



Tender Reference Number: COR6673/2021/RFP

**TENDER TO SUBMIT PROPOSALS TO BE
ISSUED A LICENCE TO PROVIDE GROUND
HANDLING SERVICES AT ALL AIRPORTS
COMPANY SOUTH AFRICA SOC LIMITED'S
AIRPORTS**

NOVEMBER 2021



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	



TENDER NOTICE AND INVITATION TO FOR AN

**TENDER TO SUBMIT PROPOSALS TO BE ISSUED A LICENCE TO PROVIDE
GROUND HANDLING SERVICES AT AIRPORTS COMPANY SOUTH AFRICA SOC
LIMITED'S AIRPORTS**

TENDER NUMBER: : **COR6673/2021/RFP**

ISSUE DATE : **26 November 2021**

BID CLOSING DATE : **18 February 2022 @ 12h00 sharp**

**COMPULSORY VIRTUAL
BRIEFING SESSION DATE** : **Monday, 06 December 2021 – @10H00**

**REQUEST FOR CLARITY OR
INFORMATION CLOSING** : **11 February 2022 @16:00**

SITE INSPECTION : **To be arranged upon request from Bidders**



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SECTION 1: INSTRUCTIONS TO BIDDERS

1.1 Access to RFP documents

Tenders are available for free download on www.etenders.gov.za website. Kindly print and complete.

DO NOT EDIT THE DOCUMENT. FAILURE TO COMPLY WILL RENDER THIS PROPOSAL NULL AND VOID

1.2 Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number, and the details of the Tender Management Office/Procurement department where the bid will close. (Ref 1.2.1). The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted **on or before the 18 February 2022 at 12:00pm** using the both the following methods:

Please take note that both methods of submission are required. Bidders are not to choose only one. The physical submission will be the main submission used at tender closing time.

1.2.1 Hand delivery:

The bid document must be delivered and deposited into the tender box located at the address below and must be addressed as follows:

CONTRACT NO: COR6673/2021/RFP

TENDER TO SUBMIT PROPOSALS TO BE ISSUED A LICENCE TO PROVIDE GROUND HANDLING SERVICES AT AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED'S AIRPORTS

[NAME OF TENDERER]

TENDER BOX A

Third Floor Terminal A Building, North Wing Offices, following Aircraft Viewing deck signs.

O.R. Tambo International Airport.

Please ensure that the packaging of the tender document is not a box but a file size package that can fit in the tender box slot.

Please arrive early at the airport so you can observe all Covid-19 protocols e.g., screening and completing forms. Please follow instructions for parking at the airport as some parking is closed.

1.2.2 Email submissions:



Electronic copies/links of the tenders are to be e-mailed to thami.mncube@airports.co.za.

ENSURE THAT THE ELECTRONIC COPY IS WELL LABELLED AS PER THE RETURNABLES SCHEDULE AND ALL APPENDICES/ANNEXURES ARE SCANNED AS INDIVIDUAL DOCUMENTS.

- 1.2.3 Proposals must be in duplicate (an original printed copy and a printed copy of the original) together with an electronic copy of the bid documents via an email link. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence.

1.3 Alternative Bids

No alternative bids will be considered.

1.4 Late Bids

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

1.5 Clarification and Communication

Bidders may only communicate on this RFP with the ACSA employee using the details listed below:

Name:	Thami Mncube
Designation:	Specialist: Category Management: Corporate
Tel:	061 653 0462
Email:	Thami.Mncube@airports.co.za

- 1.5.1 Request for clarity or information on the tender may only be requested until **16:00pm on 11 February 2022** after this date tenderers may start submitting their bids. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal.
- 1.5.2 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.
- 1.5.3 Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.
- 1.5.4 Bidders may not contact any ACSA employee on this tender other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the approval of a recommendation to award this tender. Contact will also



only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

1.6 Non- Compulsory/ Compulsory Briefing

There will be a compulsory briefing session meeting. All interested bidders must send an email to the ACSA representative indicated under section 1.5. by **Thursday the 2nd of December 2021**. An appointment will be forward to all bidders to advice on the venue for the briefing. Please note that the briefing will take place either at the ACSA head offices in Bedfordview or at the OR Tambo International Airport. Alternatively, bidders can join the briefing through the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODdIMGE4NjYtYzk0MC00ODU3LWEzZjMtYmFIZDVkMjc2MDhj%40thread.v2/0?context=%7b%22Tid%22%3a%22fb62d46e-e86e-4673-ba82-b27b61d8202b%22%2c%22Oid%22%3a%22040b51f1-5abc-474d-8c64-aca87b37f092%22%7d

Date and Time of the Meeting:

10h00-12:00pm on Monday the 6th of December 2021

Should the Bidder have a need for a site visit, then such a request must be done in writing (email) to the ACSA representative indicated under section 1.5. Airports Company South Africa SOC Limited will consider the request and advise all Bidders of a date and time for the site visits.

1.7 Bid Responses

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document. Changes to the bidder's submission will not be allowed after the closing date of the tender. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

1.8 Disclaimers

It must be noted that ACSA reserves its right to:

- 1.8.1 Award the whole or a part of this tender.
- 1.8.2 Split the award of this tender.
- 1.8.3 Negotiate with all or some of the shortlisted bidders.
- 1.8.4 Cancel this tender.

1.9 Validity Period

- 1.9.1 ACSA requires a validity period of One Hundred and Twenty (120) working/business days* from closing date for this tender. During the validity period, the submission and conditions of the tender will remain firm.

*For purposes of this process, business days refer to a work week; Monday to Friday and excluding holidays

- 1.9.2 During the validity, period the prices which have been quoted by the bidder must remain firm and valid.



1.10 Confidentiality of Information

- 1.10.1 ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.10.2 ACSA will not disclose the names of bidders until the tender process has been finalised.
- 1.10.3 Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

1.11 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88 Email: acsa@tip-offs.com

SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1 Background

Since its inception 28 years ago, Airports Company South Africa SOC Limited (ACSA) has transformed into a focused commercial enterprise that is market-driven and customer service oriented. The company was formed in 1993 as a public company under the Companies Act of 1973, as amended, and the Airports Company Act of 1993, as amended.

ACSA operates South Africa's nine (9) principal airports, comprised of the country's major international airports, namely, O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA) and the smaller regional airports, namely; Dawid Stuurman International Airport (PLZ), King Phalo (ELN), George Airport (GRJ), Bram Fischer (BRAM), Kimberley Airport (KMB) and Upington (UTN). ACSA's registered corporate office operates from Bedfordview.

ACSA's vision is to be the most sought-after partner in the world for the provision of sustainable airport management solutions by 2030. ACSA's strategy is to create and operate world-class airports measuring up to international standards, its strategic intent is supported by three strategic pillars, namely:

- Run Airports: Run our airports efficiently, optimally, and innovatively.
- Develop Airports: Optimise assets and plan for new capacity and growth opportunities.
- Grow Footprint: Seek growth opportunities in the continent and world.



Run airports



Develop airports



Grow footprint



2.2 Framework

- 2.2.1** ACSA provides the relevant activities at the airports it owns or operates (**ACSA Airports**). The Airports Company Act 44 of 1993 (**ACSA Act**) defines relevant activity as:

“the provision at a company airport of any service or facility for the purposes of (a) the landing, parking or take-off of an aircraft; (b) the handling or cleaning of an aircraft, the supply of provisions to an aircraft, including, but not limited to, food, or the emergency servicing of an aircraft on an apron, including the supply of fuel; or (c) the handling of aircraft passengers or their baggage or of cargo at all stages while they are, or it is on the premises of such airport, including the transfer of such passengers, their baggage or such cargo to and from an aircraft, but excludes the refreshment of passengers or the supply of consumer goods at such airport.”

- 2.2.2** The ACSA Act places a duty on ACSA to ensure that the relevant activities are performed in a manner that conforms to internationally accepted and recommended practices. To be cost effective in providing these activities, ACSA accordingly outsources the services. Pursuant to ACSA's powers under the ACSA Act, ACSA wishes to invite eligible Service Providers to submit proposals to be awarded service level agreements (**Licenses**) to operate or render certain Ground Handling Services as set out below in clause 2.4

2.3 Tender Purpose

- 2.3.1** ACSA has an obligation to ensure that passengers arriving and/or departing at the ACSA Airports and/or any airlines, tenant or operator conducting business at the ACSA Airports or any third-party making use of any facility at the ACSA Airports are provided with high quality services and that its facilities are maintained safely, securely and efficiently.
- 2.3.2** The purpose of this Tender is to grant Licences to suitably experienced and qualified Service Providers to provide Ground Handling Services to airlines at ACSA Airports. ACSA will grant Licences to two (2) successful and qualifying Service Providers, with whom ACSA will conclude Licences with for the provision of the services as set out in clause 2.4. Airlines will have the option of selecting and contracting with any one of the Licensees as its preferred service provider for the Ground Handling Services it requires.

2.4 Scope of Works

- 2.4.1** The successful Bidders will be granted rights to provide the Ground Handling Services at ACSA Airports, which include Ramp Handling Services and Passenger Handling Services, subject to specific exclusions, as set out in clause 2.4.4 below.
- 2.4.2** Ramp Handling Services in this Tender include;
- 2.4.2.1** aircraft grooming;
 - 2.4.2.2** lavatory services;
 - 2.4.2.3** water services;



- 2.4.2.4 aircraft weight and balancing;
- 2.4.2.5 baggage loading, offloading; and transportation between the airport terminal building and aircraft.
- 2.4.2.6 transportation;
- 2.4.2.7 pushback and towing; and headset operation, where required.
- 2.4.2.8 airside bussing;
- 2.4.2.9 mobile ground power where there is no fixed ground power provided by ACSA;
- 2.4.2.10 baggage handling (which may be carried out by the Company; and
- 2.4.2.11 cargo and mail handling.

2.4.3 Passenger and Crew Handling Services in this Tender include:

- 2.4.3.1 facilitation of Very Important People (VIP) and Commercial Important People (CIP) which may also be facilitated by the Company;
- 2.4.3.2 station management;
- 2.4.3.3 check-in;
- 2.4.3.4 passenger escort;
- 2.4.3.5 passenger loading and offloading;
- 2.4.3.6 transport;
- 2.4.3.7 ticket sales;
- 2.4.3.8 Passenger Assistance Unit and wheelchair services; and
- 2.4.3.9 crew and passenger transport.

2.4.4 The services listed below are excluded and do not form part of the services of this Tender;

- 2.4.4.1 baggage wrapping;
- 2.4.4.2 baggage storage (Commercial Bag storage);
- 2.4.4.3 aircraft fuelling;
- 2.4.4.4 aircraft catering;
- 2.4.4.5 aircraft technical support services; and
- 2.4.4.6 passenger waiting lounges

2.5 The Licence

- 2.5.1 The successful Bidders will be required to sign the Ground Handling Licence and Service Level Agreement attached hereto as **APPENDIX R**.



2.5.2 Duration of Licence

The successful Bidder will be awarded a Licence for the provision of services at the ACSA Airports for a period of five (5) years on the terms and subject to the conditions of a Ground Handling Licence and Service Level Agreement with ACSA.

2.5.3 Operational Presence at Airports

2.5.3.1 The successful Bidders shall maintain constant operational presence at O.R. Tambo International Airport, Cape Town International Airport and King Shaka International Airport for the duration of the Licence.

2.5.3.2 The operational presence to be maintained at Dawid Stuurman International Airport, Bram Fischer International Airport, George Airport, Kimberley Airport, King Phalo Airport and Upington International Airport shall take into consideration the contractual obligations with the airlines at these airports as well as the economic principle of supply and demand.

2.5.4 Vehicles and Ramp Handling Equipment

2.5.4.1 The successful Bidders will be required to provide the necessary ground support vehicles and equipment required to provide a service to the contracted airlines.

2.5.4.2 Bidders must ensure that all vehicles and equipment comply with the requirements stipulated in the Ground Handling Licence and Service Level Agreement as attached hereto as APPENDIX R.

2.5.4.3 Bidders must ensure that all vehicles and equipment commissioned for use at the ACSA Airports comply to the technical standards as established in the IATA Airport Handling Manual.

2.5.5 Legislative Requirements

The successful Bidder will be required to comply with all applicable legislation and regulations as prescribed by the South African Government including but not limited to the South African Civil Aviation Regulation and Technical Standards, Occupational Health and Safety Act 85 of 1993 and relevant Regulations, Compensation for Occupational Injuries and Diseases Act 130 of 1993 and relevant Regulations, the Environment Conservation Act 73 of 1989 and relevant Regulations, and the National Environmental Management Act 107 of 1998 and relevant Regulations, the National Environmental Management Act Water Act 59 of 2008 and relevant Regulations, the Air National Environmental Management Act Quality Act 39 of 20014 and relevant Regulations, the Act 36 of 1998, as well as applicable by laws and provincial ordinances. This includes any changes or amendments made in the future.



2.5.6 Right to Audit

ACSA reserves the right, as stipulated in the Ground Handling Licence and Service Level Agreement, to perform audits in terms of safety, environmental, security, maintenance of equipment, equipment, training records, operational records, training programs and operational conduct of the Licensee.

SECTION 3: SUBMISSION OF PROPOSAL

3.1 Terms and Conditions of Tender

- 3.1.1 This Tender is open to all Bidders duly qualified to provide the services.
- 3.1.2 Should the Tender be awarded on the strength of information furnished by the successful Bidder and which information is, at any time subsequent to the award, proved to have been incorrect or fraudulent, whether material or otherwise, ACSA may at any time during the life span of the Licence granted to the Bidder:
 - 3.1.2.1 revoke the Licence granted to the Bidder. The Bidder shall be liable to pay for losses sustained and additional costs or expenditure incurred by ACSA as a result of revocation of the Licence; or
 - 3.1.2.2 refuse to renew the Licence, in case of an extension of the accompanying agreement that would have been concluded with the Bidder.
- 3.1.3 All representations, agreements or arrangements arising from Proposals submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA.
- 3.1.4 In the event that ACSA revokes a Licence awarded to Bidders, ACSA may in its discretion award the Licence to the next highest ranked Bidder according to the evaluation criteria in this Tender.
- 3.1.5 ACSA reserves the right to amend the terms and conditions of this Tender at any time and shall not be liable to any Bidder or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. In the case of such an amendment, all Bidders will be notified accordingly.
- 3.1.6 All Proposals are submitted at the risk of the Bidder.
- 3.1.7 ACSA reserves the right to postpone the closing date for submission of Proposals or to withdraw the Tender at any time, prior to the closing time and date, without giving rise to any obligation or responsibility on the part of ACSA for any loss which may be incurred or suffered by any Bidder.



- 3.1.8 Except where specifically provided for in this Tender, a Bidder may make no changes to its Proposal after the closing time and date.
- 3.1.9 In the case of a joint venture or partnership between service providers, evidence of such joint venture must be included with the Proposal, either in the form of a joint venture agreement or a memorandum of understanding. As it pertains to the completion of the Proposal, all the members of the joint venture must, in writing, nominate one member of the joint venture to complete and sign the Proposal on behalf of the joint venture. This written authority must be signed by duly authorised members of the joint venture and be submitted with the Proposal.
- 3.1.10 ACSA or their duly appointed representatives shall be the sole adjudicators of the acceptability and or feasibility of the Proposals. The decision shall be final and except as required by law or otherwise, no reason for the acceptance or rejection of any Tender will be furnished.

3.2 Proposal Acceptance

- 3.2.1 ACSA reserves the right to reject Proposals which are:
- 3.2.1.1 incomplete; or
 - 3.2.1.2 conditional.
- 3.2.2 ACSA will not be responsible for the costs and losses incurred by the Bidder in preparation for its response to this Tender.
- 3.2.3 Notwithstanding any other provision in this Tender document, no ACSA employee or any person related to or associated in any manner whatsoever with an ACSA employee may (individually or through a corporate vehicle which includes a company, close corporate, trust, partnership etc.) submit a Proposal for consideration in this Tender process unless interest is declared and approved as per Delegated Level of Authority.

SECTION 4: QUALIFICATION CRITERIA

- 4.1 Bidders must meet the qualifying criteria in order to be considered by ACSA:
- 4.2 A Bidder that fails to meet any of the qualifying criteria as set out in this tender document at closing date, will be disqualified.



SECTION 5: POINTS SYSTEM

5.1 Preference Points Claims

5.1.1 In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference. The preferential point systems are as follows:

5.1.1.1 The 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and

5.1.1.2 The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included).

5.1.2 The value of this bid is estimated to exceed R 50 000 000 (all applicable taxes included) and therefore the **90/10** system shall be applicable. Preference points for this bid shall be awarded for:

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

	Points
5.2.1 Price	90
B-BBEE Status Level of Contribution	10
Total Points for Price and B-BBEE must not Exceed	100
5.2.2 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.	
5.2.3 ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.	

5.3 Definitions

5.3.1 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

5.3.2 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;



- 5.3.3 **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 5.3.4 **“Black People”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 5.3.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);
- 5.3.6 **“Designated Group”** means:
- 5.3.6.1 Black Designated Groups;
 - 5.3.6.2 Black People;
 - 5.3.6.3 Women;
 - 5.3.6.4 People with disabilities; or
 - 5.3.6.5 Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 5.3.7 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 5.3.8 **“EME”** means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 5.3.9 **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 5.3.10 **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 5.3.11 **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 5.3.12 **“Person”** includes a juristic person;
- 5.3.13 **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 5.3.14 **“Price”** means all applicable axes less all unconditional discounts;
- 5.3.15 **“QSE”** means a qualifying small business enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act



5.3.16 **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

5.3.17 **“Rural Area”** means:

5.3.17.1 a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or

5.3.17.2 an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;

5.3.18 **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

5.3.19 **“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;

5.3.20 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;

5.3.21 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person; and

5.3.22 **“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

5.4 Adjudication using a Point System

5.4.1 The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.

5.4.2 Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts

5.4.3 Points scored will be rounded off to the nearest 2 decimal places.

5.5 Award of Licence where Bidders Scored Equal Points Overall

- 5.5.1 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 5.5.2 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
- 5.5.3 Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

5.6 Points Awarded for Price

The 80/20 or 90/10 Preference Point Systems

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

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

Where

- P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

5.6.1 Points Awarded for B-BBEE Status Level of Contribution

- 5.6.1.1 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 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

- 5.6.1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.
- 5.6.1.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 5.6.1.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.6.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6.1.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.6.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.6.1.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.



SECTION 6: EVALUATION CRITERIA

6.1 Evaluation Criteria

- 6.1.1 ACSA will use the pre-determined evaluation criteria when considering Proposals received under this Tender.
- 6.1.2 During the evaluation of received Proposals ACSA will make an assessment whether all the Proposals comply with the set requirements and whether all returnable documents/information have been submitted.
- 6.1.3 Bidders who fail to meet qualifying criteria, technical requirements thresholds or have not submitted required mandatory documents will be disqualified from the Proposal process.
- 6.1.4 The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to disqualify Bidders without requesting any outstanding document/information.

6.2 A staged approach will be used to evaluate Tenders and the approach will be as follows:

Stage 1	Check if bidders meet the pre-qualifying. (Clause 6.3)
Stage 2	Check if bidders meet the Mandatory Administrative Requirements. (Clause 6.4)
Stage 3	Evaluate on functionality or the technical aspect of the bid (Clause 6.5)
Stage 4	Price and Preference (Clause 6.6)

6.3 Pre-qualification Criteria

In terms of the PPPFA Regulation 4, an organ of state can apply pre-qualifying criteria to advance certain Designated Groups. The prequalification is in align with the PPPFA Regulation as well as the Transformation Approach that has been adopted by ACSA.

Bidders must submit the requisite documentation to prove that they meet the pre-qualifying criteria. Only bidders with a B-BBEE status **Level 2 or higher (Level 1)** will be accepted.

Please note in the event of a joint venture (JV) a valid consolidated BBBEE verification in the name of the JV shall be submitted. Evidence of such joint venture must be included with the bid submission, in the form of a duly signed Joint Venture Agreement.

A tenderer that fails to meet the above-mentioned pre-qualifying criteria at closing date, will be disqualified. Returnable document **Appendix J**



6.4 Mandatory Administrative Requirements

A list of mandatory returnable documents is required at the closing date and time. ACSA will only consider bidders who have:

- 6.4.1 Duly completed and signed Standard Bidding documents (SBD 4, SBD 6.1, SBD 8 and SBD 9) **Appendix U, V, W and X.**
- 6.4.2 Acceptance of ACSA terms and Conditions of Bid **Appendix C.**
- 6.4.3 The Handling Agent shall provide a Transformation plan. The plan must detail how the minimum B-BBEE level 2 contribution status will be maintained and improved for the duration of the licence period. **Appendix Y**

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

No award will be made to an entity which is not registered on the CSD (Central Supplier Database) with National Treasury. Bidders must supply their unique number.

6.5 Functionality (Technical) Evaluation Criteria

6.5.1 Evaluation

This will be conducted by 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. Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below.

6.5.2 Threshold

The functional evaluation will be based on a threshold, where bidders **which fail to achieve a minimum on each functional stage will not be considered further in the evaluation.** The criteria of the evaluation are expressed in the table below.

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. Total points allocated shall be 100. Tenderer must score a **minimum score per each sub criteria and an overall minimum threshold of 72 points out of 100** is required to be achieved for the bidder to be successful.

Bidding entity must achieve an overall score of 72 points or higher. A bidding entity that fails to meet one of the minimum sub criteria will be disqualified.

	DESCRIPTION	ALLOCATION OF POINTS	MIN	MAX
1	<u>COMPANY EXPERIENCE</u>		10	15
1.1	The Bidder demonstrated that the Company has adequate experience with full servicing of wide and narrow body aircrafts.			
1.2	Provide detailed description of services rendered at the prescribed sized airports, equipment deployed, staff numbers at these airports, number of airlines contracted with - APPENDIX O The Company's experience must be detailed in the form of reference letters.			
	Less than 1 year company experience;	0		
	1 or more years, but less than 3 years company experience;	10		
	3 or more years but less than 10 years company experience;	12		
	10 years and more company experience.	15		
2	<u>STAFF EXPERIENCE</u>		20	25
2.1	The Bidder demonstrated that it has the following competent, key staff in its operation and has a minimum of three years management experience in the service contemplated in this Tender at Airports with at least 5 million passengers per annum.			
2.2	The Bidders key staff shall have a minimum three years management experience and the Bidder shall provide a maximum 4-page CV for each key staff detailed in APPENDIX N .			
2.2.1	Station Manager			
	Less than 3 years managerial experience;	0		
	3 or more years but less than 10 years managerial experience;	4		
	10 years and more managerial experience.	5		
2.2.2	Duty Manager			
	Less than 3 years managerial experience;	0		
	3 or more years but less than 10 years managerial experience;	4		
	10 years and more managerial experience.	5		
2.2.3	Manager Ramp Operations			
	Less than 3 years managerial experience;	0		
	3 or more years but less than 10 years managerial experience;	4		
	10 years and more managerial experience.	5		
2.2.4	Manager Safety and Quality			

	Less than 3 years managerial experience;	0		
	3 or more years but less than 10 years managerial experience;	4		
	10 years and more managerial experience.	5		
2.2.5	Manager Security			
	Less than 3 years managerial experience;	0		
	3 or more years but less than 10 years managerial experience;	4		
	10 years and more managerial experience.	5		
3	<u>OPERATIONAL START UP PLAN</u>		21	28
3.1	The Bidder provides an Operational Start Up Plan that demonstrated the capability, strength and logistical ability to provide Ground Handling Services on the date as required by the Licence.			
3.2	The Operational Start Up Plan must detail the activities that will be carried out by the Bidder from the date of award of the Licence to the date that the Bidder is required to start operating at the Airports.			
3.3	The Operational Start Up Plan, must be detailed in APPENDIX S and M and include but not limited to the following:			
	• Vehicle and Ramp Handling Equipment Procurement Plan;	7		
	• Staff Resourcing Plan (including operational structure and key personnel - organogram to be attached);	7		
	• Staff Training Plan;	7		
	• Licencing and Permit Plan.	7		
4	<u>SECURITY PLAN</u>		4	6
4.1	The Bidder provided a comprehensive Security Plan that demonstrated how it intends to mitigate security risk within the scope of providing the Ground Handling Services at the ACSA Airports.			
4.2	The Security Plan, must be detailed in APPENDIX S and include the following:			
	• Security Policy;	1		
	• Security Strategy;	1		
	• Security Procedures (including procedure to report security incidents to ACSA);	1		
	• Risk Assessment identifying security risks and controls to mitigate security risks;	2		

	<ul style="list-style-type: none"> • Process to measure effectiveness of controls to mitigate security risks. 	1		
5	<u>SAFETY MANAGEMENT PLAN</u>		4	6
5.1	The Bidder provided a comprehensive Safety Management Plan that demonstrated how it intends to mitigate safety risk within the scope of providing the Ground Handling Services at the ACSA Airports.			
5.2	The Safety Management Plan must address risk management and outline control measures that will be implemented to manage the risk and hazards associated with its operations.			
5.3	The Safety Management Plan must meet the requirements of the South African Civil Aviation Authority (Regulation Part 140).			
5.4	The Safety Plan, must be detailed in APPENDIX S and include the following:			
	<ul style="list-style-type: none"> • Safety Policies and Objectives; 	1		
	<ul style="list-style-type: none"> • Safety Assurance; 	2		
	<ul style="list-style-type: none"> • Safety Risk Management including risk identification and mitigation; 	2		
	<ul style="list-style-type: none"> • Safety Promotions Activities. 	1		
6	<u>QUALITY MANAGEMENT PLAN</u>		4	6
6.1	The Bidder provided a comprehensive Quality Management Plan that demonstrated how it intends to manage quality within the scope of providing the Ground Handling Services at the ACSA Airports.			
6.2	The Quality Management Plan, must be detailed in APPENDIX S and include the following:			
	<ul style="list-style-type: none"> • Organisational Structure and Responsibility; 	1		
	<ul style="list-style-type: none"> • Quality Management Policy; 	1		
	<ul style="list-style-type: none"> • Quality Management Procedures (including document control, records keeping, corrective and preventative action); 	3		
	<ul style="list-style-type: none"> • Internal Audits (Including Management Review). 	1		
7	<u>ENVIRONMENTAL MANAGEMENT PLAN</u>		4	6
7.1	The Bidder provided a comprehensive Environmental Management Plan that demonstrated how the Bidder intends on managing environmental impacts and aspects within the scope of providing the Services at the ACSA Airports.			
7.2	The Environmental Management Plan, must be detailed in APPENDIX S and include the following:			

	• Environmental Management Policy;	1		
	• Environmental Management Strategy;	1		
	• Environmental Procedures;	1		
	• Risk Assessment identifying environmental risks and controls to mitigate environmental risks;	1		
	• Carbon Emissions Reduction Measures;	1		
	• Process to measure effectiveness of controls to mitigate environmental risks.	1		
8	<u>VEHICLES AND RAMP HANDLING EQUIPMENT MAINTENANCE PLAN</u>		5	8
8.1	The Bidder provided a comprehensive Maintenance Plan for ground support vehicles and ramp handling equipment to be used in its operations in rendering the Ground Handling Services.			
8.2	The Maintenance Plan (to include preventative and corrective maintenance), must be detailed in APPENDIX S and must as a minimum, include the following:			
	• Maintenance Policy;	1		
	• Maintenance Strategy;	2		
	• Maintenance Procedures (such as serviceability checks, inspections, accident reporting, etc);	3		
	• Replacement Cycles;	2		
			72	100



6.6 Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **90/10**. Price will amount to 90 points, whilst preference will be 10 points. The award of the two (2) Licences will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exist, justifying an award to another bidder or ACSA splits the award or cancels the tender, *etcetera*.

The Bidder to provide the following:

- Full Ramp Handling Service includes all ground service equipment and related services, such as but not limited to aircraft cleaning, passenger marshalling, toilet and water services, mobile steps and chute operation, push back operation, headset, baggage and cargo handling. All ground handling services associated with the turnaround of aircraft as it relates to passenger, baggage, aircraft and cargo turnaround facilitation as contemplated in the 41st edition of the IATA Airport Handling Manual – AHM810
- Ad hoc equipment and service requests are excluded.
- Wide Body Aircraft is defined as an aircraft that has a twin aisle.
- Narrow Body Aircraft is defined as an aircraft that has a single aisle.
- Prices must be quoted in South African Rand.
- To ensure like-for-like tender comparison bidders must submit pricing strictly in accordance with this pricing schedule. Deviation from this pricing schedule could result in a bid being declared nonresponsive.
- Pricing must be based on meeting the Company's service levels, as requested in the Schedule 1 of Level of the Service Level Agreement.
- Pricing shall include the complete management, supervision and control of all staff and services.
- The pricing provided will be used for comparison purposes and awarding of a license as directed by the PPPFA regulations and Act.
- The two successful bidders will be issued a Ground Handling license but would still need to enter into contracts with the various airlines operating at the ACSA airports. The final negotiations on all terms and conditions will be agreed to by the airlines and the Ground Handlers at contract stage.
- All rates to be indicated in the Ramp Handling Pricing Schedule in **Appendix Z**

SECTION 7: RETURNABLE DOCUMENTS

7.1 Mandatory Returnable documents

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

7.2 Returnable Documents and information

APPENDIX	MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Appendix A	Declaration form	
Appendix B	Declaration of forbidden practices form	
Appendix C	Acceptance of RFP terms and conditions	
Appendix D	Certificate of Authority to Sign Tender	
Appendix E	Certificate of Authority of Joint Ventures (where applicable)	
Appendix F	Company profile, executive summary, and organogram	
Appendix G	Joint Venture (JV) Agreement (If applicable)	
Appendix H	Valid Original Tax Clearance Certificate	
Appendix I	B-BBEE Declaration Form	
Appendix J	Original B-BBEE Verification Certificate	
Appendix K	Latest audited financial statements/management accounts	
Appendix L	Bank / Financial Letter of Support	
Appendix M	Structure of resources for the Opportunity	
Appendix N	CV 's of key personnel	
Appendix O	Schedule of Bidder Experience	
Appendix P	Certificate of Incorporation	
Appendix Q	Names and Identity Numbers of Directors (ID Copies)	
Appendix R	Pro Forma Concession Agreement	
Appendix S	Functionality Criteria Submissions	
Appendix T	Bidders must provide proof of registration with National Treasury's Central Supplier Database (CSD)	
Appendix U	SBD 4 Declaration of interest	
Appendix V	SBD 6.1 Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2017	
Appendix W	SBD 8 Declaration of Bidders Past Supply Chain Management Practices	
Appendix X	SBD 9 Certificate of Independent Bid Determination	
Appendix Y	Transformation Plan	
Appendix Z	Ramp Handling Pricing Schedule	



7.3 Validity of submitted information.

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



APPENDIX A: DECLARATION FORM

Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids. Furthermore, ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy or fairness.

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

Full Names of Directors / Trustees / Members / Shareholders of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number



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

Declaration:

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

Signature

Date

Position

Name of bidder



APPENDIX B: DECLARATION OF FORBIDDEN PRACTICES

I/We hereby declare that we have not/been found guilty of any illegal activities relating to corruption, fraud, B-BBEE fronting, anti-competitive practices and/or blacklisted by an organ of State-Owned Company, etc. and/or any other forbidden practices.

I/We declare the following:

	Description	Penalty	Organ of State / State Owned Company
a)			
b)			

Furthermore, I/We declare that to the best of my/our knowledge there is /are no further practices to be declared or which are in the process of being finalised. The following are alleged practices which have not yet been finalised.

	Description	Organ of State / State Owned Company
a)		
b)		

This declaration was signed on _____ of _____ 202_____

Name: _____

Designation: _____

Signature: _____



APPENDIX C: TERMS AND CONDITIONS OF RFP

Conditions of the request for proposal

This RFP is open only to bidders who are registered and duly authorised to provide the Services in South Africa.

Any bids received after the tender closing date and time of **18 February 2021 at 12:00pm** shall not be considered by ACSA and therefore be disqualified. These bids shall be retained unopened and destroyed after the award of the contract to the successful bidder unless a written request for the return thereof is received from the relevant bidder within thirty (30) days of the award.

Except where specifically provided for in this RFP, a bidder may make no changes to its bid after the closing time and date.

ACSA reserves the right to award the contract on the basis of bid submitted by a bidder subject to ACSA's terms and conditions and by submission of its bid the bidder agrees to be legally bound thereby if its bid is accepted by ACSA.

ACSA or its duly appointed representatives shall be the sole adjudicators of the acceptability and or feasibility of the bids. The decision shall be final and except as required by law or otherwise, no reason for the acceptance or rejection of any bid will be furnished.

If the bid has been awarded on the strength of information furnished by a Bidder, which information is proved to have been incorrect, in addition to any other legal remedy it may have, ACSA may at any time during the life of the contract:

- a) Recover from the relevant bidder all costs, losses or damages incurred by it as a result of the award; and/or
- b) Cancel the award of the bid and/or contract and claim any damages, which it may have suffered or will suffer as a result of having to make less favourable arrangements.

The Bidder shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by ACSA as a result of cancellation. ACSA shall furthermore have the right to recover such losses, damages or additional costs by way of set off against monies due or which may become due to the Bidder in terms of the said contract.

If ACSA and the successful Bidder fail to enter into or execute the Licence within thirty (30) days of the award (or such later date as may be determined by ACSA) as a result of the bidder's failure to comply with any representation made in the bidder's bid, then the award shall be deemed null and void. ACSA's aforesaid rights are without prejudice and in addition to any other rights that ACSA may have in order to claim damages. For the avoidance of doubt, in the event the bid of a successful bidder is accepted by ACSA, no lawful and binding relationship between the parties shall come into being until the Licence has been negotiated and executed between ACSA and the successful bidder.

ACSA reserves the right to amend the terms and conditions of this RFP at any time prior to finalisation of the Licence between the parties and shall not be liable to any bidder or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. All bids are submitted at the entire risk of the bidder.



All representations, agreements or arrangements arising from bids submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA.

ACSA reserves the right to postpone the closing date for submission of bids or to withdraw the RFP at any time.

Appendix R must be executed in the name of the business actually proposing to perform the Services if awarded the contract. Appendix D or E must be signed by an authorised representative of the bidder.

In the case of a joint venture or partnership, evidence of such a joint venture or partnership must be included in the bid in the form of a Joint Venture Agreement or Memorandum of Understanding. Each member of the joint venture may complete and sign Appendix E. Alternatively, all the members of the joint venture may in writing nominate one member of the joint venture to complete and sign Appendix E on behalf of the joint venture. This written authority must be signed by duly authorised members of the joint venture and be submitted with the proposal.

Binding Arbitration Provision

It is a condition of participation in this RFP process between the bidder and ACSA that should any dispute or difference arise between the parties, this shall be resolved by a single Arbitrator -

- Concerning the purport or effect of the RFP documents or of anything required to be done or performed there under;
- Concerning any aspect of the RFP process to anything done or decided there under or
- Concerning the validity of the award of the RFP to any bidder or the failure to award same to any Bidder, then such dispute or difference shall be finally resolved by arbitration.

Such arbitration shall be by a single arbitrator who shall be –

- Selected by agreement between the parties, or failing such agreement nominated on the application of any party by the Arbitration Foundation of Southern Africa (AFSA); and
- The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice relating to all matters in dispute submitted to him/her and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition or notice had been issued.

Upon every or any such reference, the costs of an incidental to the reference and award shall be in the discretion of the arbitrator, who may determine the amount of the costs, or direct them to be taxed as between attorney and client or as between party and party and shall direct by whom and to whom and in what manner they shall be borne and paid.

The award of the arbitrator shall be final and binding on the parties and any party shall be entitled to apply to the Courts to have such award made an order of court.

Save as set out in this clause, the arbitration shall be conducted in accordance with the rules of the Arbitration Foundation of Southern Africa.

The arbitration shall be held in Johannesburg in the English language.

However, nothing in this clause shall preclude any party to the arbitration from seeking interlocutory relief in any court having jurisdiction pending the institution of a review or other appropriate proceedings for legal redress.



Such arbitration shall be commenced and concluded within 30 days of the dispute having noted.

RFP Acceptance

ACSA reserves the right to reject: -

- a. Incomplete bids;
- b. Late bids;
- c. Conditional bids; and

ACSA reserves the right to withdraw the RFP at any time without giving rise to any obligation to be responsible for any loss or financial damage which may be incurred or suffered by any bidder.

This RFP implies neither obligation to accept the lowest or any bid nor any responsibility for expenses or loss, which may be incurred by any bidder in preparation of his bid.

Bidders may include with their bids any descriptive matter, which, if referred to in the RFP, will form part of the RFP. In case of any discrepancy, however, the issued RFP and supporting documents and information completed therein by the bidder will be considered as the valid and binding bid.

ACSA reserves the right to award portions of the contract to different Bidders and is not obligated to accept the whole or only one bid for purposes of the award of the contract or contracts.

ACSA reserves the right to not award more than one contract to a Bidder.

Notwithstanding any other provision to the contrary in this document, no ACSA employee or any person related to or associated (including spouse, child, cousin, friend) with an ACSA employee may (individually or through a corporate vehicle which includes a company, close corporate, trust, partnership etc.) submit a bid for consideration by the Evaluation Committee unless interest is declared and approved as per Delegated Level of Authority.

ACSA TERMS AND CONDITIONS OF RFP AND BIDDERS' PARTICULARS

TO: Airports Company South Africa Limited.

Bid No: COR6673/2021/RFP.

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	



Fax Number:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Proposal Certification

We hereby submit a Proposal in respect of the Ground Handling License for a period of 5 years in accordance with Airports Company South Africa's requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand, and agree to be bound by the content of all the documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Tender Board's decision is final and binding.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this project only; it has no impact, influence or effect on any other project for which a Proposal may be submitted.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Tenderer for a period which lapses after eighty-four (84) working days calculated from the closing date for Proposal submission.

Thus, done and signed at		on this the		day of		2021
--------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	

**APPENDIX D: Certificate of Authority to Sign Tender**

Insert certified copy of an extract from the minutes of a meeting of the Board of Directors or Members authorizing the person who signs the Submission to sign it on behalf of the Company, Corporation or Firm.

Signed

Date

Name

Position

Tenderer



APPENDIX E 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 AUTHORIZED SIGNATORY
Lead partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

Signed

Date

Name

Position

Tenderer



APPENDIX F: Company Profile, Executive Summary and Organogram

Bidder to provide brief summary of their organisation and include their organisation's Organogram relevant to this opportunity with names, (starting with the Managing Directors/CEO)

Signed		Date	
Name	_____	Position	_____
Tender	_____		_____



APPENDIX G: Joint Venture (JV) Agreement (if applicable)

Bidder to attach duly signed agreement/Memorandum of understanding between the parties.

Signed Date

Name Position

Tender



APPENDIX H: Valid Tax Pin

(Bidder to attach valid Tax Pin for verification of Tax Status)

Signed Date

Name Position

Tender



APPENDIX I: B-BBEE Declaration Form

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

(B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 5.2.1)

B-BBEE Status Level of Contribution: _____ = _____ (maximum of 10 or 20 points) (Points claimed in respect of paragraph must be in accordance with the table reflected in paragraph **Error! Reference source not found.** and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

Declaration with Regard to the Bidder

**Name of bidding
entity
VAT Registration**

**Company
registration number:
Type of company /
firm:**

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

[TICK APPLICABLE BOX]

Describe principal business activities

Company Classification

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transportation, *etcetera*.

[TICK APPLICABLE BOX]



Total numbers of years the company / firm has been in business:

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 contribution indicated in this bid of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- The information furnished is true and correct.
- The preference points claimed are in accordance with the General Conditions as indicated in this Section.
- In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
 - Disqualify the person from the bidding process;
 - Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 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;
 - Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - Forward the matter for criminal prosecution.



Witnesses:

1. _____

2. _____

<p>_____ Signature(s) of bidder(s)</p> <p>Date: _____</p>

Address: _____



APPENDIX J: B-BBEE Verification Certificate

The bid must include a B-BBEE verification certificate issued by a SANAS accredited ratings agency, or an IRBA Registered Accounting Practice.

A detailed report of the B-BBEE verification certificate must be included as part of the bid submission. This report must clearly indicate an analysis of the shareholding.

Signed Date

Name Position

Tender



APPENDIX K: Latest Audited Financial Statements/ Management Accounts

(Complete form below and attach latest 3 years' company/company's financial statements)

1. Company details:

Registered

Address:

Contact Person:

Telephone:

Fax:

2. Shareholders

Names/Percentages of holdings:

3. Bankers

Bank:

Branch:

Account Number:

4. Turnover and Profit after tax

Approximate turnover, and Profit after tax for each of the past three years (most current years to be provided)

Year 1:

Year 2:

Year 3:



Signed Date

Name Position

Tender



APPENDIX L: Bank / Financial Letter of Support

Submission of a financial letter of support indicating that the bidder has sufficient facilities to cover the value of the bid over its lifespan.

Signed Date

Name Position

Tender



APPENDIX M: Bidder Structure of Resources for the Opportunity

(Bidder to attach structure of resources for the opportunity)

Signed Date

Name Position

Tender



APPENDIX N: CV of Key Personnel

ATTACH CVs of Key Personnel as per the Evaluation Criteria under Section 6.5

Signed	Date
Name	Position
Tender		



Appendix O. SCHEDULE OF BIDDER EXPERIENCE

The Bidder demonstrated that the Company has adequate experience with full servicing of wide and narrow body aircrafts.

The Company's experience must be detailed in the **form of reference letters**, as well as provide detailed description of services rendered at the prescribed sized airports, equipment deployed, staff numbers at these airports, number of airlines contracted with (with a maximum of 5 contactable reference letters from the various airlines)

Bidders should provide any other information which will support the Bidders' experience as it pertains to this submission.

Signed Date

Name Position

Tender



Appendix P: Certificate of Incorporation

Signed Date

Name Position

Tender



Appendix Q: Names and Identity Numbers of Directors (ID Copies)

ATTACH CIPC DOCUMENTS HERE WITH ID COPIES

**Appendix R: Pro Forma Ground handling Licence and Service Level Agreement**

The pro forma Ground handling Licence and Service Level Agreement contains key commercial terms on which the successful Bid will be awarded. Bidders are required to review the pro forma Ground handling Licence and Service Level Agreement attached with this tender document carefully and to be fully acquainted with its terms.

Signed Date

Name Position

Tender



Appendix S: Functionality Criteria submissions

Bidder to provide details and attachments to support Functionality evaluation criteria under 6.5 above.

Signed _____ Date _____

Name _____ Position _____

Tender _____

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Appendix T: Bidders must provide proof of registration with National Treasury's Central Supplier Database (CSD)

Attach here.

Signed Date

Name Position

Tender



Appendix U

SBD 4 DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, 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 Tender 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, shareholder²):

.....

- 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

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¹“State” means –

- ²²“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.

.....

Confidential



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 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.

YES / NO

.....

2.10 Are you, or any person connected with the bidder, 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?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

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

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Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal 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



Appendix V

SBD 6.1 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 be below R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

Price; and

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.

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(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 Tender 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 Tender, and includes all applicable taxes;

$$P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Confidential



Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest 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		NO	
-----	--	----	--

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

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- 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 √	QSE √
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		
OR		
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

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- ☐ 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.

.....
 SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

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Appendix W

SBD 8 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;
 - c. or 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	<p>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?</p> <p>(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).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>



4.2.1	If so, furnish particulars:		
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 <input type="checkbox"/>	No <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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

SBD 8

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

Tender no. ORT6639/2021/RFP



Appendix X

SBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Section 16A9.2(a) of Treasury Regulation March 2005, 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the Tender for the bid made by:

(Name of Institution)

Tender no. ORT6639/2021/RFP



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 Tender;
 - (b) could potentially submit a bid in response to this bid Tender, based on their qualifications, abilities or experience; and
 - (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 consortium³ 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 Tender 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.

³ 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.

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



Appendix Y – Transformation Plan

Attach detailed Transformation plan to maintain and improve B-BBEE Level

Signed Date

Name Position

Tender

Appendix Z – RAMP HANDLING PRICING SCHEDULE

ITEM No.	DESCRIPTION OF ITEM	RATE (ZAR)
1	O.R. Tambo International Airport (FAOR)	
1.1	Wide Body Aircraft (Code E/F Aircraft)	
1.1.1	Full Ramp Handling Service (0 – 500 turnarounds per year)	
1.1.2	Full Ramp Handling Service (501 – 1,500 turnarounds per year)	
1.1.3	Full Ramp Handling Service (1,501 – 3,000 turnarounds per year)	
1.1.4	Full Ramp Handling Service (3,001 and more turnarounds per year)	
1.2	Narrow Body Aircraft (Code C Aircraft)	
1.2.1	Full Ramp Handling Service (0 – 500 turnarounds per year)	
1.2.2	Full Ramp Handling Service (501 – 1,500 turnarounds per year)	
1.2.3	Full Ramp Handling Service (1,501 – 3,000 turnarounds per year)	
1.2.4	Full Ramp Handling Service (3,001 and more turnarounds per year)	
2	Cape Town International Airport (FACT)	
2.1	Wide Body Aircraft (Code E Aircraft)	
2.1.1	Full Ramp Handling Service (0 – 500 turnarounds per year)	
2.1.2	Full Ramp Handling Service (501 – 1,500 turnarounds per year)	
2.1.3	Full Ramp Handling Service (1,501 – 3,000 turnarounds per year)	
2.1.4	Full Ramp Handling Service (3,001 and more turnarounds per year)	
2.2	Narrow Body Aircraft (Code C Aircraft)	
2.2.1	Full Ramp Handling Service (0 – 500 turnarounds per year)	
2.2.2	Full Ramp Handling Service (501 – 1,500 turnarounds per year)	
2.2.3	Full Ramp Handling Service (1,501 – 3,000 turnarounds per year)	
2.2.4	Full Ramp Handling Service (3,001 and more turnarounds per year)	
3	King Shaka International Airport (FALE)	
3.1	Wide Body Aircraft (Code E Aircraft)	
3.1.1	Full Ramp Handling Service (0 – 500 turnarounds per year)	
3.1.2	Full Ramp Handling Service (501 – 1,500 turnarounds per year)	
3.1.3	Full Ramp Handling Service (1,501 and more turnarounds per year)	
3.2	Narrow Body Aircraft (Code C Aircraft)	
3.2.1	Full Ramp Handling Service (0 – 500 turnarounds per year)	
3.2.2	Full Ramp Handling Service (501 – 1,500 turnarounds per year)	
3.2.3	Full Ramp Handling Service (1,501 and more turnarounds per year)	

Notes:

1. Full Ramp Handling Service includes all ground service equipment and related services, such as but not limited to aircraft cleaning, passenger marshalling, toilet and water services, mobile steps and chute operation, push back operation, headset, baggage and cargo handling. All ground handling services associated with the turnaround of aircraft as it relates to passenger, baggage, aircraft and cargo turnaround facilitation as contemplated in the **41st edition of the IATA Airport Handling Manual – AHM810**



2. Ad hoc equipment and service requests are excluded.
3. Wide Body Aircraft is defined as an aircraft that has a twin aisle.
4. Narrow Body Aircraft is defined as an aircraft that has a single aisle.
5. Prices must be quoted in South African Rand.
6. To ensure like-for-like tender comparison bidders must submit pricing strictly in accordance with this pricing schedule. Deviation from this pricing schedule could result in a bid being declared nonresponsive.
7. Pricing must be based on meeting the Company's service levels, as requested in the Schedule 1 of Level of the Service Level Agreement.
8. Pricing shall include the complete management, supervision and control of all staff and services.
9. The pricing provided will be used for comparison purposes and awarding of a license as directed by the PPPFA regulations and Act.
10. The two successful bidders will be issued a Ground Handling license but would still need to enter into contracts with the various airlines operating at the ACSA airports. The final negotiations on all terms and conditions will be agreed to by the airlines and the Ground Handlers at contract stage.

Signed Date

Name Position

Tender