

PART C1 AGREEMENT AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

A. OFFER

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

LUMINAIRE REPLACEMENT - CYCLE 2 PHASE 1 (LED) AT O. R. TAMBO INTERNATIONAL AIRPORT FOR A PERIOD OF 2 YEARS.

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

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS	
The Offered Total of the Prices Exclusive of VAT is	R
Value Added Tax @ 15% is	R
The Offered Total of the Prices Inclusive of VAT is	R
(in words – Total offer inclusive of VAT)	

The Bidder confirms that they have read the Contract referred to in C1.2 Contract Data.

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Bid Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

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

C1.1 FORM OF OFFER AND ACCEPTANCE

For the Bidder:

(Insert name and address of organisation)

Bidder / Entity's Name	:	
Address	:	
Witness Name	:	
Signature	:	
Date	:	

B. ACCEPTANCE

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

The terms of the contract are contained in:

- C.1 Agreement, and Contract Data, (which include this Agreement)
- C.2 Pricing Data, including the Bill of Quantities
- C.3 Scope of Work
- C.4 Site Information

Attached Appendices

And the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into above listed parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorized representatives of both parties.

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

C1.1 FORM OF OFFER AND ACCEPTANCE

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

Name of Employer	:	
Address	:	
Telephone Number	:	
Facsimile Number	:	
Name (of person authorised to sign on behalf of the Bidder)	:	
Capacity	:	
Signature	:	
Date	:	
Witness Name	:	
Signature	:	
Date	:	

C1.1 FORM OF OFFER AND ACCEPTANCE

C. SCHEDULE OF DEVIATIONS

The extent of deviations from the tender documents issued by ACSA prior to the tender closing date is limited to those permitted in terms of the Tender Data and the Conditions of Tender.

A Tenderer's covering letter will not necessarily be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid becomes the subject of agreements reached during the process of offer and acceptance; the outcome of such agreement shall be recorded here.

Any other matters arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.

Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1. Subject : Subcontracting

Details :

Details: The Contractor should sub-contract at least 30% of the Contract Price to another enterprise that is EME/QSE and CIDB registered with class of work EP/EB.

2. Subject :

Details :

3. Subject :

Details :

4. Subject :

Details :

5. Subject :

Details :

C1.1 FORM OF OFFER AND ACCEPTANCE

By the duly authorized representatives signing this Schedule of Deviations, ACSA and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and ACSA this process of offer and acceptance.

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

For the Bidder:

Bidder / Entity's Name

:

Address

:

Name

:

Signature

:

Date

:

Witness Name

:

Signature

:

Date

:

C1.1 FORM OF OFFER AND ACCEPTANCE

For the Airports Company South Africa

Name

:

Signature

:

Date

:

Witness Name

:

Signature

:

Date

:

C1.2 CONTRACT DATA

PART 1: C1.2.1 GENERAL CONDITIONS OF CONTRACT

1. FORM OF CONTRACT

New Engineering Contract (NEC3) Short Contract will apply.

C1.3 INSURANCE REQUIREMENTS

SECTION A: DEFINITIONS

Landside refers to:

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

Airside refers to:

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

SECTION B: INSURANCE CLAUSES

1. Insurance requirements for contracts with a value below R50million on the LANDSIDE

1.1 Contract Works

- With regards to contract works claims, the contractor/consultant is responsible for a deductible (excess) of R250 000.
- Contractors / consultants should re-insure the deductible.

1.2 Public Liability

- In the event of a claim against the contractor / consultant for 3rd party property damage the contractor / consultant will be responsible for a deductible (excess) of R275 000
- In the event of a claim against the contractor / consultant for removal of lateral support, the contractor / consultant will be responsible for a deductible (excess) of R500 000
- Contractors / consultants should re-insure the deductibles.

1.3 Professional Indemnity

- All consultants are responsible for Professional Indemnity cover of R5million
- Contractors who have a material design element, excluding typical P & G related work, as part of their scope, are responsible for Professional Indemnity cover of R5million
- In the event of a claim above R5million, the ACSA PI cover will kick in for the amount in excess of R5m.
- Proof of cover in the form of a certificate of insurance should be provided to ACSA before a contract is signed between ACSA and the contractor and/or consultant.

Contractor is responsible for the following as well:

- _(a) **Insurance of Contractors Equipment** (including tools offices and other temporary structures and contents) and other things (except those intended for incorporation into the Works) brought onto the Site for a sum sufficient to provide for their replacement.
- (b) **Insurance in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993** as may be amended or in terms of any similar Workers Compensation and Unemployment Insurance enactment's in the Suppliers' or Sub Supplier's operational, manufacturing or assembly locations.
- (c) **Motor Vehicle Liability Insurance** comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity.

Sub-Contractors

The Contractor shall:

- a. Ensure that all potential and appointed Sub-Contractors are aware of ACSA's insurance requirements.
- b. Enforce the compliance by Sub-Contractors where applicable.

C1.3 INSURANCE REQUIREMENTS

Bidder Acknowledgement

- a. The bidder hereby acknowledges that, in the event of their bid being successful, the necessary insurance requirements shall be met prior to signing of the contract.
- b. Proof of insurance must be submitted to the satisfaction of ACSA upon award.

Bidder / Entity Name

:

Authorised Signatory Name
Duly Authorised Person to Sign

:

Position

:

Signature

:

Date

:

PART C2 PRICING DATA

C2.1 PRICE ASSUMPTIONS / INSTRUCTIONS

1. 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 where Price will amount to 80 points, and B-BBEE will amount to 20 points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the bid, *etcetera*. Pricing schedule is to be completed. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification.

2. PRICING INSTRUCTIONS:

2.1 The Pricing Schedules /Bills of Quantities form part of and must be read in conjunction with the entire bid document.

2.2 Prices must be quoted in South African Currency.

2.3 Prices must be fixed and firm.

2.4 Bidders must price in accordance with the pricing schedules in this bid document to enable ACSA to compare priced offers.

2.5 Failure to submit a priced offer using the prescribed schedules will be disqualified.

2.6 Do not leave any area blank in the pricing schedules. (e.g. if not applicable (N/A) or included in cost elsewhere, indicate accordingly).

2.7 **Bidder's Offers that contain correctional fluid will be disqualified.**

2.8 **The use of correctional fluid is strictly prohibited and All corrections must be countersigned.**

2.9 All Provisional Sums and Estimated Quantities will be reimbursed against proven costs and approval by ACSA representative.

2.10 Should there be any queries regarding the pricing schedule/s, same must be sent in writing via e-mail by the Query Closure Date.

2.11 Permit costs:

- Permit costs will need to be paid up front by the successful bidder and ACSA will reimburse against proof of payment.
- No mark-up to be levied on Permit costs.
- All employees will be checked for criminal records.
- Cost for lost permits and new employees will not be reimbursed by ACSA.
- Foreign Nationals will need to provide a valid working permit.

2.12 No cost/mark-up to be levied on items provided by ACSA (e.g. Electricity etc.)

2.13 3rd Party Procured Services:

- VAT shall not form part of mark-up calculations.

2.14 The Bid offer must be inclusive of VAT.

2.15 The VAT portion must be indicated separately.

C2.2 PRICING SCHEDULES / BILL OF QUANTITIES**SBD3**

The quantities in this Price List are estimated based on the current installation.

PRICE LIST A PRELIMINARY AND GENERAL (P & G)

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology					
Price List A: Ps & Gs					
	Description	Unit	Qty	Estimated Unit Cost (Rands)	Total Amount Excl VAT
1	<u>FIXED P&G COSTS</u>				
1,1	Hand over documents (Operating and maintenance manuals; as-built drawings)	Sum	1		
1,2	Personnel Permits and Induction Training	Each		R 3000	
1,3	Transport	Sum	1		
1,4	Safety File	Sum	1		
1,5	Parking per vehicle for 24 months.	Each	24	R 1500	
1,6	3rd Party Insurance	Sum	1		
1,7	Safe Disposal of old fittings (Safe Disposal certificate to be submitted)	Sum	1		
	SUB -TOTAL A Excl VAT CARRIED FORWARD TO SUMMARY				

Bidder/Entity's Name: _____

Signature / Stamp: _____

PRICE LIST B FOREIGN EXCHANGE IMPLICATIONS

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology								
Price list No. 1: Parking Areas								
No	Area	Specific Location	Existing Type	Proposed Replacement Type (APPENDIX A)	Estimated Total Quantity	Unit Price (Rands)	Installation Price (Rands)	Total Price Excluding VAT
1	Multistorey Parkade 1	Ground Floor	Linear Vapour Proof - Single	ACSA-LED:022	608			
2	Multistorey Parkade 1	First Floor	Linear Vapour Proof - Single	ACSA-LED:022	532			
3	Multistorey Parkade 1	Second Floor	Linear Vapour Proof - Single	ACSA-LED:022	644			
4	Multistorey Parkade 1	Third Floor	Linear Vapour Proof - Single	ACSA-LED:022	536			
5	Multistorey Parkade 1	Fourth Floor	Linear Vapour Proof - Single	ACSA-LED:022	537			
6	Multistorey Parkade 1	Exit Road	Linear Vapour Proof - Double	ACSA-LED:022	322			
7	Multi-storey Parkade 1	Winding Ramps (Exit)	Round Small Bulk-head	ACSA-LED:016	61			
8	Multi-storey Parkade 2	Basement 1	Linear Vapour Proof - Single	ACSA-LED:022	987			
9	Multi-storey Parkade 2	Basement 2	Linear Vapour Proof - Single	ACSA-LED:022	989			
10	Multi-storey Parkade 2	Ground Floor	Linear Vapour Proof - Single	ACSA-LED:022	1119			
11	Multi-storey Parkade 2	First Floor	Linear Vapour Proof - Single	ACSA-LED:022	1709			
12	Multi-storey Parkade 2	Second Floor	Linear Vapour Proof - Single	ACSA-LED:022	1365			
13	Multi-storey Parkade 2	Third Floor	Linear Vapour Proof - Single	ACSA-LED:022	1720			
14	Multi-storey Parkade 2	Fourth Floor	Linear Vapour Proof - Single	ACSA-LED:022	1273			

Bidder/Entity's Name : _____**Signature / Stamp:** _____

PRICE LIST C: SUPPLY AND INSTALLATION

Continuation of Price list No. C.1: Parking Areas								
No	Area	Specific Location	Existing Type	Proposed Replacement Type (APPENDIX A)	Estimated Total Quantity	Unit Price (Rands)	Installation Price (Rands)	Total Price Excluding VAT
15	Multi-storey Parkade 2	Winding Ramps (Entrance and Exit)	Round Small Bulk-head	ACSA- LED:016	120			
16	Terminal A Basement Parking	KB 1 Basement Parking	Linear Vapour Proof - Single	ACSA- LED:022	576			
17	Terminal A Basement Parking	KB 2 Basement Parking	Linear Vapour Proof - Single	ACSA- LED:022	635			
18	Provisional amount for Retrofit of Special Architectural Fittings and other accessories							R 1 000 000.00
	SUB-TOTAL 2 Excl VAT: TO BE CARRIED FORWARD TO SUMMARY							

Continuation of Price list No. 1: Parking Areas								
No	Area	Specific Location	Existing Type	Proposed Replacement Type (APPENDIX A)	Estimated Total Quantity	Unit Price (Rands)	Installation Price (Rands)	Total Price Excluding VAT

15	Multi-storey Parkade 2	Winding Ramps (Entrance and Exit)	Round Small Bulk-head	ACSA-LED:016	120	Bid Number: ORTIA/2023/RFP		
16	Terminal A Basement Parking	KB 1 Basement Parking	Linear Vapour Proof - Single	ACSA-LED:022	576			
17	Terminal A Basement Parking	KB 2 Basement Parking	Linear Vapour Proof - Single	ACSA-LED:022	635			
18	Provisional amount for Retrofit of Special Architectural Fittings and other accessories							R 1 000 000.00
	SUB-TOTAL 2 Excl VAT: TO BE CARRIED FORWARD TO SUMMARY							

Bidder/Entity's Name : _____

Signature / Stamp: _____

Foreign Exchange Implication: PARKING AREAS

Bidders must indicate the foreign exchange rate used in determining the price of any components in this Bill of Quantities that will be imported. The foreign exchange rate stated hereforth will remain fixed for the duration of the contract.

Bidders are not required to purchase forex hedging instruments (such as forward cover) at this stage in order to submit a bid for this tender but are expected to submit a quotation.

If applicable. Please state the exchange rate applied to your pricing.

Indicate Exchange Rate Date : _____

Currencies	Exchange Rate
ZAR/US\$	
ZAR/EURO (€)	
ZAR/BRITISH POUND (£)	
ZAR/CHINESE RMB	
OTHER	

FOREX IMPLICATIONS							
ITEM NO	DESCRIPTION			UNIT	QUANTITY	RATE	AMOUNT
							R
	*Costs relating to Foreign Exchange implication						
	SUB-TOTAL 3 CARRIED FORWARD TO SUMMARY						
	<i>*These are cost relating to any financial instrument(s) that a bidder may acquire in order to fix their proposed currency exchange rate throughout the duration of the project as required in the bid</i>						

Bidder/Entity's Name : _____

Signature / Stamp: _____

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology		
PRICE SUMMARY: PARKING AREAS		
	Description	Amount in Rands
A	SUB-TOTAL 1: P's and G's	R
B	SUB-TOTAL 2: PARKING AREAS	R
C	SUB-TOTAL 3: Foreign Exchange Implication	R
1	TOTAL PRICE Excluding VAT (Items A + B + C)	R
2	ADD 10% CONTINGENCY	R
3	TOTAL PRICE (ITEMS 1+2) EXCLUDING VAT – PARKING AREAS Take to Sum of Summaries	R

Bidder/Entity's Name : _____

Signature / Stamp: _____

Terminal: Landside – Both Inside and Outside

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology					
PRICE LIST NO.2: Terminal Landside – Both Inside and Outside					
	Description	Unit	Qty	Unit Cost (Rands)	Amount Excl VAT
1	<u>FIXED P&G COSTS</u>				
1,1	Hand -over documents (Operating and maintenance manuals; as-built drawings)	Sum	1		
1,2	Scaffolding	Sum	1		
1,3	Personnel Permits and Induction Training	Each		R 3000	
1,4	Transport	Sum	1		
1,5	Safety File	Sum	1		
1,6	Parking per vehicle for 24 months.	Each	24	R 1500	
1,7	3rd party insurance	Sum	1		

1,8	Disposal of All old fittings for Terminal (disposal certificate to be submitted)	Sum	Bid Number: ORTIA/2023/RFP		
	SUB-TOTAL 1 Excl VAT CARRIED FORWARD TO SUMMARY				

Bidder/Entity's Name : _____

Signature / Stamp: _____

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology								
Price list C.2: Terminal (Landside – Both Inside and Outside)								
No	Area	Specific Location	Existing Type	Proposed Replacement Type (APPENDIX A)	Estimated Total Qty	Unit Cost (Rands)	Installation Cost (Rands)	Amount Excl VAT
1	CTB Check- Point Counters - Departures (±8m Height)	Next to CTB Check-In Counters and Level 4 Office Balustrade	Recessed Linear 3m fluorescent fittings	ACSA- LED:010	126			
2	CTB Check- Point Counters - Departures (±8m Height)	Next to CTB Check-In Counters	Recessed Linear 1.2m fluorescent fittings	ACSA- LED:008	168			
3	CTB Check- Point into Duty Free (Airside)	Immigration Transit-Out Desks	2 x 26W PL	ACSA- LED:004	16			
4	Retail Level CTB Atrium Lobby (Landside)	Around the CTB Atrium Balustrade	2 x 26W PL	ACSA- LED:004	29			
5	Retail Level CTB Atrium Lobby (Landside)	Opposite ABSA ATMs	600 x 600 fluorescent fitting	ACSA- LED:001	16			
6	Retail Level next to CTB Atrium Lobby (Landside)	In Front of ABSA ATMs	2 x 26W PL	ACSA- LED:004	4			
7	Retail Level next to CTB Atrium Lobby (Landside)	Opposite CAPI Electronics Shop	Recessed Linear 2.4 m T5 Fluorescent Fittings	ACSA- LED:010	10			
8	Terminal A Escalators from KB Parking (Landside)	From KB1 to 3rd Floor Offices	High Bay and Low Bay Hanging (70W)	ACSA- LED:024	24			
9	Terminal A KB1 & KB 2 Exit and Overflow Parking (Landside)	Diagonal Opposite Substation 15	High Bay Canopy Fittings (250W)	ACSA- LED:020	74			
10	Terminal A to B Lower Roadway (Landside)	Terminal A to B Lower Roadway at the Ground Floor	High Bay Induction Lamps fittings (165W)	ACSA- LED:023	336			
11	Terminal MSP Bus Terminal (Landside)	Terminal MSP Bus Terminal Behind Inter-Continental Hotel	High Bay Induction Lamps fittings (165W)	ACSA- LED:020	26			
12	Terminal MSP Bus Terminal (Landside)	Terminal MSP Bus Terminal Behind Inter-Continental Hotel	High Bay Induction Lamps fittings (165W)	ACSA- LED:020	26			

Bidder/Entity's Name: _____

Signature / Stamp: _____

Continuation of Price list C.2: Terminal (Landside – Both Inside and Outside)								
No	Area	Specific Location	Existing Type	Proposed Replacement Type (APPENDIX A)	Qty	Unit Cost (Rands)	Installation Cost (Rands)	Amount
13	Terminal MSP Bus Terminal (Landside)	Terminal MSP Bus Terminal Behind Inter- Continental Hotel	Metal Halide Industrial Bulkhead (1Kw)	ACSA-LED:012	10			
14	Terminal MSP Various Staircases (Landside)	Terminal MSP Various Corridors and Staircases	Compact Fluorescent Lamp – Commercial Bulk- head Round (2 x 18W)	ACSA-LED:016	144			
15	Terminal B Arrival (Landside)	Corridor to the Clinic	Metal Halide 150W Downlights	ACSA-LED:007	48			
16	Terminal B Arrival (Landside)	Lobby From Charlie Pier Arrival to Retail – Next to Airport Craft Brewers	Recessed Induction Lamp Fittings – Hi- Bay	ACSA-LED:007	19			
17	Terminal B Arrival (Landside)	Lobby From Charlie Pier Arrival to Retail – Next to Airport Craft Brewers	600 x 600 fluorescent fittings	ACSA-LED:001	48			
18	Terminal B Arrival And Retail (Landside)	Below Bridges to the Drop-off and Pick-up Areas	Metal Halide 70W Downlights	ACSA-LED:005	29			
19	Terminal B Arrival and Retail (Landside)	Below Bridges to the Drop-off and Pick-up Areas	Metal Halide 150W Downlights	ACSA-LED:007	5			
20	Terminal B Arrival Travelator (Landside)	Between Arrivals and Retail	Recessed T5 1.2m Single Lamp with Reflector	ACSA-LED:008	72			
21	Terminal B Arrival Travelator (Landside)	Between Departures and Retail	Recessed T5 1.2m Single Lamp with Reflector	ACSA-LED:008	24			
22	Terminal B Arrival Travelator (Landside)	Between Departures and Retail	Recessed Induction Lamp Fittings – Hi- Bay	ACSA-LED:007	24			
23	Terminal B Level 4 Office Corridor (Landside)	Near IMCC Offices – Corridor and Lobby	Linear Fluorescent String Fitting (Hanging)	ACSA-LED:010	76			
24	Terminal Precinct (Landside)	Basement Tunnel To Deliveries – near sub 13	Fluorescent Tubes (Double Open Channel T8 Fluorescent Fittings	ACSA-LED:022	660			
25	Provisional amount for Retrofit of Special Architectural Fittings, Non-Metallic and Metallic Ceiling Panels and other accessories						R 400 000.00	
	SUB-TOTAL C.2 Excl VAT: TO BE CARRIED FORWARD TO SUMMARY							

Bidder/Entity's Name : _____

Bid Reference Number: ORT6173/2019

**FOREIGN EXCHANGE IMPLICATION :
TERMINAL LANDSIDE AREAS**

Bidders must indicate the foreign exchange rate used in determining the price of any components in this Bill of Quantities that will be imported. The foreign exchange rate stated hereforth will remain fixed for the duration of the contract.

Bidders are not required to purchase forex hedging instruments (such as forward cover) at this stage in order to submit a bid for this tender, but are expected to submit a quotation.

If applicable. Please state the exchange rate applied to your pricing.

Indicate Exchange Rate Date : _____

Currencies	Exchange Rate
ZAR/US\$	
ZAR/EURO (€)	
ZAR/BRITISH POUND (£)	
ZAR/CHINESE RMB	
OTHER	

FOREX IMPLICATIONS							
ITEM NO	DESCRIPTION			UNIT	QUANTITY	RATE	AMOUNT
*Costs relating to Foreign Exchange implication							
SUB-TOTAL 3: TO BE CARRIED FORWARD TO SUMMARY							

**These are cost relating to any financial instrument(s) that a bidder may acquire in order to fix their proposed currency exchange rate throughout the duration of the project as required in the bid*

Continuation of Price list C.2: Terminal (Landside – Both Inside and Outside)

Bidder/Entity's Name : _____

Signature / Stamp: _____

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology		
SUMMARY TERMINAL: LANDSIDE – BOTH INSIDE AND OUTSIDE		
	Description	Amount in Rands
A	SUB-TOTAL 1: P's and G's	R
B	SUB-TOTAL 2: TERMINAL (LANDSIDE – BOTH INSIDE AND OUTSIDE)	R
C	SUB-TOTAL 3: Foreign Exchange Implication	R
1	TOTAL (Items A + B + C)	R
2	ADD 10% CONTINGENCY	R
3	TOTAL PRICE (ITEMS 1+2) EXCLUDING VAT TERMINAL: LANDSIDE – BOTH INSIDE AND OUTSIDE Take to Sum of Summaries	R

Bidder/Entity's Name : _____

Signature / Stamp: _____

Confidential

Bid Reference Number: ORT6173/2019

Terminal: Airside – Both Inside and Outside

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology					
PRICE LIST NO.2: Terminal Landside – Both Inside and Outside					
	Description	Unit	Qty	Unit Cost (Rands)	Amount Excl VAT
1	<u>FIXED P&G COSTS</u>				
1,1	Hand -over documents (Operating and maintenance manuals; as-built drawings)	Sum	1		
1,2	Scaffolding	Sum	1		
1,3	Personnel Permits and Induction Training	Each		R 3000	
1,4	Transport	Sum	1		
1,5	Safety File	Sum	1		
1,6	Parking per vehicle for 24 months.	Each	24	R 1500	
1,7	3rd party insurance	Sum	1		
1,8	Disposal of All old fittings for Terminal (disposal certificate to be submitted)	Sum	1		

	SUB-TOTAL 1 Excl VAT CARRIED FORWARD TO SUMMARY	Bid Reference Number: ORT6173/2019	
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Bidder/Entity's Name : _____

Signature / Stamp: _____

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology								
Price list No.2: Terminal (Landside – Both Inside and Outside)								
No	Area	Specific Location	Existing Type	Proposed Replacement Type (APPENDIX A)	Estimated Total Qty	Unit Cost (Rands)	Installation Cost (Rands)	Amount Excl VAT
1	CTB Check- Point Counters - Departures (±8m Height)	Next to CTB Check-In Counters and Level 4 Office Balustrade	Recessed Linear 3m fluorescent fittings	ACSA-LED:010	126			
2	CTB Check- Point Counters - Departures (±8m Height)	Next to CTB Check-In Counters	Recessed Linear 1.2m fluorescent fittings	ACSA-LED:008	168			
3	CTB Check- Point into Duty Free (Airside)	Immigration Transit-Out Desks	2 x 26W PL	ACSA-LED:004	16			
4	Retail Level CTB Atrium Lobby (Landside)	Around the CTB Atrium Balustrade	2 x 26W PL	ACSA-LED:004	29			
5	Retail Level CTB Atrium Lobby (Landside)	Opposite ABSA ATMs	600 x 600 fluorescent fitting	ACSA-LED:001	16			
6	Retail Level next to CTB Atrium Lobby (Landside)	In Front of ABSA ATMs	2 x 26W PL	ACSA-LED:004	4			
7	Retail Level next to CTB Atrium Lobby (Landside)	Opposite CAPI Electronics Shop	Recessed Linear 2.4 m T5 Fluorescent Fittings	ACSA-LED:010	10			
8	Terminal A Escalators from KB Parking (Landside)	From KB1 to 3rd Floor Offices	High Bay and Low Bay Hanging (70W)	ACSA-LED:024	24			
9	Terminal A KB1 & KB 2 Exit and Overflow Parking (Landside)	Diagonal Opposite Substation 15	High Bay Canopy Fittings (250W)	ACSA-LED:020	74			

Confidential

10	Terminal A to B Servcie Roadway (Airside)	Terminal A to B Lower Roadway at the Ground Floor	High Bay Induction Lamps fittings (165W)	Bid Reference Number: ORT6173/2019 ACSA-LED:023	336			
11	Terminal MSP Bus Terminal (Airside)	Terminal MSP Bus Terminal Behind Inter- Continental Hotel	High Bay Induction Lamps fittings (165W)	ACSA-LED:020	26			
12	Terminal MSP Bus Terminal (Landside)	Terminal MSP Bus Terminal Behind Inter- Continental Hotel	High Bay Induction Lamps fittings (165W)	ACSA-LED:020	26			

Bidder/Entity's Name : _____

Continuation of Price list C.3: Terminal (Airside – Both Inside and Outside)									
No	Area	Specific Location	Existing Type	Proposed Replacement (APPENDIX A)	Qty	Unit Cost (Rands)	Installation Cost (Rands)	Amount	
13	Terminal MSP Bus Terminal (Landside)	Terminal MSP Bus Terminal Behind Inter- Continental Hotel	Metal Halide Industrial Bulkhead (1kW)	ACSA-LED:012	10				
14	Terminal MSP Various Staircases (Landside)	Terminal MSP Various Corridors and Staircases	Compact Fluorescent Lamp - Commercial Bulk- head Round (2 x 18W)	ACSA-LED:016	144				
15	Terminal B Arrival (Landside)	Corridor to the Clinic	Metal Halide 150W Downlights	ACSA-LED:007	48				
16	Terminal B Arrival (Landside)	Lobby From Charlie Pier Arrival to Retail - Next to Airport Craft Brewers	Recessed Induction Lamp Fittings - Hi- Bay	ACSA-LED:007	19				
17	Terminal B Arrival (Landside)	Lobby From Charlie Pier Arrival to Retail - Next to Airport Craft Brewers	600 x 600 fluorescent fittings	ACSA-LED:001	48				
18	Terminal B Arrival And Retail (Landside)	Below Bridges to the Drop-off and Pick-up Areas	Metal Halide 70W Downlights	ACSA-LED:005	29				
19	Terminal B Arrival and Retail (Landside)	Below Bridges to the Drop-off and Pick-up Areas	Metal Halide 150W Downlights	ACSA-LED:007	5				
20	Terminal B Arrival Travelator (Landside)	Between Arrivals and Retail	Recessed T5 1.2m Single Lamp with Reflector	ACSA-LED:008	72				
21	Terminal B Arrival Travelator (Landside)	Between Departures and Retail	Recessed T5 1.2m Single Lamp with Reflector	ACSA-LED:008	24				
22	Terminal B Arrival Travelator (Landside)	Between Departures and Retail	Recessed Induction Lamp Fittings - Hi- Bay	ACSA-LED:007	24				
23	Terminal B Level 4 Office Corridor (Landside)	Near IMCC Offices - Corridor and Lobby	Linear Fluorescent String Fitting (Hanging)	ACSA-LED:010	76				
24	Terminal Precinct (Landside)	Basement Tunnel To Deliveries near sub 13	Fluorescent Tubes (Double Open Channel T8 Fluorescent Fittings	ACSA-LED:022	660				
25	Provisional amount for Retrofit of Special Architectural Fittings, Non-Metallic and Metallic Ceiling Panels and other accessories							R 400 000.00	
	SUB-TOTAL C.3 Excl VAT: TO BE CARRIED FORWARD TO SUMMARY								

Bidder/Entity's Name : _____

Signature / Stamp: _____

**FOREIGN EXCHANGE IMPLICATION :
TERMINAL LANDSIDE AREAS**

Bidders must indicate the foreign exchange rate used in determining the price of any components in this Bill of Quantities that will be imported. The foreign exchange rate stated hereforth will remain fixed for the duration of the contract.

Bidders are not required to purchase forex hedging instruments (such as forward cover) at this stage in order to submit a bid for this tender, but are expected to submit a quotation.

If applicable. Please state the exchange rate applied to your pricing.

Indicate Exchange Rate Date : _____

Currencies	Exchange Rate
ZAR/US\$	
ZAR/EURO (€)	
ZAR/BRITISH POUND (£)	
ZAR/CHINESE RMB	
OTHER	

FOREX IMPLICATIONS							
ITEM NO	DESCRIPTION			UNIT	QUANTITY	RATE	AMOUNT
*Costs relating to Foreign Exchange implication							
SUB-TOTAL 3: TO BE CARRIED FORWARD TO SUMMARY							

**These are cost relating to any financial instrument(s) that a bidder may acquire in order to fix their proposed currency exchange rate throughout the duration of the project as required in the bid*

Bidder/Entity's Name : _____

Signature / Stamp: _____

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology		
SUMMARY TERMINAL: AIRSIDE – BOTH INSIDE AND OUTSIDE		
	Description	Amount in Rands
A	SUB-TOTAL A: P's and G's	R
B	SUB-TOTAL B: Foreign Exchange Implication SUB-TOTAL 2: TERMINAL (AIRSIDE – BOTH INSIDE AND OUTSIDE)	R
C.1	Parking Areas SUB-TOTAL 3: Foreign Exchange Implication	R
C.2	Terminal (Landside – Both Inside and Outside)	R
C.3	Terminal (Airside – Both Inside and Outside)	R
C	SUBTOTAL C: Parking Areas, Terminal Landside and Airside)	R
1	TOTAL (Items A + B + C) Excluding Vat	R
2	ADD 10% CONTINGENCY	R
3 Item 1 + 2	TOTAL PRICE (ITEMS 1+2) EXCLUDING VAT TERMINAL: LANDSIDE – BOTH INSIDE AND OUTSIDE Take to Sum of Summaries	R
	ADD 15% VAT	
	GRAND TOTAL: PARKING AREAS AND TERMINAL LANDSIDE To be taken to the form of offer	

Bidder/Entity's Name : _____

Signature / Stamp: _____

SUM OF SUMMARIES: PARKING AREAS AND TERMINAL AIRSIDE

OR TAMBO INTERNATIONAL AIRPORT: Upgrade of Lighting (Luminaire) to LED Technology		
	Description	Amount in Rands
A	TOTAL 1: PARKING AREAS (EXCL VAT)	R
B	TOTAL 2: TERMINAL LANDSIDE (EXCL VAT)	R
1	TOTAL PRICE EXCL VAT (Items A + B) – To be taken to the form of offer	R
2	ADD 15% VAT – To be taken to the form of offer	R
3	GRAND TOTAL: PARKING AREAS AND TERMINAL LANDSIDE To be taken to the form of offer	R

PART C3

SCOPE OF WORK

C3 SCOPE OF WORK

3.1 PURPOSE

The purpose of this project is to replace and upgrade general lighting in the OR Tambo International Airport Terminal from various conventional technologies to Light Emitting Diode (LED) technology for energy efficiency, spatial ambience improvement and maintenance optimisation. It involves removing the existing fittings, disposing them and replacing them with LED technology.

The dynamics of Airport Service Quality (ASQ) needs have prompted the upgrade of lighting to meet the continuous changing requirements in the terminal space while managing the challenges in the environmental space towards achieving zero carbon footprint.

The scope of this tender will cover:

- a) **Parking areas around the Terminal Building** (Underground – KB1 & KB2, Adjacent - MSP1 & MSP2)
- b) **Terminal Building Landside** - areas both inside and outside the Terminal Building
- c) **Terminal Building Airside** - areas both inside and outside the Terminal Building

3.2 OVERVIEW OF WORK

The employer requires an Upgrade of the existing lighting to LED technology at the ORTIA Terminal Precinct.

The Contractor shall supply, deliver, install, test, commission, dispose old fittings and hand-over the specified assets in the form of functional LED Lighting (DALI ready) which has to comply with the specifications as detailed in this Works Information.

Contractor will be working on heights with a minimum of fifteen meters (15m).

The works shall include the following:

- a. Upgrade of Lighting (Luminaire) to LED Lighting technology at O.R. Tambo International Airport (Supply, deliver, install and commissioning of LED and Replacement of Luminaire)
- b. Provide adequate equipment and material resources and human capital necessary for the completion of works including transportation of the resources where required. Site supervision and management
- c. Handing over operations and maintenance manuals including all installation drawings and test certificates and certificates of completion of works.

ORTIA is a 24hr operating airport.

This works is expected to be completed within 24 months .

Interpretation and terminology

The following abbreviations are used in this Works Information:

Abbreviation	Meaning given to the abbreviation
ACSA	Airport Company South Africa
ORTIA	OR Tambo International Airport
LED	Light Emitting Diode
FGPU	Fixed Ground Power Unit
PLB	Passenger Loading Bridge
SANS	South African National Standards
OHS ACT	Occupational Health and Safety Act
PO	Purchase Order
OEM	Original Equipment Manufacture
RSA	Republic of South Africa
UOM	Unit of Measure
ICAO	International Civil Aviation Organisation

3.3 DETAILED SCOPE OF WORKS

ACSA requires the following work to be done at O R Tambo International Airport.

Product Specification:

Refer Appendix A and tables under Functionality for Product Specification for Parking and Terminal Building Landside and Airside Areas.

NOTES

- 1 **All LED light fittings shall be readily compatible with Digital Addressable Lighting Interface (DALI) system as per IEC 62386 (WIRELESS - with Passive Integrated DALI driver.**
- 2 Lighting controls shall be according to the operational needs of the environment in use.
- 3 Toxins shall be as far as reasonably practical be avoided.
- 4 Uniform Glare Rating (UGR) shall be compliant with ISO 8995.
- 5 All lighting designs shall be compliant with Occupational Health and Safety Act 85 of 1993 requirements with regards to lux levels
- 6 Bidder to indicate on Brochure the corresponding ACSA Specification code.
- 7 Bidder to confirm that product offered is DALI ready

The project entails the following:

1. Removal of existing conventional light fittings as per bills of quantities (BOQ's) and supply, installation & commissioning of new LED light fittings as per specification in APPENDIX A, including new circuiting, circuit reconfiguration, outlet points and ceiling cut-outs where required.
2. Disconnect and remove existing conventional light fittings. Supply, install and commission new LED light fittings.
3. Remove existing hanging Induction high bay light fittings and supply, install & commission new high bay LED light fittings of similar size.
4. Site audit and verification of all relevant lighting circuits in all the areas where luminaire replacement will be carried out. This is to ensure compliance with SANS 10114 with specific focus on emergency lighting that is fed from UPS and Generator lighting circuits.
5. Recording of illumination levels of all areas to be worked on before and after the installation of new luminaires. Lighting grid of 10m x10m horizontally at 1m from floor.
6. All the work will be done in existing occupied operational areas and strict liaison with the project lead, terminal management and ACSA tenants will always have to be done. Power interruptions to any facilities must be kept at a minimum and well communicated with the end users.

Working Hours:

Allowance for after-hours work must be made for this project (Between last flight out at night – approx. 10pm and first flight in/out morning- approx. 5am).

Works Methodology

After getting all the necessary ACSA approvals as prescribed in safety, security and house rules;

1. Identification of the supply source Distribution Boards (DBs) by the qualified contractor's electrician – with the help of ACSA electrician.
2. Partial handover of that DB by the ACSA electrician to the contractor's electrician in writing.
3. Recording of the following before removal of existing light fittings:
 - a. DB name where applicable and the location as prescribed in the BOQ.
 - b. Time and date
 - c. Measurement of consumption current (Amps) in each of affected lighting circuits, making use of the clamp-on meter or tong tester.
4. Safe removal of existing fittings And disposal using environmentally approved methods including certification.
5. Replacement of the old fitting with the specified replacement fitting according to the specification code and bill of quantity.
6. Modification of circuits where necessary as follows:
 - a. Extension of wires or changing of circuits with relevant colour coding as per SANS 1042 where applicable.
 - b. Diversion of some circuits from the normal supply to essential (generator backed up) supply.
7. Testing for safety and expected functional output of the new lamps.
8. Recording of the spatial lux readings for the area covering as per item 6 in the scope of works

9. Take readings of load current (Amps) in each of affected lighting circuits, making use of the clamp-on meter or tong tester.
10. Handover the DB back to the ACSA Electrical team.
11. FkeROCHURE – Bidder to indicate corresponding ACSA specification code on Brochure that they supply.

NB: Local support and guarantees/warranties is critical at completion of works or at each milestone before payments are made.

ALL WORKS TO BE CARRIED OUT ACCORDING TO NECESSARY LEGISLATION, SOUTH AFRICAN NATIONAL STANDARDS (SANS), ACSA RULES ETC GOVERNING THE SITE AND THIS WORKS.

KEY PERSONNEL (Provide CV and supporting documentation)

- Bidder to provide a list of the key personnel for this project in table 5.
- CVs to be provided
- Related Competencies and experience to be illustrated.
- Relevant supporting documents for qualifications etc to be provided.
- Foreign Qualifications must be accompanied by a letter from the South African Qualifications Authority

The following minimum Key Personnel are required for this project:

SITE/PROJECT MANAGER:

- To manage contractual obligations of the project on behalf of the contractor.
- To manage the project delivery and timelines on behalf of the contractor.
- To manage finances and payment certificates on behalf of the contractor.
- To ensure safety and business objectives are met as well as accountability of resources for the contractor. (To supervise the Works on behalf of the contractor)
- To manage engineering aspect of the luminaires supplied in line with the ACSA specification as well as delivery of warrantee and guarantee certificates.
- To produce a works/technical report at each milestone or at each payment stage or as and when required by the client (ACSA Engineer) in a professional manner.
- To ensure safety adherence is always observed and applied accordingly.

ELECTRICIAN/S: (Can be either 1 or 2 persons)

To ensure all work is carried out in accordance with **SANS 10142-1:2017 Edition 2**

- The Electrician must understand building code of wiring as prescribed by SANS 10141-1 and be able to give instructions in line with the code.
- The Electrician must be proficient to work on LV live apparatus safely when required without causing a danger to himself and others as well as avoiding interruptions to the critical power supply of the plant being worked on.
- The Electrician must be able to operate safely, accurately and interpret test results from electrical monitoring instruments such as:
 - a. Voltage and Current Readings
 - b. Lighting lux readings
 - c. Any other electrical quantities when required such as power measurements.
- The Electrician must be able to communicate in the local South African official language (preferably English) both verbally and in the written form.
- The Electrician must ensure safety adherence is always observed and applied.

ELECTRICIAN'S ASSISTANT:

To ensure that he/she can understand instructions given by the ELECTRICIAN responsible for the works in line with SANS 10142-1:2017 Edition 2.

- The Electrician must be able to operate safely, accurately and interpret test results from electrical monitoring instruments such as:
 - a. Voltage and Current Readings
 - b. Lighting lux readings
 - c. Any other electrical quantities when required such as power measurements.
- To ensure safety of colleagues is maintained.

SAFETY OFFICER:

Safety Officer will be responsible for:

- Establish and implement a Risk assessment procedure
- Conduct Incident Investigation
- Develop the Hazard Identification & Risk assessment (HIRA) system

Project Delivery Lead Time

Project must be completed within 24 months from signing of contract.

Site Access and Establishment

Site establishment and equipment to be based on the landside. It will be a contractor's responsibility to provide a secure environment for their equipment.

The project will take place within ORTIA's Terminal Building and Parking areas.

The contractor's personnel will not be permitted at the restricted areas without the necessary permits and reflective jackets.

Induction Course

An induction course must be attended by the contractor and all personnel who would be involved on site. The contractor will need to make own arrangements for staff full medicals. And schedule with the ACSA's project manager for the induction course.

Other Airport Users and Contractors

The contractor is to take cognizance that the airport is used by others and other contractors may be on site for unrelated projects/services.

Warranty/Guarantee

A 10 % retention fee will be applied for this contract. The retention fee will be deducted across all claims that will be forwarded for payment and for a period of 6months after the certified completion date.

Organization and Staff of the Contractor**Competence and Conduct of Workmen and Supervisory Staff**

The Contractor shall employ persons that are competent and efficient in their specific trades and callings. Airports Company South Africa Limited may object to and require the Contractor to remove from site any person employed by the Contractor who, in the opinion of Airports Company South Africa Limited, misconduct's himself or is incompetent or negligent in the proper performance of his duties. Such a person shall not be employed under this contract again.

Replacement of Staff

Staff removed for any reason whatsoever shall be immediately replaced. Replacement staff shall have competence and abilities equal to or better than that of the personnel they replace.

Works co-ordination meetings

The contractor will be required to attend monthly meetings at ORTIA with the Project Lead. In these meetings the contractor will be reporting on the progress, constraints and any other issues pertaining to the project. Minutes will be recorded and distributed.

Reliability

The Contractor shall take all reasonable measures to safeguard performance and quality.

Safety and Convenience of Airport

The Contractor shall protect the site properly and shall so arrange his operations that minimum danger and inconvenience is caused to airport operations. For this purpose, he shall, provide and maintain sufficient signs, lights, barricades, fencing and guarding as may be necessary or required by Airports Company South Africa Limited or by any act, regulation or statutory authorities.

All operations required in connection with the Agreement shall, as far as the provisions of the Agreement permit, not unnecessarily or in an improper manner encroach upon the use of airport facilities.

Electricity and Water

The Contractor shall be entitled to use such supplies of electricity and water as may be available on the Site for the purpose of the Works and at his own expense, shall provide any apparatus necessary for such use. The Contractor shall notify ACSA of any equipment or facility, which will be a consumer of electricity and water.

Access to Available Drawings and Records

Airports Company South Africa Limited shall permit the Contractor access to relevant drawings and records relating to the Works, where these are available.

Shutdown and Access to Equipment

Airports Company South Africa Limited, at the request of the Contractor, shall arrange for necessary shutdowns of services and access to equipment to facilitate the execution of the Works wherever possible during night working hours. However, it should be noted that airport operations would be given priority in this regard.

Delivery of Materials and Equipment**Notices of Intention to Deliver**

No plant or Contractor's equipment shall be shipped or delivered to the Site until permission has been obtained by the Contractor from Airports Company South Africa Limited that these may be delivered. The Contractor shall be responsible for the reception at the Site of all plant and Contractor's equipment delivered for the purposes of the works.

Payments

Payment terms will be discussed and agreed with the successful bidder, the agreed dates will be amongst those approved by Airports company south Africa.

Notes:

1. Hot works can only be carried out after a Hot Works permit is issued by ACSA.
2. Contractor to ensure a safe working environment and the use of the appropriate PPE and safety procedures as per the OHS Act.
3. Contractor to provide PPE that is identifiable.
4. Housekeeping should be maintained at all times.

Approvals:

- Site Approvals - The contractor will require approvals as follows prior to working on site:-
 - Permit office for Permits (vehicles/individuals) and Parking.
 - Safety department for safety file approval and permit to work.

- Approvals required pertaining to changes to the contract will need to be obtained from ACSA for any requests the Service Provider may have.
- Direct reporting lines will be to the ACSA Contracts Manager.

Proof of Compliance with the Law:

Service Provider to abide by all relevant and applicable legislation / s and all applicable regulations pertaining to the required services and site, including but not limited to:

- OHS Act 85 of 1993
- National Key Points Act, No. 102 of 1990
- National Road Traffic Act, No 93 of 1996
- Airports Company Act, No.44 of 1993
- Civil Aviation Offences Act, No.10 of 1972
- South African Civil Aviation Authority Act, No.40 of 1998
- The ACSA Permit regulations

Disposal Requirements

- Disposal during and after contract period:
 - The Contractor / Service Provider remains solely responsible for the generation, disposal and clean-up of any form of waste that is produced during the term of their contract at ORTIA.
 - The Contractor / Service Provider will ensure that all waste which necessitates the safe disposal thereof, will be done in accordance with all the latest and applicable legislation (environmental etc.) governing same.
 - A valid disposal certificate must be submitted to ACSA.

Permits

- (a) The Contractor shall procure the services at King Shaka International Airport. All airside services are in restricted areas and access-controlled areas; accordingly, it is crucial for the Contractor to note that King Shaka International Airport is a National Key Point and governed as such.
- (b) Each staff employed at the airport has to have a valid ACSA security permit, obtainable from the ACSA KSIA Permit Office. The Service Provider will be liable for cost of these permits and induction courses
- (c) The Contractor shall be compensated for costs relating to Employer required permits.
- (d) The Contractor must ensure that he/she is, at all times, familiar with the Employer's safety and security requirements relating to permits in order for no services to be delayed as a result thereof. This includes the permit application process (available to the Contractor upon request).
- (e) All ACSA security permit applicants shall be processed in accordance with the recommended vetting criteria as practiced by the National Intelligence Agency (NIA) of South Africa.
- (f) The Contractor shall have no claim against the Employer in the event that a permit request is refused for reasons not attributable to the Employer.
- (e) The following table is not all inclusive, but is provided for illustration purposes:

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

- (f) Proof of having attended the induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.
- (g) Use of cell phones on airside is not permitted unless the user is in possession of an appropriate Airport permit for the device. Cell phone permit issuing authority lies with the ACSA Security department.
- h) The Contractor shall not be allowed to use two-way radios at on the Employer's Premises unless these radios are of the type as approved by the ACSA IT department and are intrinsically safe. Unsafe acts/ negligent behaviour can lead to penalties/fines and/or a removal of the access permit.

PART C4 SITE INFORMATION

The works is to be carried out at O R Tambo International Airport (ORTIA) :

- i) Parking Areas around the Terminal Building (Underground - KB1 & KB2, Adjacent - MSP1 & MSP 2)
- ii) Terminal Building Landside - areas both Inside and outside the Terminal Building.
- iii) Terminal Building Airside - areas both Inside and outside the Terminal Building.
- iv)

ORTIA is a 24hr operating airport.

All works is to be carried out between the last flight out at night – approximately 10pm and the first flight in/out in the morning – approx. 5am)

The contractor is required to comply to all Airport safety regulations and no work shall commence until the safety file has been approved and permit to work issued.

All works to be carried out according to necessary Legislation, South African National Standards (SANS), ACSA rules etc governing the site and works.

HEALTH AND SAFETY REQUIREMENTS AND PROCEDURES**ANNEXURE A****1. REPLACEMENT OF STAFF**

- 1.1. Staff removed for any reason whatsoever shall be immediately replaced.
- 1.2. Replacement staff shall have the competence and abilities equal to or better than that of the personnel they replace.

2. HEALTH AND SAFETY REQUIREMENTS AND PROCEDURES

- 2.1. All persons on company premises shall obey all health and safety rules, procedures and practices. In particular, NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request.
- 2.2. The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The successful bidder is expected to sign the undertaking in this regard as attached. All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Service Manager.
- 2.3. The Safety File for all works must be handed to ACSA safety department at least 10 days prior to doing any work.
- 2.4. Hot works permit is obtainable from Safety Department – Prior arrangement must be made before execution of work.
- 2.5. Letter of good standing with the Compensation Commissioner from the Department of Labour is a legislated requirement – Without this letter, no works can take place at the airport.
- 2.6. The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.
- 2.7. Penalties shall depend upon the severity of the infringement. The decision on how much to impose will be made by ACSA's SHE Representative, and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.
- 2.8. The contractor's Workmen's Compensation fees must be up to date. A copy of the Contractor's WCA registration shall be produced on request.
- 2.9. The following areas in the company are declared as "HOT WORKS PERMIT" areas:
 - All airside areas
 - All basement areas
 - All areas accessible to the public
 - All enclosed areas
 - The terminal building
 - Multi-Storey Office (MSO) Building
- 2.10. Any process in the above mentioned areas involving open flames sparks, cutting or heat shall be authorised by the issue of a permit to work - obtainable from the Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.
- 2.11. Safety equipment shall be used where applicable (e.g. safety goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.
- 2.12. All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time.

HEALTH AND SAFETY REQUIREMENTS AND PROCEDURES**ANNEXURE A cont.**

- 2.13 No person shall perform an unsafe / unhygienic act or operation whilst on Company premises.
- 2.14 No unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.
- 2.15 The Company reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any costs or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag and pockets. Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.
- 2.16 The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.
- 2.17 At no time must the Contractor interfere with, or put at risk, the functionality of any fire detection and/or fire prevention system. Care must also be taken so as to prevent fire hazards.
- 2.18 The Contractor is required to issue all staff with standard uniform that is to be approved by the Employer's representative. This shall as a minimum include: safety shoes, overalls (clearly marked with Contractor's company logo) and numbered reflective jackets (as per Airport requirements). All costs relating to uniforms shall be for the Contractor's account.
- 2.19 Use of cell phones on airside is not permitted unless the user is in possession of an appropriate Airport permit for the device. Cell phone permit issuing authority lies with the ACSA Security department.
- 2.20 The Contractor will not be allowed to use two-way radios at the Airport unless these radios are of the type as approved by the ACSA IT department.

NOTIFICATION OF SAFETY / HOUSEKEEPING INFRINGEMENT**ANNEXURE B**

Notification of Safety / Housekeeping Infringement		
Name of Contractor		
Name of Responsible Individual		
Activity in Progress at the Time of Infringement		
Nature of Infringement		
Serious	Minor	
Issued By		
Name		
Date		
Time		
Contact Details		
Issued To		
Name		
Date		
Time		
Contact Details		

PERFORMANCE EVALUATION**ANNEXURE C**

Contractors will be evaluated on the following on a quarterly:

Item	Description	Rating						Comments
1.	Safety and Housekeeping:	1	2	3	4	5	N/A	
	– Safety Warning sign in place							
	– Isolation/cordon/Barricading off area							
	– Warning Signs in place							
2.	Reporting:	1	2	3	4	5	N/A	
	– Progress Reports submitted on time							
3.	Personal Protective Equipment:	1	2	3	4	5	N/A	
	– Wearing of PPE							
4.	Security and Uniform:	1	2	3	4	5	N/A	
	– ID card always clearly visible							
	– Clear sign of the name of company							
	– To be properly dressed in overalls with company name on the back for identification							
5.	Reliability:	1	2	3	4	5	N/A	
	– No repeat incident on equipment							
	– Keep agreed spares available							
6.	Submission of documentation:	1	2	3	4	5	N/A	
	– Quotes submitted with agreed time frame							
	– Invoice submitted on time							
7.	Workmanship:	1	2	3	4	5	N/A	
	– Quality of workmanship							
8.	Systems:	1	2	3	4	5	N/A	
	– Job card system in place and connected to ACSA CMMS							
9.	Preventative Maintenance Plan:	1	2	3	4	5	N/A	N/A
	– Preventative Maintenance plan in place							
10.	Reaction Time:	1	2	3	4	5	N/A	N/A
	– Speed of resolving calls based on CMMS information report							
11.	Safety Documentation:	1	2	3	4	5	N/A	
	– Submission and updating of Safety Documents							
Total Score:		/ 55						%

PERFORMANCE EVALUATION

ANNEXURE C cont.

Evaluation Comments:

ACSA Representative

:

Signature

:

Date

:

Service Provider

:

Signature

:

Date

:

Service Manager

:

Signature

:

Date

:

NON-CONFORMANCE FORM

ANNEXURE D

		Non Conformance Report		ME DOC 200610/01	
Contractor name					
Contract/Service description					
Contract number		Reference document		ME DOC 200610/01	
Number of non-conformances already issued against the contractor					
Location of Non-conformance					
Description of Non conformance:					
ACSA Representative's Department					
ACSA Representative Name		Signature		Date	
				Response date required	
				6	
ACSA Representative's Email Address		Telephone		Cell	
				Facsimile	
CONTRACTOR'S REPRESENTATIVE: Acknowledgement of understanding of above Non Conformance					
Recipient/Reps Name		Signature		Date	
Email address		Telephone		Cell	
				Facsimile	
contractor'S Response:		(B) Immediate Corrective Action		(C) Action to Prevent Recurrence	
(A) Cause					
(D) Corrective Action Implementation Date:			(E) Preventing Recurrence Implementation Date:		
Recipient/Reps Name		Signature		Date	
ACSA Representative: Evaluation of Proposed Corrective Action				Accepted <input type="checkbox"/>	
Comments				Rejected <input type="checkbox"/>	
Name		Signature		Date	
CONTACTOR REPRESENTATIVE: Corrective Action Implemented to ACSA and contract requirements					
Recipient/Reps Name		Signature		Date Implemented	
ACSA Representative: Follow up and close out				Accepted <input type="checkbox"/>	
Comments				Rejected <input type="checkbox"/>	
Name		Signature		Date	

	<h2 style="margin: 0;">Non Conformance Report</h2>	<i>ME DOC 200610/01</i>
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NON CONFORMANCE REPORT (NCR) PROCESS

- 1 The **ACSA representative** notices any irregularity concerning contractor performance, quality, deviation from contract, etc and fills out this form.
- 2 The **ACSA representative** completes the first part of the form and issues it directly to the **Contractor's representative**.
- 3 The **Contractor's representative** signs acceptance and understanding of the NCR
- 4 The **ACSA representative** gives a copy of this signed NCR to the M&E managers office for filing and noting.
- 5 The **Contractor's representative** informs his relevant internal management of the NCR and compiles a response indicating (A) Cause, (B) Corrective Action, (C) Action to Prevent Recurrence, (D) Corrective Action Implementation Date and (E) Action to Prevent Recurrence Implementation Date.
- 6 The **Contractor's representative** submits the response e-mail / fax .to the **ACSA representative** for evaluation of the Proposed Corrective Action Response by completing the relevant sections before carrying out the Corrective Action.
- 7 The **ACSA representative** informs the **Contractor's representative** of the result of the evaluation, by responding via e-mail / fax.
- 8 Note: If the response is not adequate, the **Contractor's representative** must resubmit a solution.
- 9 Upon completion of the corrective action and verification thereof, the **Contractor's representative** then informs the **ACSA representative** by responding via e-mail / fax that the corrective action has been carried out and is ready for inspection.
- 10 The **ACSA representative's** relevant personnel, carries out a check on the Corrective Action, as well as the Action to Prevent Recurrence and if found to be conforming to requirements, closes out the NCR.
- 11 The **ACSA representative** returns the concluding results to the **Contractor's representative** via e-mail / fax.
- 12 If the original situation still exists, and the NCR can not be closed out, the **ACSA representative** or relevant personnel raises a new NCR, and the same procedure as above is repeated.
- 13 Contractors to note that inadequate response to these NCRs, repeated NCRs issues against the contractor (3 repetitions is unacceptable in any one contract period) or non acceptance of the contractors corrective action by ACSA may lead to cancellation of the contract.
- 14 These NCRs may also be used as an indicator of poor performance by a contractor and may affect the adjudication of subsequent tenders to a contractor.

Note:

- All parties shall ensure that no delays are caused in the above chain of events.
- The shaded areas are to be completed by the **Contractor's representative**

APPENDICES

REFER SEPARATELY ATTACHED

Appendix A : Product Technical Specification
Appendix B : Bid Advert

***NB: Following Appendices to be completed by the successful bidder
(included for information purposes)***

Appendix C : Safety File Requirements
Appendix D : Permit to Work
Appendix E : Environmental Management System Policy Statement
Appendix F : EMS048 ACSA Service Maintenance Contractors Environmental Terms
Appendix G : Environmental Impact of Service and Maintenance Contractors

BID COMPLETION CHECK LIST

Item #	Item Description	Completed	Signed	Supporting Documents Included
Page 4	Acceptance of the terms and conditions of this RFB / RFP			
T2.0	Valid Proof of B-BBEE Level			
T2.1	Certificate of Attendance at Compulsory Clarification Meeting			
T2.2	CIDB Grading			
T2.3	Transformation Commitment: Schedule of Proposed Sub-Contractors			
T2.3.1	SBD6.1: PPFA Claim Form			
T2.3.2	B-BBEE Information			
T2.4	National Treasury Central Supplier Database (CSD) Registration			
T2.5	Tax Clearance Certificate Requirements			
T2.6	SBD4: Declaration of Interest			
T2.7	SBD8: Declaration of Past Supply Chain Management Practices			
T2.8	SBD9: Certificate of Independent Bid Determination			
T2.9	Authority for Signatory			
T2.10	Valid Proof of Registration of Entity And ID Documents of Directors etc			
T2.11	Valid Letter of Good Standing in terms of COID Act			
T2.12	Shareholders / Members / Partners Information			
T2.13	Record of Addenda to Bid Documents			
T2.14	Declaration of Correctness of Bid			
T2.15	Non-Disclosure Agreement			
T2.16	Enterprise Questionnaire			
T2.17	Functionality Criteria Response			
C1.1	Form of Offer and Acceptance			
C1.3	Insurance Commitment			
C2.2	SBD3: Pricing Schedule / Priced Bill of Quantities			