



REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT A REMOTELY PILOTED AIRCRAFT SYSTEMS FOR RUNWAY & MOVEMENT AREA INSPECTION PROOF OF CONCEPT TRIAL AT OR TAMBO INTERNATIONAL AIRPORT FOR A PERIOD OF SIX (6) MONTHS AT AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED (ACSA)

TENDER NUMBER: : **ORTIA 7051/2022/RFP**

ISSUE DATE : **05TH DECEMBER 2022**

BRIEFING SESSION : **12TH DECEMBER 2022, 12H00 PM**

ENQUIRIES CLOSING DATE & TIME : **17TH JANUARY 2023, 12H00 PM**

TENDER CLOSING DATE & TIME : **03RD FEBRUARY 2023, 12H00 PM**

Bidding Company Name	
Representative Name	
Signature	
Date	

Table Of Content

Description	Pages
Section 1: Instructions to Bidders	4
Section 2: Background, Purpose and Scope of Work	8
Section 3: Preference Points and Price	11
Section 4: Evaluation Criteria	21
Section 5: Returnable Documents and Check List	23
Section 6: Terms and Conditions of RFP	25
Section 7: RFP administrative & procedural RFP requirements	29
Section 8: Request for Proposal submission checklist	32
Appendices:	
Appendix A - Acceptance of Terms and Conditions of RFP and Bidder's Particulars	34
Appendix B - Cover Letter	36
Appendix C - Company background, Executive summary & Organogram	37
Appendix D - Names and certified identity documents of directors	38
Appendix E - Certificate of incorporation documents CIPC	39
Appendix F - Joint Venture Agreement	40
Appendix G - Bidder's relevant experience	41
Appendix H - B-BBEE Certificate	42
Appendix I - Original Tax Clearance Certificate	43
Appendix J – Letter of Good Standing	44
Appendix K - Latest of audited financials	45
Appendix L - Declaration Conflict of Interest Form	46
Appendix M - Declaration of Forbidden Practices	51
Appendix N – Pricing Schedule	52
Appendix O – Consent Vetting Form	53
Appendix P – Reference Letter Template	55
Appendix Q – Proof of bidder's registration on the National treasury CSD - Report	56

Annexures Attached to the RFP Document:	
Annexure A - Scope of Work Document	
Annexure B – Evaluation Criteria Document	
Annexure C – Acsa's Non-Disclosure Agreement Document	
Annexure D – Bidder's proof of experience Document	
Annexure E – Insurance Requirements Document	

SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP documents

Tender documents with reference number **ORTIA 7051/2022/RFP** are available electronically from **05th December 2022** on the ACSA website www.airports.co.za and National Treasury e-Tenders Publication Portal www.etenders.gov.za. No bid documents will be available at the briefing session venue.

1.2. Submission of bid documents

Bidders must submit bid documentation bound as an electronic copy. The emails must be clearly marked on the outside with the following details:

- Bidding entity's name
- Full description of the tender and tender reference number
- Emails must be clearly outline as **email 1 of 6/10**, depending on the number of emails the bidder is sending

The documents must be signed and completed by a person who has been given authority to act on behalf of the bidding entity. The documents must be kept in the sequence and format they have been issued. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before **12h00 (PM) on Friday 03rd February 2023** using the following method:

1.2.1. Electronic Copies:

The bid proposals must be delivered via email to and must be addressed as follow:

Patricia.Nkambule@airports.co.za

Tender no. ORTIA 7051/2022/RFP

RFP for appointment of a suitable service provider to conduct a Remote Piloted Aircraft Systems for runway & movement area inspection proof of concept trial for ORTIA

Proposals must be a **SINGLE ORIGINAL ELECTRONIC COPY** of the bid documents. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence.

1.3. **Alternative Bids**

As a general rule ACSA only accepts bids which have been prepared in response to the tender invitation.

1.4. **Late Bids**

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

1.5. **Clarification/Enquiries and Communication**

Name: Patricia Nkambule
Designation: Category Management Specialist
Telephone: 011 723 1533
Email: Patricia.Nkambule@airports.co.za

Request for clarity or information on the tender may only be requested until **17th January 2023**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal invitation.

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

1.6. **Non-Compulsory Briefing Session**

Non-Compulsory briefing session will be held virtual **via MICROSOFT TEAMS** on **12th December 2022 @ 10:00am**.

To book please send an email request to Patricia.Nkambule@airports.co.za.

1.7. Bid Responses

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

1.8. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.8.1. Award the whole or a part of this tender;
- 1.8.2. Split the award of this tender;
- 1.8.3. Negotiate with all or some of the shortlisted bidders;
- 1.8.4. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
- 1.8.5. To reject the lowest acceptable tender received; and/or
- 1.8.6. Cancel this tender.

1.9. Validity Period

ACSA requires a validity period of **one hundred and twenty (120) business/working days** for this tender. 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.

1.10. Confidentiality of Information

- 1.10.1. ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.10.2. ACSA will not disclose the names of bidders until the tender process has been finalised.



1.10.3. Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to ACSA **with the bid**.

1.11. **Anti-corruption Hot – Line**

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1. Background

In recent years UAVs and emerging technologies such as artificial intelligence and machine learning emerged and began to transform almost every aspect of the global economy. The sub- sectors in which ACSA operates are equally affected, with new opportunities and threats emerging in many relevant economic sectors, including transport, logistics, security, and infrastructure management.

Taking note of these developments, ACSA intends to develop and implement a Remotely Piloted Aircraft System (RPAS) services strategy to identify and benefit from the new opportunities created by the emerging RPAS economy while mitigating emerging new or unknown risks and threats.

There are various risks related to the emergence of the drone economy that should be given consideration and that may need a thoughtful response from ACSA, including airport management, airspace management, environmental management, fire, rescue, and disaster management.

2.2. Objectives of this tender

The Proof of Concept (POC) Trial at OR Tambo International Airport is aimed at achieving two main objectives for Airports Company South Africa (ACSA) and these objectives are:

- To Pilot Remotely Piloted Aircraft System (RPAS) within an Aerodrome with the aim of integrated communication between RPAS and Air Traffic Management (ATM) system as well as seamless communication with controllers. In addition to this, is to make sure that all frequencies, approvals, safety management system including emergency response are exercised and evaluated for improvement and recommendation for an integrated RPAS which can be scheduled within aerodrome like manned aircrafts. These elements will be tested under restricted airspace with no scheduled flights during this POC.
- To conduct civil infrastructure Inspections for all movement areas in the airfield, i.e. taxiway, runway and aprons. The inspections will include FOD, cracks, technical civil inspections, markings, signage, electrical fittings, etc. The aim is to show the capability of RPAS system for conducting effective inspections at the airport with the aim of future adaption to utilise this technology given its various benefits like repeatability, effectiveness, and speediness of conducting inspections amongst other benefits.

2.3. Scope of Work

The objective of the scope of work is to articulate and concisely specify in scope functional & non-functional requirements, as well as evaluation criteria applicable to the scope of work of the Remote Piloted Aircraft System RFP. **Refer to Annexure A for the detailed Scope of Work.**

The service provider will be required to fulfil the requirements set out in this RFP. The duration of this contract is anticipated to be for a period of six (6) months. Upon appointment of the Service Provider, a services contract shall be concluded with the Service Provider. ACSA may at any time, terminate the contract or postpone or delay all or any part of the contract upon written notice to the selected Bidder in line with the prescribed process.

RFP attached annexures consist of the following documents:

- Annexure A: Scope of Work
- Annexure B: Evaluation Criteria/ Demonstration
- Annexure C: ACSA Non-Disclosure agreement
- Annexure D: Bidders Proof of Experience Template
- Annexure E: Insurance requirements

Pricing Schedule

Bidders are requested to provide the total cost of the proof of concept for a period of 6 months in their pricing schedule. The Pricing schedule should reflect an amount before and after VAT and Grand total amount.

Demonstration

The demonstration of the solution will be conducted with the shortlisted bidders. ACSA will shortlist 5 (five bidders) based on Pricing and BBBEE. All items marked as **D** in the evaluation criteria will be demonstratable items during the demonstrations

Appointment of the successful service provider

Appointment of the successful service provider will be subject to the service provider passing the security vetting.

Insurance Requirements

Bidders are requested to submit proof of insurance for the following:

- R25 000 Public Liability cover for damage to 3rd party property
- R250 000 Public Liability cover for damage to aircraft

2.4. Mandatory Requirements

Only bidders meeting the following criteria will be considered for this tender:

- a) The bidder should have a valid commercial RPAS Operational Certificate (ROC) registered with SACAA for the entire duration of POC.
- b) The bidder's ROC operational specification shall have the following; day and night flights, controlled airspace, Extended Visual Line of Sight (EVLOS).
- c) The bidder should own at least one RPA registered under bidder's ROC.
- d) The bidder shall submit registered RPLs for all pilot to partake in the POC. All Pilots, working under the authority of bidder ROC, must hold a valid RPAS Pilot License (RPL), issued by the SACAA, for the type and rating of Remotely Piloted Aircraft (RPA) being operated under the ROC.
- e) The Remote Pilots shall hold a Radio Communication Licence.
- f) The bidder shall submit a Safety File (including emergency management procedures).
- g) The bidder shall have third-part liability insurance cover or intent in line with ACSA insurance requirements.
- h) The RPAS should be equipped with an Automatic Identification System (AIS) for ATC situation awareness.
- i) Letter of good standing with department of labour;
- j) Two Letters of reference with a minimum of 4 months supporting experience accumulatively;
- k) Bidders Acceptance of Terms & Conditions of bid;
- l) Company, its Directors and employees agree to be vetted by Airports Company South Africa (ACSA).

Bidders **that do not meet the above mandatory requirements** will not be considered further in this tender process

SECTION 3: PREFERENCE POINTS AND PRICE

3.1. Preference Points Claims

3.1.1. 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:

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

3.1.1.2. The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

3.1.2. The value of this bid is estimated to below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

3.2.1 The maximum points are allocated as follows:

	Points
Price	_____80_____
B-BBEE Status Level of Contribution	_____20_____
Total Points for Price and B-BBEE must not Exceed	100

3.2.2 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

3.2. Definitions

- 3.2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad - Based Black Economic Empowerment Act;
- 3.2.2. **“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;
- 3.2.3. **“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;
- 3.2.4. **“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;
- 3.2.5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);
- 3.2.6. **“Designated Group”** means:
- 3.2.6.1. Black Designated Groups;
 - 3.2.6.2. Black People;
 - 3.2.6.3. Women;
 - 3.2.6.4. People with disabilities; or
 - 3.2.6.5. Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 3.2.7. **“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;
- 3.2.8. **“QSE”** means any enterprise with an annual turnover of between R10 million and R50 million in terms of the B-BBEE Codes of Good Practice Gazetted on 11 October 2013;
- 3.2.9. **“EME”** means any enterprise with an annual total revenue of R10 million or less in terms of the B-BBEE Codes of Good Practice Gazetted on 11 October 2013;

- 3.2.10. **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 3.2.11. **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 3.2.12. **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 3.2.13. **“Person”** includes a juristic person;
- 3.2.14. **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 3.2.15. **“Price”** means all applicable axes less all unconditional discounts;
- 3.2.16. **“QSE”** means a qualifying small business enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act
- 3.2.17. **“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;
- 3.2.18. **“Rural Area”** means:
- 3.2.18.1. 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
 - 3.2.18.2. an area including a large settlement which depends on migratory labour and remittances and govern social grants for survival, and may have a traditional land tenure system;
- 3.2.19. **“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;
- 3.2.20. **“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;
- 3.2.21. **“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;



3.2.22. **“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

3.2.23. **“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.

3.3. **Adjudication Using A Point System**

3.3.1. 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.

3.3.2. 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. This section is not applicable for this tender.

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

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

3.4.1. 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.

3.4.2. 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.

3.4.3. Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

3.5. **Points Awarded for Price** (only B-BBEE points will be allocated for this tender)

The 80/20 Preference Point Systems

4. A maximum of 80 points is allocated for price on the following basis:

The 80/20 Preference Point Systems

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

80/20

$$P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

$$\text{or } P_s = 90 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

4.1.1. **Points Awarded for B-BBEE Status Level of Contribution**

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

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

- 4.1.2.1. 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
- 4.1.2.2. 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.
- 4.1.2.3. 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.
- 4.1.2.4. 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.



- 4.1.2.5. 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.
- 4.1.2.6. 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.
- 4.1.2.7. 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.
- 4.1.2.8. 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.

4.2. 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 0)

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

(Points claimed in respect of paragraph 0 must be in accordance with the table reflected in paragraph 4.1.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

4.3. Sub-Contracting

4.3.1. Will any portion of the contract be sub-contracted? YES / NO

4.3.2. If yes, indicate:

4.3.2.1. The sub-contracted percentage is: _____%

4.3.2.2. The type of ownership is as follows in terms of percentage out of 100:

- 4.3.2.2.1. black ownerships is: _____
- 4.3.2.2.2. black youth ownership is: _____
- 4.3.2.2.3. black women ownership is: _____
- 4.3.2.2.4. black people with disabilities ownerships is: _____;
- 4.3.2.2.5. black people in rural areas, underdeveloped areas or townships ownerships is: _____
- 4.3.2.2.6. black ownership of the co-operative is: _____
- 4.3.2.2.7. black people who are military veteran ownership is: _____
- 4.3.2.2.8. Combined ownership of any of the above is:
_____.

- 4.3.3. The tendering condition must specify that the tenderer may only subcontract to a QSE listed above if the QSE has a B-BBEE status level that is equal to or more than that of the tenderer/bidder.

4.3.3.1. The name of the sub-contractor is:

4.3.3.2. The B-BBEE status level of the sub-contractor is:

4.3.3.3. The sub-contractor is an EME: YES / NO

- 4.3.4. A bidder may not sub-contract any portion of the tender after award without the written approval to a delegated ACSA representative.

4.4. Declaration with Regard to the Bidder

- 4.4.1. **Name of bidding entity**
- 4.4.2. **VAT Registration**
- 4.4.3. **Company registration number:**
- 4.4.4. **Type of company / firm:**

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

4.5. Describe principal business activities

4.6. Company Classification

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transportation, *etcetera*.

[TICK APPLICABLE BOX]

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

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

- 4.8.1. The information furnished is true and correct;
- 4.8.2. The preference points claimed are in accordance with the General Conditions as indicated in this Section;
- 4.8.3. 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;
- 4.8.4. 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:
- 4.8.4.1. Disqualify the person from the bidding process;
- 4.8.4.2. Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- 4.8.4.3. 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;
- 4.8.4.4. 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
- 4.8.4.5. Forward the matter for criminal prosecution.

Witnesses:

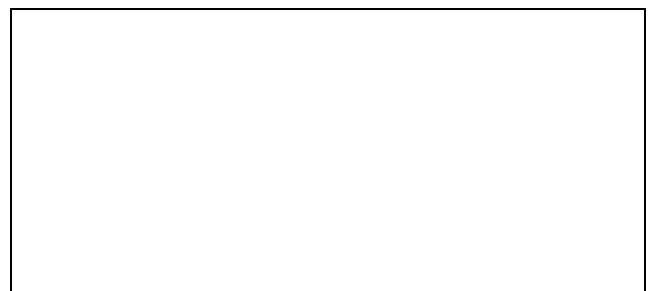
1. _____

Signature(s) of bidder(s)

2. _____

Date : _____

Address: _____



SECTION 4: EVALUATION CRITERIA

4.1. Evaluation Criteria

4.1.1. ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for pre-qualifying criteria/ local production and content/ Supplier Development, objective criteria and compulsory sub-contracting/ functionality/ Price and B-BBEE. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the tender process.

4.1.2. The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to disqualify bidders without requesting any outstanding document/information.

4.2. A staged approach will be used to evaluate bids and the approach will be as follows:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Check if all the documents have been received	Check if Bidder meets the mandatory requirements	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE)	Demonstration of the solution by shortlisted bidders	Post tender negotiation

4.3. Functionality

4.3.1. The functionality demonstration will be conducted by the Bid Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on prequalification/threshold criteria.



4.3.2. Mandatory Requirements

The evaluation will be based on the availability of required mandatory documents/information as per **section 2.4 above**.

4.4. Solution Demonstration

Bidders will be required to demonstrate their solution. **Annexure B Functional Criteria** will be used to assess the bidder's solution. Bidders should comply with all the capabilities listed in this annexure. **Please refer to Annexure B for detailed functional criteria.**

4.5. Price and B-BBEE

This stage of the evaluation process will be based on the PPPFA preference point system of 80/20 Disbursement Rates Schedule

All disbursement rates will be as per ACSA travel policy and without mark-up.

SECTION 5: 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:

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION
Declaration of Interest Form
Declaration of forbidden practices Form
Pricing Schedules
Third Party Insurance cover
Solution overview
All Technical documents/ Certificates/Proof
Two Letters of References supporting experience accumulatively
Non-Disclosure Agreement
Consent to vetting Form
Acceptance of RFP Terms and conditions

5.2 Other Returnable Documents and information

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
All other appendices

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.

SECTION 6: SUBMISSION OF RFP

6.1 Terms and Conditions of RFP

- 6.1.1** This RFP is open to only those bidders who have been invited to provide responses to this RFP, such bidders must be registered and duly authorised to provide products and/or services in South Africa.
- 6.1.2** Any bids received after the bid submission date and time will not be considered by ACSA and will therefore be disqualified. These bids will remain unopened until the award of the contract to the successful bidder has taken place.
- 6.1.3** Should the bidding entity with a late submission wish to have their bid returned to them, they must send a request in writing. Should a written request for the return thereof not be received within thirty (30) days of the award of contract, such bid will be destroyed by ACSA.
- 6.1.4** Except where specifically provided for in this RFP, a bidder may make no changes to its bid after the closing time and date.
- 6.1.5** ACSA reserves the right to award the contract on the basis of the bid submission received from a bidding entity subject to ACSA's terms and conditions.
- 6.1.6** ACSA or their duly appointed representatives shall be the sole adjudicators of the acceptability and or feasibility of the bids. The decision shall be final and except as required by law or otherwise, no reason for the acceptance or rejection of any bid will be furnished.
- 6.1.7** Should the bid be awarded on the strength of information furnished by a bidder, which information is proved to have been incorrect, in addition to any other legal remedy it may have, ACSA may at any time during the life of the contract:
- (i) Recover from the relevant bidder all costs, losses or damages incurred by it as a result of the award; and/or
 - (ii) Cancel the award of the bid and/or contract and claim any damages, which it may have suffered or will suffer as a result of having to make less favourable arrangements; and
 - (iii) The Bidder shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by ACSA as a result of such cancellation. ACSA shall furthermore have the right to recover such losses, damages or additional costs by way of set-off against monies due or which may become due to the Bidder in terms of the said contract.
- 6.1.8** All representations, agreements or arrangements arising from bids submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA.

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

6.1.10 ACSA reserves the right to postpone the closing date for submission of bids or to withdraw the RFP at any time without giving rise to any obligation for the responsibility for any loss or financial damage which may be incurred or suffered by any bidder.

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

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

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

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

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

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

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

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

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

However, nothing in this clause shall preclude any party to the arbitration from seeking interlocutory relief in any court having jurisdiction pending the institution of a review or other appropriate proceedings for legal redress. Such arbitration shall be commenced and concluded within 30 days of the dispute having noted.

6.1.17 ACSA reserves the right to reject: -

- a. Incomplete bids;
- b. Late bids;
- c. Conditional bids; and
- d. Bids that are non-compliant with the procedural and administrative requirements.

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

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

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

6.2 Response format and content

Please organise proposals in separately tabbed sections with labels that correspond to the sections that have been outlined in the Index of this RFP document.

- Please keep sections sequential.
- Provide a concise response in provided spaces where applicable.
- Wherever a table is provided, please title your section tab to match the RFP section in which the table appears.
- Use the table format for your responses and maintain the sequence and reference numbers in the table.
- Please keep responses in the document formats as being requested.

6.3 RFP Timelines

Description	Date
Tender documents to be issued from	05 December 2022
Non-Compulsory Briefing session	12 December 2022 at 10h00 – 11h00
Enquiries closing Date and time	17 January 2020 at 17h00
RFP submission Closing Date and time	23 January 2022 at 12h00 pm

SECTION 7: RFP ADMINISTRATIVE & PROCEDURAL RFP REQUIREMENTS

The following information must be provided as requested in the Appendices in order to have the bid considered by ACSA. Any individual, partnership, joint venture or close corporation submitting a bid must meet the minimum administrative and procedural requirements in order to have its bid considered.

7.1 Bid Submission:

7.1.1 Responses to this request for proposal should be provided in respective appendices as attached herein.

7.1.2 The bid shall consist of the following documents in response to the RFP in the sequence shown below. Each part of the bid submission should be adhered to and inserted as per the RFP for ease of reference, and applicable signatures attached where applicable:

7.1.2.1 *Acceptance of ACSA's terms and conditions of RFP* - must be completed and signed and submitted with the bid;

7.1.2.2 *Covering Letter* - A covering letter must be provided to properly identify the bid and to highlight other general information that the Bidder has included regarding, for instance, the business and/or organisation;

7.1.2.3 *Company Background and Executive Summary and Organogram* - An executive summary of the bid should include all salient features. Bidders should include the bid information requested in the Appendices such as:

Full name, address, fax and telephone numbers, including the full citation of Bidder, and registration number (in the case of a company or close corporation) exactly as the company or close corporation is registered. If the Bidder is an entity other than a natural person, please provide the name of an individual who is authorised to represent the Bidder;

7.1.2.4 Description of Bidder (i.e. Corporation, Joint Venture, Consortium, Sole Proprietorship) :-

a) If an Incorporated Entity: List the date of incorporation and the names of all persons or entities owning 10% or more of the Bidders voting shares.

b) If a Partnership: List the date of commencement of the partnership and the name, address, and share of each partner and also include a copy of the partnership agreement.

c) If a Joint Venture: List date of commencement of the agreement. Also list the name and address of each member of the joint venture, including a copy of the agreement recording such a joint venture.



d) If a Sole Proprietorship: List all the business names under which such proprietor has done business during the last three (3) years, address/es, and the duration of the contract/project.

e) Provide a brief history of the Bidder and its experience. State the number of persons the Bidder presently employs. Also indicate any changes in the Bidders name and ownership structure and any trading names under which the Bidder has been doing business.

7.1.2.6 Bidder *Proof of relevant experience of providing similar services* - The Bidder is to detail the nature of similar services provided and such experience must be supported with at least three (3) letters of verifiable clients where the bidder is providing, or have provided similar services. The Bidder must have at least five (5) years recent experience;

7.1.2.7 *References / Verifiable clients* - Original letters of reference dully signed by at least one director of the bidding entity stating similar services provided, including value of contract per project. The letters must briefly describe the scope of services provided during term of contract. Details for each reference (Name, Position, Landline Phone number and e-mail address) and inform these references in advance that ACSA may contact them during the evaluation period as per the time lines provided. Note that this is an important component of the evaluation;

7.1.2.9 *Partner Status* – Bidders must provide original letters of partner status with the technology or the vendor (where applicable).

7.1.2.10 *B-BBEE particulars* - Bidders must submit a valid B-BBEE verification certificate and report issued by a verification agency for recognition of the B-BBEE status as determined in accordance with the Codes of Good Practice. B-BBEE information must be detailed confirming the BEE ownership and attach hereto, a certified copy of the identity documents of all owners. In the case of a Company (Pty) Ltd, submit CM29 or equivalent and in the case of a Close Corporation CK1 or CK2.

7.1.2.11 *Valid, Original Tax Clearance Certificate*- The Bidder must submit a valid, original tax clearance certificate from the South African Revenue Services together with the bid.

7.1.2.12 *Financial Information* – financial statements of the actual bidding entity (e.g. not the holding company) must be submitted. In the case of a joint venture, include the audited financial statements of each member of the joint venture.

7.1.2.13 *Declaration of Solvency* - A statement declaring whether the Bidder or any Director or member of the Bidder has ever been declared insolvent or liquidated or whether, either the Bidder or member has ever filed an application for sequestration or liquidation as the case may be.



7.1.2.14 *Annual Financial Statements*—the Bidders must provide audited financial statements certified by their Auditors.

7.1.2.16 *Proof of Joint Venture* – Formal Agreement of JV or partnership with the JV's B-BBEE certificate where applicable.

7.1.2.18 *Proof of membership*- Bidders are requested to submit, as applicable, proof of registration with or any membership to a recognised original equipment manufacturer (OEM) related to the services required where applicable.

7.1.2.19 *Schedule of Rates/Price and Bid*—must be submitted as requested in the bid document.

7.1.2.20 *Additional Information* - Bidders are requested to indicate any additional information they deem relevant to strengthen their bid.


SECTION 8: REQUEST FOR PROPOSAL SUBMISSION CHECKLIST

Please complete the below checklist. Please print once completed and place at the beginning of your submission

ITEM	DOCUMENT	INCLUDED	
		YES	NO
1	Acceptance of Request for Proposal Terms & Conditions and Bidders Particulars		
2	Covering Letter		
3	Company background & Executive Summary & Organogram (Organizational Structure illustrating the composition and reporting relationship of the team)		
4	Names and identity numbers & certified ID documents of Directors		
5	Certificate of Incorporation (CIPC) Documents		
6	Joint Venture (JV) Agreement or Memorandum of Understanding (If Applicable)		
7	Bidders Relevant Experience include contract references		
8	Consent to vetting Form		
9	Original B-BBEE Certificate from approved certification body		
10	Valid Tax Clearance Status PIN		
11	Declaration of Insolvency or Liquidation		
12	Recent one (1) year latest Audited Financial Statements		
13	Signed non-disclosure agreement		
14	Letter of Good Standing from Department of Labour		
15	Pricing Schedule of Rates/Price Bid		
16	Declaration of conflict of interest and Declaration Form		
17	Declaration of forbidden practices		
18	Proof of Bidder's registration on the National Treasury Central Supplier Database		
19	Submitted all signed/stamped other returnable documents/appendices as requested in the RFP.		

APPENDIX	DOCUMENT	INCLUDED	
		YES	NO
20	Radio Communication Licence for the Remote Pilots		
21	Safety File/Plan		
22	Third Party Liability insurance cover		
23	Proof that the RPAS is equipped with Automatic Identification System		
24	Pricing Schedule		
25	Signed non-disclosure agreement		
26	Proof of experience in providing similar services		
27	Solution overview		
28	Proof of a valid commercial RPAS Operational Certificate		
29	ROC Operational Specification		
30	Proof of one registered RPA under bidders ROC		
31	Registered RPL for all Pilots to partake in the POC		

APPENDIX A: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDERS PARTICULARS

TO: **The Supply Chain General Manager**

Airports Company South Africa Limited

Proposal Reference Number: **ORTIA 7051/2022/RFP**

1. Bidder's Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Fax Number:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Proposal Certification

3. We hereby submit a Proposal in participation of the **RFP for appointment of a suitable service provider to conduct a Remote Piloted Aircraft System for runway & movement area inspection proof of concept trial for ORTIA for a period of six (6) months in accordance with Acsa's requirements.**
 - We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder.



- We have read, understand and agree to be bound by the content of all the documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Tender Board's decision is final and binding.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this project only; it has no impact, influence or effect on any other project for which a Proposal may be submitted.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Tenderer for a period which lapses after hundred and twenty (120) days calculated from the closing date for Proposal submission.

Thus done and signed at		on this the		day of		20
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Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	



APPENDIX B: COVER LETTER



APPENDIX C: COMPANY BACKGROUND, EXECUTIVE SUMMARY



APPENDIX D: NAME & CERTIFIED IDENTITY DOCUMENTS OF DIRECTORS



APPENDIX E: CERTIFICATE OF INCORPORATION (CIPC) DOCUMENTS



**APPENDIX F: SIGNED, CERTIFIED COPY OF THE JOINT VENTURE AGREEMENT OR
MEMORANDUM OF UNDERSTANDING (IF APPLICABLE)**

APPENDIX G: BIDDER'S RELEVANT EXPERIENCE

(MOST RECENT CONTRACTS)

Company Name	Type of Services Provided	Value of Contract	Duration of Contract	Contact Name	Contact Details	Original letter of reference from client/s attached in the reference template provided (Yes/No)
1.						
2.						
3.						
4.						
5.						
6.						



APPENDIX H: VALID B-BBEE

APPENDIX I: VALID TAX CLEARANCE CERTIFICATE STATUS PIN



APPENDIX J: A LETTER OF GOOD STANDING FROM DEPARTMENT OF LABOUR



APPENDIX K: THREE YEARS LATEST AUDITED FINANCIAL STATEMENTS

APPENDIX L: DECLARATION OF CONFLICT OF INTEREST

Full details of directors, shareholders, members, partners, trustees, sole proprietors or any other person with a right or entitlement to share in profits, revenues or assets of the bidding entity should be disclosed in the table below:

Table A

Full Name	Designation (Whether shareholder / director or both)	Identity Number	Tax Reference Number	% Interest in the bidding entity

Declaration of Business Interests

- A. Are any persons listed in the table (A) above employees of Airports Company South Africa? Yes / No
- B. Are any employees of the bidding entity employees of Airports Company South Africa? Yes / No
- C. Are any family members of persons listed in the table (A) above employees of Airports Company South Africa? Yes / No

Details of persons connected with the bidding entity who are employees of Airports Company South Africa shall be disclosed below:

Table B

Full Name	Identity Number	Role within Airports Company South Africa	Relationship to bidder	% Interest

- D. Is the bidding entity or its principle listed on the National Database as a company or person prohibited from doing business with the Public Sector? Yes / No
- E. Is the bidding entity or its principles listed on the National Treasury register for Tender Defaulters in terms of S29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? Yes / No
- F. If 'Yes' to C or D above, were you informed in writing about the listing on the database of Restricted Suppliers or Register of Tender Defaulters by National Treasury? Yes / No
- G. Was the entity or persons listed in table A above convicted for Fraud or Corruption during the last five years in a court of law (including a court of law outside of the Republic of South Africa)? Yes / No

Duly Authorised Representative to Depose an Affidavit

This form should be signed by a duly authorised representative of the bidding entity before a commissioner of oaths.



I, hereby swear / affirm that the information disclosed above is true and accurate;

that I understand the content of the document;

the entity undertakes to independently arrive at any offer at any time to Airports Company South Africa without any consultation, communication, agreement or arrangement with any competitor.

In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the products or services of the Institution.

That the bidding entity or its representatives are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the award of the contract.

Signed on this day.....Month.....20.....

Name:.....

Position:

Witnessed:

Commissioners Stamp:

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Name:

.....

Position:

APPENDIX M CONTINUES: DECLARATION FORM

Making a Declaration

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

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder

APPENDIX M: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

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

This declaration was signed on _____ of _____ 202_____

Name:

Designation:

Signature:



APPENDIX N: PRICING SCHEDULE

APPENDIX O: CONSENT TO VETTING FORM

I/We hereby give consent to being vetted by ACSA for the purposes of providing Research Services. We further pledge to comply with all requirements under this process as required by ACSA.

Please provide full Names of Directors / Trustees / Members / Shareholders/ Employees of the bidding entity that are likely to undergo vetting as required by ACSA:

Full Name	Identity Number



Declaration:

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

Signature

Date

Position

Name of bidder

APPENDIX P: REFERENCE LETTER TEMPLATE

(REFERENCE TO BE PRINTED ON LETTER HEAD OF REFEREES)

Attn.: ACSA Supply Chain Management - Corporate

Airports Company South Africa Limited

E-mail: scm.compliance@airports.co.za

Date:

To Whom It May Concern

ACSA: RFP REFERENCE No. : **ORTIA 7051/2022/RFP**

I hereby confirm that:

- The Bidder: _____ performed _____ work for our Company.
- The work was completed to our satisfaction and successfully implemented at our Company.
- The estimated value of the contract with the Bidder was R_____.
- The Bidder performed the specified work for our Company from _____ to _____

MM/YYYY

MM/YYYY

Note to referee: If any other work was done, please explain the relationship with your company below:

Yours faithfully

NAME & SURNAME

POSITION

**APPENDIX Q: PROOF OF BIDDER'S REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER
DATABASE - REPORT**