



## REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES

<b>RFQ REFERENCE NUMBER:</b>	ATNS/HO/RFQ06/30/05/2022/23
<b>ISSUE DATE:</b>	31 May 2023
<b>CLOSING DATE:</b>	07 June 2023
<b>CLOSING TIME:</b>	15h00
<b>COMPULSORY BRIEFING SESSION:</b>	N/A
<b>QUOTATION VALIDITY PERIOD:</b>	60 Days
<b>DESCRIPTION:</b>	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND SET TO USE A 25 LITRE, 2 TAPS HYDRO BOIL AT ATNS HEAD OFFICE, BRUMA.
<b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b>	<p><b>Procurement Officer: Simphiwe Qwabe</b></p> <p><b>Email address: RFQs@atns.co.za</b></p> <p><b>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails</b></p> <p><b>NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submissions will be considered.</b></p>
<b>REQUIRED RETURNABLE DOCUMENTS</b>	<ul style="list-style-type: none"> <li>Central Supplier Database (CSD) Report</li> <li>Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1)</li> <li>General conditions of contracts (GCCs) -Initialled and signed.</li> <li>Quotation on the Company Letterhead</li> </ul>
<b>REQUIRED ADMINISTRATIVE PRE-QUALIFICATION</b>	<ul style="list-style-type: none"> <li>Valid Tax Pin Status</li> <li>Valid B-BBEE Certificate or Sworn Affidavit –</li> </ul>

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**Air Traffic and Navigation Services Company SOC Limited**

Company Reg. No. 1993/004150/30

ISO 9001 certified

Eastgate Office Park, Block C,  
South Boulevard Road, Bruma  
Private Bag X15, Kempton Park 1620  
Tel +27 11 607 1000 | Fax +27 11 607 1570  
www.atns.com

Directors: Z Majavu (Chairman)  
NP Mdawe (Chief Executive Officer)  
JM Moholola (Chief Financial Officer)  
MA Amod, CR Burger, MJ Neluheni, KS Boqwana,  
NL Ngema, NC Kubheka, PN Sibiya, P Mangoma, SG Kudumela

Acting Company Secretary: N Mongali



<b>DOCUMENTS</b>	<p>Certified</p> <ul style="list-style-type: none"> <li>Banking Details with a Bank Stamp</li> <li>Quotation on the Company Letterhead</li> <li>CIPC registration Documents</li> </ul>
<p><b>MANDATORY DOCUMENTS:</b></p> <p><b><i>NB: FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</i></b></p>	<ul style="list-style-type: none"> <li>Provide proof of registration with CIDB EP or EB grade 1.</li> <li>Provide proof of ECA(SA) Accreditation or Registration.</li> <li>Provide copy of Wireman's License.</li> <li>Provide a Hydro Boil Product Specification or Data sheet.</li> <li>Provide proof of registration with the PIRB - Plumbing Industry Registration.</li> </ul>
<p align="center"><b><u>PLEASE NOTE:</u></b></p> <p><b>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</b></p>	

<b>PROCUREMENT OFFICER:</b>	<b>Simphiwe Qwabe</b>
<b>TELEPHONE:</b>	<b>011 607 1000</b>
<b>E-MAIL:</b>	<b><u>RFQs@atns.co.za</u></b>

The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late submissions will not be considered. Incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.

This RFQ will be evaluated on the basis of the 80:20 preference point system as stipulated in the ATNS' Procurement Policies and Procedures.

#### **BIDDING STRUCTURE**

**Indicate the type of Bidding/Tendering Structure by marking with an 'X'**

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<b>Individual Bidder</b>	
<b>Joint Venture</b>	
<b>Consortium</b>	
<b>With Sub-Contractors</b>	
<b>Other</b>	
<b>If Individual:</b>	
<b>Name of Bidder</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Cell Number(s)</b>	
<b>E-mail Address</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	
<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>	
<b>Company Name</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>Fax Number</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	



## **ANNEXURE A: Scope of Work**

Supply, Delivery, Installation and set to use a 25 Litre, 2 taps hydro boil.

### **Scope of work**

#### **1. Introduction**

The purpose of this scope of work is to outline the requirements for the supply, delivery, installation, and set-up of a 25 Litre, 2 taps Hydro Boil for ATNS HO Canteen located at Eastgate Office Park, Block C, South Boulevard Road. The scope of work will include the following deliverables:

- Supply of Hydro Boil
- Delivery of Hydro Boil
- Installation of Hydro Boil
- Set-up of Hydro Boil
- Training of users

#### **2. Supply of Hydro Boil**

The supplier will provide a 25 Litre, 2 taps Hydro Boil that meets the following specifications:

- Stainless steel construction
- 2 taps
- Temperature control options
- Automatic cut-off feature
- Energy efficiency rating
- Warranty (one year)

#### **3. Delivery of Hydro Boil**

The supplier will be responsible for the delivery of the Hydro Boil to ATNS HO Canteen at Eastgate Office Park, Block C, South Boulevard Road. The Hydro Boil shall be delivered on or before 15 May 2023. The delivery must include:

- Loading of Hydro Boil onto delivery truck
- Transportation of Hydro Boil to ATNS HO Block C, South Boulevard Road, Bruma
- Off-loading of Hydro Boil from delivery vehicle
- Placement of Hydro Boil in designated installation area

#### **4. Installation of Hydro Boil**

The supplier will be responsible for the installation of the Hydro Boil at [Insert Location Here]. The installation will include:



- Inspection of installation area
- Mounting of Hydro Boil on wall
- Connection of Hydro Boil to water supply
- Connection of Hydro Boil to electrical supply
- Testing of Hydro Boil

## 5. Set-up of Hydro Boil

The supplier will be responsible for setting up the Hydro Boil for use by ATNS HO Canteen. The set-up will include:

- Programming of temperature control options
- Explanation of automatic cut-off feature
- Explanation of energy efficiency rating
- Demonstration of use

## 6. Training of Users

The supplier will provide training to users on the operation and maintenance of the Hydro Boil. The training will include:

- Explanation of basic operation
- Demonstration of basic maintenance
- Troubleshooting tips

## 7. Uninstall and disposal of the existing hydro boil

The supplier shall be responsible for uninstalling the existing faulty hydro boil. Work shall further include the disposal of this current hydro boil in line with ATNS waste management framework.



## **Annexure B: Pricing Schedule**

The following pricing schedule shall be followed for the supply, delivery, installation and setting to use a 25 L, 2 taps hydro boil for ATNS HO Canteen;

Item No.	Description	UOM	Qty	Amount
1	Removal of exiting Hydro-boil, including mechanical support, electrical and plumbing accessories	Sum		
2	Disposal of the exiting and issue a disposal certificate	Sum		
3	Supply and delivery of New 25L 2-tap Hydro-Boil	1		
4	Hydro-boil installation  The hydro boil shall be supplied and installed with mechanical support, the support shall be concealed under a drywall. Only the Hydroboil shall be visible.	Sum		
5	Electrical Accessories and Installation.  The Hydro Boil installation shall also include electrical installation. Provisions for 7m cabling shall be made. All other electrical installations and provision shall be made. All electrical installation shall be concealed inside a dry wall.	Sum		
6	Plumbing Accessories and Installation.  The Hydro Boil installation shall also include plumbing installation. Provisions for 5m plumbing shall be made. All other plumbing installations and provision shall be made. All plumbing installation shall be concealed inside a dry wall.	Sum		
7	Electrical COC	Sum		
8	Plumbing COC	Sum		
<b>Sub Total</b>				
<b>VAT</b>				
<b>Total</b>				



## Conclusion

This scope of work outlines the requirements for the supply, delivery, installation, and set-up of a 25 Litre Hydro Boil at ATNS HO Block C, South Boulevard Road, Bruma. The supplier will be responsible for the delivery, installation, and set-up of the Hydro Boil as well as providing training to users on its operation and maintenance.

**NAME OF THE COMPANY.....**

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**Air Traffic and Navigation  
Services Company SOC Limited**

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Acting Company Secretary: N Mongali





DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

**PREFERENTIAL PROCUREMENT REFORM:**

**The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.**

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.





## THE EVALUATION OF THE RFQ:

<b>STAGE 1</b>	<b>ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS</b>
<b>STAGE 2</b>	<b>MANDATORY REQUIREMENTS AND FUNCTIONALITY EVALUATION</b>
<b>STAGE 3</b>	<b>PRICE AND ATNS SPECIFIC GOALS</b>

**The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

### **STAGE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

The bidder must comply with **ALL** of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if ATNS is unable to verify whether the pre-qualification requirements are met, then ATNS reserves the right to-

- Reject the bid and not evaluate it, or
- Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

### **STAGE 2: MANDATORY REQUIREMENTS AND FUNCTIONALITY EVALUATION**

**FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED**

<b>Mandatory Criteria</b>	<b>Proof Required</b>
Provide three (3) proof of Previous service relating to the Annual Integrated Reporting, Sustainability Reporting and Annual Financial Statement Reporting development and contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ.	Yes
Provide a company profile indicating number of years in rendering Annual Integrated Reporting , Sustainability Reporting and Annual Financial Statement Reporting development in a public and /or private sector (Required: Minimum 5).	Yes
Provide details execution plan outlining how the scope of work will be delivered including dedicated resources for the project, their experience, and CVs.	Yes



### **STAGE 3: PRICE AND ATNS SPECIFIC GOALS:** **Evaluation for Price and ATNS specific goals**

Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20 point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

<b>PRICE</b>	<b>80</b>
<b>ATNS SPECIFIC GOALS</b>	<b>20</b>

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.

**Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs.** Bidders are required to submit pricing schedule as per the table below on a company

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.***

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system)</b>
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>

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This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

## CONTRACT TERMS

Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Tenderer should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

All designs and documentation submitted by the tenderer will be treated as confidential.

***ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.***



SBD1

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	ATNS/HO/RFQ06/31/05/2023/24	CLOSING DATE:	07 June 2023	CLOSING TIME:	15:00 PM
DESCRIPTION	Appointment of a service provider for the supply, delivery, installation and set to use a 25 litre, 2 taps hydro boil at atns head office, BRUMA				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Email address: RFQs@atns.co.za					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Simphiwe Qwabe		CONTACT PERSON		
TELEPHONE NUMBER	011 607 1000		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	simphiweq@atns.co.za		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? DOES THE ENTITY HAVE A BRANCH IN THE RSA? DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO



## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....