



**Request for Quotation for MAINTENANCE OF FIRE EXTINGUISHERS SYSTEM AT CTIA
FOR A PERIOD OF 12 MONTHS THROUGH AN RFQ PROCESS**

Airport : Cape Town

Tender Number: : Rfq 70190

Issue Date : 24 March 2022

Closing Date : 09 March 2022 at 16:00

Briefing Session Date and Time : N/A

Venue : N/A

SECTION 1: INSTRUCTIONS TO BIDDERS

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

Kindly print and complete

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the tender, tender number and the details of the Tender Management Office/Procurement department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the tender documents. Bid documents must be submitted on or before using the following method.

1.1.1. Tender box:

The Tender box is located at:

Ground floor, Southern office Block next to procurement office.

1.1.2. Email submissions:

The bid documents must be sent to the following email address below:

1.1.3. Proposals must be in an 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.

1.2. Alternative Bids

As a general rule, ACSA only accepts bids which have been prepared in response to the tender invitation. However, for this tender alternative bids will be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this tender invitation. The alternative bid will only be considered where the bidder has submitted together with its alternative bid, an offer which materially complies with the requirements of this tender. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this tender document.

1.4 Late Bids

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

1.5 Clarification and Communication- N/A

Name: _____

Designation: _____

Tel: _____

Cell: _____

Email: _____

Request for clarity or information on the tender may only be requested until N/A

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/Quotation/Information 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 Compulsory Briefing Session-

A compulsory briefing /as below details

Briefing/Site Inspection Session Requirements	Detail
Date	
Time	
Venue	
Access to Restricted Area, Cargo, Airside, Terminal	
Documentation, e.g. ID, Temporary Permit, etc	Identity Document
Personal Protective Equipment, Safety boots	Reflective Jackets, Masks and Strict Covid 19 Regulations will be followed: Social Distance, Sanitizing.

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

- a) It must be noted that ACSA may:
- b) Award the whole or a part of this tender;
- c) Split the award of this tender;
- d) Negotiate with all or some of the shortlisted bidders;

- e) Award the tender to a bidder other than the highest scoring bidder where objective criteria allow; and/or
- f) Cancel this tender.

1.9 Validity Period

(*Please ensure that the validity period stated below will allow ACSA to properly evaluate and finalise the process)

ACSA requires a validity period of a 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

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,

ACSA will not disclose the names of bidders until the tender process has been finalised.

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

1.11 Hot – Line

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

Email: acsa@tip-offs.com

SECTION 2: LOCAL CONTENT AND PRODUCTION

2.1 Introduction

In terms of the Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA) and the regulations thereto, bids in respect of goods, services or works that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local content and production will be considered. This tender falls within a designated sector and ACSA is therefore required to stipulate the minimum threshold for local production and content. The minimum threshold for local content and production for this tender is _____ of the bid price. Any bidder who fails to meet the minimum threshold for local production and content will be disqualified from the process. To this end, bidders must complete a declaration certificate for local content and production (SBD 6.2) which is Annexure of this tender document. Failure to return a completed SBD 6.2 form will make a bidder liable for disqualification.

2.2 Calculation of local content and production

Local content means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place. Imported content means the portion of the bid price represented by the cost the cost of components, parts or materials which have been or are still imported (whether by the supplier or its sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry. The South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content. The formula to be used to calculate local content is as follows:

$$LC = 1 \left(\frac{x}{y} \right) \times 100$$

Where:

X represents imported content

Y represents bid price excluding value added tax

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

2.3 Declaration certificate for local production and content (SBD 6.2)

This Standard Bidding Document (SBD) must form part of all invited bids. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the SABS approved technical specification number SATS 1286:201x.

2.4 General Conditions

- 2.4.1 Preferential Procurement Regulations, 2011 (Regulation 9(1) and 9(3) make provision for the promotion of local production and content.
- 2.4.2 Regulation 9(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 2.4.3 Where necessary, for bids referred to in paragraphs 2.4.2, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 2.4.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.4.5 A bid will be disqualified if:
 - The bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 2.6 below; and
 - The completed SBD 6.2 form together with its declaration, is not submitted as part of the bid documentation.

2.5 Definitions

- 2.5.1 "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by ACSA for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5.2 "Bid Price" price offered by the bidder, excluding value added tax (VAT);
- 2.5.3 "Contract" means the agreement that results from the acceptance of a bid by an ACSA;

- 2.5.4 “Designated sector” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5.5 “Duly Sign” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.5.6 “Imported Content” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.5.7 “Local Content” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.5.8 “Stipulated Minimum Threshold” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.5.9 “Sub-Contract” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

2.6 The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<u>Description of service, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

2.7 Does any portion of the services, works or goods offered have any imported content? YES/NO

2.8 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 2.3 above must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

The rate(s) of exchange against the appropriate currency is as follows:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER / PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF RFQ No. -

ISSUED BY: (Airports Company South Africa SOC

Ltd): _____

NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, _____ (full names),

do hereby declare, in my capacity as

of _____ (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 2.3 above and the following figures:

Bid price, excluding VAT (y)	R...
Imported content (x)	R...
Stipulated minimum threshold for Local content (paragraph 2.6 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Airports Company South Africa SOC Ltd has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Airports Company South Africa SOC Ltd imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

Page 10

Tel +27 11 723 1400 Fax +27 11 453 9354
 The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008
 P O Box 75480, Gardenview, Gauteng, South Africa, 2047
www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

WITNESS No.1:

DATE:

WITNESS No 2:

DATE:

SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK

Maintenance Schedule as Per Statutory Requirements

Monthly Inspection of Sprinkler Control Valve Only

Note: This Inspection Procedure Does Not Constitute a Valve Overhaul

- Sprinkler control valves must be inspected for correct operations by ensuring that the clack seating and compensator are working effectively to prevent false alarms
- The hydraulically operated alarm motor and gong must be visually inspected and operated
- The strainer must be cleaned and serviced
- The system must be flushed through the remote test valve to ensure that there are no blockages in the installation.
- After the tests, as described above are complete, the system pressure must be boosted to a pressure 200 kPa above supply pressure.
- A visual survey must be conducted to identify any obvious leaks, corroded pipework, and/or headers and sprinkler heads. Any leaks found that do not require shut-down of the system, must be repaired by means of caulking, if possible, including leaks found at the control valves.
- Upon completion of the above service, a certificate confirming that the work has been carried out, must be signed by a responsible person on behalf of ACSA. Thereafter a written report on the general conditions of the sprinkler installation (as a visually inspected) must be forwarded to ACSA, detailing any additional work that needs to be done and must include a quotation for the work

- Such additional repairs can only be carried out, and the supply of spares or new material (e.g. fittings, gaskets, new pipes etc.) can only be supplied on written acceptance of the quoted price and official order.
- Sprinklers out of rule and additional sprinklers required as per ASIB inspection reports must be attended to only on written acceptance of the quoted price and official order.
- Visually inspect control valves to ensure that they are
 - 1) In the normal open position
 - 2) Accessible
 - 3) Properly sealed
 - 4) Locked and/or supervised
 - 5) Free from leaks
- Provided with appropriate signage identifying the portion of the system they control
- Visually inspect gauges on wet pipe systems to verify that they are in good condition and that normal water pressure is being maintained.

Weekly Sprinkler Control Valve and Gong Inspections and Testing

An inspection and test must be conducted weekly on all Sprinkler Control valves as per statutory requirements and ascertaining that the alarm is in working order and that the Stop Valves controlling the individual water supplies and the installation are secured in the fully open position.

A check sheet and report on each control valve should be completed and submitted to the client department.

Annual Service and Inspection of Fire Hose Reel System

The following service procedures must be carried out in accordance with statutory regulations:

- Flush out the hose reel until clear water is flowing.
- Shut the nozzle and inspect the hose, glands and connections of the clamps on the hose.
- If the gland is leaking, adjust or replace the gland packing.
- All MISSING parts must constitute an additional cost over and above the cost of service; permission must be obtained from ACSA for replacement parts before installation.
- After the service, has been completed, a lead seal must be fixed on the valve and sealed.
- After the above items, have been completed, a certificate confirming that the work has been carried out, must be signed by the responsible person on behalf of the client.

Annual Service and Inspection of Fire Hydrant Installations

The following service procedures must be carried out in accordance with statutory regulations:

- Hydrant valves must be flushed out until clear water issues from the valve. Please note that this will not always be possible in stores/office blocks where there are hydrants in the

showrooms, upper floor levels or storage areas, in which case a small quantity of water will be released into the container to check that the seal is serviceable.

- The valve on the pump must be closed to check all valves seats, and those that are leaking must be replaced, where required at additional costs
- After all seats, have been checked, the supply must be turned on again with note being made of the pressure gauge reading.
- After the above items, have been completed, a certificate confirming that the work has been carried out must be signed by a responsible person on behalf of the client.

Annual Service and Inspection of Hand Fire Appliances

The following service procedures must be carried out in accordance with statutory regulations:

- Extinguishers to be serviced and recharged under this contract in accordance with but not limited to SABS 0105 Parts 1& 2 and SABS 1475
- The following inspections/test will be carried out:
- An external visual inspection of the unit will be carried out to establish its condition and date of manufacture.
- After removal of the top cap and contents, the unit will be subjected to internal examination to establish the condition of the Cylinder.
- The contents of the unit will be weighed and sifted before replacement. If powders are found to be coarse or lumpy, they will be discarded and replaced with new powder.
- After the service, has been completed the unit will be sealed and a service label attached bearing the Service Technicians.
- All replacement parts will not constitute an additional cost with the exception that if they are missing.

3-Year Sprinkler Control Valve Overhaul

The following service procedures must be carried out in accordance with statutory regulations.

The overhaul of the sprinkler control valves on a 3-yearly basis comprises of the following:

- Drain the system with the client's permission. (Client to advise both insurance Company and Fire Personnel)
- Renew all rubber seatings on the installation control valve clack seating and drain valves.
- Replace the compensator above the clack seating, if required.
- All old seatings and gaskets must be fastened to the valves.
- Only the manufactures spares must be used.
- Clean the strainer on the alarm motor and gong and replaces bushes where necessary.
- Clean and repaint the sprinkler control valves.
- Re-commission the system and check the entire system for any faults before requesting the client's representative to undertake an inspection.

- Supply and fit date above tag above to indicate the date on which the valve was overhauled.
- On completion, request the client's representative to sign a completion certifying that the work has been completed satisfactorily completed and the maintenance e undertaken.
- A valve overhaul form, together with the manufactures invoice for the spares, must be sent to the Automatic Sprinkler Inspection Bureau (Pty) Ltd.
- An ASIB valve overhaul approval number must be fixed to the valves.

The Following ASIB 3 Yearly Routine should also be Complied to were Necessary

The three-yearly routine shall be carried out, and shall include the yearly, half-yearly, weekly and daily maintenance procedures

1. All checks and inspections previously noted shall be made at intervals of not more than 3 years.
2. All batteries within a pump house must be replaced.

Suction and gravity tanks 8094:

1. All tanks shall be examined externally for corrosion.

Suction tanks shall be:

1. Drained
2. Cleaned and repainted as necessary
3. Examined internally for corrosion
4. All tanks shall be repainted and/or have the corrosion protection refurbished, as necessary.
5. Welded steel tanks shall be drained, cleaned as necessary, examined internally and externally for corrosion and repainted in accordance with an approved specification in order to prevent the fabric of the tank being attended to for at least a 3-year period.

Water supply stop valves, alarm and non-return valves 8095:

1. All water supply stop valves, alarm and non-return valves shall be examined, tested and overhauled or replaced if necessary.
2. Pressure gauges shall be tested with a calibrated gauge and shall be replaced or recalibrated if required.

Audit and Inspection Every 2 Months

Undertake a full audit inspection and assessment of all Fire Prevention Equipment throughout the Airport and prepare and submit status report.

This consists of a visual inspection of:

- Extinguishers - Check the seal, the gauge and if the extinguisher is in the correct position and in good operational condition
- Hose Reel - Check the seal, the CP handle and ensure there is a nozzle on the hose and in good operational condition.
- Hydrants - Check the seal and ensure the lip washer is in place and Hydrant is in good operational condition

Note: This is to be conducted every second month with the ACSA Technician in attendance. All defects need to be reported and, in the event, these must be rectified, an order number must be obtained from ACSA

Maintenance shall be carried out in accordance to OEM (Original Equipment Manufacturer) and applicable governing, statutory regulations and requirements as listed below:

1. SANS 1475-1. Reconditioning of fire equipment- Portable wheeled extinguishers
2. SANS 1475-2. Reconditioning of fire equipment- Hose reel, Hydrants, and Boosters
3. SANS 10105-1. Use and control of firefighting equipment portable and wheeled extinguishers
4. SANS 10105-2. Use and control of firefighting equipment, hose reels and boosters
5. SANS 17020. Quality management system regulations
6. SANS 10400. National building regulations
7. SANS 0287. British Standard Rule – Fire Sprinkler
8. ASIB.

Spare Parts Requirements

The contractor shall keep and maintain all critical OEM (Original Equipment Manufacturer) spares to maintain and repair the Fire Prevention Systems. Where the original equipment manufacturers (OEM) parts are not available a substitute part will be made known to ACSA's Service Manager for his/her approval. The contractor will build relationships with OEM or their agents to ensure that spares are available when required to minimise downtime.

A list of attainable replacements parts, by part number shall be furnished when requested by Service Manager and the contractor will be responsible to maintain an up-to-date inventory. The parts shall be kept on stock if not the contractor must source the required spare and be available within a reasonable time and will be communicated to the Service Manager at all times. The contractor will be responsible for providing all the critical spare foreseeable for the use of Fire Prevention Systems.

3.4 **Minimum Requirements**

- ***A Valid Tax Pin Status***
- ***A Valid B-BBEE Certificate***
- ***Signed Declaration of Interest Forms***
- ***Proof of CSD registration (MAAA Number)***
- ***Letter of good standing***
- ***CIDB Grading- SF***

SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference.

The 80/20 Preference Point System for bids with a Rand value of more than R30,000-00 but not exceeding R50,000,000-00 (all applicable taxes included)

The tender will therefore be evaluated using 80/20 preference points system: This means that on

the 80/20 system the B-BBEE status level of contributor will earn the bidder points out of 20

- 4.2.1 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 a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises or an Auditor/Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 4.2.2 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

- 4.3.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 4.3.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 4.3.3 **“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;
- 4.3.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 4.3.5 **“Comparative Price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 4.3.6 **“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;

- 4.3.7 **“EME”** means any enterprise with an annual total revenue of R5 million or less in terms of the B-BBEE Codes of Good Practice of 2007 and an entity with a turnover of less than R 10 million in terms of the amended B-BBEE Codes;
- 4.3.8 **“Firm Price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 4.3.9 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 4.3.10 **“Non-Firm Prices”** means all prices other than “firm” prices;
- 4.3.11 **“Person”** includes a juristic person;
- 4.3.12 **“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;
- 4.3.13 **“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;
- 4.3.14 **“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; and
- 4.3.15 **“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.

4.4 Adjudication Using A Point System

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

4.5 Award of Business where Bidders have Scored Equal Points Overall

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

4.6 Points Awarded for Price

- 4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

4.7 Points Awarded for B-BBEE Status Level of Contribution

4.7.1 In terms of Regulation 5 (2) and 6 (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 Contributor	Status Level of	Number of Points (90/10 system)	Number of Points (80/20 system)
1		10	20
2		9	18
3		8	16
4		5	12
5		4	8
6		3	6
7		2	4
8		1	2
Non-compliant contributor		0	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

- 4.7.2 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 Registered Auditor approved by IRBA or 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.
- 4.7.3 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.
- 4.7.4 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.
- 4.7.5 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.
- 4.7.6 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.
- 4.7.7 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.

4.8 Bid Declaration

4.8.1 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 4.2.1 and 4.7.1:

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

(Points claimed in respect of paragraph 4.8.1 must be in accordance with the table reflected in paragraph 4.7.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

SECTION 5: EVALUATION CRITERIA

Functionality

	Evaluation Area	Evaluation Criteria	Weighting	Minimum Threshold
1	Company Previous Mechanical Experience	Maintenance history and list of past contracts		
	1.1. Tenders must submit proof of Company Experience on Maintenance and Repairs of Fire Prevention Systems and Equipment. The equipment covered are Fire Extinguishers, Fire Hydrants, Fire Hose Reels, and Sprinkler Systems.	▪ 0 years – 2 years : 5 points ▪ > 2 years – 4 years : 15 points ▪ > 4 years – 6 years : 20 points ▪ > 6 years' experience : 30 points	30	20
2	Human Resources - <u>Staff experience for Mechanical</u> - Attach CV's as per the format indicated in Appendix N	Skilled Staff		
	Site Manager Provide proof of relevant years of experience in both requirements below ☐ Years experience in Managing Fire Prevention System Maintenance and Installation	▪ < 2 years' experience : 2 points ▪ 2 years – < 5 years' experience : 3 points ▪ 5 years – 10 years' experience : 10 points ▪ > 10 years' experience : 15 points	15	10

	Site Manager Provide proof of relevant qualifications for all requirements listed below ☐ Provide proof of registration with ASIB ☐ Provide South African Qualification Certification Committee (SAQCC) accreditation ☐ NQF level 6 and Higher	▪ Not all requirements provided (0 points) ▪ All requirements provided (10 points)	10	10
	Site Supervisor Provide proof of relevant years of experience in both requirements below ☐ Years experience in Managing Fire Prevention System Maintenance and Installation works.	▪ < 2 years' experience : 2 points ▪ 2 years – < 5 years' experience : 3 points ▪ 5 years – 10 years' experience : 10 points ☐ > 10 years' experience : 15 points	15	10
	Site Supervisor Provide proof of relevant qualifications for all requirements listed below ☐ Provide proof of registration with ASIB ☐ Provide South African Qualification Certification Committee (SAQCC) accreditation ☐ NQF level 4 and Higher	☐ Not all requirements provided (0 points) ☐ All requirements provided (10 points)	10	10
	Artisan 1 Years experience in working on Fire Prevention Systems	▪ < 2 years' experience : 2 points ▪ 0 years – 3 years' experience : 5 points ▪ 3 years – 10 years' experience : 10 points ▪ > 10 years' experience : 15 points	15	10
	Provide proof of relevant qualifications for all requirements listed below ☐ Pressurised Systems (SAQCC Certified) ☐ NQF level 4 and Higher	☐ Not all requirements provided (0 Points) ☐ All requirements provided (10 Points)	10	10
	Artisan 2 Years experience in working on Fire Prevention System	▪ < 2 years' experience : 2 points ▪ 0 years – 3 years' experience : 5 points ▪ 3 years – 10 years' experience : 10 points ▪ > 10 years' experience : 15 points	15	10
	Provide proof of relevant qualifications for both requirements listed below ☐ Pressurised Systems (SAQCC Certified) ☐ NQF level 4 and Higher	☐ Not all requirements provided (0 Points) ☐ All requirements provided (10 Points)	10	10
3	Operational Plan			
	The plan should include but not limited to: ▪ Organogram and team structure ▪ Communication methodology with client ▪ Procedure and approach for managing Preventative maintenance ▪ Procedure and approach for managing Corrective maintenance ▪ Work Methodology which encompasses safety ▪ Reporting and Analysis	▪ Nothing provided (0 Points) ▪ Plan provided not relevant to the service or addressing the requirement (3) ▪ General plan not tailored to address the airport or similar live environment (5 points) ▪ Plan tailored to address the airport or similar live environment (10 Points)	10	5
4	Emergency and After Hour call-out Plan		150	105

	The plan should include but not limited to: - Emergency Management and Response Plan - Procedure for managing call-outs and breakdowns - Resource allocation plan for emergencies and call-outs	- Nothing provided (0 Points) - Plan provided not relevant to the service or addressing the requirement (3) - General plan not tailored to address the airport or similar live environment (5 points) - Plan tailored to address the airport or similar live environment (10 Points)	10	5

Price schedule

PRICING SCHEDULE

Part 1: Provisional Administrative Cost

SCHEDULED SERVICES AND INSPECTIONS

Item no.	Description – Preliminary and General	Frequency		Total
Preliminary and General: contract Administration Cost				
1	Airport Safety Induction Airport permits	Yearly		
2	Airport Parking fees (provisional amount)	Once Off		
3	Safety administrative cost	Once Off		
Total				R

** N.B. Contract administrative costs not payable upfront but will be drawn off this amount as and when required as per Part C2.1 Price Instructions. This amount covers the full contract duration*

Part 2: Three yearly Service

Equipment	TOTAL QTY	3 YEARLY SERVICE	UNIT COST [R]	TOTAL COST [R]
Sprinkler Control Valves	25	YES		

Part 3: Annual Service

Page 24

Tel +27 11 723 1400 Fax +27 11 453 9354

The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008

P O Box 75480, Gardenview, Gauteng, South Africa, 2047

www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

Equipment	TOTAL QTY	ANNUAL INSPECTIONS	UNIT COST [R]	TOTAL COST [R]
Hose Reels	550	YES		
Fire Hydrants Installations	456	YES		
Hand Fire Appliances	814	YES		
Fire Blankets	8	YES		
50kg Trolley	1	YES		
Fire Boosters	56	YES		
TOTAL [R]				

Part 4: Inspection/Service every 2 months

Equipment	Total Qty	Every 2 months	UNIT COST [R]	TOTAL COST [R]/YEAR (unit costx3)
Hose Reels	550	YES		
Hydrants	456	YES		
Hand Fire Appliances	814	YES		
Fire Blankets	8	YES		
50kg Trolley	1	YES		
TOTAL [R]				

Part 5: Weekly Inspection/Service

EQUIPMENT	TOTAL QTY	WEEKLY COSTS [R]	MONTHLY COSTS [R]	TOTAL PER YEAR [R] (monthly costs x 6)
Weekly Sprinkler Control Valves and gong inspection and testing	25			

Part 6 Activity Schedule: Provisional Ad hoc and Spare Acquisition Cost

Tel +27 11 723 1400 Fax +27 11 453 9354

The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008

P O Box 75480, Gardenview, Gauteng, South Africa, 2047

www.airports.co.za

Item no.	Description - Corrective Maintenance	Amount (per single item)	Quantity	Total
1	Sprinkler Head/Leak Replacement			
2	Hose Reel Replacement			
3	Bi-Monthly Equipment Inspection			
4	Extinguisher Replacement			
5	Hydrant Replacement/Repair			
Total				

** N.B. Spares and Ad hoc repair costs not payable upfront but will be drawn off this amount as and when required as per Part C2.1 Price Instructions. This amount covers the full contract duration*

*All the amendments to agreed quantities should be discussed and signed off prior to variations. All products that are to be used on site needs to be approved by ACSA first and SABS/SANS/ISO quality and standards approved.

It is noted that:

1. the required labour resources and skills for this contract is not prescribed in detail and will not be a measurable in calculating the monthly contract fee. The contractor is fully responsible to ensure that labour resources remain adequate to maintain required service levels and system performance levels as prescribed in the annexes. Only in the event where ACSA prescribes certain additions to the labour force (over and above to what is already prescribed), will that particular labour resource be included as a measurable item in the Activity Schedule.
2. the prices per activity are based on the total "package" and should one activity be removed from the contract scope the other prices will be reviewed by the Contractor as well.
3. personal computers will be purchased by the contractor for administration of the contract.
4. the contractor to pay for own parking fees, if the contractor's staff are utilising the ACSA public parking.
5. the contractor to pay telephone costs, if utilising any telephone linked to ACSA telephone network.
6. the contract to provide own computers and administration material required to operate during the duration of this contract.
7. the contractor to pay for own office rental fees, if the contractor's staff are utilising the ACSA office areas.

Summary of Activity Schedule

Description	Total (Excluding VAT)
Part 1: Provisional Administrative Cost	R
Part 2: Three yearly Service	R
Part 3: Annual Service/Inspection	R
Part 4: Inspection/Service every 2 months	R
Part 5: Weekly Inspection/Service	R
Part 6: Provisional Ad hoc and Spare Acquisition Cost	R
TOTAL: ESTIMATED CONTRACT VALUE	R

Price List Item Schedule

The rates and Prices entered for each item includes all work and other things necessary to complete the item.

Activity Schedule: Fixed Cost- Preventative Maintenance

ADHOC COSTS - VARIABLE

The Adhoc costs will not form part of the fixed contract costs and will be as per the schedule shown in the table below. For planned work, a quotation will be required and a PR (Purchase Requisition) created before work commences. Thereafter, invoices will be required to process payment.

For emergency work, permission to carry out work outside the scope of the fixed contract service has to be obtained from the Manager Mechanical Maintenance or his authorised representative or the M&E Manager. PR and Orders for work done will be issued by the employer as soon as possible.

Any additional work (not covered elsewhere in the contract) will be charged at the following rates.

Labour rates and Mark-up

Any work not included under part1 shall be deemed additional work or non-scheduled items and will be charged at the following rates:

Labour

Item#	Description	Weekend/ Holidays (R/hour)	Normal hours (R/hour)	After hours (R/hour)	Monthly Rate (R/month)
1	Technician / Site Supervisor				
2	Artisan 1				
3	Artisan 2				
4	Semi-skilled				

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

The engineer would be required to assist with investigations on major incidents onsite and shall not form part of the onsite permanent structure.

Mark-up (third party procured items/services)

Cost ^b	Mark-up
R0 – R 2000	20%
R 2001- R10 000	15%
R 10 001- R50 000	10%
Over R50 000	7%

^b Cost shall be net cost (excluding VAT) of parts delivered to site with all discounts deducted.

Any outsourced services (sub-contracted work) utilised in place of existing resources which would normally form part of routine maintenance on the contract will not be subject to a mark-up and will be part of the routine maintenance cost of the Contractor.

Contractor will provide ACSA with 3 quotations to ensure the most feasible pricing is achieved

Contractor to conduct basic maintenance and first line fault finding on 3rd party equipment where spares are imported, all costs relating to importing and shipping of the spares shall be invoiced at cost to ACSA, unless already calculated into the OEM standard price list.

CALL-OUTS AND TRAVELLING COSTS

The callout rates shall include travelling costs as per AA rates R/ km (maximum Travelling distance of 30 km one-way). This is only applicable for contractors who elect to have offsite office.

5.1 Evaluation Criteria

ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for local production and content/ Supplier Development/ functionality/technical/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.

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.

5.2 Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information ACSA will only consider bidders which have:

5.3 Local Content and Production

Bidders must complete and return SBD 6.2 (Declaration of Local Content and Production form) on the closing date and time of this tender. ACSA will disqualify any bidder which has not submitted the SBD 6.2 form on the closing date and time. The form must be completed under **Section 2** at 2.8 of this tender document.

5.4 Functionality / Technical

The description of the functionality evaluation criteria is explained below.

5.5 Price and B-BBEE

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**

SECTION 7: DECLARATION FORM

7.1 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.

7.2 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

Page 30

Tel +27 11 723 1400 Fax +27 11 453 9354

The Maples, Riverwoods, 24 Johnson Road, Bedfordview, Gauteng, South Africa, 2008

P O Box 75480, Gardenview, Gauteng, South Africa, 2047

www.airports.co.za

Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

7.4 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

Section 8: 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

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: _____

