



TENDER DOCUMENT

FOR

**MODIFICATION OF TROLLEY LIFT NO. 20 AT
KING SHAKA INTERNATIONAL AIRPORT**

Tender Reference Number: KSIA7041/2022/RFP

March 2023

Issued by

Airports Company South Africa
King Shaka International Airport

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.	CELL NUMBER	
.4.	EMAIL	
5.	NAME OF CONTACT	
6.	NATIONAL TREASURY CSD REGISTRATION NUMBER	MAAA

TENDER/BID REFERENCE NUMBER : KSIA7041//2022/RFP

ISSUE DATE : 3 March 2023

COMPULSORY BRIEFING SESSION : 16 March 2023 at 10h00
via Microsoft TEAMS

COMPULSORY SITE VISIT : 17 March 2023 at 10h00
Requirements: Reflective Jacket,
Original ID/Passport – for airside
access.

QUERY CLOSURE DATE : 24 March 2023

**BID SUBMISSION CLOSING DATE
AND TIME** : 5 April 2023 at 12h00 (mid-day)

SUBMISSIONS DELIVERY : King Shaka International Airport (La Mercy in KZN)
: ACSA Reception
: Ground Floor - Multi Storey Office Block
: Located in the Pick-Up Zone area

THIS BID IS OPEN TO ENTITIES BASED IN SOUTH AFRICA ONLY

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Following appendices are included for information purposes. Successful bidder will be required to complete them.

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T1.1 Tender Notice and Invitation to Tender

Airports Company South Africa SOC Limited **invites tenders for** the **Modification of Trolley Lift No.20 at King Shaka International Airport.**

Mandatory Criteria:

- a) It is estimated that bidders must have a CIDB contractor grading designation of **3SI or higher.**
- b) Attendance to **Compulsory Briefing Session**
- c) Attendance to **Compulsory Site Visit**
- d) **Completed SBD4 Bidders Disclosure Form.**
- e) **Completed Form of Offer and Acceptance (Part C1 - C1.1)**

1.1.1 TENDER DOCUMENT AVAILABILITY

Tender document is available from **3 March 2023** for free download from National Treasury's e-Tender Publication Portal (<http://www.etenders.gov.za>) and ACSA Tender Bulletin website <http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders>

Please print, complete and provide the necessary information/documentation.

1.1.2 COMPULSORY BRIEFING SESSION AND SITE VISIT

1.1.2.1 COMPULSORY BRIEFING SESSION Via Microsoft TEAMS

A Compulsory Briefing Session will be conducted virtually via Microsoft TEAMS on **16 March 2023 at 10h00.**

Microsoft Teams meeting Link:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 355 538 770 963

Passcode: brfB2x

[Download Teams](#) | [Join on the web](#)

Or call in (audio only) - 021 834 0841

Phone Conference ID: 127 395 540#

1.1.2.2 COMPULSORY SITE VISIT

A Compulsory Site Visit will take place on **17 March 2023 at 10h00** at King Shaka International Airport (ACSA – Reception, Ground Floor, MSO Building).

Bidders must:-

- Park in Shaded Parking (ENTRY - OPPOSITE the pick-up zone) to allow for parking tickets to be signed allowing for free parking for the site meeting.
Should Bidders park anywhere else, Parking cost will be for their account.
- Congregate at ACSA – Reception, Ground Floor MSO Building, King Shaka International Airport.

Bidders will be escorted to the relevant site.

1.1.3 QUERIES, CLARIFICATION AND COMMUNICATION

Queries relating to the issue of these documents may be addressed to E-mail address:

tenders.scm1@airports.co.za

Closing date for Enquiries is 24 March 2023

1.1.4 TENDER CLOSING DATE AND TIME :

Tenders must be submitted **on or before 12h00 (mid-day) on 5 April 2023.**

Submit bids during admin working hours (8-4pm) Monday to Friday as there may not be anyone available to receive bids outside working hours.

1.1.5 SUBMISSION OF BID DOCUMENTS

The bidder must submit bids in Printed and Electronic formats.

Printed format (1 Original and 1 Copy) and Electronic format using a USB Flash Drive.

Bids must be sealed in clearly marked envelopes/package indicating which is "Original" and which is "Copy" and marked with Tenderer's name and contact details, Tender Reference Number and Tender Description and delivered to the following address:

- King Shaka International Airport (La Mercy in KZN)
- ACSA Reception
- Ground Floor – Multi Storey Office Block
- Located in the Pick-Up Zone area

Deposit Register must be completed upon bid submission.

1.1.6 LATE BIDS

Bids which are submitted after the closing date and time **will not** be accepted. Bidders must ensure that bid envelopes have the bidder's return address on the outside which ACSA may use to return late bids.

Airports Company South Africa SOC Limited will not be liable for any late bids.

1.1.7 BID RESPONSES

Bid responses must be strictly prepared and returned in accordance with this bid document.

Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document.

Request for changes to the submitted proposals will not be allowed after the closing date of the bid.

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.

Bidders who submit bids that involve joint venture (JV) partnerships or sub-contractors / sub-consultants must ensure their submission aligns to the necessary SA tendering legislation (e.g CIDB for CIDB related tenders).

Telephonic, telegraphic, telex, facsimile, e-mailed tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued.

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).

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
C.1	GENERAL
C.1.1	The Employer is AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
C.1.2	<p>The Tender Documents issued by the Employer comprise:</p> <p>Part T1: Tendering Procedures</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>Part T2: Returnable Documents</p> <p>T2 List of returnable documents</p> <p>T2 Returnable schedule</p> <p>Part C1: Agreements and Contract Data</p> <p>C1.1 Form of offer and acceptance</p> <p>C1.2 Contract data</p> <p>C1.3 Forms of Securities</p> <p>C1.4 Occupational Health and Safety Agreement</p> <p>C1.5 Insurance Schedule</p> <p>Part C2: Pricing Schedule</p> <p>C2.1 Pricing instructions</p> <p>C2.2 Price Lists</p> <p>Part C3: Service Information</p> <p>Part C4: Site information</p> <p>APPENDICES ATTACHED SEPARATELY.</p> <p>Appendix A: Hoarding Specs</p> <p>Appendix B: Lift Parts List & Drawing</p> <p><i>Following appendices are included for information purposes. Successful bidder will be required to complete them.</i></p> <p><i>Appendix C-F: Safety, Environmental etc</i></p>
C.1.4	<p>The Employer's Agent is: Maliga Gounden</p> <p>Email address: tenders.scm1@airports.co.za</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>C1.5 Cancellation and Re-Invitation of Tenders</p> <p>C1.5.1 An employer may, prior to the award of the tender, cancel a tender if-</p> <ul style="list-style-type: none"> 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. <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>
C.2	TENDERER'S OBLIGATIONS
C.2.1	<p>Eligibility</p> <p>Refer Mandatory Criteria as listed in C3.11</p>
C.2.2	<p>Cost of tendering</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>
C.2.3	<p>Check documents</p> <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
C.2.4	<p>Confidentiality and copyright of documents</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>Acknowledge addenda</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>Clarification meeting</p> <p>A Compulsory Briefing session will held via MS Teams on 16 March 2023 (10am) AND</p> <p>A Compulsory Site Meeting will be held on 17 March 2023 (10am) at King Shaka International Airport <u>and</u></p> <p>Refer details as stated in the Tender Notice and Invitation to Tender (T1.1).</p>
C.2.8	<p>Seek clarification</p> <p>Request clarification of the tender documents, if necessary, by notifying the employer by the Query Closure date of 24 March 2023.</p>
C.2.9	<p>Insurance</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 rate and prices shall remain FIXED, final and binding for the full duration of this contract.</p> <p>Bidders to also take note of the Pricing Instructions under Contracts information.</p>
C.2.11	<p>Alterations to documents</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.</p>
C.2.13	<p>Submitting a tender offer</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 one (1) copy AND in electronic format (USB Flash Drive) 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 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>Information and data to be completed in all respects</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>Closing time</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>Submit tender to: King Shaka International Airport (La Mercy / Durban in KZN) ACSA Reception Ground Floor - Multi Storey Office Block (Located in Pick-Up Zone area)</p> <p>Identification details: Bid Ref. No: KSIA7041/2022/RFP Title: Modification of Lift No.20 at King Shaka International Airport</p> <p>Closing Date & Time: 5 April 2023 at 12H00 (mid-day)</p>
C.2.16	<p>Tender offer validity</p> <p>C.2.16.1 Hold the tender offer(s) valid for eighty-four (84) working days for acceptance by the employer at any time during the validity period stated 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>Clarification of tender offer after submission</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>Submit securities, bonds and policies</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>
C.3	EMPLOYER'S UNDERTAKINGS
C.3.1	<p>Respond to requests from the tenderer</p> <p>The Employer will respond to requests for clarification by 28 March 2023.</p>
C.3.2	<p>Issue Addenda</p> <p>Addenda will be issued until three (3) working days before the tender closing time.</p>
C.3.3	<p>Return late tender offers</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>Opening of tender submissions</p> <p>There will be a public opening of the bids after closing date and time at King Shaka International Airport – , MSO Building - Ground Floor.</p>
C.3.7	<p>Grounds for rejection and disqualification</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>Test for Responsiveness</p> <p>Bidder must comply with the following or will be disqualified.</p> <ul style="list-style-type: none"> • Bidding/Tendering Entities must be based in South Africa. • Each entity/organisation must submit only one (1) tender • Pricing Schedules / BOQs must be completed and submitted in the manner prescribed in this bid. <p>The detailed Evaluation Process will follow here-after to further determine if the qualifying bidders/tenderers is fully responsive.</p>
C.3.9	Arithmetical errors, omissions and discrepancies.

	<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> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> (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. <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:</p> <ul style="list-style-type: none"> 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	<p>Clarification of a tender offer</p> <p>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>EVALUATION OF TENDER OFFERS</p> <p>Detailed Evaluation of bids will commence after bidders satisfy the Test for Responsiveness (per clause C.3.8)</p> <p>STAGE 1 EVALUATION: MANDATORY CRITERIA</p> <ul style="list-style-type: none"> a) It is estimated that bidders must have a CIDB contractor grading designation of 3SI or higher. b) Attendance to Compulsory Briefing Session c) Attendance to Compulsory Site Visit d) Completed SBD4 Bidders Disclosure Form. e) Completed Form of Offer and Acceptance (Part C1 - C1.1) <p>STAGE 2 EVALUATION: FUNCTIONALITY CRITERIA</p> <p>Functionality is the terminology used to define the technical ability of the Tenderer, based on experience to deliver the required product in accordance with the specialised quality, reliability and functionality.</p> <p>Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. Bidders who fail to achieve the Minimum Threshold Points Per Criteria and a Minimum Total of 66/100 points on the functional / technical stage will be disqualified and not be considered for further evaluation.</p>

OVERVIEW OF FUNCTIONALITY CRITERIA

Description of quality criteria	WEIGH-TING	Sub criteria	MAXIMUM / TOTAL POINTS	MINIMUM THRESHOLD POINTS
		Quality Score		
Bidder's/Company/ Entity Experience	12	3 x Trade Reference Letters (4 points per letter)	12	8
Key Personnel: Qualification	32	Site Supervisor x 1	8	5
		Engineer x 1	8	5
		Technician/Lift Mechanic x 1	8	5
		Technical Assistant x 2 (4 points each)	8	6
Key Personnel: Experience	32	Site Supervisor x 1	8	5
		Engineer x 1	8	5
		Technician/Lift Mechanic x 1	8	5
		Technical Assistant x 2 (4 points each)	8	6
Methodology	24	Procurement Plan of Parts	4	2
		Decommissioning Plan	8	6
		Installation Plan	8	6
		Testing & Commissioning	4	2
TOTAL FUNCTIONALITY POINTS			100	66
Bidders must score the minimum threshold points per criteria AND a minimum total 66 of out of 100 points for Functionality to be considered for further evaluation.				

FUNCTIONALITY EVALUATION CRITERIA BREAKDOWN FOLLOWS

FUNCTIONALITY EVALUATION CRITERIA BREAKDOWN

#	Evaluation Criteria	Sub-Criteria		TOTAL WEIGHTED POINTS	MINIMUM THRESHOLD POINTS
1	COMPANY / ENTITY EXPERIENCE			12	8
	<ul style="list-style-type: none"> The bidder/tenderer must provide proof of relevant Experience (trade reference letters – Elevator/Lift refurbishments, remodelling or modernisations). A maximum of 3 reference letters will be evaluated. References must be on bidders client's letterhead and signed. If reference letter does not meet this, letter may not be considered. Client Reference Letter to include Description of works and Quality of Works. Referees may be contacted. Complete schedule/table 				
1.1	Provide trade/client reference Letters.	<p>Each Reference Letter will be evaluated as follows:</p> <ul style="list-style-type: none"> Description of works (2 points) Quality (2 points) <p>(4 points per letter)</p> <p>a) Letter 1 b) Letter 2 c) Letter 3</p> <p>Reference letters that are not relevant to scope of works of this bid or has negative reference will score zero (0).</p>			

#	Evaluation Criteria	Sub-Criteria	Points	TOTAL WEIGHTED POINTS	MINIMUM THRESHOLD POINTS
2	KEY PERSONNEL: RELEVANT QUALIFICATION AND EXPERIENCE			32	21
2.1	KEY PERSONNEL: RELEVANT <u>QUALIFICATION</u> All copies must be certified <ul style="list-style-type: none"> • Relevant Qualification and Registration is required by each of the following personnel. • Foreign Qualifications must be accompanied by a letter from the South African Qualifications Authority (SAQA). • All qualifications must be SAQA accredited. • Proof of Relevant Qualification must be submitted. • Provide comprehensive CVs and supporting documentation with contactable referees. • Complete Table/s 				
	Role	Qualification	Points		
	SITE SUPERVISOR	<ul style="list-style-type: none"> • Lift Mechanic Trade Test OR Electrical or Mechanical Trade test PLUS • Any Occupational Health and Safety Training Certificate OR Project Management Certificate 	8 (total)		
		<ul style="list-style-type: none"> • Lift Mechanic Trade Test OR Electrical/Mechanical Trade Test 	5 (min)		
		<ul style="list-style-type: none"> • Neither of the above 	0 (zero)		
	ENGINEER x1 Attach proof of qualification and ECSA certificate	<ul style="list-style-type: none"> • Degree or BTech in Electrical/Mechanical Engineering or above PLUS • PR Eng./ Pr Tech Eng in Mechanical or Electrical Engineering 	8 (total)		
		<ul style="list-style-type: none"> • Degree or BTech in Electrical/Mechanical Engineering or above 	5 (min)		
		<ul style="list-style-type: none"> • Neither of the above 	0 (zero)		

#	Evaluation Criteria	Sub-Criteria	Points	TOTAL WEIGHTED POINTS	MINIMUM THRESHOLD POINTS
	Technician/Lift Mechanic x 1	<ul style="list-style-type: none"> Lift Mechanic Trade test and Electrical/Mechanical N4 or above 	8		
		<ul style="list-style-type: none"> Lift Mechanic Trade Test 	5		
		<ul style="list-style-type: none"> Neither of the above 	0		
	TECHNICAL ASSISTANT x 2	<ul style="list-style-type: none"> N3 Mechanical or Electrical or above (4 points/assistant) 	8		
		<ul style="list-style-type: none"> N2 Mechanical or Electrical (3 points/assistant) 	6		
		<ul style="list-style-type: none"> Neither of the above 	0		

#	Evaluation Criteria	Sub-Criteria	Points	TOTAL WEIGHTED POINTS	MINIMUM THRESHOLD POINTS
	<ul style="list-style-type: none"> Relevant Experience is required by each of the following personnel. Proof of relevant experience (Name of company, project, position, responsibilities and the start and end date) should be included in the resources/personnel's CV Provide comprehensive CVs and supporting documentation with contactable referees. CVs should include details of the relevant required qualification, experience, technical skills and capacity of the following key personnel in relation to the scope of works in this bid document. CVs must be detailed to reflect the requirements of this bid. Ensure that the correct supporting CVs are included together with corresponding information. Complete Table/s 				
	Role	Experience	Points		
	Site Supervisor x 1	<ul style="list-style-type: none"> Greater than 3 years experience post qualification in Maintenance or Installation of Lifts PLUS a minimum of 2 years supervisory or project management experience 	8 (total)		
		<ul style="list-style-type: none"> Min 3 years experience post qualification in Maintenance or Installation of Lifts PLUS a minimum of 1 year supervisory or project management experience 	5 (min)		
		None of the above	0 (zero)		
	Engineer x 1 – Design Experience	Greater than three (3) years <u>post qualification</u> design experience in modifications or upgrades or modernization of elevators/lifts.	8(total)		
		Min Three (3) years <u>post qualification</u> design experience in modifications or upgrades or modernization of elevators/lifts.	5 (min)		
		None of the above	0 (zero)		

	Technician/Lift Mechanic x 1	Three (3) or more projects post qualification in refurbishment, remodelling, or modernization of elevators/ lifts OR replacement and Installation of lifts.	8		
		Two (2) projects - Post qualification in refurbishment, remodelling, or modernization of elevators/ lifts. OR replacement and Installation of lifts.	5		
		Less than 2 projects	0		
	TECHNICAL ASSISTANT x 2 (8-points per Assistaant)	More than 2 years' experience in maintenance of Electrical or Mechanical or in the lift industry (4 points/assistant)	8		
		1 - 2 years' experience in maintenance of Electrical or Mechanical Equipment or in the lift industry (3 points/assistant)	6		
		Less than 1 year experience	0		

#	Evaluation Criteria	Sub-Criteria	Points	TOTAL WEIGHTED POINTS	MINIMUM THRESHOLD POINTS
3	METHODOLOGY			24	16
	Bidder to provide a detailed Methodology and Program:- <ul style="list-style-type: none"> Methodology to include the following: 				
3.1	Procurement Plan of Parts	<ul style="list-style-type: none"> Shipment method (2 points) Estimated Lead Time (considering parts with the longest lead time) (2 points) 		4	2
3.2	Decommissioning Plan	<ul style="list-style-type: none"> Indicate how work will be carried out with minimal disruptions to operations (2) Sequence of activities & Estimated Durations (2) Material Handling (2) Risk & Safety Considerations (2) 		8	6
3.3	Installation Plan	<ul style="list-style-type: none"> Indicate how work will be carried out with minimal disruptions to operations (2) Sequence of activities & Estimated Durations (2) Material Handling (2) Risk & Safety Considerations (2) 		8	6
3.4	Testing & Commissioning	<ul style="list-style-type: none"> Testing plan (2) Commissioning plan (2) 		4	2
TOTAL POINTS				100	66
<i>Bidders must score the minimum threshold points per criteria AND a minimum total of 66 out of 100 points for Functionality to be considered for further evaluation.</i>					

STAGE 3 EVALUATION: OTHER ESSENTIAL DOCUMENTS**(Refer Part 2 – Returnable Documents and Schedules)**

Bidders to provide all Other Essential Documents/information as listed.

Failure to provide may result in disqualification.

Where ACSA elects to request for documents/information in this stage of the evaluation, failure by bidder to provide same in the stipulated time will result in disqualification.

Thereafter, only the qualifying bids will proceed to the next stage of evaluation

STAGE 4 PRICE AND PREFERENCE (80/20)**Adjudication Using Point System:**

Tenderers will be evaluated and adjudicated by the Employer using “The 80/20 preference point system” which awards points on the basis of:

a) The Tendered price (as per form of offer) – 80%.

A maximum of 80 points is allocated for price based on the following formulae:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

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

b) Preference: Specific Goals – 20%

As per Preferential Procurement Regulations 2022, Organs of state must determine their own Preferential Procurement Policies and implement it for procurement.

The following points will be allocated for Specific Goals.

Bidders must provide proof in order to claim these Specific Goal points.

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

	<p>Bidder must complete and sign PPPFA CLAIM FORM (SBD 6.1) and attach supporting B-BBEE information.</p> <p>The Employer will award the Contract to a Tenderer who is qualified to undertake the Works and whose Tender technically and contractually complies with the specification.</p> <p>General Note: In instances where any mandatory submission, in a form of Status or Certificates, expires after tender closing or during the evaluation process such tenderer may be requested to submit valid documentation within two (2) – five (5) working days (or as prescribed elsewhere) from the date of request, failing which, the tenderer will be deemed to be non-responsive.</p>			
C.3.12	<p>Insurance provided by the employer Refer to Contract Data</p> <p>NB: Contractor will be responsible for insurance risk before goods are delivered to site.</p>			
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"> 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. 			

T1.3 Standard Conditions of Tender (Annex C of CIDB SFU)

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 (Chosen option)**

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.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
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.

**AIRPORTS COMPANY SOUTH AFRICA
KING SHAKA INTERNATIONAL AIRPORT**

Part T2: Returnable Documents

T2 LIST OF RETURNABLE DOCUMENTS AND SCHEDULES

NOTE:

- Where an original document is not a strict requirement, a certified copy with an original commissioner's stamp must be supplied.
- Where the bidder joins forces with or subcontract to other entity / ies, the bidder must provide the returnable documents and schedules for the other parties. The table below guides tenderers on the required documents for all the respective parties. Failure to submit documents of the JV Partners and/or subcontractors may result to disqualification.

REF.	DESCRIPTION	REQUIRED DOCUMENTATION / INFORMATION	Inclusion or exclusion in this Bid submission		
			Main Contractor	JV Partner	Sub Contractor
			Yes / No	Yes / No	Yes / No
MANDATORY CRITERA					
T2.1	CIDB Grading	<ul style="list-style-type: none">The Bidder must have a valid CIDB Grading of 3SI or higher. Proof of same must be provided.			
T2.2a	Attendance to Briefing Session on MS Teams	<ul style="list-style-type: none">Bidder to enter the Name of Bidding Company; and Contact Name & e-mail address in chat section during meeting. Online attendance register will be downloaded after meeting.			
T2.2b	Attendance to Compulsory Site Meeting	<ul style="list-style-type: none">Form duly completed and signed at site meeting.Attendance register signed			
T2.3	SBD4 Bidders Disclosure Form.	<ul style="list-style-type: none">Form duly completed and signed			
C1.1	Form of Offer and Acceptance (Part C1 - C1.1)	<ul style="list-style-type: none">Form duly completed and signed			
FUNCTIONALITY CRITERIA – Refer detailed functionality requirements – Tender Data C.3.11					
T2.4	T2.4.1 Company / Entity Experience	<ul style="list-style-type: none">Trade Reference LettersComplete forms/schedules			
	T2.4.2 Key Personnel Qualification	<ul style="list-style-type: none">CVsProof of Qualifications & other supporting informationComplete forms/Schedules			
	T2.4.3 Key Personnel Experience	<ul style="list-style-type: none">CVsProof of Experience & other supporting informationComplete forms/schedules			
	T2.4.4 Methodology	Methodology			
T2.5	Authority for Signatory	<ul style="list-style-type: none">Form duly completed and signed Necessary supporting documents to be attached as required			
T2.6	Acceptance of the terms and conditions of this RFB	<ul style="list-style-type: none">Form duly completed and signed by the authorised signatory as acceptance of the terms and conditions of this Bid in its entirety.			
NB: Bidders who fail to score the Minimum Threshold Points Per Criteria AND Minimum Total Points for Functionality will be Disqualified.					

OTHER ESSENTIAL DOCUMENTS					
T2.7	Schedule of Proposed Sub-Contracts	If applicable, Schedule must be completed			
T2.8	National Treasury Central Supplier Database (CSD) Registration	<ul style="list-style-type: none"> Provide proof of registration Bidder to provide Unique Number & PIN The website for self-registration is www.csd.gov.za. 			
T2.9	Tax Clearance Certificate Requirements NB: No tender will be awarded to any bidder Whose tax matters have not been declared to be in order by the South African Revenue Services.	<ul style="list-style-type: none"> Provide current tax clearance certificate issued by the South Africa Revenue Service (SARS) in respect of: Income Tax, Skills Development Levy, Unemployment Insurance Fund, Value Added Tax (VAT) and Pay As You Earn (PAYE) Bidders are required to give ACSA authority in writing to verify their Tax Compliance Status from SARS. This authorisation must include the bidder's taxpayer's tax reference number and a PIN issued by SARS. 			
T2.10	Valid Proof of Registration of entity AND ID Documents	<ul style="list-style-type: none"> CIPC Registration documents, Partnership Agreement, JV Agreement or Registered Trust Document AND Identity documents of all Shareholders, Directors, Members, Trustees or Partners 			
T2.11	Valid Letter of Good Standing in terms of COIDA Act	<ul style="list-style-type: none"> Copy of a letter of Good Standing issued in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA). 			
T2.12	Shareholders / Members / Partners Information	Provide Share Certificate / s OR Share breakdown			
T2.13	Record of Addenda to Tender Documents	Acknowledgement of receipt of addenda			
T2.14	Declaration of Correctness of Bid	Form duly completed and signed			
T2.15	Enterprise Questionnaire	Form duly completed and signed			
T2.16	a) Bank Letter	Letter of Good Standing from Bidder's Bank preferably with bank rating for tender sum.			
	b) Letter of Solvency	Bidder to provide a Letter of Solvency			
T2.17	Plant and Equipment	Form duly completed and signed			
T2.18	Proposed Amendments and Qualifications	If applicable, Schedule must be completed			
T2.19	Insurance Commitment	Form duly completed and signed			
T2.20	Confidentiality & Non-Disclosure Agreement	Form duly completed and signed			
T2.21	Declaration of Interest Form and Politically Exposed Persons	Form duly completed and signed			
SECTION D: Documents Required for Evaluation of PRICE AND B-BBEE					
C2.2	Pricing Schedules / BOQs	Completed ALL Pricing Schedules			
T2.22.1	B-BBEE Information	<ul style="list-style-type: none"> Provide original or certified copy of Valid sworn affidavit OR B-BBEE Certificate (and Scorecard) from a SANAS accredited rating agency as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice. If bidder is a Joint Venture (JV) – a <u>consolidated</u> B-BBEE certificate from a SANAS accredited agency must be provided Verifiable medical certificate of report as proof of disability(For preference claims) 			
T2.22.2	SBD6.1 Preference Points Claim Forms	Form duly completed and signed.			

T2.1 CIDB GRADING

Provide information as described in Part T2 table – Returnable Documents and Schedules.

- PROVIDE PROOF OF CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) GRADING HERE**

AND

- COMPLETE FORM BELOW**

	Entity Name	Certification/ proof Included √ / X	CIDB Grading	CRS NUMBER
1. Main Bidder / s :				
2. JV Partner / s :				
3. Sub-Contractor/s :				

T2.2 CERTIFICATE OF ATTENDANCE OF THE COMPULSORY SITE MEETING**MODIFICATION OF TROLLEY LIFT NO.20 AT KING SHAKA INTERNATIONAL AIRPORT****TENDER REF. No: KSIA7041/2022/RFP**

This is to certify that
I,
Representative of (tenderer).....
.....
of (address).....
.....
.....
e-mail
telephone number
fax number.....
visited the compulsory brief session held on date.....

Signed		Date	
Name		Position	
Tenderer			

Signed by ACSA Representative:

Name:

T2.3 BIDDER'S DISCLOSURE**SBD4****BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING
ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO
BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

T2.4 FUNCTIONALITY RETURNABLES – ATTACH HERE

REFER TENDER DATA C.3.11 FOR DETAILED CRITERIA

**PROVIDE A DETAILED RESPONSE TO FUNCTIONALITY CRITERIA AFTER
CONSIDERING THE BID DOCUMENT IN ITS ENTIRETY.**

T2.4.1 COMPANY / ENTITY EXPERIENCE

(a) Provide Trade/Client Reference Letters

AND

(b) Complete schedule/table below

T2.4.1 b) Schedule of the Tenderer's Recent Experience (Bidder to complete below)

Employer, contact person and telephone number	Principal Agent (Name, Tel No, Contact Person)	Description of works/ Project Name	Value of work inclusive of VAT (Rand)	Date started	Date completed	CLIENT REFERENCE LETTER	
						YES	NO

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	
Name		Position	
Tenderer			

T2.4.2 & T2.4.3 KEY PERSONNEL QUALIFICATIONS & EXPERIENCE

Minimum Key Personnel are:

- **1 x Site Supervisor**
- **1 x Engineer**
- **1 x Technician/Lift Mechanic**
- **2 x Technical Assistants**

Provide:

- a) Detailed CVs
- b) Proof of Qualifications
- c) Proof of Experience & other supporting information
- d) Complete following schedules/tables
- e) Complete the cover form below for each Key Personnel

KEY PERSONNEL (ROLES AND RESPONSIBILITIES)

- a. Provide Details of proposed team for this works including relevant experience and qualifications.
- b. The team must be appropriately qualified – As per requirements of this bid. Foreign Qualifications must be accompanied by a letter from the South African Qualifications Authority. All qualifications must be SAQA accredited.
- c. Attach CVs and certified copies of their relevant qualifications.
- d. Information below must correspond with the CV information provided for each personnel.

Position	Name	Provide CV and Other Supporting Document's	Area of Specialisation	Number of Years Relevant Experience	Qualification / Training / Trade Test Proof
Site Supervisor					
Engineer					
Technician / Lift Mechanic					
Technical Assistant 1					
Technical Assistant 2					
OTHER (INDICATE)					

CV COVER FORM BELOW FOR EACH KEY PERSONNEL

SITE SUPERVISOR	
Name:	
Date of Birth:	
Current Employer:	
Job Description and Qualifications:	
Relevant Years' Experience	
<p>Key experience in relevant works</p> <p><u>Project 1 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 2 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 3 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p>	

Note:

- When completing the above schedule, Tenderer's must be cognisant of the requirements and evaluation criteria of this tender.
- Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications (or better) will need to be submitted for approval prior to taking up the position.

ENGINEER	
Name:	
Date of Birth:	
Current Employer:	
Job Description and Qualifications:	
Relevant Years' Experience	
<p>Key experience in relevant works</p> <p><u>Project 1 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 2 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 3 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p>	

Note:

- When completing the above schedule, Tenderer's must be cognisant of the requirements and evaluation criteria of this tender.
- Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications (or better) will need to be submitted for approval prior to taking up the position.

TECHNICIAN / LIFT MECHANIC	
Name:	
Date of Birth:	
Current Employer:	
Job Description and Qualifications:	
Relevant Years' Experience	
<p>Key experience in relevant works</p> <p><u>Project 1 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 2 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 3 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p>	

Note:

- When completing the above schedule, Tenderer's must be cognisant of the requirements and evaluation criteria of this tender.
- Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications (or better) will need to be submitted for approval prior to taking up the position.

TECHNICAL ASSISTANT No.1	
Name:	
Date of Birth:	
Current Employer:	
Job Description and Qualifications:	
Relevant Years' Experience	
<p>Key experience in relevant works</p> <p><u>Project 1 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 2 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 3 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p>	

Note:

- When completing the above schedule, Tenderer's must be cognisant of the requirements and evaluation criteria of this tender.
- Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications (or better) will need to be submitted for approval prior to taking up the position.

TECHNICAL ASSISTANT No.2	
Name:	
Date of Birth:	
Current Employer:	
Job Description and Qualifications:	
Relevant Years' Experience	
<p>Key experience in relevant works</p> <p><u>Project 1 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 2 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p> <p><u>Project 3 Name:</u></p> <p>Start:</p> <p>Completion:</p> <p>Client:</p> <p>Outline of Responsibilities and Duties:</p>	

Note:

- When completing the above schedule, Tenderer's must be cognisant of the requirements and evaluation criteria of this tender.
- Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications (or better) will need to be submitted for approval prior to taking up the position.

T2.4.4 METHODOLOGY– REFER TENDER DATA C.3.11 FOR DETAILED CRITERIA

Provide the following Here:

- a) Methodology

T 2.5 AUTHORITY FOR SIGNATORY

Signatories shall confirm their authority by attaching a duly signed and dated copy of the relevant resolution on Entity/Bidder Letterhead. Relevant documentation to be also attached (e.g JV agreement stipulating % share of each JV partner)

A. COMPANIES (If Applicable)

If a Tenderer/bidder is a company, an original or certified copy of the resolution by the Board of Directors / necessary authority, authorising the person who signs this Tender to do so, as well as to sign any contract resulting from this Tender and any other documents and correspondence in connection with this Tender and/or contract on behalf of the company must be submitted with this Tender, that is before the closing time and date of the Tender

AUTHORITY BY BOARD OF DIRECTORS / NECESSARY AUTHORITY

An example is shown below:

“By resolution passed by the Board of Directors / necessary authority on :

Mr / Mrs / Ms :

whose signature appears below) has been duly authorised to sign all documents in connection with this Tender on behalf of

Name of Company :

In his / her capacity as :

Signed on behalf of the Company :

Signature :

Witness :

Date :

T2.5 AUTHORITY FOR SIGNATORY

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS) – If Applicable

I, the undersigned

$$\vdots$$

--

hereby confirm that I am the sole owner of the business trading as:

Name of Company

•

Signature

•

Witness

•

--

Date _____

•

T2.5 AUTHORITY FOR SIGNATORY

C. PARTNERSHIP (If Applicable)

The following particulars in respect of the partner / s must be furnished:

Full Name Of Partner	Residential Address	Signature

An example is shown below:

We, the partners in the business trading as :

hereby authorise :

to sign this Tender as well as any contract resulting from the Tender and any other documents and correspondence in connection with this Tender and / or contract on behalf of

Signature :

Date :

Signature :

Date :

Signature :

Date :

T2.5 AUTHORITY FOR SIGNATORY**D. CLOSE CORPORATION (If Applicable)**

In the case of a close corporation submitting a Tender, a certified copy of the Founding Statement of such corporation shall be included with the Tender, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

An example is shown below:

"By resolution of members at a meeting held on :

Mr / Mrs / Ms :

whose signature appears below, has been authorised to sign all documents in connection with this Tender on behalf of this Close Corporation.

Name of Close Corporation :

In his / her capacity as :

Signed on behalf of Company :

Signature :

Witness :

Date :

T2.5 AUTHORITY FOR SIGNATORY**E. CO-OPERATIVE (If Applicable)**

A certified copy of the Constitution of the co-operative must be included with the Tender, together with the resolution by its members authorising a member or other official of the co-operative to sign the Tender documents on their behalf.

An example is shown below

By resolution of members at a meeting held on

:

Mr / Mrs / Ms

:

whose signature appears below, has been authorised to sign all documents in connection with this Tender on behalf of this Co-Operative.

Name of Co-Operative

:

In his / her capacity as

:

Signed on behalf of the Co-Operative

:

Signature

:

Witness

:

Date

:

T2.5 AUTHORITY FOR SIGNATORY

F. JOINT VENTURES (If Applicable)

If a Tenderer is a joint venture, a certified copy of the resolution / agreement passed / reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the joint venture must be submitted with this tender, before the closing time and date of the tender.

Authority for signatories 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.

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 SIGNATORY
Lead partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

Signed		Date	
Name		Position	
Tenderer			

T2.5 AUTHORITY FOR SIGNATORY

G. CONSORTIUM (If applicable)

If a Tenderer is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with the tender and/or contract on behalf of the consortium must be submitted with this tender, before the closing time and date of the tender.

Authority to sign on behalf of the Consortium:

An example is shown below:

By resolution of Consortium partners at a meeting held on :

Mr / Mrs / Ms :

Mr / Mrs / Ms :

whose signature appears below, has been authorised to sign all documents in connection with this Tender on behalf of this Consortium

Name of Consortium :

In his / her capacity as :

Signed on behalf of the Consortium :

Signature :

Witness :

Date :

T2.6 ACCEPTANCE OF TERMS AND CONDITIONS OF THE BID DOCUMENT

By signing the *Acceptance of Terms and Conditions of the Bid/Tender Document* the Bidder/Tenderer as identified below, has read, understands and accepts the following:

- The content of the bid document in its entirety (inclusive of it's annexures, appendices & addenda)

Bidding Entity Name

:

Authorised Signatory Name

:

Position

:

Signature

:

Date

:

T2.7 SCHEDULE OF PROPOSED SUB-CONTRACTORS (Complete if applicable)

Bidders are requested to provide a schedule of proposed key sub-contractors intended to be used on the project.
The schedule should be structured under the following headings:

No	Sub-Contractor	Trade to be Subcontracted	% of Works or Services to be Subcontracted	Rand Amount of Works/Service to be Subcontracted	B-BBEE Level	CIDB Grade (where applicable)	Designated Group and Ownership %	Contact Person and Contact Details
e.g.	ABC Contractors	Building Works	20%	R280,000	Level 1	4GB	Black – 100% Women – 80% Youth – 5% Disable – 5%	Mr. Bidder 031 123 4567 Bidder@abcccontractors.co.za
1.								
2.								
3.								
4.								

T2.8 NATIONAL TREASURY CSD REGISTRATION

a) PROVIDE PROOF OF CSD INFO/REPORT Here and

b) Complete Table below

Provide the relevant information of registration on the National Treasury (NT) Central Supplier Database for the Main Bidder / s, JV Partner / s and or Sub-Contractors

		NT CSD Reference Number	NT CSD Pin Number
1.	Main Bidder / s	:	
2.	JV Partner / s	:	
3.	Sub-Contractor/s	:	

T2.9 TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Jeyrel: Wdk416-SBD2 tax clearance

Note: Please ensure the updated SARS requirements are satisfied.

Provide the relevant SARS information of the Main Bidder / s, JV Partner /s and or Sub-Contractors

		Certification Included √ / X	SARS Reference Number	SARS Pin Number
1	Main Bidder / s	:	<input type="text"/>	<input type="text"/>
2	JV Partner / s	:	<input type="text"/>	<input type="text"/>
3	Sub-Contractor / s	:	<input type="text"/>	<input type="text"/>

T2.10 VALID PROOF OF REGISTRATION OF ENTITY AND IDENTITY DOCUMENTS

Provide information as described in Part T2 table – Returnable Documents and Schedules.

T2.11 VALID LETTER OF GOOD STANDING IN TERMS OF THE COID ACT

Provide information as described in Part T2 table – Returnable Documents and Schedules.

T2.12 SHAREHOLDERS / MEMBERS / PARTNERS INFORMATION

Provide information as described in Part T2 table – Returnable Documents and Schedules.

T2.13 RECORD OF ADDENDA TO TENDER DOCUMENTS

Bidder must complete the table below in the event that clarification, additional information or revised bid document of part thereof was issued to bidders after the tender issue date.

We confirm that the following communications received from the Airports Company South Africa – SCM Representative before the submission of this tender offer, have been taken into account in this tender response/offer:

#	Date	Title or Details
1.		
2.		
3.		
4.		
5.		

Bidder Name

:

Name of Authorised Signatory

:

Position

:

Signature

:

Date

:

T2.14 DECLARATION OF CORRECTNESS OF BID

Bidder Name	:	
Authorised Signatory Name	:	
Position	:	
Signature	:	
Date	:	

Hereby declare that the information furnished in the bid is entirely true and correct; and the bid is submitted on condition that the Bidder; its facilities, etc., shall at any stage be subject to inspection.

T2.15 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

Name*	Identity Number*	Personal Income Tax Number*

*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

Following sections – Refer Part T2 Returnable Documents

Section 7: SBD4 issued by National Treasury must be completed for each tender

Section 8: SBD6 issued by National Treasury must be completed for each tender

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

- i) authorises 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
- v) 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

Name Position

*Enterprise
name*

T2.16a BANK LETTER

T2.16b LETTER OF SOLVENCY

**Provide information as described in Part T2 table – Returnable Documents
and Schedules.**

PROVIDE HERE

T2.17 PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that we (bidder/contractor) 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.

Signed		Date	
Name		Position	
Tenderer			

T2.18 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 or item	Proposal

Signed		Date	
Name		Position	
Tenderer			

T2.19 INSURANCE COMMITMENTBidder Acknowledgement

- a. The bidder hereby acknowledges that, in the event of their bid being successful, the necessary insurance requirements shall be met prior to signing of the contract.
- b. The bidder/contractor shall ensure that all potential and appointed Sub-Contractors are aware of ACSA's insurance requirements and enforce the compliance by sub-contractors where applicable.
- C. Proof of insurance must be submitted by the bidder to the satisfaction of ACSA, upon award.

Bidder / Entity Name

:

Name*Duly Authorised Person to Sign*

:

Position

:

Signature

:

Date

:

T2.20 CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

("Airports Company")

of

Riverwoods Office Park

24 Johnson Road

Bedforview

Johannesburg

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

("_____")

of

[Service Providers Address]

1. **INTERPRETATION**

In this agreement -

1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -

1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of an confidential nature of the disclosing party, in whatever form it may be;

- 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;
- 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
- 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
- 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
- 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
- 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below; but does not include information which -
- 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
- 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
- 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
- 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement;
- 1.1.12 is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent

lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

- 1.2 For the purposes of this agreement the party, which discloses confidential information, shall be referred to as “the disclosing party” and the party, which receives the confidential information, shall be referred to as “the receiving party”.
- 1.3 ““affiliate” –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person “controls” another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;
- 1.4 “disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.5 “receiving party” – the party receiving confidential information in terms of this agreement;
- 1.6 “the parties” – the Airports Company and _____.

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3. **USE OF CONFIDENTIAL INFORMATION**

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

4. **NON-DISCLOSURE**

4.1 THE RECEIVING PARTY undertakes that -

4.1.1 it will treat the disclosing party's confidential information as private and confidential and safeguard it accordingly;

4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party's confidential information falling into the hands of unauthorised persons or entities;

4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -

4.1.3.1 unless it is strictly necessary for the purposes referred to in 2.1 above; and

4.1.3.2 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement,

and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. COPIES

- 5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".
- 5.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –
- 5.2.1 where copies of the confidential Information are held;
- 5.2.2 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held; and
- 5.2.3 the names and addresses of the persons to whom confidential information has been disclosed and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

6. THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the "**Company IP**") for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.
- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the Brand Custodians Office, via email to brandcustodian@airports.co.za. Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause **Error! Reference source not found.** above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

7. DURATION

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5** years ("the term"), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. TITLE

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:
- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. RELATIONSHIP BETWEEN THE PARTIES

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein
- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

10. ENFORCEMENT, GOVERNING LAWS AND JURISDICTION

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.
- 10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. DOMICILIUM

- 11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.
- 11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicile to any other address which is not a post office box or poste restante.
- 11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.
- 11.4 Any notice given and any payment made by one party to the other ("the addressee") which:
- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
 - 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicile for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
 - 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

12. GENERAL

- 12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.
- 12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.
- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.
- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.

- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.
- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at _____ on _____ day of _____ 2022

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
the signatory warranting that he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____
2. _____

SIGNED at _____ on _____ day of _____ 2022

[NAME OF SERVICE PROVIDER]
the signatory warranting that s/he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____
2. _____

T2.21.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM

Making a Declaration

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

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

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

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

5.1.1 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

PEP/DPIP Declaration

DPIP/PEP Declaration for self/family member or close associate:

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

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

Full Name	Identity Number	Personal Income Tax Reference Number

5.1.2.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

T2.22.1 B-BBEE STATUS INFORMATION

Provide information as described in Part T2 table – Returnable Documents and Schedules.

- Provide original or certified copy of Valid sworn B-BBEE EME/QSE Affidavit OR SANAS Accredited B-BBEE Certificate (and scorecard) as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice;
- If bidder is a Joint Venture (JV) – a consolidated B-BBEE certificate from a SANAS accredited agency must be provided.
- Verifiable medical certificate of report as proof of disability(For preference claims)

ATTACH HERE

T2.22.2 PPPFA CLAIM FORM**SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022.**

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

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

1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

	POINTS
PRICE	80
SPECIFIC GOALS / PREFERENCE	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The 80/20 preference point system is applicable for this tender.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.

The specific goals/preference point allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by Black male and Black women and Black youth and People living with disabilities	20	
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
51% owned by Black male or Black women or Black youth or People living with disabilities	10	
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
Other	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

THE CONTRACT



AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

PROJECT NAME AND NUMBER: KSIA7041/2022/RFP

TITLE OF PROJECT: MODIFICATION OF TROLLEY LIFT NO. 20 AT KING SHAKA INTERNATIONAL AIRPORT

NEC 3: ENGINEERING AND CONSTRUCTION CONTRACT (ECC)

Between AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

Applicable at KING SHAKA INTERNATIONAL AIRPORT

(Registration Number : 1993/004149/30)

and **[DRAFTING NOTE: INSERT CONTRATOR NAME]**

(Registration Number : _____)

for **[MODIFICATION OF TROLLEY LIFT NO.20 AT KSIA]**

Contents:

No of pages

Part C1	Agreements & Contract Data	[•]
Part C2	Pricing Data	[•]
Part C3	Scope of Works	[•]
Part C4	Site Information	[•]

Part C1: Agreements and Contract Data

C1.1: Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of: **[MODIFICATION OF TROLLEY LIFT NO.20 at KSIA]**

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the **Contractor** under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)
..... Rands;

(in figures) R.....

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the **Contractor** in the conditions of contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the
Bidder:**

Name &
signature of
witness

*(Insert name and address of
organisation)*

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the **Contractor** the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work: Works Information
Part C4	Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now **Contractor**) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s)

Name(s)

Capacity

**for the
Employer**

Name &
signature of
witness

*(Insert name and address of
organisation)*

Date

Schedule of Deviations

1 Subject
Details
.....
.....
.....
2 Subject
Details
.....
.....
.....
3 Subject
Details
.....
.....
.....

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

	<u>For the Employer</u>	<u>For the Bidder</u>
Signature (s)
Name (s)
Capacity
Name and Address	Airports Company South Africa SOC Limited KING SHAKA INTERNATIONAL AIRPORT, King Shaka Drive, La Mercy, 4407	
Name & Signature of witness	<i>(Insert name and address of organisation)</i>	<i>(Insert name and address of organisation)</i>
Date

Part C1.2a Contract Data

Part one – Data provided by the *Employer*

The Conditions of contract are selected from the NEC3 Engineering and Construction Contract, April 2013.

Each item of data given below is cross-referenced to the NEC3 Engineering Construction Contract which requires it.

Clause	Statement	Data
1	General	
	The <i>conditions of contract</i> are the core clauses and the clauses for Main Option	
	Main Option	B: Priced contract with Bill of Quantities
	Dispute resolution Option	W1: Dispute resolution procedure
	Secondary Options (incorporating amendments)	X7: Delay damages X16: Retention X18: Limitation of liability Z: Additional conditions of contract of the NEC3 Engineering and Construction Contract, April 2013
10.1	The <i>Employer</i> is (Name)	Airports Company South Africa SOC Limited, Applicable KING SHAKA INTERNATIONAL AIRPORT
	Address	Airports Company South Africa SOC Limited [King Shaka Drive La Mercy 4407] 032 436 6000
	Telephone	N/A
	Fax	
10.1	The <i>Project Manager</i> is	
	Address	King Shaka Drive La Mercy 4407
	Telephone	X
	E-mail address	X@airports.co.za
10.1	The <i>Supervisor</i> is	XX

	Address	King Shaka Drive La Mercy 4407
	Telephone	
	Fax	
	Email	
11.2	The <i>works</i> are	[MODIFICATION OF TROLLEY LIFT NO.20 AT KSIA]
11.2	The following matters will be included in the Risk Register	<ul style="list-style-type: none"> • Availability of As Built information • Access to Site • Site Constraints and Constructability • Maintenance Sequencing to ensure Operational Availability
11.2	The <i>Works Information</i> is in	Part C3 'Scope of Works' section of this contract
11.2	The <i>Site Information</i> is in	Part C4 'Works Information' section of this contract
11.2	The <i>boundary of the site</i> is	Terminal Building & Landside
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa
13.1	The <i>language of this contract</i> is	English
13.3	The <i>period of reply</i> is	Seven (7) days
3	Time	
31.2	The <i>starting date</i> is	Upon Issue of Purchase Order
11.2	The <i>completion date</i> is	4 months from date of PO
30.1	The <i>access date</i> is	Upon issue of Purchase Order
31.1	The <i>Contractor</i> submits a first (preliminary) programme with the tender by the tender closing date	2 weeks after issue of Purchase Order
32.2	The <i>Contractor</i> submits revised programmes at intervals no longer than	Four (4) weeks

35.1	The <i>Employer</i> is not willing to take over the works before the <i>completion date</i>	The <i>Employer</i> and Others will have access to the <i>works</i> during construction or prior to completion. Such access by the <i>Employer</i> and Others shall not relieve the <i>Contractor</i> from liability for the completion of the <i>works</i> in accordance with the Works Information and in terms of this contract.
4	Testing and Defects	
42.2	The <i>defects date</i> is	Twelve (12) months after Completion of the whole of the <i>works</i>
43.2	The <i>defects correction period</i> is	Two (2) weeks
5	Payment	
50.1	The <i>assessment interval</i> is	2 weeks
50.1	The <i>currency of this contract</i> is the	South African Rand
50.4	Assessing amount due	<p>In assessing amount due (work done to date), the <i>Project Manager</i> considers application for payment that the contractor has submitted upon:</p> <ol style="list-style-type: none"> 1. Completion of the condition assessment and Detailed Design and acceptance of detailed report with recommendations from the <i>Contractor</i> 2. 50% for material delivery 3. Completion of modification: completion comprises of 50% Material Delivery; Decommissioning of existing equipment; Installation of new parts; Testing; Annexure A & B compliance certification; Commissioning.
51.2	The period within which payment is made is	Four (4) weeks
51.4	The <i>interest rate</i> is	The prime lending rate of the Nedbank Bank. as determined from time to time
6	Compensation events	
60.1	The <i>weather measurements</i> to be recorded for each calendar month are	<p>the cumulative rainfall (mm)</p> <p>the number of days with rainfall more than 10 mm</p> <p>the number of days with minimum air temperature less than 0 degrees Celsius</p>
60.1	The place where weather is to be recorded (on the Site) is	At the Construction Site Office and the records to be kept on site in a file clearly marked for this purpose

60.1	Assumed values for the ten year return <i>weather data</i> for each <i>weather measurement</i> for each calendar month are	Month	Days	Month	Days
		January	1	July	4
		February	1	August	3
		March	2	September	2
		April	2	October	2
		May	3	November	2
		June	3	December	1
7	Title	No data required for this section of the <i>conditions of contract</i>			
8	Risks and Insurance				
84.1	The <i>Employer</i> provides these insurances	Refer to the Insurance Clauses which is attached at the end of the Contract Data			
84.2	The <i>Contractor</i> provides the insurance stated in	The Insurance Clauses which is attached at the end of the Contract Data. The insurances are in the joint names of the Parties and provide cover for events which are at the Contractor's risk from the starting date until the Defects Certificate or a termination certificate has been issued.			
	The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract for any one event is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993			
9	Termination	No data required for this section of the <i>conditions of contract</i>			
10	Data for Main Options				
B	Priced contract with Bill of Quantities	[Refer Pricing Schedule Provided]			
11	Data for Option W1				
W1.1	The <i>Adjudicator</i> is	The person appointed jointly by the parties from the list of adjudicators contained below			
W1.2	The <i>Adjudicator nominating body</i> is	The current Chairman of Johannesburg Advocate's Bar Council			
W1.4	The <i>tribunal</i> is	Arbitration			
W1.4	If the <i>tribunal</i> is arbitration, the arbitration procedure is	The <i>arbitration procedure</i> is set out in The Rules for the Conduct of Arbitrations 2013 Edition, 7th Edition, published by The Association of Arbitrators, (Southern Africa)			
W1.4	The place where arbitration is to be held is	Johannesburg, South Africa.			

W1.4	The person or organisation who will choose an arbitrator	The <i>Arbitrator</i> is the person selected by the Parties as and when a dispute arises in terms of the relevant Z Clause, from the Panel of Arbitrators provided under the relevant Z clause if the arbitration procedure does not state who selects an arbitrator. The Arbitrator nominating body is the Chairman of the Johannesburg Advocates Bar Council.
12	Data for Secondary Option Clauses	
X7	Delay Damages	
	Delay damages of the <i>works</i> are	Amount per day is 0.05%, to the maximum of 10% of the Contract value
X16	Retention	
X16.1	The <i>retention percentage</i> is	5% of the Contract value.
X18	Limitation of Liability	
X18.1	The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to	Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue
X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to	The total of the Prices
X18.3	The <i>Contractor's</i> total liability to the <i>Employer</i> for defects due to his design which are not listed on the Defects Certificate is limited to	The total of the Prices

X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than excluded matters, is limited to	The Contractor's total direct liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the total of the Prices and applies in contract, tort or delict and otherwise to the extent allowed under the law of the contract.
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The e excluded matters are amounts payable by the Contractor as stated in this contract for

- Loss of or damage to the Employer's property,
- Delay damages,
- Defects liability,
- Insurance liability to the extent of the Contractor's risks
- loss of or damage to property (other than the *works*, Plant and Materials),
- death of or injury to a person;
- damage to third party property; and
- infringement of an intellectual property right

Z	The <i>Additional conditions of contract</i> are	Z1 – Z20
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	Amendments to the Core Clauses
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Z1	Interpretation of the law
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Z1.1	Add to core clause 12.3: Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, the <i>Project Manager</i> , the <i>Supervisor</i> , or the <i>Adjudicator</i> does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.
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Z2	Providing the Works:
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Z2.1	Delete core clause 20.1 and replace with the following: The <i>Contractor</i> provides the works in accordance with the Works Information and warrants that the results of the Works, when complete, shall be fit for their intended purpose
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Z3	Other responsibilities:
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	Add the following at the end of core clause 27:
Z3.1	The <i>Contractor</i> shall have satisfied himself, prior to the Contract Date, as to the completeness, sufficiency and accuracy of all information and drawings provided to him as at the Contract Date
Z3.2	The <i>Contractor</i> shall be responsible for the correct setting out of the <i>Works</i> in accordance with the original points, lines and levels stated in the <i>Works</i> Information or notified by the <i>Project Manager</i> , <i>Supervisor</i> or the <i>Employer</i> . Any errors in the positioning of the <i>Works</i> shall be rectified by the <i>Contractor</i> at the <i>Contractor's</i> own costs.

Z4	Extending the defects date:
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Z4.1	<p>Add the following as a new core clause 46:</p> <p>If the <i>Employer</i> cannot use the <i>works</i> due to a Defect, which arises after Completion and before the <i>defects date</i>, the <i>defects date</i> is delayed by a period equal to that during which the <i>Employer</i>, due to a Defect, is unable to use the <i>works</i></p>
Z4.2	<p>If part of the <i>works</i> is replaced due to a Defect arising after Completion and before the <i>defects date</i>, the <i>defects date</i> for the part of the <i>works</i> which is replaced is delayed by a period equal to that between Completion and the date by when the part has been replaced</p>
Z4.3	<p>The <i>Project Manager</i> notifies the <i>Contractor</i> of the change to a <i>defect date</i> when the delay occurs. The period between Completion and an extended <i>defects date</i> does not exceed twice the period between Completion and the <i>defects date</i> stated in the Contract Data</p>
Z5	Termination
Z5.1	<p>Add the following to core clause 91.1, at the second main bullet, fifth sub-bullet point, after the words “assets or”: “business rescue proceedings are initiated or steps are taken to initiate business rescue proceedings”.</p>
Amendment to the Secondary Option Clauses	
Z6	Performance Bond
Z6.1	<p>Amend the first sentence of clause X13.1 to read as follows:</p> <p>The <i>Contractor</i> gives the <i>Employer</i> an unconditional, on-demand performance bond, provided by a bank which the <i>Project Manager</i> and the <i>Employer</i> have accepted, for the amount stated in the Contract Data and in the form set out in Annexure C.ii of this Contract Data.</p>
Z6.2	<p>Add the following new clause as Option X13.2:</p> <p>The <i>Contractor</i> ensures that the performance bond is valid and enforceable until the end of the <i>contract period</i>. If the terms of the performance bond specify its expiry date and the end of the <i>contract period</i> does not coincide with such expiry date, four weeks prior to the said expiry date, the <i>Contractor</i> extends the validity of the performance bond until the end of the <i>contract period</i>. If the <i>Contractor</i> fails to so extend the validity of the performance bond, the <i>Employer</i> may claim the full amount of the performance bond and retain the proceeds as cash security</p>
Z7	Limitation of liability:
Z7.1	<p>Insert the following new clause as Option X18.6:</p> <p>The <i>Employer's</i> liability to the <i>Contractor</i> for the <i>Contractor's</i> indirect or consequential loss is limited to R0.00</p>
Z7.2	<p>Notwithstanding any other clause in this contract, any proceeds received from any insurances or any proceeds which would have been received from any insurances but for the conduct of the <i>Contractor</i> shall be excluded from the calculation of the limitations of liability listed in the contract</p>
Additional Z Clauses	
Z8	Cession, delegation and assignment
Z8.1	<p>The <i>Contractor</i> shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the <i>Employer</i>, which consent shall not be unreasonably withheld. This clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or not) of the <i>Contractor</i></p>
Z8.2	<p>The <i>Employer</i> may cede and delegate its rights and obligations under this contract to any person or entity</p>

Z9	Joint and several liability
Z9.1	If the <i>Contractor</i> constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the <i>Employer</i> for the performance of the Contract.
Z9.2	The <i>Contractor</i> shall, within 1 week of the Contract Date, notify the <i>Project Manager</i> and the <i>Employer</i> of the key person who has the authority to bind the <i>Contractor</i> on their behalf.
Z9.3	The <i>Contractor</i> does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the <i>Employer</i> .
Z10	Ethics
Z10.1	The <i>Contractor</i> undertakes:
Z10.1.1	not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;
Z10.1.2	to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the <i>Employer</i> is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.
Z10.2	The <i>Contractor's</i> breach of this clause constitutes grounds for terminating the <i>Contractor's</i> obligation to Provide the Works or taking any other action as appropriate against the <i>Contractor</i> (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.
Z10.3	If the <i>Contractor</i> is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuity, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the <i>Employer</i> , the <i>Employer</i> shall be entitled to terminate the contract in accordance with the procedures stated in core clause 92.2. the amount due on termination is A1.
Z11	Confidentiality
Z11.1	All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the <i>Contractor</i> and shall not be used or divulged or published to any person not being a party to this contract, without the prior written consent of the <i>Project Manager</i> or the <i>Employer</i> , which consent shall not be unreasonably withheld.
Z11.2	If the <i>Contractor</i> is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the <i>Project Manager</i> .
Z11.3	This undertaking shall not apply to –
Z11.3.1	Information disclosed to the employees of the <i>Contractor</i> for the purposes of the implementation of this agreement. The <i>Contractor</i> undertakes to procure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;

- Z11.3.2** Information which the *Contractor* is required by law to disclose, provided that the *Contractor* notifies the *Employer* prior to disclosure so as to enable the *Employer* to take the appropriate action to protect such information. The *Contractor* may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;
- Z11.3.3** Information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time);
- Z11.4** The taking of images (whether photographs, video footage or otherwise) of the *works* or any portion thereof, in the course of Providing the Works and after Completion, requires the prior written consent of the *Project Manager*. All rights in and to all such images vests exclusively in the *Employer*
- Z11.5** The *Contractor* ensures that all his Subcontractors abide by the undertakings in this clause.

Z12 *Employer's Step-in rights*

- Z12.1** If the *Contractor* defaults by failing to comply with his obligations and fails to remedy such default within 2 weeks of the notification of the default by the *Project Manager*, the *Employer*, without prejudice to his other rights, powers and remedies under the contract, may remedy the default either himself or procure a third party (including any subcontractor or supplier of the *Contractor*) to do so on his behalf. The reasonable costs of such remedial works shall be borne by the *Contractor*
- Z12.2** The *Contractor* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Contractor* under the contract or otherwise for and/or in connection with the *works*) and generally does all things required by the *Project Manager* to achieve this end.

Z13 *Liens and Encumbrances*

- Z13.1** The *Contractor* keeps the Equipment used to Provide the Services free of all liens and other encumbrances at all times. The *Contractor*, vis-a-vis the *Employer*, waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and procures that his Subcontractors similarly, vis-a-vis the *Employer*, waive all liens they may have or become entitled to over such Equipment from time to time

Z14 *Intellectual Property*

- Z14.1** Intellectual Property ("IP") rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret or other intellectual or industrial property right relating to the Works.
- Z14.2** IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the *works*.
- Z14.3** The *Contractor* gives the *Employer* an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the *works* for the purposes of constructing, repairing, demolishing, operating and maintaining the works

- Z14.4** The written approval of the *Contractor* is to be obtained before the *Contractor's* IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any *Contractor's* IP available to any third party the *Employer* shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the *Employer* would use to protect its IP
- Z14.5** The *Contractor* shall indemnify and hold the *Employer* harmless against and from any claim alleging an infringement of IP rights ("**the claim**"), which arises out of or in relation to:
- Z14.5.1** the *Contractor's* design, manufacture, construction or execution of the Works
- Z14.5.2** the use of the *Contractor's* Equipment, or
- Z14.5.3** the proper use of the Works.
- Z14.6** The *Employer* shall, at the request and cost of the *Contractor*, assist in contesting the claim and the *Contractor* may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.

Z16 Dispute resolution:

Z16.1 Appointment of the Adjudicator

An *Adjudicator* is appointed when a dispute arises, from the Panel of Adjudicators below. The referring party nominates an Adjudicator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Adjudicator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Adjudicator* listed in the Panel of Adjudicators below

The Parties appoint the *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013

Panel of Adjudicators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 ghandi@badela.co.za
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 Errol.tate@mweb.co.za
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 salimebrahim@mweb.co.za
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 sebe@civilprojects.co.za
Mr. Sam Amod	Gauteng	sam@samamod.com
Adv. Sias Ryneke SC	Gauteng	083 653 2281 reyneke@duma.nokwe.co.za
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 emeka@gosiame.co.za

Z16.2 Appointment of the Arbitrator

An *Arbitrator* is appointed when a dispute arises from the Panel of Arbitrators below. The referring party nominates an Arbitrator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Arbitrator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Arbitrator* listed in the Panel of *Arbitrators* below

Panel of Arbitrators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 ghandi@badela.co.za
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 Errol.tate@mweb.co.za
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 salimebrahim@mweb.co.za
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 sebe@civilprojects.co.za
Mr. Sam Amod	Gauteng	sam@samamod.com
Adv. Sias Ryneke SC	Gauteng	083 653 2281 reyneke@duma.nokwe.co.za
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 emeka@gosiame.co.za

Z17 Notification of a compensation event

- Z17.1** Delete “eight weeks” in clause 61.3 and replace with “four weeks”. Delete the words “unless the event arises from the Project Manager or the Supervisor giving an instruction, issuing a certificate, changing an earlier decision or correcting an assumption.”

Z18 BBBEE Certificate

- Z18.1** The *Contractor* shall be expected to annually present a compliant BEE Certificate. Failure to do adhere to these requirements shall be considered a material breach of the conditions of this Contract, the sanction for which may be a cancellation of this Contract.

Z19 Communication

- Z19.1** **Add a new Core Clause** 14.5 and 14.6 to read as follows:
The *Project Manager* requires the written consent of the Employer if an action will result in a change to the design, scope, and Works information that is 5% or more
- Z19.2** The *Project Manager* requires the written consent of the Employer if an action will result in the Completion Date being extended by more than 30 days.

Z20 Delegation

As stipulated by Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 as amended the *Contractor* agrees to the following:

- Z20.1** As part of this contract the *Contractor* acknowledge that it (mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act No 85 of 1993 as amended and agree to ensure that all work being performed, or Equipment, Plant and Materials being used, are in accordance with the provisions of the said Act, and in particular with regard to the Construction Regulations

PART C1.2b CONTRACT DATA**PART TWO – DATA PROVIDED BY THE *CONTRACTOR***

Clause	Statement	Data
10.1	The Contractor is (Name): Address: Telephone No. Fax No.	
11.2	The <i>working areas</i> are	Only the Site Area. See C4 'Site Information'
24.1	The <i>Contractor's Key people</i> are:	CV's to be appended to Tender Schedule
	Name:	
	Job:	
	Responsibility:	
	Qualifications:	
	Experience:	
	Name:	
	Job:	
	Responsibility:	
	Qualifications:	
	Experience:	
	Name:	
	Job:	
	Responsibility:	
	Qualifications:	
	Experience:	

Name:

Job:

Responsibility:

Qualifications:

Experience:

11.2	The <i>completion date</i> is	XX
11.2	The following matters will be included in the Risk Register	<ul style="list-style-type: none"> Existing Services Access to Site Delay in supply of material and/or equipment Progress of the works against the program Maintenance Sequencing to ensure Operational Availability
11.2	The <i>Works Information</i> is in	Part C3 'Scope of Works' section of this contract
31.1	The programme identified in the	XX

Part C1: Agreements and Contract Data**C1.3: Form of Guarantee****PRO FORMA FOR PERFORMANCE BOND (N/A)****PERFORMANCE BOND****[TO BE REPLICATED ON BANK'S LETTERHEAD]**

Brief description of contract.....

Name and address of Beneficiary.....

..... (whom the contract defines as the Contractor).

We, the undersigned and..... in our capacities as Guarantor's..... of (**Registration Number:**) (hereinafter called "the Bank") have been informed that hereinafter called the 'Principal') is your Contractor under such contract, which requires him to obtain an irrevocable, unconditional performance security.

At the request of the Principal, we(name of bank) hereby irrevocably undertake to pay you, the Employer, any sum or sums not exceeding in total the amount of(the "Guaranteed Amount") upon receipt by us of your first written demand stating that such an amount (or lesser amount) as may be claimed is due and payable to the Employer.

This guarantee constitute an irrevocable, unconditional, non-negotiable and non-transferable undertaking to pay in accordance with the above, subject to the proviso that this Letter will not be interpreted as extending the Bank's liability to anything more than the Guaranteed Amount.

Notwithstanding anything to the contrary herein contained, the Bank's obligation shall be construed as principal and not as accessory to the contract and shall not be delayed or discharged by the fact that a dispute exists between the Employer and the Contractor.

We undertake to pay you such Guaranteed Amount upon receipt by us, within such period of 14 days, of your first written demand stating that such an amount (or lesser amount) as may be claimed is due and payable to the Employer.

The guarantee shall be governed by and construed in accordance with the laws of the Republic of South Africa

Signed at _____ on _____ 20....

For:

Registration Number:_____
Name & Position

As witnesses:

1. _____

2. _____

PART C1: AGREEMENTS AND CONTRACT DATA**C1.4: OCCUPATIONAL HEALTH AND SAFETY AGREEMENT****OCCUPATIONAL HEALTH AND SAFETY AGREEMENT**

AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT (ACT 85 Of 1993) & CONSTRUCTION REGULATION 5.1(k)

OBJECTIVES

To assist Airport Company South Africa (ACSA) in order to comply with the requirements of:

1. The Occupational Health & Safety (Act 85 of 1993) and its regulations and
2. The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993) also known as the (COID Act).

To this end an Agreement must be concluded before any contractor/ subcontracted work may commence

The parties to this Agreement are:

Name of Organisation: AIRPORTS COMPANY SOUTH AFRICA KING SHAKA INTERNATIONAL AIRPORT
Physical Address: Airport Company South Africa King Shaka Drive La Mercy 4407

Hereinafter referred to as “Client”

Name of organisation:
Physical Address

Hereinafter referred to as “the Mandatary/ Principal Contractor”

MANDATORY'S MAIN SCOPE OF WORK**GENERAL INFORMATION FORMING PART OF THIS AGREEMENT**

1. The Occupational Health & Safety Act comprises of SECTION 1-50 and all unrepealed REGULATIONS promulgated in terms of the former Machinery and Occupational Safety Act No.6 of 1983 as amended as well as other REGULATIONS which may be promulgated in terms of the Act and other relevant Acts pertaining to the job in hand.
2. "Mandatory" is defined as including as agent, a principal contractor or a contractor for work, but WITHOUT DEROGATING FROM HIS/HER STATUS IN HIS/HER RIGHT AS AN EMPLOYER or user of the plant
3. Section 37 of the Occupational Health & Safety Act potentially punishes Employers (PRINCIPAL CONTRACTOR) for unlawful acts or omissions of Mandatories (CONTRACTORS) save where a Written Agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATARY.
4. All documents attached or refer to in the above Agreement form an integral part of the Agreement.
5. To perform in terms of this agreement Mandatories must be familiar and conversant with the relevant provisions of the Occupational Health & Safety Act 85 of 1993 (OHS Act) and applicable Regulations.
6. Mandatories who utilise the services of their own Mandatories (contractors) must conclude a similar Written Agreement with them.
7. Be advised that this Agreement places the onus on the Mandatory to contact the CLIENT in the event of inability to perform as per this Agreement.
8. This Agreement shall be binding for all work the Mandatory undertakes for the client.
9. All documentation according to the Safety checklist including a copy of the written Construction Manager appointment in terms of construction regulation 8, must be submitted 7 days before work commences.

THE UNDERTAKING

The Mandatory undertakes to comply with:

INSURANCE

1. The Mandatory warrants that all their employees and/or their contractor's employees if any are covered in terms of the COID Act, which shall remain in force whilst any such employees are present on the Client's premises. A letter is required prior commencing any work on site confirming that the Principal contractor or contractor is in good standing with the Compensation Fund or Licensed Insurer.
2. The Mandatory warrants that they are in possession of the following insurance cover, which cover shall remain in force whilst they and /or their employees are present on the Client's premises, or which shall remain in force for that duration of their contractual relationship with the Client, whichever period is the longest.
 - a. Public Liability Insurance Cover as required by the Subcontract Agreement.
 - b. Any other Insurance cover that will adequately makes provision for any possible losses and/or claims arising from their and /or their Subcontractors and/or their respective employee's acts and/or omissions on the Client's premises.

COMPLIANCE WITH THE OCCUPATIONAL HEALTH & SAFETY ACT 85 OF 1993

The Mandatory undertakes to ensure that they and/or their subcontractors if any and/or their respective employees will at all times comply with the following conditions:

1. All work performed by the Mandatory on the Client's premises must be performed under the

- close supervision of the Mandatary's employees who are to be trained to understand the hazards associated with any work that the Mandatary performs on the Client's premises.
2. The Mandatary shall be assigned the responsibility in terms of Section 16(1) of the OHSAct 85 of 1993, if the Mandatary assigns any duty in terms of Section 16(2), a copy of such written assignment shall immediately be forwarded to the Client.
 3. The Mandatary shall ensure that he/she familiarise himself/herself with the requirements of the OHSAct 85 of 1993 and that s/he and his/her employees and any of his subcontractors comply with the requirements.
 4. The Mandatary shall ensure that a baseline risk assessment is performed by a competent person before commencement of any work in the Client's premises. A baseline risk assessment document will include identification of hazards and risk, analysis and evaluation of the risks and hazards identified, a documented plan and safe work procedures to mitigate, reduce or control the risks identified, and a monitoring and review plan of the risks and hazards.
 5. The Mandatary shall appoint competent persons who shall be trained on any Occupational Health & Safety aspect pertaining to them or to the work that is to be performed.
 6. The Mandatary shall ensure that discipline regarding Occupational Health & Safety shall be strictly enforced.
 7. Any personal protective equipment required shall be issued by the Mandatary to his/her employees and shall be worn at all times.
 8. Written safe working practices/procedures and precautionary measures shall be made available and enforced and all employees shall be made conversant with the contents of these practises.
 9. No unsafe equipment/machinery and/or articles shall be used by the Mandatary or contractor on the Client's premises.
 10. All incidents/accidents referred to in OHSAct shall be reported by the Mandatary to the Provincial Director: Department of Labour as well as to the Client.
 11. No user shall be made by the Mandatary and/or their employees and or their subcontractors of any of the Client's machinery/article/substance/plant/personal protective equipment without prior written approval.
 12. The Mandatary shall ensure that work for which the issuing of permit is required shall not be performed prior to the obtaining of a duly completed approved permit.
 13. The Mandatary shall ensure that no alcohol or any other intoxicating substance shall be allowed on the Client's premises. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the premises. Anyone found on the premises suspected to be under the influence of alcohol or any other intoxicating substance shall be escorted off the said premises immediately.
 14. Full participation by the Mandatary shall be given to the employees of the Client if and when they inquire into Occupational Health & Safety.

FURTHER UNDERTAKING

1. Only a duly authorised representative appointed in terms of Section 16.2 of the OHS Act is eligible to sign this agreement on behalf of the Mandatary. The signing power of this representative must be designated in writing by the Chief Executive Officer of the Mandatary. A copy of this letter must be made available to the Client.
2. The Mandatary confirms that he has been informed that he must report to the Client's management, in writing anything he/she deems to be unhealthy and /or unsafe. He has versed his employees in this regard.
3. The Mandatary warrants that he/she shall not endanger the health & safety of the Client's employees and other persons in any way whilst performing work on the Client's premises.
4. The Mandatary understands that no work may commence on the Client's premises until this procedure is duly completed, signed and received by the Client.
5. Non-compliance with any of the above clauses may lead to an immediate cancellation of the contract.

ACCEPTANCE BY MANDATARY

In terms of section 37(2) of the Occupational Health & Safety Act 85 of 1993 and section 5.1(k) of the Construction Regulations 2014,

Ia duly authorised 16.2 Appointee acting for and on behalf of(company name) undertake to ensure that the requirements and the provision of the OHSAct 85 of 1993 and its regulations are complied with.

Mandatory – WCA/ Federated Employers Mutual No.....

Expiry date

SIGNATURE ON BEHALF OF MANDATARY
(Warrant his authority to sign)

DATE

SIGNATURE ON BEHALF OF THE CLIENT
AIRPORT COMPANY SOUTH AFRICA

DATE

PART C1: AGREEMENTS AND CONTRACT DATA

C1.5: ACSA INSURANCE CLAUSES

Summary of Terms and other Matters Applicable to Employer Provided Insurance

INSURANCE CLAUSES FOR CAPEX PROJECTS

SECTION A: DEFINITIONS

Landside refers to:

- Areas of the airport before the security points; and
- The restricted area beyond the security points but, within the perimeter of gatehouses, passenger terminals and cargo buildings.

Airside refers to:

- The Apron / maneuvering areas; and
- Area within the airside boundary/perimeter fence, excluding the internal areas of the passenger terminals, perimeter gatehouses and cargo buildings.

SECTION B: INSURANCE CLAUSES

- 1. Insurance requirements for construction projects with a value below R150 million (Excluding VAT) at award and a construction period not exceeding 36 months on the LANDSIDE**
 - Projects with a value below R150 million are automatically covered under an ACSA umbrella insurance.
 - But please note that details of all projects with a value below R150 million, and with a duration that **exceeds** 36 months should be forwarded to ACSA Treasury as soon as the contractor is awarded as these projects are not automatically covered under an ACSA umbrella insurance.

1.1 Contract Works.

- The contractor must secure a contract works insurance cover in respect of all loss or damage for a minimum limit of R150 000, each and every claim
- The contractor must secure a contract works insurance cover in respect of loss or damage arising from testing or commissioning for a minimum limit of R250 000, each and every claim
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

1.2 Contract Works SASRIA

- The contractor must secure a contract works SASRIA insurance cover for a minimum limit of R25 000, each and every claim

1.3 Public Liability

- The contractor must secure Public Liability insurance cover for 3rd party property damage, for a minimum limit of R75 000 for each and every claim
- The contractor must secure Public Liability insurance cover for removal of lateral support, for a minimum limit of R75 000 for each and every claim
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

1. Professional Indemnity

- All consultants must secure Professional Indemnity cover for a limit of not less than R5 million for contracts under R50 million at award
- All consultants must secure Professional Indemnity cover for a limit not less than R10 million for contracts over R50 million at award
- The above is also applicable to contractors who have a material design element, excluding typical P & G related work, as part of their scope
- Proof of cover in the form of a certificate of insurance must be submitted to ACSA before a contract is signed between ACSA and the service provider

2. Insurance requirements for construction projects with a value below R150 million (Excluding VAT) at award and construction period not exceeding 36 months on the AIRSIDE

- Projects with a value below R150 million are automatically covered under an ACSA umbrella insurance.
- But please note that details of all projects with a value below R150million, and with duration that **exceeds** 36 months should be forwarded to ACSA Treasury as soon as the contractor is awarded as these projects are not automatically covered under an ACSA umbrella insurance

2.1 Contract Works.

- The contractor must secure a contract works insurance cover in respect of all loss or damage for a minimum limit of R150 000, each and every claim;
- The contractor must secure a contract works insurance cover in respect of loss or damage arising from testing or commissioning for a minimum limit of R250 000, each and every claim;
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

2.2 Contract Works SASRIA

- The contractor must secure a contract works SASRIA insurance cover for a minimum limit of R25 000, each and every claim;
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

2.3 Public Liability

- The contractor must secure Public Liability insurance cover for 3rd party property damage, for a minimum limit of R75 000 for each and every claim;
- The contractor must secure Public Liability insurance cover for removal of lateral support, for a minimum limit of R75 000 for each and every claim;
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

2.4 Aviation Liability

- The contractor must secure Aviation Liability insurance cover for 3rd party property damage and injury, for a minimum limit of USD250 000 (Two hundred and fifty US Dollars) for each and every claim
- The contractor must submit to ACSA proof of cover in the form of a certificate of insurance before a contract is signed between ACSA and the contractor

2.5 Professional Indemnity

- All consultants must secure Professional Indemnity cover for a limit of not less than R5 million for contracts under R50 million at award
- All consultants must secure Professional Indemnity cover for a limit not less than R10 million for contracts over R50 million at award
- The above is also applicable to contractors who have a material design element, excluding typical P & G related work, as part of their scope
- Proof of cover in the form of a certificate of insurance must be submitted to ACSA before a contract is signed between ACSA and the service provider

3. Insurance requirements for construction projects with a value above R150 million (Excluding VAT), and/or projects with a construction period that exceed 36 months on the LANDSIDE and AIRSIDE

- Projects with a value of more R150 million, and projects with a construction period that exceeds 36 months are not automatically covered under the annual construction policies. A separate quote and deductibles are provided by insurers per project. Details of these projects should be forwarded to ACSA Treasury as soon as the contractor is awarded .

PART C2: PRICING DATA

C2.1 PRICING INSTRUCTIONS

- 2.1.1 The Pricing Schedules form part of and must be read in conjunction with the entire bid document.
- 2.1.2 Prices must be quoted in South African Currency (Rands).
- 2.1.3 Prices must be Fixed and Firm for the duration of the contract.
- 2.1.4 **Work to be done during non-operational hours after the last flight viz. 22h30 – 04.30.**
- 2.1.5 Bidders must price in accordance with the pricing schedules hereafter to enable ACSA to compare priced offers.
- 2.1.6 Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.
- 2.1.7 Do not leave any area blank in the pricing schedules (e.g. if not applicable (N/A) or included in cost elsewhere, indicate accordingly).
- 2.1.8 Bidder's offers that contain correctional fluid will be disqualified.
- 2.1.9 Corrections must be countersigned.
- 2.1.10 All Provisional Sums, Estimated Quantities and Contingency will be reimbursed against proven costs upon approval by ACSA representative. Tenderers are reminded that this amount is for illustrative purposes only and that ACSA will not be under any obligation to expend the full or any portion of this amount.
- 2.1.11 Should there be any queries regarding the pricing schedule/s, same must be sent in writing via e-mail by the Query Closure Date.
- 2.1.12 Permit costs:
 - Permit costs will need to be paid up front by the successful bidder and ACSA will reimburse against proof of payment.
 - No mark-up to be levied on Permit costs.
 - All employees will be checked for criminal records.
 - Cost for lost permits and new employees will not be reimbursed by ACSA.
 - Foreign Nationals will need to provide a valid working permit.
- 2.1.13 No cost/mark-up to be levied on items provided by ACSA (e.g. Electricity etc.)
- 2.1.14 3rd Party Procured Items/Services:
 - VAT shall not form part of mark-up calculations.
 - All Discounts to be deducted prior to mark-up
 - Price to include delivery to site
- 2.1.15 The Bid offer must be inclusive of VAT.
- 2.1.16 The VAT portion must be indicated separately

C2.2 PRICING SCHEDULES

Pricing Schedule A- Preliminaries <i>(Provisional Sums based on proven costs)</i>				
Item	Unit	Quantity (A)	Rate (B)	Total (A x B) Excl VAT
Permits & Inductions	Sum	1	R 10 000	R 10 000.00
Safety File	ea.	1	R 5 000	5 000.00
Site establishment (bidder to quote)	Ea.	1		
Contingencies	Sum	1	R100 000	100 000.00
Sub-total A: Preliminaries				Excluding VAT R

Pricing Schedule B – Design				
Item	Unit	Quantity (A)	Rate (B)	Total (A x B)
Condition assessment & Report	hrs	40	R	R
Detailed Design for Passenger/Trolley Lift	hrs	160		
Detailed Design report (2 Ring Binded Hard Copies, 1 Soft Copy in PDF Format)	Sum			
Design Drawings 2 sets of filed Hard Copies (A3 and A2); Soft Copies in PDF; CAD Dwg and STP Formats.	Sum			
Sub-total B: Design				Excluding VAT R

Bidder/Contractor's Name : _____

Authorised Signature : _____

Pricing Schedule C - Material/Equipment <i>(inclusive of consumables)</i>				
Item	Unit	Quantity (A)	Rate (B)	Total (A x B)
Scaffolding/Specialized equipment	Sum		R	R
Barricading & Signage (Refer Appendix)	Sum			
Material Handling				
Sub-total C: Material/Equipment Excluding VAT				R

Pricing Schedule D - Labour <i>(price for each activity includes labour, travelling, admin fees on overheads, consumables, and PPEs)</i>				
Item	Unit	Quantity (A)	Rate (B)	Total (A x B)
Decommissioning and removal of old parts	Sum			R
Modification & Installation	Sum			
Works Supervision	Sum			
Annexure A & B inspection	Sum			
Commissioning	Sum			
Testing	Sum			
Sub-total D: Labour Excluding VAT				R

Bidder/Contractor's Name : _____

Authorised Signature : _____

Pricing Schedule E – Documentation / Compliance				
Item	Unit	Quantity (A)	Rate (B)	Total (A x B)
Detailed Annexure A & B Certification	Sum			R
Operating, Maintenance and Service Manuals	sum			
Sub-total E: Documentation/Compliance Excluding VAT				R

Pricing Schedule F –PARTS			
<i>Provision for Supply and Delivery of Lift Parts required for complete upgrade (based on condition assessment and design). The inserted amount *Z* are estimated amounts. The Total mark -up amount in the table will be applicable on third party quotations (e.g OEM parts) as per scope requirements. Thus, the Contractor will be held accountable to the mark-up filled in this table. The mark-up will be applicable to the invoice total of the third-party prices not on a single line item in a quotation. Bidder to Complete:</i>			
Value of Item or Services	Mark Up Percentage *Y* (To be filled in by the Contractor)	Estimated Parts amount *Z*	Total Excluding VAT = (Z x Y) +Z
R0 - R2,000	%	R50 000	R
R2,001 - R5,000	%	R150 000	
R5,001 - R10,000	%	R250 000	
R10,001 - R50,000	%	R400 000	
Over R50 000	%	R600 000	
Sub-Total F: Parts Excluding VAT			R

Bidder/Contractor's Name : _____

Authorised Signature : _____

Pricing Schedule G – Non-Slip Floor Finish		
Item	Unit	Total Excluding Vat
Provisional Sum	Sum	R 100 000.00
Sub-Total G: Non-Slip Floor Finish		Excluding VAT
		R 100 000.00

Bidder/Contractor's Name : _____

Authorised Signature : _____

SUMMARY OF PRICING SCHEDULE	PRICE
Pricing Schedule A - Preliminaries	R
Pricing Schedule B - Design	R
Pricing Schedule C – Material/Equipment	R
Pricing Schedule D - Labour	R
Pricing Schedule E - Documentation	R
Pricing Schedule F – Parts	R
Pricing Schedule G –Non-slip floor finish	R 100 000.00
TOTAL PRICE EXCLUDING VAT	R
VAT @15%	R
TOTAL PRICE INCLUDING VAT <i>(Carry over to Form of Offer and Acceptance)</i>	R

Bidder/Contractor's Name : _____

Authorised Signature : _____

ADHOC LABOUR RATES

Note: *These costs are for Information purposes*

Rates must be based on the working hours of this contract viz. 22.30 - 4:30:

Bidders to provide following labour rates that will be applied to adhoc works.

This is not to be included in the Pricing Schedules.

All rates to exclude vat. Subject to agreement between the Employer and the Contractor, the number of staff allocated to the contract may be increased/decreased to cater for special needs that may arise from time to time.

Labour rates shall include *travelling, accommodation, admin and fees on overheads, PPE, tools allowances*, all personnel insurance, holidays with pay and incentive bonuses.

ITEM	Rates
Site Manager	R
Engineer	R
Technician/Lift Mechanic	R
Technical Assistant	R

PART 3: SCOPE OF WORK

Document reference	Title	No pages
C3.1	This cover page	1
C3.2	<i>Employer's Works Information</i>	
	<i>Contractor's Works Information</i> ³	
	Total number of pages	

³ Insert at award stage or delete if not applicable. Delete this note once a selection is made.

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C3.1: EMPLOYER'S WORKS INFORMATION

1. Description of the works

The purpose of the scope is to source a qualified and experienced service provider that will be responsible for the modification of the trolley lift to accommodate both trolleys and passengers with trolleys. There are currently four passenger lifts in the terminal building for vertical circulation between the arrivals level and the departures level. Each lift accommodates two passengers with trolleys, thus there is a need for an improvement in the vertical circulation between these two levels.

2. Interpretation and terminology

Abbreviation	Meaning given to the abbreviation
ACSA	Airports Company South Africa
KSIA	King Shaka International Airport
OEM	Original Equipment Manufacturer
UPS	Uninterrupted Power Supply
VVVF	Variable Voltage Variable Frequency (Lift Drive)
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
ACSA	Airports Company South Africa
KSIA	King Shaka International Airport

3. Contract Management

Management meetings⁴

The *Contractor* will be expected to attend meetings relating to the project, maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the *Contractor* will make all required persons available for these meetings. The *Contractor* shall not submit claims for payment for staff attending any of these meetings.

Health and safety risk management

- (i) The Project Manager shall be entitled to fine the *Contractor* low service damages for each non-conformance to Health and Safety matters. This shall not transfer any of the Contractor's responsibilities in this regard to the Employer by any means.
- (ii) The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The Contractor is expected to sign the undertaking in this regard as attached in the annexes.
- (iii) It shall be the Contractor's responsibility to ensure that all relevant labour and safety legislation is adhered to in rostering staff.

⁴ The information in this section is required by the contract. Do not delete.

- (iv) All persons on company premises shall obey all health and safety rules, procedures, and practices. NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request from the ACSA Safety Department.
- (v) All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the OHS, Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Project Manager.
- (vi) The Contractor's Workmen's Compensation fees must be up to date. A copy of the Contractor's WCA registration shall be produced on request. The following areas in the company are declared as "HOT WORKS PERMIT" areas:
 - All airside areas
 - All basement areas
 - All areas accessible to the public
 - All enclosed areas
 - The terminal building
- (vii) Any process in the above-mentioned areas involving open flames, sparks, or heat shall be authorised by the issue of a permit to work - obtainable from the ACSA Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.
- (viii) Safety equipment shall be used where applicable (e.g. safety, goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.
- (ix) All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time.
- (x) No person shall perform an unsafe / unhygienic act or operation whilst on Company premises.
- (xi) No unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.
- (xii) The Company reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any costs or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag, and pockets. Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.
- (xiii) The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.
- (xiv) At no time, must the Contractor interfere with, or put at risk, the functionality of any Sprinklers and/or fire prevention system. In cases where the project is for the replacement or refurbishment of the Sprinkler System, care must be taken to prevent fire hazards.
- (xv) The Contractor is required to issue all staff with standard uniforms. This shall as a minimum include steel-tipped safety shoes/boots, overalls (clearly marked with Contractor's company logo) and numbered reflective jackets (also clearly marked with Contractor's company logo, the team members unique personnel number in a font

size to be instructed by the Project Manager). All costs relating to uniforms shall be for the Contractor's account.

Environmental constraints and management

The Contractor will keep noise and dust levels to a minimum. At no time, shall his/her work result in nuisance, interference, or danger to the public or any other person working at the Airport.

At no time, shall the Contractor:

- allow any pollutive or toxic substance to be released into the air or storm water systems
 - interfere with, or put at risk, the functionality of any system or service
- cause a fire or safety hazard

Quality assurance requirements

Within the period stated in the Contact Data, the *Contractor* submits his complete quality control and assurance system (with all quality control and assurance procedures and manuals) for review and acceptance by the *Employer*. The manual includes pro-forma checklists for all requirements of the *Contractor's* quality control and assurance program and those called for in the Scope.

Acceptance by the *Employer* of the *Contractor's* quality assurance programme, quality plans and/or inspection and/or test plans, or of those of his Subcontractors will not relieve the *Contractor* of his obligation to provide services which meet the requirements of the Contract.

Programming

The *Contractor* shall provide the project schedule to the Project Manager, detailing all key dates to the projects, i.e., forecast start, forecast finish etc.

The *Contractor's* Personnel

*Key Personnel (Minimum): 1 X Lift Mechsnic
2 X Technical Assistants*

Insurance provided by the *Employer*

See C1.5 ACSA Insurance Clause

Provision of bonds and guarantees

Without limitation to the Employer's rights under the Contract, the *Employer* may withhold payment of amounts due to the *Contractor* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Contractor* by the *Project Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the *Contractor* does not affect the *Employer's* right to termination stated in this contract.

Records of Defined Cost, payments & assessments of compensation events to be kept by the *Contractor*

Invoices shall be supplied on email as electronic copies to the *Project manager*. Payments to be made upon proven costs and work completed as per the bill of quantities.

Training workshops and technology transfer

N/A

4. Engineering and design of the works

Employer's design

N/A

Parts of the *works* which the *Contractor* is to design⁵

N/A

Procedure for submission and acceptance of *Contractor's* design

N/A

Use of *Contractor's* design

N/A

Equipment required to be included in the *works*⁶

Contractor to supply own tools and equipment required to execute the works.

As-built drawings, operating manuals and maintenance schedules

Handover Documentation OEM Service Manuals, Operational Manuals, Maintenance Manuals & Drawings will be submitted and approved by the *Project Manager* prior to acceptance.

⁵ The information in this section is required by the contract. Do not delete.

⁶ The information in this section is required by the contract. Do not delete.

5. Procurement

The Contractor will respect OEM warranties to the Employer always when procuring spare parts, products, or 3rd party services. It will be the Contractor's sole responsibility to ensure that OEM warranty requirements are adhered to always.

This also implies that the Contractor must build relationships with the various key OEM's.

The Contractor must adhere to all airport requirements regarding fire, health and safety when procuring replacement of sprinkler system and/or other equipment or spares.

No casual labour (i.e. "off the street" labour) may be employed by the Contractor unless pre-arranged with the Employer. Whenever this is required, the Contractor shall come to a suitable arrangement with the Employer regarding sourcing and screening of such individuals.

Personnel:

Minimum requirements of people employed on the Site

A schedule of key personnel to this Contract (as per the Schedules) will be provided to the Project Manager at commencement of this Contract. This will, as a minimum, include all persons from technician level to management level. For the full duration of this Contract, none of these persons will be replaced by a person of lesser ability or qualification. All on-site staff leaves shall be reported and agreed with the Project Manager. As required by core clause 24.1

Subcontracting

Limitations on subcontracting

No part of this Contract may be subcontracted unless with written approval from the *Employer*. the *Employer* shall be under no obligation to grant such approval. Should any part of this Contract be subcontracted, the *Contractor* will be responsible for all Works (or failure to affect the Works) as if it were done so by the *Contractor*.

The Contractor may not subcontract more than 20% of the Works.

6. Construction

The *Contractor* must accept and respect the fact that the Airport is continuously undergoing construction and improvement and that a variety of stakeholders are involved in the Employer's business. Therefore, within reason and with prior arrangement with the *Contractor*, the Employer might require the following from time to time:

- Assisting with airport operations Re-scheduling of work to accommodate other contractors
- Communicating with current service provider in order to reduce risk
- Providing access to other contractors upon approval from PM
- Removing scrap from site
- Recommending improvements on maintenance procedures
- Safe / legal disposal of used and irreparable spares

The Project Manager may instruct operational and works procedures to the *Contractor* as might be required from time to time. The *Contractor* will instruct his/her staff accordingly and implement measures to ensure that these procedures are strictly adhered to.

Temporary works, Site services & construction constraints

Employer's Site entry and security control, permits, and Site regulations

The *Contractor* shall not be compensated for costs relating to the Employer's required permits, or for labour/time spent in obtaining it. An allowance must be made in the Activity Schedule in this regard.

The *Contractor* must ensure that he/she is, always, familiar with the Employer's safety and security requirements relating to permits for no work to be delayed as a result thereof. This will include the permit application process.

Note that (within reason) the *Contractor* will have no claim against the Employer if a permit request is refused.

The following table is not all inclusive, but is provided for illustration purposes:

Permit	Required by/for	Department
AVOP – Airside Vehicle Operator permit	All drivers of vehicles on airside	ACSA Safety
Airside Vehicle Permit	All vehicles that enter airside	ACSA Safety
Basement Parking permit	All vehicles allowed to enter the delivery basement	ACSA Parking
Personal permit	All persons employed on the airport	ACSA Security
Cell phone permit	All persons taking cell phones to airside	ACSA Security
Lap top permit	All persons taking lap top computers to airside	ACSA Security
Camera permit	All persons taking cameras or camera equipment to airside	ACSA Security
Hot Works Permit	All welding and/metal cutting work	ACSA Safety

Proof of having attended the airside induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable

Vehicle Permit (Permanent permits – for the duration of the project):

- The disc must be up to date
- Public Liability Up to date
- Vehicle certificate of Registration
- Ensure that the lifespan of the vehicles (Light commercial passenger vehicles (up to twelve (12) passengers)) does not exceed the following limits: maximum age eight (8) years
- Reflective strip on the vehicle 80% covered

- Decal x3 - one on the left and right front doors and one on the top (min 200mm high) –Eg. Code can be the first two or three letters of company name e.g., ACSA Vehicles use ‘**AC**’, e.g. **AC 01**
- Strobe light.
- The regular driver would need to have an AVOP on their permit when we complete the vehicle permits after the above has been sorted.

Restrictions to access on Site, roads, walkways and barricades

Contractor to provide own barricades and safety signage required to execute the works.

People restrictions on Site; hours of work, conduct and records

To minimize disruption to operations and stakeholders. It is recommended that works take place during non-operational hours.

Title to materials from demolition and excavation⁷

N/A

Equipment provided by the *Employer*

The Employer is in under no obligation provide any equipment for the contractor the contractor is to provide their own tools and equipment to execute the works.

Site services and facilities provided by the *Employer*⁸

Employer will provide power, water, waste disposal and ablutions.

Completion, testing, commissioning and correction of Defects

Work to be done by the Completion Date⁹

All work is to be done by the Contractor shall be completed by the Completion Date as per the program of activities as agreed by the Contractor and Project Manager.

The Project Manager cannot certify Completion until all the work except that listed above has been completed and is also free of Defects which would have, in his opinion, prevented the Employer from using the works and Others from doing their work.

⁷ The information in this section is required by the contract. Do not delete. If it does not apply to the works, delete the notes in italics and substitute the words ‘Not applicable’.

⁸ The information in this section is required by the contract. Do not delete. If it does not apply, delete the notes in italics and substitute the words ‘Not applicable’, but ALWAYS state “the Contractor shall provide everything else necessary for Providing the Works”.

⁹ The information in this section is required by the contract. Do not delete.

Use of the *works* before Completion has been certified¹⁰

N/A

Materials facilities and samples for tests and inspections

N/A

Commissioning

To be conducted after installation and successful testing of the system.

Start-up procedures required to put the *works* into operation

Contractor to submit methodology to Project Manager for Approval of start-up procedures.

Take over procedures

Final handover from the Contractor to the Project Manager to be done once all the works have been completed as per the Scope of Works and agreed upon.

Access given by the *Employer* for correction of Defects¹¹

Permit approvals will be arranged by the Employer for defects that need to be resolved by the Contractor.

Performance tests after Completion

Contractor to submit methodology to Project Manager (prior to installation) for Approval of Testing procedures
Operational maintenance after Completion/A

Plant and Materials standards and workmanship: Building works

N/A

Civil engineering and structural works

N/A

Electrical & mechanical engineering works

Electrical Isolations (where necessary) will be carried out by ACSA electricians.

Process control and IT works

N/A

¹⁰ The information in this section is required by the contract. Do not delete. If it does not apply, delete the notes in italics and substitute the words 'Not applicable'.

¹¹ The information in this section is required by the contract. Do not delete. If it does not apply, delete the notes in italics and substitute the words 'Not applicable'.

7. List of drawings**1.1. Drawings issued by the *Employer***

[This is the list of drawings issued by the Employer at or before the Contract Date and which apply to this contract]

Drawing number	Revision	Title

C3.2 CONTRACTOR'S WORKS INFORMATION

The purpose of the scope is to source a qualified and experienced service provider that will be responsible for the modification of the trolley lift to accommodate both trolleys and passengers with trolleys. There are currently four passenger lifts in the terminal building for vertical circulation between the arrivals level and the departures level. Each lift accommodates two passengers with trolleys, thus there is a need for an improvement in the vertical circulation between these two levels.

Abbreviation	Meaning given to the abbreviation
ACSA	Airports Company South Africa
KSIA	King Shaka International Airport
OEM	Original Equipment Manufacturer
UPS	Uninterrupted Power Supply
VVVF	Variable Voltage Variable Frequency (Lift Drive)
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment

Main Detail of lift 20 Modification

Current Equipment type

ID No	Asset Number	ID Number	Type of Equipment	Government No	Controller Type
TMB20	KSI-TC-FL02-PC05-EVA007	72NE9167	Lift/Elevators	06/L4606	DNDT

- *Type of elevator: Trolley gearless machine*
- *Quantity: 1*
- *Capacity: 4000kg*
- *Dimension (inner): 4430mm x 2500mm*
- *Door opening: 2500mm*
- *Rated Speed: 0,5 m/s*
- *Stop/door/floor: 2/2/2*
- *Openings: Through Opening*
- *Basic station: G*
- *Door Type: Manual*
- *Installed by OTIS*

Scope of Work

Section A: Design

1. Condition Assessment and prepare report of Existing Design prior to actual design and modification.

2. DESIGN

2.1 Detailed Design for Modification of Goods lift to accommodate both trolleys and passengers.

- Prepare relevant design options with your recommended design option and parameters
- Undertake detail design process complete with regular design review meetings
- Initiate quality control process (in line with ECSA and Department of Labour regulations) to ensure compliance to all design standards and client specific requirement issues such as maintenance inputs.
- Prepare detailed construction drawings or schedules.
- Submit detailed design report and drawings for Client approval. The detailed design report is to include BOQ showing the total parts required to execute the remodelling and their respective pricing
- Workshop with the Professional Team or client representative.

Section B: Modification of Trolley Lift

- Supply and delivery of Parts
- Decommissioning of Old Parts and store on site.
- Installation of new parts (Modification of lift)
- All works to be undertaken under supervision. The Supervisor will be responsible for communicating the program; schedule of activities; progress (material lead times and progress on site); attendance and to participate in risk reduction meetings.
- Testing
- Annexure A & B inspection and certificates and Comprehensive report for Electric Lifts (SANS 1545-1)
- Commissioning
- Handover

Work breakdown Structure:**Activity 1: Machine drive and motor**

- The whole existing machine drive to be retained.
- Retain AC motor within the machine room.

Activity 2

Control System:

- Remove the existing controller.
- Supply and install a VVVF, full collective micro-processor-based controller.
- The elevator to be provided with the necessary components to integrate with an emergency standby UPS in order to operate under emergency power conditions.

Activity 3

Shaft Equipment

- Remove the existing shaft wiring
- Supply and install shaft switches
- Supply and install photo inductors
- Supply and install trailing cable
- Supply and install shaft looms
- Supply and install emergency stop buttons (Push Pull)
- Treat rust and repaint shaft equipment where necessary
- Retain governor and recalibrate
- Add a feature to prevent trolleys from colliding against the doors (e.g. rubber against panels, adjustable bollards, or “boom gate” feature)

Activity 4

Car Equipment:

- Supply and install new top of car maintenance unit
- Supply and install junction box
- Supply and install new car operating panel with dot matrix display
- Supply new guide shoes
- Minor refurbishing of the car which will be required for new cop.
- Supply and install a load weighing device
- Refurbish safety gear
- Car Door System
- Supply and install new Centre opening telescopic doors x 2 (for both inner and outer doors on both sides of the lift).

- Supply and install new VVVF door drive
- Provide cladding detail inside car for new operator design and slam post
- Supply and fit infra-red-Door detector to sense both people and equipment.
- Landing Door System
- Supply and install new panel landing door headers, seal and doors
- Supply and install new lock, hangers and tracks
- Landing Operating Panel
- Remove existing buttons from all floors
- Supply and install new face plates with seven segment display and direction arrows on all floors
- The Intercom system: service provider to include installation of intercom system in accordance with the National Building Regulations and SANS 0400. The elevator will be provided with a fire service feature that will return the elevator to the required fire lobby floor (ground floor).
- Lighting to be standardised as per other Lifts for aesthetics.
- Ventilation in Lift - to be standardised as per other Lifts for aesthetics.

Activity 5

Ropes:

- Replace rope based on condition assessment recommendations

Activity 6:

Commissioning, testing, and compliance:

- Providing of Annexure A & B certificate and Comprehensive report for Electric Lifts (SANS 1545-1) on completion of service.
- Inspection by an Independent ECSA Registered Lift Inspector from Department of Labour in accordance with Department of Labour Lift, Escalator and Passenger Conveyor Regulations, 2009 (SANS 1545-1)
- As built drawings
- Certificate of Compliance (COC) for electrical
- 12 month Guarantees and warranties
- Operational, Service and Maintenance Manuals

Non- Slip Floor Finish (Operational Risk Mitigation)

To Minimize slipping hazard at the Ground Floor for passengers entering and exiting the lift, a Non-Slip Floor surface finish such as (but not limited to) Slip Grips to be installed at the 90 m² demarcated area (as identified by the Project Manager). The selected non-slip floor surface finish should not restrict trolley movement.

Notes

1. **Working Hours for this contract: Work to be done during non-operational hours after the last flight viz. 22h30 – 04.30**
2. 1.6.1 Walls and floors: The scope assumes that all walls, floors, slabs and other structural members are adequate for the fixing of installation. This includes the elevator shaft dimensions and plum accuracy of app 25mm.
3. Ventilation system: Suitable ventilation, heating and cooling equipment is already provided to ensure that the motor room and elevator shaft room temperature is maintained between 5°C and 40°C and the relative humidity does not exceed 95% non-condensing.
4. Motor room construction and locking: The motor room is already provided with a lockable door fitted with a night latch that opens outwards.
5. The pit is to be free of all rubble, screed and suitable drainage is provided.
6. Datum lines and finish floor level at each floor level are provided.
7. Cutting, finishing, patching and painting of all walls, beams or other masonry work of the shaft, motor room or pit.
8. Temporal storage facility to be provided by the employer
9. Power supply: A3 phase 380 V supply with neutral and earth terminating in a lockable isolator as indicated on the drawings must be installed before the installation will commence. The voltage fluctuation of the main supply must not exceed +5% or -5%.
10. The Intercom system: service provider to include installation of intercom system in accordance with the National Building Regulations and SANS 0400. The elevator will be provided with a fire service feature that will return the elevator to the required fire lobby floor.
11. The service provider to test functioning of this system. This is to be activated by a break glass and should automatic activation be required; a signal should be provided to the control unit from the buildings fire detection system to be connected by the fire detection service provider.
12. Site Establishment: At ACSA Identified site, bidders will be shown at site meeting
13. Barricading: Refer to Appendix ("New Hoarding Specs"). Recommended Hoarding for this application: Type C
14. Clearly visible Safety Signage for Construction site ("Work in progress"):
 - For hoarding -2 x laminated signs (minimum A1) clearly showing contractor details and emergency contacts.
 - For Floor: 2 x work in progress signs

Scope exclusion:

The following items are excluded from the scope:

Construction of elevator shaft, and confirmation that it is constructed on concrete or solid brick and can take the relevant load.

PART C4: SITE INFORMATION

Document reference	Title	No of pages
C4	This cover page Site Information	1
	Total number of pages	

Core clause 11.2(16) states

“Site Information is information which describes the Site and its surroundings and is in the documents which the Contract Data states it is in.”

In Contract Data, reference has been made to this Part 4 of the contract for the location of Site Information.

Description of the Site and its surroundings

General description

The work will be carried out at King Shaka International Airport - Terminal Building. KSIA is a National Key Point and the contractor must read the national key point ACT to familiarise themselves with the regulations

Existing buildings, structures, and plant & machinery on the Site

All construction works to take place at the Terminal Building.

ACSA Service & Maintenance Contractors Environmental Terms and Conditions to Commence Work - EMS 048

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for ACSA. ACSA shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

ISSUE	REQUIREMENT
Environmental Policy	ACSA's Environmental Policy shall be communicated, comprehended and implemented by all ACSA appointed contractor staff (see attached Environmental Policy).
Stormwater, Soil and Groundwater Pollution	<ul style="list-style-type: none"> • No solid or liquid material may be permitted to contaminate or potentially contaminate stormwater, soil or groundwater resources. • Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to ACSA immediately. Contractors shall supply their own suitable clean-up materials where required. • Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on ACSA property. It is the contractor's responsibility to determine the location of these areas. • No leaking equipment or vehicles shall be permitted on the airport.
Air Pollution	<ul style="list-style-type: none"> • Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum. • Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities. • Fires: No open fires shall be permitted on site.
Noise Pollution	<ul style="list-style-type: none"> • All reasonable measures shall be taken to minimise noise generated on site as a result of work operations. • The Contractor shall comply with the applicable regulations with regard to noise.
Waste Management	<ul style="list-style-type: none"> • Waste shall be separated as general or hazardous waste. • General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible. • Under no circumstances shall solid or liquid waste be dumped, buried or burnt. • Contractors shall maintain a tidy, litter free environment at all times in their work area. • Contractors must keep on file: <ol style="list-style-type: none"> 1. The name of the contracting waste company 2. Waste disposal site used 3. Monthly reports on quantities – separated into general, hazardous and recycled 4. Maintained file of all Waste Manifest Documents and Certificates of

	<p>Safe Disposal</p> <p>5. Copy of waste permit for disposal site</p> <p>This information must be available during audits and inspections.</p>
Handling & Storage of Hazardous Chemical Substances (HCS)	<ul style="list-style-type: none"> • All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets. • Materials Safety Data Sheets shall be stored with all HCS. • All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately). • All contractors shall be adequately informed with regards to the handling and storage of hazardous substances. • Contractors shall comply with all relevant national, regional and local legislation with regard to the transport, storage, use and disposal of hazardous substances.
Water and Energy Consumption	ACSA promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.
Training & Awareness	The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.

Penalties

Penalties shall be imposed by ACSA on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise ACSA accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by ACSA's Airport Environmental Management Representative in consultation with the Airport Manager or his/her designate, and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.

I, _____ (name & surname) of _____ (company)

agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: _____ on this date: _____ (dd/mm/yyyy)

at: _____ (airport name).

POPIA ANNEXURE:

CONFIDENTIALITY AND DATA PROTECTION

Save as provided in this clause (*Confidentiality and Data Protection*), each Party shall, and shall procure that its Affiliate and their respective officers, directors, employees, agents, auditors and advisors shall, treat as confidential all information relating to the other Party or its Affiliates thereof or relating to their respective businesses that is of a confidential nature and which is obtained by that Party in terms of, or arising from the implementation of this Agreement, which may become known to it by virtue of being a Party, and shall not reveal, disclose or authorise the disclosure of any such information to any third party or use such information for its own purpose or for any purposes other than those related to the implementation of this Agreement.

The obligations of confidentiality in this clause shall not apply in respect of the disclosure or use of such information in the following circumstances:

in respect of any information which is previously known by such Party (other than as a result of any breach or default by any Party or other person of any agreement by which such Confidential Information was obtained by such Party);

in respect of any information which is in the public domain (other than as a result of any breach or default by either Party);

any disclosure to either Party's professional advisors, executive staff, board of directors or similar governing body who (i) such Party believes have a need to know such information, and (ii) are notified of the confidential nature of such information and are bound by a general duty of confidentiality in respect thereof materially similar to that set out herein;

any disclosure required by law or by any court of competent jurisdiction or by any regulatory authority or by the rules or regulations of any stock exchange;

any disclosure made by a Party made in accordance with that Party's pursuit of any legal remedy;

any disclosure by a Party to its shareholders or members pursuant to any reporting obligations that Party may have to its shareholders or members, provided that each such shareholder or member is notified of the confidential nature of such information and is bound by a general duty of confidentiality in respect thereof materially similar to that set out herein;

In the event that a Party is required to disclose confidential information as contemplated in this

clause, such Party will:

advise any Party/ies in respect of whom such information relates (the "**Relevant Party/ies**") in writing prior to disclosure, if possible;

take such steps to limit the disclosure to the minimum extent required to satisfy such requirement and to the extent that it lawfully and reasonably can;

afford the Relevant Party/ies a reasonable opportunity, if possible, to intervene in the proceedings;

comply with the Relevant Party/ies' reasonable requests as to the manner and terms of such disclosure; and

notify the Relevant Party/ies of the recipient of, and the form and extent of, any such disclosure or announcement immediately after it was made.

Either Party may, by notice in writing, be entitled to demand the prompt return of the whole or any part of any confidential information supplied by it to the other Party, and each Party hereby undertakes to comply promptly with any such demand.

In line with the provisions of Protection of Personal Information Act, No 4 of 2013 (POPIA), particularly section 20 and 21, the service provider (referred to as Operator in POPIA) shall observe the following principles when processing personal information on behalf of the Company (referred to as Responsible Party in POPIA):

the Service Provider shall only act on the Company's documented instructions, unless required by law to act without such instructions;

the Service Provider shall ensure that its representatives processing the information are subject to a duty of confidence;

the Service Provider shall take appropriate measures to ensure the security of processing. The Service Provider shall ensure and hereby warrants that they have minimum IT and or physical security safeguard to protect personal information;

the Service Provider shall notify the Company immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person;

the Service Provider shall only engage a sub-operator with the Company's prior authorisation and under a written contract;

the Service Provider shall take appropriate measures to help the Company respond to requests from data subjects to exercise their rights;

taking into account the nature of processing and the information available, the Service Provider shall assist the Company in meeting its POPIA obligations in relation to the security of processing, the notification of personal information breaches and data protection impact assessments;

the Service Provider shall delete or return all personal information to the Company (at the Company's choice) at the end of the contract, and the service provider shall also delete existing personal information unless the law requires its storage; and

the Service Provider shall submit to audits and inspections. The Service Provider shall also give the Company whatever information it needs to ensure that the Parties meet their Section 20(1) obligations.

SIGNATURES:

FOR AIRPORTS COMPANY SOUTH AFRICA

THUS DONE AND SIGNED AT _____ ON THIS _____ DAY OF _____ 2022.

FOR SERVICE PROVIDER

THUS DONE AND SIGNED AT _____ ON THIS _____ DAY OF _____ 2022.
