



AIRPORTS COMPANY
SOUTH AFRICA

Request for Quotations for the Provision of the following services: Maintenance and Repairs of HVAC for a period of five (5) months at Airports Company South Africa's King Shaka International Airport

RFQ Number:	:	27060
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Issue Date	:	13th of December 2021
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Closing Date	:	20th of January 2022 at 11:00am
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Briefing Session Date and Time	:	Not Applicable
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Bidder Name	:	
CSD Number	:	
Contact Person	:	
Email Address	:	
Bidder Details/Stamp	:	

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Submission of RFQ documents

The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents.

1.1.1. **Email submissions:** The bid documents must be emailed to the following email address:

Email Address: Tenders4.KSIA@airports.co.za

1.1.2 Submission Instructions:

- All bid documents must be emailed and not be hand delivered.
- Bid reference number to be quoted on very correspondence.
- Submissions can be divided into different emails (Example Batch 1 of 4).
- Prospective bidders are encouraged to submit early before the closing date and time to avoid late submission.

1.2. Late Bids

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

1.3. Clarification and Communication

Name: Nhlakanipho Mbuyisa

Designation: Buyer

Tel: 032 436 6000

Email: Tenders4.ksia@airports.co.za

1.3.1. Request for clarity or information on the RFQ may only be requested until 16:00 on 17th of January 2022. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which would have responded to the Request For Quotation.

1.3.2. Bidders may not contact any ACSA employee on this tender other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the approval of a recommendation to award this tender. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

1.4. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document. Changes to the bidder's submission will not be allowed after the closing date of the



tender. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

1.5. **Disclaimers**

It must be noted that ACSA reserves its right to:

- 1.5.1. Award the whole or a part of this tender;
- 1.5.2. Split the award of this tender;
- 1.5.3. Negotiate with all or some of the shortlisted bidders;
- 1.5.4. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
- 1.5.5. To reject the lowest acceptable tender received; and/or
- 1.5.6. Cancel this tender.

1.6. **Validity Period**

- 1.6.1. ACSA requires a validity period of 84 working days for this tender.
- 1.6.2. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

1.7. **Confidentiality of Information**

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

1.8. **Hot – Line**

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



Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

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

2.1. Background

- 2.1.1. Since inception approximately 20 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented. The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport, Kimberley Airport and the Corporate Office.
- 2.1.2. The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.
- 2.1.3. ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa.

2.2 Mandatory Requirements:

a)	Bidder must accept the terms and conditions of the bid document.
b)	Duly complete the offer and acceptance of the bid document.
c)	<ul style="list-style-type: none">• It is estimated that tenders must have a cidb contractor grading designation of CIDB 2ME OR higher to be eligible to submit tenders. Valid proof of registration with the CIDB must be provided.• Bidder is required to provide a CRS Number: _____



2.3 Functionality Requirements

#	Evaluation Criteria	Sub-Criteria	Sub Points	Max Points	Min Points
1.	KEY PERSONNEL QUALIFICATION:				
1.1	SITE MANAGER				
	<i>Please provide:</i> Bidding entity to provide proof of qualification for the Site Managers.	a. Degree in engineering environment/Business Management	20	20	10
		b. Diploma in Engineering environment OR Business Management	15		
		c. SAQA Accredited Trade test Refrigeration Mechanic/Fitter	10		
		d. No proof of qualification/Irrelevant qualification	0		
1.2	TECHNICIAN X 1				
	Bidding entity to provide proof of certificate for Technicians that has a minimum of Trade Test as a Refrigeration Mechanic	a. SAQA Accredited Trade test Refrigeration Mechanic/Fitter	15	15	15
		b. No proof of qualification/Irrelevant qualification.	0		
1.3	ASSISTANT TECHNICIANS X 3				
	Bidding entity to provide a proof of qualification for Assistant Technicians.	a) Grade 12 / National Certificate Vocational	15	15	15
		b) No proof of qualification/Irrelevant qualification	0		
2.	KEY PERSONNEL EXPERIENCE:				
2.1	SITE MANAGER				
	Please provide:	a) More than 5 years' experience in management in engineering field.	20		10



Bidding entity to provide a comprehensive CV for Site Managers. The site manager should have experience in management in the engineering field. This should include management of staff, SLA's and service providers.	b) Between 3 to 5 years of experience in management or Supervisory level	15	20	
	c) Three (3) years' experience in management or supervisory level	10		
	d) Less 3 years' experience in management or supervisory level	0		

2.2	TECHNICIANS/ARTISANS				
Please provide: Bidding entity to provide a comprehensive CV for Technicians/Artisans that have a minimum of 2 years' experience in repairs and maintenance of HVAC systems.	a) More than 5 years' experience in repairs and maintenance of HVAC system.	15	15	10	
	b) Between 2 to 5 years of experience in repairs and maintenance of HVAC system	10			
	c) Less than 2 years' experience in repairs and maintenance of HVAC system.	0			
3.	COMPANY EXPERIENCE				
Bidder must provide a minimum of one (1) relevant trade reference letter to Maintenance and repair of HVAC systems. The minimum duration of the project/contract on the reference letter must be five (5) months and the bidder must have been the main contractor. If five (5) months was accumulated from different sites/clients, all letters must be provided to demonstrate the 5 months period.	a) Provide three or more reference letters	15	15	5	
	b) Provide two or more reference letters	10			
	c) Provide one reference letter	5			
	d) Not relevant	0			
TOTAL POINTS <i>Bidders must score a minimum Threshold point per criteria and a minimum of <u>65</u> out of 100 points to be considered for further evaluation.</i>				65	

2.4 Scope of Works

Background:

The aim of this request for quotation is to source a suitable service provider for maintenance and repairs of the HVAC system at King Shaka International Airport for a period of five (5) months. The HVAC system includes assets such as : Chillers, Cooling towers, Pumps, Air Handling Units, MCC panel coolers, Fans, Console, cassette, split and under ceiling units, Chilled water fan coil units, SCADA maintenance, hardware and software including controls and sensors, Housekeeping any other associated equipment as per agreement with the service manager

2.4.1 Detailed Scope of Works:

DESCRIPTION OF THE WORKS

Employer's objectives

The Contractor will be responsible for the repair and maintenance of the HVAC System at King Shaka International Airport. The main system is located in the Terminal Building with smaller stand alone units in building around the airport precinct. The contractor will be appointed directly by the Airports Company South Africa.

Overview of the works:

In brief, the Contractor will be responsible for maintaining the HVAC System at King Shaka International Airport which (amongst other) comprises of:

1. Chillers
2. Cooling towers
3. Pumps
4. Air Handling Units
5. MCC panel coolers
6. Fans
7. Console, cassette, split and under ceiling units
8. Chilled water fan coil units
9. SCADA maintenance hardware and software including controls and sensors
10. Variable speed drives
11. Fire Dampers
12. Ducting, piping



- 13. Diffusers and grilles
- 14. Housekeeping
- 15. All/any other associated equipment as per agreement with the service manager.

Minimum Maintenance Program

On Water Pump Sets
Check pump grease/oil level and drain or fill as required
Check the gland packing and check for wear on pump shaft sleeves
Inspect coupling and check adjustment
Check and lubricate motor bearing
Check for tightness and security of pump and motor holding down bolt
Check bearing temperature
Lubricate isolating valve stems and operate valves
Clean pump drains and pipe work
Check for excessive noise or vibration
Check. Clean and adjust valve glands and repack if required
Clean strainers
THE FOLLOWING CHECKS MUST BE PERFORMED ON THE CHILLERS QUARTERLY
<u>TRANE RTAD SCREW CHILLER – QUARTERLY SERVICE</u>
Record operating temperatures, pressures and amperages.
Re-calibrate and check operation of safety controls.
Check diagnostic trips, investigate and reset active and historic menu.
Check operation of control circuitry.
Meg-Ohm compressor motor windings.



Check system sub-cooling.
Check starter electrical contacts for wear.
Tighten electrical connections in starter and control panels.
Check programming of the controller download latest Trane software.
Check the oil level in both compressors.
Check operation of oil heaters.
Check refrigerant charge.
Check for refrigerant leaks.
Tighten flanges and fittings.
Check all gauges for proper operation.
Check loading / unloading systems.
Check the expansion valves for correct superheat.
Chemically clean the condenser coils.
Run chiller and report all detected system deficiencies and recommendations.
CARRIER 19XR WATER-COOLED CENTRIFUGAL. CHILLER QUARTERLY SERVICE
Record & scrutinize Alarm History on Log sheet.
Inspect starter contact surfaces if applicable.
Inspect soft starter P.C. boards and wiring if applicable.
Visual check of wiring for electrical hotspots.
Check CVC and ISM.
Check controls – run automated test.
Check IGV & SRD drive mechanisms
Operate machine, check safety controls, run Computerized diagnostic check, log operating conditions as necessary.
Check operation of CCN/J-bus gateway



Check identified area for refrigerant leaks
Check flow rates on chiller
Check oil level on compressor
Chiller Annually
<u>TRANE RTAD 180 SCREW CHILLER – ANNUAL SERVICE</u>
Record operating temperatures, pressures and amperages.
Re-calibrate and check operation of safety controls.
Check diagnostic trips, investigate and reset active and historic menu.
Check operation of control circuitry.
Meg-Ohm compressor motor windings.
Check system sub-cooling.
Check starter electrical contacts for wear.
Tighten electrical connections in starter and control panels.
Check programming of the controller download latest Trane software.
Check the oil level in both compressors.
Change the oil filters.
Check operation of oil heaters.
Check refrigerant charge.
Check for refrigerant leaks.
Tighten flanges and fittings.
Check all gauges for proper operation.
Check loading / unloading systems.
Check the expansion valves for correct superheat.



Chemically clean the condenser coils.
Run chiller and report all detected system deficiencies and recommendations.
Cleaning of evaporator tubes.
CARRIER 19XR WATER-COOLED CENTRIFUGAL. CHILLER QUARTERLY SERVICE
Carry out all quarterly inspection checks above.
Draw oil sample for analysis and report
Renew oil filter.
Renew skimmer filter.
Renew motor cooling refrigerant filter.
Meg-test compressor motor windings.
Meg-test oil pump motor windings.
Check identified areas for refrigerant leaks.
Cooling Tower Monthly
The tasks listed are high level / minimum tasks. The contractor is expected to complete all tasks as OEM requirements,
Inspect for leaks and check condition of valves
Inspect that screen is clean and secure
Inspect fan motor, bearing and drives
Inspect spray pump system and nozzles
Cooling Tower and Closed Loop (chilled and condenser) Monthly Water Treatment
CLOSED CIRCUIT COOLING WATER SYSTEMS
Check that there is power to the dosing and control units
Check to see that all pumps are primed and operational



Check anti corrosion and scale chemical concentration on all circuits and top up if necessary
Check and set if necessary, the microbicide 7 day timers
Refill biocide brominators
Clean all bleed strainers and TDS probes
Check the calibration of the TDS controllers and reset if necessary
Check the operation of the bleed solenoid valve and clean if necessary
Check that there is no overflow from the tower sumps
Note the water meter readings of the makeup water to the cooling towers
OPEN RECIRCULATING WATER TESTING
A makeup water sample together with water samples is drawn from each of the cooling towers will be tested as follows : Total Hardness, Calcium Hardness, Alkalinity, TDS, Chlorides, Ph
Chemical level – Scale / Corrosion inhibitor/biocide
Adjustments to be made to the automatic dosing and control equipment, based on the results found, if required
Cooling tower yearly
The tasks listed are high level / minimum tasks. The contractor is expected to complete all tasks as OEM requirements,
Perform detail inspection on structure, piping and valves
Perform deep cleaning
Add chemicals as per OEM recommendations
Service all equipment
Split / Console Unit Monthly
THE FOLLOWING TASKS MUST BE PERFORMED ON THE INDOOR UNIT



Check and clean filters
Check that the evaporator fins are clear of dirt and comb fins if necessary
Check heating operation
Check cooling operation
Inspect fan motor and blades
Inspect circuit board
Check that the expansion valves are operating correctly, repair or replace if necessary
Check condensate lift pumps and check that drain is clear from foreign particles
Test refrigerant system for leaks using an electronic leak detector
Check that there is water in the condensate traps, fill u-trap with water where necessary
Check that condensate freely flows to the main drain
Record supply and return temperatures
Check thermostat operation
THE FOLLOWING TASKS MUST BE PERFORMED ON THE OUTDOOR CONDENSER UNITS
Check operating conditions, (i.e. discharge/suction pressures)
Check all electrical connections are secure
Test refrigerant system for leaks using an electronic leak detector
Remove the fan guard, confirm that the fan is correctly aligned, secure on the motor shaft is free to rotate and operate
Check the securing bolts on fan motor compressor and tighten if necessary
Inspect the refrigerant controls
Inspect all refrigerant devices

Inspect all electrical devices (i.e. transformer relays, contactor etc.)
Examine the condenser coil condition and comb fins if necessary
Inspect refrigerant piping insulation
Inspect condensate pump
THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS
Check correct operation on LCD screen
Check the display for correct temperature settings
Check the time clock is correctly set and that program start and stop times are set held controllers
Check presence and numbers of handheld controllers
THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS SYSTEM REFRIGERANT
Determine type and quantity of refrigerant in the system
Record any leakage, recovery or recycled refrigerant
Split / Console units yearly
THE FOLLOWING TASKS MUST BE PERFORMED ON THE INDOOR UNIT
Check and clean filters
Check that the evaporator fins are clear of dirt and comb fins if necessary
Check heating operation
Check cooling operation
Inspect fan motor and blades
Inspect circuit board
Check that the expansion valves are operating correctly, repair or replace if necessary



Check condensate lift pumps and check that drain is clear from foreign particles
Test refrigerant system for leaks using an electronic leak detector
Check that there is water in the condensate traps, fill u-trap with water where necessary
Check that condensate freely flows to the main drain
Record supply and return temperatures
Check thermostat operation
Clean equipment
THE FOLLOWING TASKS MUST BE PERFORMED ON THE OUTDOOR CONDENSER UNITS
Check operating conditions, (i.e. discharge/suction pressures,
Check all electrical connections are secure
Test refrigerant system for leaks using an electronic leak detector
Remove the fan guard, confirm that the fan is correctly aligned, secure on the motor shaft is free to rotate and operate
Check the securing bolts on fan motor compressor and tighten if necessary
Inspect the refrigerant controls
Inspect all refrigerant devices
Inspect all electrical devices (i.e. transformer relays, contactor etc.
Examine the condenser coil condition and comb fins if necessary
Inspect refrigerant piping insulation
Inspect condensate pump
Clean equipment and repair corrosion
THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS
Check correct operation on LCD screen



Check the display for correct temperature settings
Check the time clock is correctly set and that program start and stop times are set held controllers
Check presence and numbers of handheld controllers
THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS SYSTEM REFRIGERANT
Determine type and quantity of refrigerant in the system
Record any leakage, recovery or recycled refrigerant
THE FOLLOWING TASKS MUST BE PERFORMED ON THE ELECTRICAL WIRING
Examine flexible cables for wear fraying braid and brittle insulation
Examine connections
Test insulation resistance
Air Handling Units monthly
Check for condensate carry-over and that drains are clear
Vent air from cooling coils
Check drive belt tension, alignment and condition
Ensure all drive belt guards are properly fitted
THE FOLLOWING TASKS MUST BE PERFORMED ON THE AIR HANDLING FILTERS
Ensure that any damaged seals or fasteners are replaced
Inspect Reusable (Washable) Filter elements condition
Clean and replace Reusable (Washable) Filter elements as per manufacturer's recommendations
Clean and examine Pressure gauges and thermometers
Test Pressure gauges and thermometers against known standard, re-calibrate as necessary



Examine general manometer condition	
Examine fluid in manometers Replace as necessary	
Test manometer against known standard, re-calibrate as necessary	
THE FOLLOWING TASKS MUST BE PERFORMED ON THE AXIAL AND PROPELLER FANS	
Inspect/replace/clean all air filters and clean of loose dirt	
Check noise and vibration	
Inspect and lubricate bearings as necessary This does not apply to pre-packed bearings	
Check bearings for end play and wear Do not over pack with grease	
Clean around grease nipple	
Clean and inspect housing for looseness and corrosion	
Inspect impeller for tightness	
Check impeller fan rotation	
Clean impellers and ensure no buildup of dirt	
Check impeller mounting and check fan blade wear (where accessible)	
Check Sheaves and bearing collar tightness	
Check and tighten mounting bolts as necessary	
Check Anti-vibration mountings effectiveness	
THE FOLLOWING TASKS MUST BE PERFORMED ON THE CENTRIFUGAL AND INLINE DUCT FANS	
Record operating parameters	
Inspect and lubricate bearings as necessary This does not apply to pre-packed bearings	
Check bearings for noise	
Check bearing temperature	



Check bearing bolt
Check Ducting (Inline Fan) access panel security
Clean air inlet/discharge screen
Check balance and flexible mounting
THE FOLLOWING TASKS MUST BE PERFORMED ON THE DUCT WORK
Check damper position and ease of movement and security of locking devices
Clean dampers and touch up
Record damper operation parameters
Check damper motor for correct operation
Ensure that damper opens and closes to desired positions
Ensure damper blades on shaft are secure and are correctly aligned
Check damper overload settings
Check dampers for wear and lubricate if appropriate
Check Ducting balance and flexible mounting
THE FOLLOWING TASKS MUST BE PERFORMED ON THE BMS FRONT-END PC'S AND FIELD EQUIPMENT
Examine terminal connections
Examine condition of wiring
Check actuator mounting
Check responses of actuators and primary elements
Check effective operation
Clean and Examine 'front end' PCs
Clean and Examine Visual Display Screens



Test disc drives
Clean and examine keyboard and mouse
Resolve alarms and faults
Test communication
Air Handling Units Yearly
Check drive pulley alignment and security
Lubricate Damper pivots and linkages lightly
Check Cooling and heating coils condition and clean
Check air and water pressure drops across coils
Thoroughly clean Air Handling Unit interior and check for corrosion on re-assembly check for air tightness
Clean Air Handling Unit heating and cooling coils, fan impellers, eliminator plates and other fittings
THE FOLLOWING TASKS MUST BE PERFORMED TO CHECK THE MOTORS
a) condition of motor brushes and replace if necessary
b) clean and test windings
c) tightness of terminals
d) full load current
e) Inspect bearing wear and replace lubricant in motor bearings
Check Anti-vibration mountings and ductwork flexible connections condition
THE FOLLOWING TASKS MUST BE PERFORMED ON THE AIR HANDLING FILTERS
Check Air flow and stop any bypass air around filter
On removal ensure trapped dust remains in the filter medium
Thoroughly clean Filter housing ductwork and floor including surrounding



Inspect Housing for damage and/or corrosion
Remove and replace Disposable Filter elements at manufacturer's recommended final airflow pressure
THE FOLLOWING TASKS MUST BE PERFORMED ON THE AXIAL AND PROPELLER FANS
Inspect Motor assembly condition
Clean motor and windings (where accessible)
Check and clean Wall intake/wall discharge louvers
Clean and check Automatic shutters correct operation
THE FOLLOWING TASKS MUST BE PERFORMED ON THE CENTRIFUGAL AND INLINE DUCT FANS
Inspect housing for looseness
Clean housing of touch fan casing and mounting frame
Inspect motor assembly
THE FOLLOWING TASKS MUST BE PERFORMED ON THE DUCT WORK
Inspect access doors for any loose panels and secure
Test Internal cleanliness in accordance with HVAC TR/19
Check Flexible connections condition, leaks and secure fittings
Inspect insulation for any damage or deterioration
Check Supports and Anti-vibration mounts to ensure all fixings are secure and that all Anti-vibration mountings are effective
Inspect Attenuators internally
Repair Attenuators surfaces of sound insulation where necessary
Inspect Attenuators externally
Clean Attenuators off any rust and repaint as necessary



Examine, check and clean Internal grilles	
Examine Internal grille fixings, tighten as necessary	
Check Ducting insulation	
a) Check Ducting insulation	
b) Repair Ducting air leaks	
c) Repair Ducting rust spots	
THE FOLLOWING TASKS MUST BE PERFORMED ON THE ENERGY CONTROLS SYSTEMS MAINTENANCE	
Check Motor Control Panel overload operation and set points	
Check Motor Control Panel insulation resistance	
Check Motor Control Panel earth impedance	
Check Motor Control Panel circuit breakers isolators, fused starter switches Pilot light, electrical wiring form main isolator	
Check Motor Control Panel connections for tightness and Examine condition of panel wiring	
Calibrate Motor Control Panel volt and ammeters	
Check all cable ways	
Examine condition of thermostats/sensors	
Examine fixings	
Examine enclosure	
Interrogate controller and determine operational parameters Compare to design parameters as specified in logbook	
Test operation of functions and over-rides	
Download settings and retain copy in logbook and in a secure location	
Examine all modems and communication system	



Test operation
Examine inter-connecting cables
Examine wiring and terminals
Service as per Supplier recommendations
Record monthly power usage
Check physical of plant rooms and report on any unauthorized use of plant areas
Report in writing to Employer/Engineer any items which require urgent attention or repair /replacement at the service

Human resources:

The Contractor shall continuously ensure that all staff is suitable, able and competent for the duties required of them. **Artisans must be trade tested and have SAQCC CAT B certification.** The Contractor shall continuously ensure that all staff is knowledgeable on all equipment relating to the HVAC System.

The Contractor must have additional resources available to attend to lengthy breakdowns or breakdowns of a specialized nature.

It shall be the Contractor's responsibility to ensure that all relevant labor and safety legislation is adhered to in rostering staff.

Minimum Staff Experience

Any person performing any work on the HVAC System must undergo training and be suitably qualified to do so. No other individuals will be allowed to perform any work on the system. The complexity and hazardous nature of repairs may sometimes require that at least two people work together at any given time.

LOW SERVICE DAMAGES



Low service damages table 2		
Service Levels		
Item	Low service	Damages
1	Failure to maintain minimum staffing levels on site without prior authorisation by the Service Manager	R 500.00 per role per day
2	Failure to meet response time service level benchmarks	R 3,000.00 per infringement
3	Failure to meet closure duration service level benchmarks	R 3,000.00 per infringement
4	Failure to maintain defect free period through poor workmanship on corrective or preventative maintenance tasks	R 3,000.00 per infringement
5	Where a repair is delayed by 1 calendar day or more due to the unavailability of a spare part without the approval of the Service Manager or his/her duly authorised representative	R 2,500.00
6	Leaving a breakdown unattended or incomplete for another day without the approval of the Service Manager or his/her duly authorised representative	R 2,500.00 per infringement
7	Failure to perform 100% of all required preventative maintenance tasks per month	R 5,000.00
8	Total breakdowns requiring a second level of response exceeding the limit of 3 per month	R 2,500.00 per breakdown
9	Failure to achieve target availability	1- 2% = R1500
		3- 5% = R2500
		More than 5% =R3000

The bidding entity to provide name and surname of the key personnel below:

Key Personnel	Name and Surname
Site Manager (X1)	
Refrigeration Technician (X1)	
Assistant Artisan/Mechanic (X 3)	



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SOUTH AFRICA

A. PRICING SCHEDULE

A. Preliminary Cost

Item no.	Activity - Description	Frequency	Quantity	Total Cost
1.	Airport Safety Induction, Permits and Other (communication, vehicle branding, office equipment, consumables) (to be paid on the proven costs)	Once off	1	R17 000
2.	Safety file Set up administrative cost Incl medicals	Once off	1	R5 000
			Total	R

B. Labour Costs (Working hours are Monday to Friday 08:00am to 16:30pm)

Item	Description	Qualification Category i.e. SAQA or SAQCC	Quantity	Normal hours (R/hour)	Monthly cost (160 hrs)	5 Month Total
1.	Site Manager/Senior Technician	SAQA Accredited Trade test Refrigeration Mechanic/Fitter	1	R	R	R
2.	Refrigerant Technician	SAQA Accredited Trade test Refrigeration Mechanic/Fitter	1	R	R	R
3.	Assistant Artisan/Mechanic	NQF 2	3	R	R	R
					Total	R



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C. PROVISIONAL AMOUNTS: (Include mark-up on total cost)				
Item No.	Description	5 Months Cost	% Mark Up	Total cost
1.	Spares	R 200000	_____%	R
Total				R

D.		E. SCHEDULE SERVICE			
Item No.	Description	Cost Per Unit	Number of Units	Cost Per Month	Total cost for Five Months
1.	BMS service		-	R	
2.	Water treatment for 4x cooling towers	R	4	R	R
Total Costs					R



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F. After hours Labour Rates (Not to be added to the summary pricing schedule)		
Description	After hours Rate/hour	Sundays and Public Holiday
Site Manager/Senior Technician	R	R
Refrigerant Technician	R	R
Assistant Artisan/Mechanic	R	R

Pricing summary Description		Total cost for 5 Months
A.	Preliminary costs	R
B.	Labour Cost	R
C.	Provisional amounts	R
D.	Scheduled service	R
	Sub-total	R
	VAT	R
	Total	R



Material Cost: 3rd party Procurement and Services

Spares and sub-contracted work will be charged at cost plus mark-up.

Markup percentage will be subject to negotiations between the Bidder and ACSA

Mark-Up	
Value of Item or Services	Mark Up Percentage
R0 - R2,000	%
R2,001 - R5,000	%
R5,001 - R10,000	%
R10,001 - R50,000	%
Over R50,000	%

3. FORM OF OFFER AND ACCEPTANCE

A. OFFER

The employer, identified in the Acceptance signature block, has solicited offer to enter into a contract for the procurement of:

Provision of Maintenance and Repairs of HVAC for a period of five (5) months at King Shaka International Airport.

The bidder, identified in the offer signature block has examined the document listed in the bid data and addenda thereto as listed in the Returnable Schedules and by submitting this offer has accepted the conditions of bid.

By the representative of the bidder, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the Bidders offer to perform all the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions to their true intent ad 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:

Express your form of offer in Words below:

Express your form of offer in Numbers below:

R

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 to the bidder before the end of validity stated in the Bid Data whereupon the bidder becomes the party as the contractor in the conditions of contract identified in the contract data.

Bidder/Entity Name	:	
Represented By	:	
Capacity	:	
Signature	:	
Date	:	

4. SECTION 3: PREFERENCE POINTS AND PRICE

4.1. Preference Points Claims

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

4.1.1.1. The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

4.1.2. ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.

4.2. Definitions

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

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

4.2.3. **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

4.2.4. **“Black People”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

4.2.5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);

4.2.6. **“Designated Group”** means:

4.2.6.1. Black Designated Groups;

4.2.6.2. Black People;

4.2.6.3. Women;

4.2.6.4. People with disabilities; or

4.2.6.5. Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;

- 4.2.7. **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 4.2.8. **“EME”** means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;;
- 4.2.9. **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 4.2.10. **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 4.2.11. **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 4.2.12. **“Person”** includes a juristic person;
- 4.2.13. **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 4.2.14. **“Price”** means all applicable axes less all unconditional discounts;
- 4.2.15. **“QSE”** means a qualifying small business enterprises in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act
- 4.2.16. **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 4.2.17. **“Rural Area”** means:
- 4.2.17.1. a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or
- 4.2.17.2. an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 4.2.18. **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 4.2.19. **“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 4.2.20. **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;

- 4.2.21. **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person; and
- 4.2.22. **“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

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

4.3. **Adjudication Using A Point System**

- 4.3.1. The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.
- 4.3.2. Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts
- 4.3.3. Points scored will be rounded off to the nearest 2 decimal places.

4.4. **Award of Business where Bidders have Scored Equal Points Overall**

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

4.5. **Points Awarded for Price**

The 80/20 Preference Point Systems

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

80/20

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

Where

P_s = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

4.5.1. Points Awarded for B-BBEE Status Level of Contribution

4.5.1.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below

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

4.5.1.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.

4.5.1.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.

4.5.1.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

4.5.1.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

4.5.1.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.



4.5.1.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

4.5.1.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.6. Bid Declaration

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

(B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs **Error! Reference source not found.**)

B-BBEE Status Level of Contribution: _____ = _____(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 0 must be in accordance with the table reflected in paragraph 4.5.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

4.7. Declaration with Regard to the Bidder

- 4.7.1. **Name of bidding entity** _____
- 4.7.2. **VAT Registration** _____
- 4.7.4. **Company registration number:** _____
- 4.7.5. **Type of company / firm:** _____

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

[TICK APPLICABLE BOX]



4.8. Describe principal business activities

4.9. Company Classification

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

[TICK APPLICABLE BOX]

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

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

- 4.11.1. The information furnished is true and correct;
- 4.11.2. The preference points claimed are in accordance with the General Conditions as indicated in this Section;
- 4.11.3. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;
- 4.11.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:
 - 4.11.4.1. Disqualify the person from the bidding process;
 - 4.11.4.2. Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 4.11.4.3. 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;
 - 4.11.4.4. Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for



a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

4.11.4.5. Forward the matter for criminal prosecution.

Witnesses:

1. _____

Signature(s) of bidder(s)

2. _____

Date : _____

Address: _____

5. SECTION 4: RETURNABLE DOCUMENTS

5.1. Mandatory Returnable documents

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

5.2. These types of documents and information are required but are not mandatory or are only mandatory at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time or might already have them on the system. Where a document or information is only mandatory at a specific stage in the process, ACSA may only disqualify a bidder for non-submission at that stage and after reasonable efforts were made to request the document from the bidder. The documents are as follows:

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Tax Clearance Certificate (ACSA may do not award a tender to a bidder whose tax affairs have not been declared to be in orders by SARS)	
CSD summary report with unique verification code.	
Initial/stamp and where applicable sign all pages of the attached RFQ Declaration of interest forms (attached RFQ document)	
Quotation on bidder's company letter head	
Insurance Letter	
Valid Letter of good standing	

5.3. Validity of submitted information.

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

6. SECTION 5: DECLARATION FORM

6.1. Making a Declaration

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

6.2. All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity



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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

6.4. 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) herby 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

7. SECTION 6: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:



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

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

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

This declaration was signed on _____ of _____ 202_____

Name: _____
 Designation: _____
 Signature: _____



ACCEPTANCE OF TERMS AND CONDITIONS OF THE BID DOCUMENT

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

1. The content of the bid document in its entirety i.e. pages 1 – 41.
2. The Bid Procedures.
3. To submit all returnable documents as required;
4. The terms and conditions set forth within this Bid Document i.e. Agreement, and Contract Data;
5. Pricing Data (including the Pricing Schedule or Bill of Quantities);
6. The Scope of Work;
7. Inclusive of all appendices as listed in accordance with the terms set herein.

Biding Entity Name

:

Authorised Signatory Name

:

Position

:

Signature

:

Date

: