

#### **C.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.



**C.3.18 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.



# **Part T2: Returnable Documents**

## **T2.1: List of Returnable Document**

## **T2.2: Returnable Schedules**



## T2.1: LIST OF RETURNABLE DOCUMENTS

| The tenderer must complete the following returnable documents: |                                                                                                                               | Completed<br>(tick) |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>1</b>                                                       | <b>Returnable Schedules required for tender evaluation purposes only</b>                                                      |                     |
|                                                                | A1: Record of Addenda to Tender Documents                                                                                     |                     |
|                                                                | A2: Certificate of Authority for Signatory                                                                                    |                     |
|                                                                | A3: Certificate of Authority for Joint Ventures (where applicable)                                                            |                     |
|                                                                | A4: Schedule of the Tenderer's Key Personnel Experience                                                                       |                     |
|                                                                | A5: Schedule of the Tenderer's Recent Experience related to this Project                                                      |                     |
|                                                                | A6: Installation Methodology and Project Program & Schedule                                                                   |                     |
|                                                                | A7: Schedule of Current Commitments                                                                                           |                     |
|                                                                | A8: SBD 4: Declaration of Interest                                                                                            |                     |
|                                                                | A9: SBD 6.1: Preference points claim form in terms of preferential procurement Regulations                                    |                     |
|                                                                | A10: SBD 6.2 (Declaration for local content and production for PPPFA designated sectors)                                      |                     |
|                                                                | A11: SBD 8: Declaration of Bidder's past supply chain management practices                                                    |                     |
|                                                                | A12: SBD 9: Certificate of independent bid determination                                                                      |                     |
| <b>2</b>                                                       | <b>Other documents required only for tender evaluation purposes</b>                                                           |                     |
|                                                                | B1: Proof of registration for Contractor's WCA registration and or COID                                                       |                     |
|                                                                | B2: A certified copy of Certificate of Contractor Registration issued by the Construction Industry Development Board          |                     |
|                                                                | B3: An original or certified copies valid Tax Clearance Certificate or SARS Pin issued by the South African Revenue Services. |                     |
|                                                                | B4: An original Bank Statement of good financial standing (Bank Rating) for the tender sum                                    |                     |
|                                                                | B5: Central Supplier Database (CSD) proof of registration.                                                                    |                     |
| <b>3</b>                                                       | <b>Returnable Schedules required for tender evaluation purposes that will be incorporated into the contract</b>               |                     |
|                                                                | C1.1 Form of Offer and Acceptance                                                                                             |                     |
|                                                                | C1: Compulsory Enterprise Questionnaire                                                                                       |                     |
|                                                                | C2: Schedule of Proposed Subcontractors                                                                                       |                     |
|                                                                | C3: Plant and Equipment                                                                                                       |                     |
|                                                                | C4: Valid copy of B-BBEE Verification Certificate                                                                             |                     |
|                                                                | C5 Occupational Health and Safety Questionnaire                                                                               |                     |
|                                                                | C6 Schedule of Information to be provided by Tenderer                                                                         |                     |
|                                                                | C7 Proposed Amendments and Qualifications                                                                                     |                     |



## T2.2 Returnable Schedules

### FORM A1. Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this response for Tenders, amending the Tenders documents, have been taken into account in this response:

|     | Date | Title or Details |
|-----|------|------------------|
| 1.  |      |                  |
| 2.  |      |                  |
| 3.  |      |                  |
| 4.  |      |                  |
| 5.  |      |                  |
| 6.  |      |                  |
| 7.  |      |                  |
| 8.  |      |                  |
| 9.  |      |                  |
| 10. |      |                  |

Attach additional pages if more space is required.

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



## Form A2: Certificate of Authority for Signatory

- (1) Signatories for close corporations and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.
- (2) In the event that the tenderer is a joint venture, a certificate of authority for signatories (Form A3) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested by tender condition C2.13.4.

An example is shown below:

"By resolution of the board of directors taken on ..... 20.....

Mr/Ms .....

whose signature appear below, has been duly authorized to sign all documents in connection with this tender for Tender number **DIA 6745/2021/RFP** and any contract which may arise there from on behalf of

(block capitals) .....

.....

Signed on behalf of Company: .....

In his/her capacity as: .....

Date:..... Signatory of Authority: .....

Witnesses:

.....  
Signature

.....  
Signature

.....  
Name (print)

.....  
Name (print)

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



### FORM A3. Certificate of Authority of Joint Ventures (where applicable)

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms . . .  
 . . . . . , authorised signatory of the company . . . . .  
 . . . . . , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

**Please attach JV agreement stipulation % share of each JV**

| NAME OF FIRM | ADDRESS | DULY AUTHORISED<br>SIGNATORY                            |
|--------------|---------|---------------------------------------------------------|
| Lead partner |         | Signature: . . . . .<br>Name: . . . . .<br>Designation: |
|              |         | Signature: . . . . .<br>Name: . . . . .<br>Designation: |
|              |         | Signature: . . . . .<br>Name: . . . . .<br>Designation: |

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| <b>Signed</b>   |  | <b>Date</b>     |  |
| <b>Name</b>     |  | <b>Position</b> |  |
| <b>Tenderer</b> |  |                 |  |



## FORM A4. Schedule of the Tenderer's Key Personnel Experience

### TENDERER'S KEY PERSONNEL EXPERIENCE (PROJECT/SITE MANAGER)

Note: Experience will be based on number of years post relevant qualification.  
(CV's & copies of qualifications of key personnel must be attached).

| NAME | POSITION IN TEAM     | HIGHEST QUALIFICATION | CERTIFICATION | NO. OF YEARS EXPERIENCE AND SUMMARY OF DUTIES |
|------|----------------------|-----------------------|---------------|-----------------------------------------------|
|      | PROJECT/SITE MANAGER |                       |               |                                               |

Experience **Project/Site Manager**

(List only the most recent projects of the key staff that the tenderer considers relevant to the specified scope of works)

| CLIENT | DESCRIPTION OF PROJECT | PROJECT START DATE | PROJECT END DATE | VALUE | POSITION HELD | CONTACT PERSON AND FIRM | CONTACT NO. |
|--------|------------------------|--------------------|------------------|-------|---------------|-------------------------|-------------|
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |



### TENDERER'S KEY PERSONNEL EXPERIENCE (CONSTRUCTION MANAGER)

Note: Experience will be based on number of years post relevant qualification.  
(CV's & copies of qualifications of key personnel listed above must be attached).

| NAME | POSITION IN TEAM     | HIGHEST QUALIFICATION | CERTIFICATION | NO. OF YEARS EXPERIENCE |
|------|----------------------|-----------------------|---------------|-------------------------|
|      | CONSTRUCTION MANAGER |                       |               |                         |

Experience: **Site Agent**

(List only the most recent projects of the key staff that the tenderer considers relevant to the specified scope of works)

| CLIENT | DESCRIPTION OF PROJECT | PROJECT START DATE | PROJECT END DATE | VALUE | POSITION HELD | CONTACT PERSON AND FIRM | CONTACT No. |
|--------|------------------------|--------------------|------------------|-------|---------------|-------------------------|-------------|
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |



### TENDERER'S KEY PERSONNEL EXPERIENCE (SAFETY OFFICER)

Note: Experience will be based on number of years post relevant qualification.  
(CV's & copies of qualifications of key personnel listed above must be attached).

| NAME | POSITION IN TEAM | HIGHEST QUALIFICATION | CERTIFICATION | NO. OF YEARS EXPERIENCE AND SUMMARY OF DUTIES |
|------|------------------|-----------------------|---------------|-----------------------------------------------|
|      | SAFETY OFFICER   |                       |               |                                               |

Experience: **Safety Officer**

(List only the most recent projects of the key staff that the tenderer considers relevant to the specified scope of works)

| CLIENT | DESCRIPTION OF PROJECT | PROJECT START DATE | PROJECT END DATE | VALUE | POSITION HELD | CONTACT PERSON AND FIRM | CONTACT NO. |
|--------|------------------------|--------------------|------------------|-------|---------------|-------------------------|-------------|
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |
|        |                        |                    |                  |       |               |                         |             |



The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



## FORM A5. Schedule of the Tenderer's Recent Experience

Proven bidding entity experience in similar installation projects (pre-fabricated structures) or relatively similar environment; specifically, **the design, construction and installation. (Completion certificates of the previous installation work to be attached)**

- **3 Projects/Sites** **5**
- **>3 Projects/Sites** **10**

Contactable reference letters / completion certificates must include site where project was done, this must include telephone or cell phone numbers, email address and contact names

Bidders should very briefly describe the experience in this regard and attach it to this schedule. See format below

The description should be put in tabular form with the following headings:

| PREVIOUS COMPANY EXPERIENCE EXECUTED IN PAST TEN (10) YEARS |      |                           |           |
|-------------------------------------------------------------|------|---------------------------|-----------|
| Client                                                      | Year | Short Project Description | Value (R) |
|                                                             |      |                           |           |
|                                                             |      |                           |           |
|                                                             |      |                           |           |
|                                                             |      |                           |           |
|                                                             |      |                           |           |
|                                                             |      |                           |           |
|                                                             |      |                           |           |
|                                                             |      |                           |           |
|                                                             |      |                           |           |

**Note:** When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, **Part T1.2, Clause C.3.11**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

|        |  |      |  |
|--------|--|------|--|
| Signed |  | Date |  |
|--------|--|------|--|



**AIRPORTS COMPANY**  
SOUTH AFRICA

|          |  |          |  |
|----------|--|----------|--|
| Name     |  | Position |  |
| Tenderer |  |          |  |

**FORM A6 Installation Methodology and Project Program & Schedule****(Please attach)**

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



### Form A7: Schedule of Current Commitments

1. The tenderer shall list below all projects with which the proposed key personnel are currently involved
2. In the event of a joint venture enterprise, details of all the members of the joint venture shall similarly be attached to this form

| Employer, contact person and telephone number | Consultant/<br>Principal Agent,<br>contact person and<br>telephone number | Description of<br>contract | Value of work<br>inclusive of<br>VAT (rand) | Completion Date |
|-----------------------------------------------|---------------------------------------------------------------------------|----------------------------|---------------------------------------------|-----------------|
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |
|                                               |                                                                           |                            |                                             |                 |

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |

**SBD 4****A8. DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative:  
.....
  - 2.2 Identity Number:  
.....  
...
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 2.4 Company Registration Number:  
.....
  - 2.5 Tax Reference Number:  
.....
  - 2.6 VAT Registration Number:  
.....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;



- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:



.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
 any relationship (family, friend, other) with a person  
 employed by the state and who may be involved with  
 the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

### 3 Full details of directors / trustees / members / shareholders.

| Full Name | Identity<br>Number | Personal Tax<br>Reference Number | State Employee<br>Number / Persal<br>Number |
|-----------|--------------------|----------------------------------|---------------------------------------------|
|           |                    |                                  |                                             |
|           |                    |                                  |                                             |
|           |                    |                                  |                                             |
|           |                    |                                  |                                             |
|           |                    |                                  |                                             |



#### 4 DECLARATION

I, \_\_\_\_\_ THE \_\_\_\_\_ UNDERSIGNED  
(NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN  
TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT  
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

**SBD 6.1****A9. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**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 exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable; or
- b) The 90/10 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

|                                                   | POINTS |
|---------------------------------------------------|--------|
| PRICE                                             | 80     |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                | 20     |
| Total points for Price and B-BBEE must not exceed | 100    |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser 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 the purchaser.



## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity 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;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an 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;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means 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;
- (j) **“rand value”** means 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**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

$P_t$  = Price of bid under consideration



Pmin = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 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 attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 6                               | 14                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |
| 6                                  | 3                               | 6                               |
| 7                                  | 2                               | 4                               |
| 8                                  | 1                               | 2                               |
| Non-compliant contributor          | 0                               | 0                               |

#### 5. BID DECLARATION

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

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(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 B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

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

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-



- contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE  
(Tick applicable box)
- |     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by:   | EME<br>√ | QSE<br>√ |
|-------------------------------------------------------------------|----------|----------|
| Black people                                                      |          |          |
| Black people who are youth                                        |          |          |
| Black people who are women                                        |          |          |
| Black people with disabilities                                    |          |          |
| Black people living in rural or underdeveloped areas or townships |          |          |
| Cooperative owned by black people                                 |          |          |
| Black people who are military veterans                            |          |          |
| <b>OR</b>                                                         |          |          |
| Any EME                                                           |          |          |
| Any QSE                                                           |          |          |

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

### 8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

### 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....



.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.



WITNESSES

1. ....
2. ....

DATE:  
ADDRE



## SBD 6.2

### A10 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.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 offered 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.

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



**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 BID 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.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.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          |   |



**AIRPORTS COMPANY**  
SOUTH AFRICA

**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. 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:** \_\_\_\_\_



SBD 8

## A11 DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                             | No                             |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b><br><br>The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                                             | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |                                |



**AIRPORTS COMPANY**  
SOUTH AFRICA

|       |                                                                                                                                                                                    |                                 |                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                        |                                 |                                |
| 4.4   | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                        |                                 |                                |

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW



SBD 9

## A12 CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete



SBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;



- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

**SBD 9**

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD 9**

10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2



### Form B1 to Form B5: Certificates

Attach the following Certificates to this page:

- B1:** Proof of registration for Contractor's WCA registration or COID
- B2:** An original Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB)
- B3:** An original or certified Tax Clearance Certificate issued by the South African Revenue Services. In the event of a Joint Venture, each member shall comply with this requirement.
- B4:** An original Bank Statement of good financial standing. (This document shall include a Bank Rating for the tender sum as indicated below)
- B5:** Central Supplier Database (CSD) proof of registration with Supplier number (MAAA) and Unique registration number

Bank Report on : *(Tenderers Name)*  
 Account No :  
 Bank :  
 Branch Code :  
 Amount : *(Tender Value)*  
 Duration : *XX months (excluding special non-working days)*

#### BUSINESS POTENTIAL CODE (MARK X AGAINST APPLICABLE CLASSIFICATION)

|                          |   |                                                       |
|--------------------------|---|-------------------------------------------------------|
| <input type="checkbox"/> | A | UNDOUBTED FOR INQUIRY                                 |
| <input type="checkbox"/> | B | GOOD FOR AMOUNT QUOTED                                |
| <input type="checkbox"/> | C | GOOD FOR AMOUNT QUOTED IF STRICTLY IN WAY OF BUSINESS |
| <input type="checkbox"/> | D | FAIR TRADE RISK                                       |
| <input type="checkbox"/> | E | FIGURE CONSIDER TOO HIGH                              |
| <input type="checkbox"/> | F | FINANCIAL POSITION UNKNOWN                            |
| <input type="checkbox"/> | G | OCCASIONALLY DISHONOURED                              |
| <input type="checkbox"/> | H | FREQUENTLY DISHONOURED                                |



## Form C1: Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:**

**Section 2: VAT registration number, if any:**

**Section 3: cidb registration number, if any:**

**Section 4: CSD number:**

**Section 5: Particulars of sole proprietors and partners in partnerships:**

*\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

**Section 6: Particulars of companies and close corporations**

Company registration number:

Close corporation number:

Tax reference number:

**Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

**Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

**Section 9: SBD8 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

**Section 10: SBD9 issued by National Treasury must be completed for each tender and be attached as a tender requirement.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

|        |  |      |  |
|--------|--|------|--|
| Signed |  | Date |  |
|--------|--|------|--|



**AIRPORTS COMPANY**  
SOUTH AFRICA

|                        |  |          |  |
|------------------------|--|----------|--|
| Name                   |  | Position |  |
| <i>Enterprise name</i> |  |          |  |



### Form C2: Proposed Subcontractors

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

|           | <b>Name and address of proposed Subcontractor</b> | <b>Nature and extent of work</b> | <b>Previous experience with Subcontractor.</b> |
|-----------|---------------------------------------------------|----------------------------------|------------------------------------------------|
| <b>1.</b> |                                                   |                                  |                                                |
| <b>2.</b> |                                                   |                                  |                                                |
| <b>3.</b> |                                                   |                                  |                                                |
| <b>4.</b> |                                                   |                                  |                                                |
| <b>5.</b> |                                                   |                                  |                                                |

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



### Form C3: Plant and Equipment

The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

- (a) Details of major equipment that is owned by and immediately available for this contract.

| Quantity | Description, size, capacity, etc. |
|----------|-----------------------------------|
|          |                                   |

Attach additional pages if more space is required.

- (b) Details of major equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

| Quantity | Description, size, capacity, etc. |
|----------|-----------------------------------|
|          |                                   |

Attach additional pages if more space is required.



**AIRPORTS COMPANY**  
SOUTH AFRICA

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.....

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



## FORM C4: A certified copy of B-BBEE Verification Certificate

1. Valuation of preference points is based on tenderer's B-BBEE verification certificate:
  - a) The certificate shall have been issued by:
    - i. A verification agency accredited by South African National Accreditation System (SANAS);
    - ii. A registered auditor approved by the Independent Regulatory Board of Auditors (IRBA);
  - b) The verification certificate must be valid at the tender closing date
  - c) Failure to submit a valid verification certificate will result in the award of zero (0) points for preference.
2. In the event of a Joint Venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be submitted.
  - a) The verification certificate shall identify:
    - i. The name and *domicilium citandi et executandi* of the tenderer
    - ii. The registration and VAT number of the tenderer
    - iii. The dates of granting of the B-BBEE score and the period of validity
    - iv. The expiry date of the verification certificate
    - v. A unique identification number
3. The standard and/or normative document, including the issue and/or revision used to evaluate the tenderer:
  - a) The name and/or mark/logo of the B-BBEE verification agency.
  - b) The scorecard (GENERIC, QSE, EME) against which the tenderer has been verified.
  - c) The B-BBEE status level
  - d) The SANAS or IRBA logo on the verification certificate.
  - e) The B-BBEE procurement recognition level.
  - f) The score achieved per B-BBEE element.
  - g) The % black shareholding.
  - h) The % black woman shareholding.
  - i) The % black persons with disabilities.
4. ACSA will not be responsible to acquire data that it needs for its own reporting systems and which may not form part of a verification agency's standard certificate format. The tenderer, at its own cost, must acquire the specified data listed in 3 above from its selected verification agency and have it recorded on the certificate.

Alternatively, such missing data must be supplied separately, but certified as correct by the same verification agency and also submitted. Failure to abide by this requirement will result in such a tenderer scoring zero (0) preference.

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



### Form C5. Occupational Health and Safety Questionnaire

| 1.  | SHE POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT                                                                                                                                 | YES | NO |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1.1 | Do you have a SHE Policy?                                                                                                                                                           |     |    |
|     | Is this signed by the senior executive?                                                                                                                                             |     |    |
|     | Please supply copy of this policy                                                                                                                                                   |     |    |
| 1.2 | Does a She structure exist in your company?                                                                                                                                         |     |    |
|     | Please provide details                                                                                                                                                              |     |    |
| 1.3 | Are senior and middle management actively involved in the promotions of SHE?                                                                                                        |     |    |
|     | Please provide details e.g.                                                                                                                                                         |     |    |
|     | <ul style="list-style-type: none"> <li>Periodical work area inspection</li> <li>Regular Health and Safety meetings with personnel</li> </ul>                                        |     |    |
| 1.4 | Are the SHE responsibilities of managers clearly defined?                                                                                                                           |     |    |
|     | Please provide details                                                                                                                                                              |     |    |
| 1.5 | Are annual SHE objectives included in your business plan?                                                                                                                           |     |    |
|     | Please provide example                                                                                                                                                              |     |    |
| 1.6 | Is your company registered with the Compensation Commissioner? (COID Act)?                                                                                                          |     |    |
|     | If so, please provide registration number                                                                                                                                           |     |    |
| 1.7 | Do you have a copy of good standing certificate, confirming that your registration is paid up?                                                                                      |     |    |
|     | If so, please provide copy thereof                                                                                                                                                  |     |    |
| 2.  | SHE TRAINING                                                                                                                                                                        | YES | NO |
| 2.1 | Is training provided to employees at the following stages?                                                                                                                          |     |    |
|     | <ul style="list-style-type: none"> <li>When joining the company</li> <li>When changing jobs within the company</li> <li>When new plant or equipment needs to be operated</li> </ul> |     |    |
|     | As a result of experience of and feedback from an accident/ incident reports                                                                                                        |     |    |
|     | Are you able to provide proof of specialist training provided?                                                                                                                      |     |    |
|     | Please state how this can be achieved                                                                                                                                               |     |    |
| 2.2 | What formal SHE training is provided specifically to                                                                                                                                |     |    |
|     | <ul style="list-style-type: none"> <li>First line supervisors</li> </ul>                                                                                                            |     |    |
|     | Middle and top management                                                                                                                                                           |     |    |
|     | Please describe                                                                                                                                                                     |     |    |
| 2.3 | Are all employees (including sub-contractors) instructed as to the application of rules and regulations?                                                                            |     |    |
|     | When is this done and how is it achieved?                                                                                                                                           |     |    |
| 2.4 | Does this training include the selection, use and care of personal protective                                                                                                       |     |    |



## AIRPORTS COMPANY SOUTH AFRICA

|           |                                                                                                                                                      |                 |          |            |           |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|------------|-----------|
|           | equipment?                                                                                                                                           |                 |          |            |           |
| 2.5       | What refresher training is provided and at what intervals?                                                                                           |                 |          |            |           |
|           | Please list examples                                                                                                                                 |                 |          |            |           |
|           | Course Title                                                                                                                                         | Target audience | Interval |            |           |
| 2.6       | Has the person(s) allocated as your SHE advisor followed specific SHE training?                                                                      |                 |          |            |           |
|           | Please list most recent courses                                                                                                                      |                 |          |            |           |
|           | Does this include refresher training?                                                                                                                |                 |          |            |           |
| <b>3.</b> | <b>PURCHASE OF GOODS, MATERIALS AND SERVICES</b>                                                                                                     |                 |          | <b>YES</b> | <b>NO</b> |
| 3.1       | Do you have a system for establishing SHE specifications as part of the assessment of goods, materials and services?                                 |                 |          |            |           |
|           | Please describe                                                                                                                                      |                 |          |            |           |
| 3.2       | Do you have a system which ensures that all statutory inspection of plant and equipment are carried out?                                             |                 |          |            |           |
|           | Please give examples of plant /equipment covered                                                                                                     |                 |          |            |           |
| 3.3       | Is there record of inspection?                                                                                                                       |                 |          |            |           |
|           | Where is it kept?                                                                                                                                    |                 |          |            |           |
|           | Are you able to supply copies of these inspection records if required?                                                                               |                 |          |            |           |
| 3.4       | How is plant and equipment, which has been inspected identifies as being safe to use?                                                                |                 |          |            |           |
| 3.5       | Do you evaluate the SHE competence of all sub-contractors?                                                                                           |                 |          |            |           |
|           | Please describe how this is achieved and how the results are monitored                                                                               |                 |          |            |           |
| <b>4.</b> | <b>SHE INSPECTIONS</b>                                                                                                                               |                 |          | <b>YES</b> | <b>NO</b> |
| 4.1       | Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?                               |                 |          |            |           |
| 4.2       | Are records of these inspections kept and available?                                                                                                 |                 |          |            |           |
| 4.3       | During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to? |                 |          |            |           |
| 4.4       | Are unsafe acts and conditions reported and remedial actions formally monitored?                                                                     |                 |          |            |           |
|           | Please provide examples of the above                                                                                                                 |                 |          |            |           |
| <b>5.</b> | <b>RULES AND REGULATIONS</b>                                                                                                                         |                 |          | <b>YES</b> | <b>NO</b> |
| 5.1       | Do health and safety rules and regulations exist for personnel and sub-contractors?                                                                  |                 |          |            |           |



## AIRPORTS COMPANY SOUTH AFRICA

|          |                                                                                                             |             |           |
|----------|-------------------------------------------------------------------------------------------------------------|-------------|-----------|
|          | Do these cover                                                                                              |             |           |
|          | • General rules                                                                                             |             |           |
|          | • Project rules                                                                                             |             |           |
|          | • Specific task rules                                                                                       |             |           |
| 5.2      | Do these rules include permit to work system (as applicable)                                                |             |           |
| 5.3      | Do you have experience of project SHE plans?                                                                |             |           |
|          | Please give examples of where these have been used                                                          |             |           |
| 5.4      | Do you have a formal company guideline for holding pre-contract health and safety meetings with the client? |             |           |
| <b>6</b> | <b>RISK MANAGEMENT</b>                                                                                      | <b>YES</b>  | <b>NO</b> |
| 6.1      | Have the following, involved in the execution of your work, been identified?                                |             |           |
|          | • Hazards affecting health and safety?                                                                      |             |           |
|          | • The groups of people who might be affected?                                                               |             |           |
|          | • An evaluation of the risk from each significant hazard?                                                   |             |           |
|          | • Whether the risks arising are adequately controlled?                                                      |             |           |
| 6.2      | Are these findings and assessments recorded?                                                                |             |           |
| 6.3      | How often are they reviewed?                                                                                |             |           |
|          | Please list the time frame e.g.    years                                                                    |             |           |
| 6.4      | For what processes/risk is personal protective equipment issued?                                            |             |           |
|          | Process/Risk                                                                                                | Type of PPE |           |
|          | Do you have a copy of the issue lists for PPE available on request?                                         |             |           |
| <b>7</b> | <b>EMERGENCY ARRANGEMENTS</b>                                                                               | <b>YES</b>  | <b>NO</b> |
| 7.1      | How do you manage your arrangements for dealing with emergencies?                                           |             |           |
|          | Are these communicated to your sub-contractors?                                                             |             |           |
| 7.2      | What provision have you made for first aid?<br>E.g. Trained First Aiders                                    |             |           |
| 7.3      | What training do you provide to employees in Safety/Fire Fighting?                                          |             |           |
|          | Please list institutions used for these training                                                            |             |           |
| <b>8</b> | <b>RECRUITMENT OF PERSONNEL</b>                                                                             | <b>YES</b>  | <b>NO</b> |
| 8.1      | Are health and Safety factors considered when hiring personnel?                                             |             |           |
| 8.2      | Are medical examinations carried prior to employment?                                                       |             |           |
|          | In all cases                                                                                                |             |           |



|           |                                                                                                                      |               |               |
|-----------|----------------------------------------------------------------------------------------------------------------------|---------------|---------------|
|           | Where type of work requires medical examination                                                                      |               |               |
| 8.3       | Do you cover exit medical examination?                                                                               |               |               |
| 8.4       | How do you assess the competence of staff before an appointment is made?<br>E.g. Via trade testing, reference checks |               |               |
| <b>9.</b> | <b>REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS</b>                                  | <b>YES</b>    | <b>NO</b>     |
| 9.1       | Do you have a procedure for reporting, investigating and recording accidents and incidents?<br>Please supply a copy  |               |               |
| 9.2       | Is there a standard report/investigation form used?<br>Please supply a copy                                          |               |               |
| 9.3       | Do you have a formal system for reporting situations/near misses etc.?<br>Please provide a copy                      |               |               |
| 9.4       | Please provide the following statistic for the last five years                                                       |               |               |
|           |                                                                                                                      |               |               |
|           | <b>YEAR1</b>                                                                                                         | <b>YEAR 2</b> | <b>YEAR 3</b> |
|           | <b>YEAR 4</b>                                                                                                        | <b>YEAR 5</b> |               |
|           | Lost time accidents per 100 employees                                                                                |               |               |
|           | Major/ Reportable injuries per 100 employees                                                                         |               |               |
|           | Number of dangerous occurrences                                                                                      |               |               |
|           | Lost man day due to accidents                                                                                        |               |               |
| <b>10</b> | <b>HEALTH AND SAFETY COMMUNICATION AND CONSULTATION</b>                                                              | <b>YES</b>    | <b>NO</b>     |
| 10.1      | Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?    |               |               |
| 10.2      | Are the results of these meetings communicated to all employees?<br>If Yes please describe method                    |               |               |
| 10.3      | Are Health and Safety meetings held?<br>At what frequency?<br>Chaired by whom?                                       |               |               |
| 10.4      | Do you carry out SHE promotions / campaigns?<br>If Yes please provide examples                                       |               |               |

The following documentation should also be provided with the tender:

1. Management Structure including organogram
2. Human Resource Plan
3. Letter of Good Standing from the Compensation Commissioner or licensed compensation insurer



#### 4. COID Insurance

##### Declaration

I/we .....declare that the above information provided is correct.

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| <b>Signed</b>   |  | <b>Date</b>     |  |
| <b>Name</b>     |  | <b>Position</b> |  |
| <b>Tenderer</b> |  |                 |  |



## Form C7: Schedule of Information to be provided by Tenderer

### 1. Company details:

Registered Address:  
Contact Person:  
Telephone:  
Fax:

### 2. Shareholders

Names/Percentages of holdings:

### 3. Bankers

Name of Account Holder :  
Bank:  
Branch:  
Account Number:  
Bank and branch contact details:

### 4. Turnover

Approximate turnover for each of the past three years:

2019: .....  
2020: .....  
2021: .....

### 5. Management and Manpower Resources

Supervisors: .....  
Labourers: .....  
Other: .....

Name of Supervisor to be allocated to this contract: .....

### 6. Construction Equipment (Value in R)

Equipment owned by Company: .....  
Own workshop/stores (location): .....

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |



### Form C7: Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause C.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

| Page | Clause<br>item | or | Proposal |
|------|----------------|----|----------|
|      |                |    |          |

|          |  |          |  |
|----------|--|----------|--|
| Signed   |  | Date     |  |
| Name     |  | Position |  |
| Tenderer |  |          |  |