

## ATTENDANCE AND PARTICIPATING IN A MEETING

- **Meeting recording:** Please note the meeting will be recorded , Meeting recordings will become available shortly after the conclusion of the meeting.
- **Enter muted.** Enter any meeting with your mic muted.
- **Think about the background.** Consider using the *blur my background* feature in MS Teams or keep camera off.
- **Mute other devices and apps.** Make sure to mute your cell phone and close any other apps on your computer/laptop that might send distracting notifications.
- **Use chat window.** Kindly Consider, asking your questions in the chat window.
- **Be clear, concise.** Speak in a concise and clear manner and tone so that everyone can hear what you are saying.

**BRIEFING SESSION : APPOINTMENT FOR MAINTENANCE OF LOW VOLTAGE EQUIPMENT AT O.R TAMBO INTERNATIONAL AIRPORT AND REMOTE AREAS FOR A PERIOD OF THIRTY- SIX (36) MONTHS.**

**TENDER REFERENCE :ORTIA7435/2024/RFP**



- **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: 0867 261 681**
- **Email: [acsa@thehotline.co.za](mailto:acsa@thehotline.co.za)**

A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The walkway is flanked by glass railings and has a teal light strip along its edge. The terminal is bright and modern, with various signs and advertisements visible on the walls and ceiling. The overall atmosphere is clean and professional.

# AGENDA



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25/04/2024

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# KEY DATES & CLARIFICATION

ACTIVITY	DATE
Tender Publication Date	<p><b>CIDB TENDER PUBLICATION / NOTICE - MONDAY,15th April 2024</b></p> <p><b>TENDER DOCUMENT AVAILABILITY</b></p> <p>Tender document is available from <b>TUESDAY,16TH APRIL 2024</b>, free for free, Download from National Treasury's eTender Publication Portal (<a href="http://www.etenders.gov.za">http://www.etenders.gov.za</a>)</p>
<b>NON - COMPULSORY VIRTUAL BRIEFING SESSIONS DATE/ TIME</b>	<p>A NON- compulsory clarification meeting with representatives of the Employer will take place at online (<b>MS TEAMS</b>), on <b>25TH of APRIL 2024 FROM 10:30 AM hrs.</b></p>
Tender Closing Date for Submissions	<p><b>MONDAY ,13TH MAY 2024 @ 11:00 A M</b></p> <p>Location of tender box: <b>TENDER BOX B</b></p> <p><b>(NO LATE TENDERS WILL BE ACCEPTED)</b></p>

# TENDER CLARIFICATION PROCESS

- Request for clarity or information on the tender may only be requested until **03<sup>rd</sup> MAY 2024 :14 :00 PM**
- All responses to queries sought by a bidder will be advertised on Etenders .
- Responses will be made available **within forty-eight (48) hours** post-closing of queries .
- Bidders may not contact any ACSA employee on this tender other than those listed .
- All clarification shall be directed to : **Onkgopotse Boikanyo**

Designation: **Senior Buyer**

Tel: **011 723 1568**

Cell : **061 644 6380**

Email: [Onkgopotse.Boikanyo@airports.co.za](mailto:Onkgopotse.Boikanyo@airports.co.za)

A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The walkway is flanked by glass railings and has a green carpet. The terminal is brightly lit with overhead lights and has various signs and advertisements on the walls. The person is wearing a dark jacket and pants.

# SCOPE OF WORK & PRICING BREAKDOWN

BY End User



The objective is to maintain the serviceability of the Low Voltage Systems operating at a voltage (<1000V) at O.R Tambo International Airport and remote areas in a sustainable manner, following OEM and industry best practice intervals, at the lowest operating and maintenance costs while ensuring compliance with OHS Act 93 – Occupational Health and Safety, ISO 9001 –Quality management, ISO 14001 – Environmental Management, SANS 10142 – 1 The wiring code (the inspection and test of an electrical installation), Ekurhuleni Metropolitan Municipality Solid waste and aviation-related legislation.

The scope involves, carrying out maintenance on electrical equipment such as low voltage switchgear, distribution boards, and auxiliary electrical equipment, to minimize downtime and ensure that the equipment performs at optimal levels and functions to specification at the specified areas. The scope involves, carrying out maintenance on electrical equipment such as low voltage switchgear, distribution boards, and auxiliary electrical equipment, to minimize downtime and ensure that the equipment performs at optimal levels and functions to specification at the specified areas.

The service provider's responsibilities will require compliance against organizational policy and procedures for the maintenance activities undertaken, and to report any problems with these activities, or with the tools and equipment that are used, that you cannot personally resolve, or are outside your permitted authority, to the relevant people. You will be required to ensure that all tools, equipment, and materials used in the maintenance activities are removed from the work area on completion of the activities and that all necessary job/task documentation is completed accurately and legibly. You will be expected to work to instructions, alone or in conjunction with others, taking personal responsibility for your actions, and for the quality and accuracy of the work that you carry out.

The scope also includes the following, but not limited to the below:

- General inspection and Cleaning
- Replacement of worn-out parts
- Lubrication service
- Testing
- Annual maintenance service as per OEM specifications and procedures.
- LV cable fault location and repairs
- Ad hoc LV switch gear and distribution board repairs.
- Supply of LV Spares and Accessories.
- Blowing dust on bus bars and also checking for hot/loose connections (preferably use the Infra-Red Scanner allowed for elsewhere in this document
- Issuing of COC after the works have been completed (where applicable)
- Diagnostics (including but not limited to Ultrasonic Electrical Partial Discharge Detector, Oil Testing, Etcetera)
- LV Equipment Earthing and Lightning Protection
- Lighting replacements and disposal of old lights by accredited waste service provider
- Training of ACSA Personnel where necessary
- Repairs of measuring instruments (voltmeters, ammeters)
- Certification post maintenance and disposals

The service provider will also be required to perform:

- Use the correct issue of maintenance documentation (such as drawings, manuals, maintenance records)
- Adhere to procedures or systems in place for risk assessment, personal protective equipment, and other relevant safety regulations
- Confirm with the authorized person that the equipment is ready for carrying out the scheduled maintenance
- Ensure the safe isolation of equipment (such as electricity, gas, air or fluids)
- Ensure that safe access and working arrangements have been provided for the maintenance area
- Carry out the scheduled maintenance tasks, using appropriate techniques and procedures

Dispose of waste in accordance to Ekurhuleni Metropolitan Solid Waste by Laws as listed below:

- Collection and Disposal of Hazardous or Health-Care Risk Waste
- 1) Only an accredited service provider may transport hazardous and health-care risk waste, and must do so in accordance with the conditions of an accreditation permit issued to him or her under Chapter 11, as well as the requirements of any relevant SANS codes in respect of the type of vehicle, the markings and manner of construction of such vehicle, procedures for safety and cleanliness, and documentation relating to the source, transportation, and disposal of such waste, and subject to the requirements of any other legislation.

(2) A person accredited to collect and dispose of hazardous or health-care risk waste, must inform the Municipality at intervals stipulated in the accreditation permit issued in terms of this By-Law, of each removal of hazardous or healthcare risk waste, the date of such removal, the quantity of the waste removed, the composition of the waste removed, and the waste disposal facility at which the waste has been disposed of:

- Leave the work area in a safe and tidy condition on completion
- Update or mark-up any changes to the system on drawings, manuals and maintenance records and develop drawings where there is nothing
- Be competent and be required to pass Operating Regulations on Low Voltage systems (ORLVS) and Operating Regulations on High Voltage systems (ORHVS) Level 1-4
- To be in possession of all legal appointments as required by the construction regulations

## ADDITIONAL LV MAINTENANCE ACTIVITIES:

Asset	Activity	Frequency
Electrical Panels-LV switchgears-400V	<p><b>Visual Inspection:</b></p> <ul style="list-style-type: none"> <li>• Inspect panel for missing labels</li> <li>• Inspect panel meters for correct operation Inspect protection relays for fault flags</li> <li>• Inspect earth wire for corrosion</li> <li>• Verify all labels for correct identification</li> <li>• Inspect panel for signs of rust or damage</li> <li>• Inspect labels for looseness</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Clean bus bars</li> <li>• Conduct thermographic inspection of bus bar</li> <li>• Test operation of protection circuits</li> <li>• Ensure that the protection circuit trip settings are correct</li> <li>• Inspect (Visually) check breaker frame</li> <li>• Inspect Visually) Fixed contacts</li> <li>• Visually inspect Arc – chutes</li> <li>• Visually Inspect Escutcheon</li> <li>• Visually Inspect Moving contacts</li> <li>• Inspect Front cover</li> <li>• Interphase barriers</li> <li>• Inspect visually Insulation blocks</li> <li>• Interphase barriers</li> <li>• Inspect visually Insulation blocks</li> <li>• Visually Inspect Escutcheon</li> </ul>	Yearly

# SUMMARY PRICING SCHEDULE

Part 1- Activity Schedule

Part 2- Activity Schedule: CARGO SWITCHBOARDS: PREVENTIVE MAINTENANCE

Part 3- Activity Schedule: AIRSIDE SWITCHBOARDS: PREVENTIVE MAINTENANCE

Part 4- Activity Schedule: TERMINAL SWITCHBOARDS: PREVENTIVE MAINTENANCE

Part 5: After-hours callouts

LOW VOLTAGE EQUIPMENT ANNUAL MAINTENANCE VALUE	
Description	Total (excluding VAT)
Preventative maintenance: (Sub- total A-D)	R
Callouts: Sub- total E	R
Year 1 Contract Value Excl. VAT (Sub- Total A-E)	R

## Labour Rates and Mark-up

Non-scheduled parts (mark-up in percentage)

## SUMMARY OF CONTRACT VALUE

LOW VOLTAGE EQUIPMENT FOR 36 MONTHS MAINTENANCE CONTRACT VALUE	
Description	Total (excluding VAT)
Year 1: Excluding CPI	R
Year 2: Excluding 4.5 CPI	R
Year 3: Excluding 4.5 CPI	R
Total Contract Value Excl. VAT (3 Years)	R
Total Contract Value Incl. VAT (3 Years)	R

A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The walkway is flanked by glass railings and has a blue light strip along its edge. The terminal is bright and modern, with various signs and advertisements visible on the walls and ceiling. The person is wearing a dark jacket and pants, and the backpack is a dark color with a red accent.

# EVALUATION CRITERIA

BY ONKGOPOTSE & END-USER

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Test for Responsiveness Check :  If all the documents have been received.	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference.	Post tender negotiations. If applicable	Security Vetting  <b>If deemed necessary</b>

## Mandatory Administration Criteria

- a) It is estimated that bidders must have a CIDB contractor grading designation of 6 EP or EB higher. Valid CIDB certificate must be provided as proof.
- b) Bidders must complete and acknowledge Bidder's Disclosure form SBD4.
- c) Provide a Valid Letter of Good Standing in terms of COID Act
- d) Completed in full and signed Form of offer C1.1.

# FUNCTIONALITY EVALUATION OVERVIEW

- 1) Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **61 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE. Bidders who also fail to achieve the minimum score per criteria will be disqualified and not be eligible for further evaluations. The thresholds on each element of the evaluation are as follows:

Description of quality criteria	WQ	Sub criteria	Max Score	Minimum Threshold
		Quality Score		
Tenderer's resource proposal	40	Qualifications	20	7
		Years of experience in similar works	20	8
References and experience	40	Similarity of maintained Low voltage equipment and references	40	24
Comprehensive maintenance plan	20	Maintenance plan	20	16
<b>Total</b>			<b>100</b>	<b>61</b>



# FUNCTIONALITY BREAKDOWN

Qualifications - 20 (Proof of qualification should be attached to the resource's CV)

The bidder should provide a valid certification by an approved professional institution.

Electrical Technician (10)	Electrician (7)	Safety officer (3)
<p>Electrical qualification (Diploma or higher) with safety training and provide copy</p> <p><b>No Certificate (0)</b></p> <p><b>Diploma (4)</b></p> <p><b>Diploma/higher Safety training (10)</b></p>	<p>The electrician must at least have trade test with relevant qualifications</p> <p><b>No certificate (0)</b></p> <p><b>Trade Test+ N3/ higher (3)</b></p> <p><b>Trade test+ N3/ higher + wireman's (7)</b></p>	<p>Safety officer must have safety certificate with a minimum experience of 1 year and provide copy</p> <p><b>Other (0)</b></p> <p><b>Any Safety registered certificate by registered governing body. (3)</b></p>
<p><b>Minimum threshold: 4</b></p> <p><b>Weight: 10</b></p>	<p><b>Minimum threshold: 3</b></p> <p><b>Weight: 7</b></p>	<p><b>Minimum threshold: 0</b></p> <p><b>Weight: 3</b></p>

Years of experience in similar works - 20 (Maintenance details with proven experience maintenance and reference to be supplied on the resources CV)		
Electrical Technician (10)	Electrician (7)	Safety officer (3)
<p>Relevant technician Experience (minimum of four (4) years' experience in maintaining the Low voltage equipment, and also conduct troubleshooting, testing, networks, report writing, post certification</p> <p><b>5 years or higher (6)</b></p> <p><b>4 years (4)</b></p> <p><b>&lt;4 years (0)</b></p>	<p>Relevant Experience in Maintenance of the low voltage equipment's. (Minimum of three (3) years :) and is able to further perform LV installation, repairs and termination post trade test.</p> <p><b>4 years or higher (4)</b></p> <p><b>3 years (3)</b></p> <p><b>&lt;3 years (0)</b></p>	<p>Relevant Experience in Electrical infrastructure post certification.</p> <p><b>3 years or higher (3)</b></p> <p><b>3 years (1)</b></p> <p><b>&lt;3 years (0)</b></p>
<p><b>Minimum threshold: 4</b></p> <p><b>Weight: 10</b></p>	<p><b>Minimum threshold: 3</b></p> <p><b>Weight: 7</b></p>	<p><b>Minimum threshold: 1</b></p> <p><b>Weight: 3</b></p>

## COMPANY EXPERIENCE

**Max points (40)**

**Min points (24)**

Company experience in similar maintained facilities - 40 (The tenderer should provide proof of similarity or previously maintained facilities, proven experience in low voltage equipment)

**1 Sites with less than 4 years' experience in servicing of Low Voltage Equipment's (0)**

**Between 1 and 2 sites with 4 - 5 years' experience in servicing of Low Voltage Equipment's (24)**

**More than 3 sites with more than 5 years' experience in servicing of Low Voltage Equipment's (40)**

Proven experience must be demonstrated by means of list of maintenance and high-level detailed scope of the work completed, Purchase orders, Tender awards etc.

**Comprehensive maintenance plan – 20 (Provide comprehensive maintenance plan with realistic timelines)**

**No maintenance plan (0)**

**Comprehensive maintenance plan incorporating timelines other specified points. (20)**

**Maintenance plan incorporating only two of the listed points (16 )**

**The below points should be incorporated into the plan**

- Submit a maintenance plan /schedule with achievable timelines, commencing from July 1st, 2024, as the contract start date.
- Designing service frequency spanning three years.
- Allocating resources for maintenance across three precincts throughout the three-year duration, factoring in quantities specified in the Bill of Quantities (BOQ).  
Additionally, outline contingency measures for situations where essential personnel or resources are unavailable.
- Implementing a quarterly feedback and reporting system to track progress and address any concerns.

## CLOSING DATE

The closing time for receipt of tenders is **MONDAY ,13th MAY 2024@ 11:00 A M** (South African Time).

The bid document must be delivered to the address below and must be addressed as follows:

Airports Company SA SOC Ltd,

### HAND DELIVERY:

## SUBMISSIONS DELIVERY

- : O R Tambo International Airport (Kempton Park, Johannesburg)
- : 3<sup>rd</sup> Floor in Terminal A Building  
  
(en route to the Viewing Deck; ACSA Offices North wing)

**TENDER BOX “B”**



# QUESTIONS

Departures 14:37					
Flight	Destination	Time	Gate	Status	New Time
HM060	Seychelles	13:50	A11	Closed	
SA028	Harare	14:55	A01	Final Call	
SA060	Las Vegas	15:00	A01	Boarding Gate	
SA0062	Naserey	15:00	A09	Boarding	
BP206	Gaborone	15:00	A09	Boarding	
SA1775	Gaborone	15:45	A05	Boarding	
FH0336	Harare	15:50	A21	Boarding	
SA0086	Manzini - King Msw	16:05	A29	Boarding	
SA0156	Ndola	16:05	A27	Boarding	
SA0164	Lusaka	16:20	A19	Boarding	
SA0102	Harare	16:20	A27	Boarding	
DT578	Luanda	16:35	A07-08	Boarding	
SA206	Hong Kong	17:00	A09	Boarding	
SA0458	Gaborone	17:00	A09	Boarding	
KQ763	Nairobi	17:30	A15	Boarding	
TK043	Istanbul	18:10	A05	Boarding	

THANK YOU

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THANK YOU