



Airports Company South Africa SOC Limited

SCM REFERENCE NR: RFQ 73908

PROVIDE WITH THE SERVICE OF THE AIRFIELD GROUND LIGHTING (AGL) MAINTENANCE FOR A PERIOD OF 12 MONTHS AT CTIA.

NEC 3: [TERM SERVICE CONTRACT]

Between AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

Applicable at Cape Town International Airport

(Registration Number: 1993/004149/30)

and

(Registration Number: _____)

for **PROVIDE WITH THE SERVICE OF THE AIRFIELD GROUND LIGHTING (AGL) MAINTENANCE FOR A PERIOD OF 12 MONTHS AT CTIA.**

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PART C1: AGREEMENT AND CONTRACT DATA

C1.1 Form of Offer and Acceptance

OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter a contract for the procurement of **PROVIDE WITH THE SERVICE OF THE AIRFIELD GROUND LIGHTING (AGL) MAINTENANCE FOR A PERIOD OF 12 MONTHS AT CTIA.**

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 Tender.

By the representative of the contractor, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the contractor offers to perform all of the obligations and incur liabilities of the NEC TSC 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:

(in words)Rand;

R.....(in figures)

for the contractor

Signature Date
Name Capacity

(Name and address of organisation)

Name and signature of witness

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 tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Acceptance

By signing this part of this 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 or the Pricing Data. Acceptance of the contractor'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:

- Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Service Information
- Part C4 Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable 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 Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The contractor shall within two weeks of 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 securities, 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.

Unless the tenderer (now Contractor) within five working 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.

for the Employer

Signature Date

Name Capacity

**Administrator Office, Southern Office Block
Private Bag X9002
Cape Town International, Western Cape
South Africa, 7525**

Name and
signature
of witness Date

Signature(s)

Name(s)

Capacity

**For the
employer:**

Name &
signature of
witness

*(Insert name and address of
organisation)*

Date

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

Name &
signature of
witness

(Insert name and address of organisation)

Date

C1.3 TSC3 Contract Data

Part one - Data provided by the *Employer*

Clause	Statement	Data
1	General	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
	dispute resolution Option	B: Priced contract with price list
	and secondary Options	W1: Dispute resolution procedure
		X1: Price adjustment for inflation
		X2: Changes in the law
		X18: Limitation of liability
		Z: Additional conditions of contract
	of the NEC3 Term Service Contract (April 2013) ¹	
10.1	The <i>Employer</i> is (name):	Airports Company South Africa SOC Limited a juristic person incorporated in terms of the company laws of the Republic of South Africa
	Address	Administrator Office, Southern Office Block, Western Cape, South Africa, 7525. Private Bag X9002, Cape Town International, Western Cape, South Africa, 7525.
	Tel No.	021 937 1200
	Fax No.	N/A
10.1	The <i>Service Manager</i> is (name):	Fulu Rathogwa
	Address	Private Bag X9002, Cape Town International, Western Cape, South Africa, 7525.
	Tel	021 937 1200
	Fax	N/A
	e-mail	
11.2(2)	The Affected Property is	Cape Town International Airport (All AWOS systems Owned by ACSA)

11.2(13)	The <i>service</i> is	PROVIDE WITH THE SERVICE OF THE AIRFIELD GROUND LIGHTING (AGL) MAINTENANCE FOR A PERIOD OF 12 MONTHS AT CTIA.
11.2(14)	The following matters will be included in the Risk Register	Working on Airside: High noise levels Electricity Live line works up to 400V Working on height Mobile Elevated lift equipment
11.2(15)	The Service Information is in	Part C3: Employer's Service Information and all documents and drawings and other specifications to which it makes reference
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa
13.1	The <i>language of this contract</i> is	English
13.3	The <i>period for reply</i> is	7 days
2	The Contractor's main responsibilities	Detailed in Part C3 (Service Information)
21.1	The <i>Contractor</i> submits a first plan for acceptance within	4 weeks of the Contract Date
3	Time	
30.1	The <i>starting date</i> is	Upon contract signing by ACSA
30.2	The <i>service period</i> is	12 months from the starting date
4	Testing and defects	No data is required for this section of the conditions of contract
5	Payment	
50.1	The <i>assessment interval</i> is	Four (4) weeks (not more than five)
51.1	The <i>currency of this contract</i> is the	South African Rand (ZAR)
51.2	The period within which payments are made is	30 days
6	Compensation events	No data is required for this section of the condition of contract
7	Use of Equipment Plant and Materials	No data is required for this section of the conditions of the contract
8	Risks and insurance	See attached annexure C.
9	Termination	No data required for this section of the conditions of the contract
10	Data for main Option clause	
A	Priced contract with price list	
11	Data for Option W1	

W1.1	The Adjudicator is: (refer to clause Z19.1 for the list of adjudicators)	
W1.2(3)	The <i>Adjudicator nominating body</i> is:	The current Chairman of Johannesburg Advocate's Bar Council.
W1.4(2)	The <i>tribunal</i> is:	Arbitration
W1.4(5)	The <i>arbitration procedure</i> is	the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body
	The place where arbitration is to be held is	Johannesburg, South Africa
	The person or organisation who will choose an arbitrator:	Chairman of the Johannesburg Advocate's Bar Council.
12	Data for secondary Option clauses	
X1	Price adjustment for inflation	
X1.1	The <i>base date</i> for indices is	It will be limited to a maximum of CPI as at the anniversary date of the contract
X2	Changes in the law	There is no reference to Contract Data in this Option and terms in italics are identified elsewhere in this Contract Data.
X18	Limitation of liability	
X18.1	The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to	Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue
X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to	Total of the losses incurred and/or repairs to the damages caused.

X18.3	The <i>Contractor's</i> liability for Defects due to his design of an item of Equipment is limited to	Total of the losses incurred and/or repairs to the damages caused.
X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> , for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<p>C1.4 Insurance Schedule <i>Summary of Terms and other Matters Applicable to Employer Provided Insurance</i> Part 1: Notes to Schedule: The successful bidder must source the following insurance cover, which is the deductible in the ACSA insurance cover:</p> <ul style="list-style-type: none"> • Aviation liability insurance cover for an indemnity limit not less than R300 000 (three hundred thousand rands). • Submit proof of insurance to ACSA before the work starts, and annually for the duration of the project.
Z	The <i>additional conditions of contract</i> are	

AMENDMENTS TO THE CORE CLAUSES

- Z1 Interpretation of the law**
- Z1.1 Add to core clause 12.3:** Any extension, concession, waiver, non-enforcement of any terms of the contract or relaxation of any action stated in this contract by the Parties, the *Service Manager*, the, or the *Adjudicator* does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.
- Z2 Providing the Service: Delete core clause 20.1 and replace with the following:**
- Z2.1** The *Contractor* provides the *service* in accordance with the *Service Information* and warrants that the results of the *service*, when complete, shall be fit for their intended purpose.
- Z3. Other responsibilities: add the following at the end of core clause 27:**
- Z3.1** The *Contractor* shall have satisfied himself, prior to the *starting date*, as to the completeness, sufficiency and accuracy of all information and drawings provided to him as at the *starting date* .
- Z3.2** The *Contractor* shall be responsible for the correct setting out or carrying out of the *service* in

accordance with the original points, lines and levels stated in the *Service Information* or notified by the *Service Manager*. Any errors in the setting or carrying out of the *service* shall be rectified by the *Contractor* at the *Contractor's* own costs.

Z4. Termination

Z4.1 Add the following to core clause 91.1, at the second main bullet, fourth sub-bullet point, after the words “assets or”: “business rescue proceedings are initiated or steps are taken to initiate business rescue proceedings”.

Z5. Ambiguities and inconsistencies: Delete core clause 17 and replace with the following:

Z5.1 If there is any ambiguity or inconsistency in or between the documents which are part of this contract, the priority of the documents is in accordance with the following sequence:

- The additional conditions of contract under these Z clauses
- The conditions of contract and
- The other documents.

Z5.2 The Service Manager or the Contractor notifies the other as soon as either becomes aware of any such ambiguity or inconsistency in or between the documents which are part of this contract. The Service Manager gives an instruction resolving the ambiguity or inconsistency. Notwithstanding any other provision of this contract, any such ambiguity, inconsistency and/or instruction does not automatically result in any increase to the Price List or any delay to the end of the service period.

Z6. Payment: Add the following at the end of core clause 51:

51.5 The Employer does not pay interest to the Contractor on a late payment resulting from the Contractor's failure to provide the Employer with a correctly rendered VAT invoice within the period stated in clause 51.1 above.

51.5 The Employer is entitled to deduct from or set off against any money due to the Contractor

- any sum due to the Employer from the Contractor or
- any amount for which the Contractor is liable to pay to the Employer (whether liquidated or otherwise) arising under this contract.

AMENDMENTS TO THE SECONDARY OPTION CLAUSES

Z7. Changes in Law: Add the following clause to secondary option X2 as X2.2:

Z7.1 A change in law is defined as:

Z7.1.1 the adoption, enactment, promulgation, coming into effect, repeal, amendment, reinterpretation, change in application or other modification after the starting date of any law, excluding (i) the promulgation of any bill, unless such bill is enacted into the *law of the country*, and (ii) any such modification in law relating to any taxes, charges, imposts, duties, levies or deductions that are assessed in relation to a person's income;

Z7.1.2 any permit being terminated, withdrawn, amended, modified or replaced, other than (i) in accordance with the terms upon which it was originally granted, (ii) as a result of the failure by the *Contractor* to comply with any condition set out therein, or (iii) as a result of any act or omission of the *Contractor*, any Subcontractor or any affiliate to the *Contractor*.

Z8. Performance Bond: The following amendments are made to clause X13:

Z8.1. Add the following new clause as Option X13.2: The *Contractor ensures* that the performance bond is valid and enforceable until the end of the *service period*. If the terms of the performance bond specify its expiry date and the end of the *service period* does not coincide with such expiry date, four weeks prior to the said expiry date, the *Contractor extends* the validity of the performance bond until the end of the *service period*. If the *Contractor fails* to so extend the validity of the performance bond, the *Employer may claim* the full amount of the performance bond and retain the proceeds as cash security

Z9. Limitation of liability: Insert the following new clause as Option X18.6:

Z8.1 The *Employer's liability* to the *Contractor* for the *Contractor's* indirect or consequential loss or damage of any kind is limited to R0.00.

Z8.2 Notwithstanding any other clause in this contract, any proceeds received from any insurances or any proceeds which would have been received from any insurances but for the conduct of the *Contractor* shall be excluded from the calculation of the limitations of liability listed in the contract.

ADDITIONAL Z CLAUSES

Z10. Cession, delegation and assignment

Z10.1. The *Contractor* shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*, which consent shall not be unreasonably withheld. This clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or final) of the *Contractor*.

Z10.2. The *Employer* may, on written notice to the *Contractor*, cede and delegate its rights and obligations under this contract to any person or entity.

Z11. Joint and several liability

Z11.1. If the *Contractor* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the *Employer* for the performance of this Contract.

Z11.2. The *Contractor* shall, within 1 week of the starting date, notify the *Service Manager* and the *Employer* of the key person who has the authority to bind the *Contractor* on its behalf.

Z11.3. The *Contractor* does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the *Employer*.

Z12. Ethics

Z12.1. The *Contractor* undertakes:

Z12.1.1. not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;

Z12.1.2. to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the *Employer* is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.

Z12.2. The *Contractor's* breach of this clause constitutes grounds for terminating the *Contractor's* obligation to provide the service in accordance with the procedures stated P2, P3 or P4 in core clause 92.2 or taking any other action as appropriate against the *Contractor* (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.

Z12.3. If the *Contractor* is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuities, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the *Employer*, the *Employer* shall be entitled to

terminate the contract in accordance with the procedures stated in core clause 92.2, the amount due on termination is A1.

Z13. Confidentiality

Z13.1. All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the *Contractor* and shall not be used or divulged or published to any person not being a party to this contract, without the prior written consent of the *Service Manager*, whose consent shall not be unreasonably withheld.

Z13.2. If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the *Service Manager*.

Z13.3. This undertaking shall not apply to –

Z13.3.1. information disclosed to the employees of the *Contractor* for the purposes of the implementation of this contract. The *Contractor* undertakes to ensure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;

Z13.3.2. information which the *Contractor* is required by law to disclose, provided that the *Contractor* notifies the *Employer* prior to disclosure so as to enable the *Employer* to take the appropriate action to protect such information. The *Contractor* may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;

Z13.3.3. information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time);

Z13.4. The taking of images (whether photographs, video footage or otherwise) of the *services or Affected Property* or any portion thereof, in the course of providing the *services* or at the end of the service period requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*.

Z13.5. The *Contractor* ensures that all his Subcontractors abide by the undertakings in this clause.

Z14. Employer's Step-in rights

Z14.1. If the *Contractor* defaults by failing to comply with its obligations in terms of this contract and fails to remedy such default within 2 weeks of the notification of the default by the *Service Manager*, the *Employer*, without prejudice to its other rights, powers and remedies under the contract, or at law may remedy the default either, itself or procure a third party (including any subcontractor or supplier of the *Contractor*) to do so on its behalf. The reasonable costs of the *Employer* exercising its step-in rights in respect of any subcontractor or supplier of the *Contractor* shall be borne by the *Contractor*.

Z14.2. The *Contractor* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Contractor* under the contract or otherwise for and/or in connection with the *works*) and generally does all things required by the *Service Manager* to achieve this end.

Z15. Liens and Encumbrances

Z15.1. The *Contractor* keeps the Equipment used to provide the *service* free of all liens and other encumbrances at all times. The *Contractor*, vis-a-vis the *Employer*, waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and ensures that his Subcontractors similarly, vis-a-vis the *Employer*, waive all liens they may have or become entitled to over such Equipment from time to time

Z16. Intellectual Property

- Z15.1** Intellectual Property (“IP”) rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret, other intellectual or industrial property rights, technical information and concepts, know-how, specifications, data, formulae, computer programs, memoranda, scripts, reports, manuals, diagrams, drawings, prototypes, drafts and any rights to them created during the performance of the service and include applications for and rights to obtain or use any such intellectual property whether under South African or foreign law.
- Z15.2** IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the *service*.
- Z15.3** The *Contractor* gives the *Employer* an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the *service* for the purposes of constructing, repairing, demolishing, operating and maintaining the *service* or *the Affected Property*.
- Z15.4** The written approval of the *Contractor* is to be obtained before the *Contractor's* IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any *Contractor's* IP available to any third party the *Employer* shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the *Employer* would use to protect its IP.
- Z15.5** The *Contractor* shall indemnify and hold the *Employer* harmless against and from any claim alleging an infringement of IP rights (“**the claim**”), which arises out of or in relation to:
- Z15.5.1** the *Contractor's service*;
- Z15.5.2** the use of the *Contractor's* Equipment, or
- Z15.5.3** the proper use of the *Affected Property* on which the service is provided.
- Z15.6** The *Employer* shall, at the request and cost of the *Contractor*, assist in contesting the claim and the *Contractor* may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.
- Z17. Dispute resolution: The following amendments are made to Option W1:**
- Z16.1** Under clause W1.3, in the fourth row of the first column of the adjudication table, the following words are added after the words “any other matter”: “excluding disputes relating to termination of the contract”.
- Z16.2** The following clauses are added at the end of clause W1.3 as sub-clauses (12) and (13) respectively:
- Z16.2.1** “The Adjudicator shall decide the dispute solely on the written submissions of the parties. No oral submissions shall be heard during adjudication.”
- Z16.2.2** “Disputes relating to or arising from termination of the Contract shall not be determined by an adjudicator. Any such dispute shall be referred directly to the tribunal in accordance with the procedures set out in clause W1.4.”
- Z17 Day:**
- Z17.1** Any reference to a day in terms of this contract shall be construed as a calendar day.
- Z18 Safety**
- Z18.1** The *Employer*, *Service Manager* or any of his nominated representatives may stop any unsafe *service*.

The *Contractor* does not proceed with the relevant service until the safety violation is corrected. This instruction to stop or not to start the *service* is not a compensation event.

Z18.2 As stipulated by section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 (**OHS Act**) as amended the Contractor agrees to the following:

Z18.2.1 As part of the contract the *Contractor* acknowledges that it is an Employer in its own right with duties as prescribed in the OHS Act, as amended and agrees to ensure that all work performed, or equipment and materials used, are in accordance with the provisions of the OHS Act.

Z18.2.2 The *Contractor* furthermore agrees to comply with the requirements set forth by the *Service Manager* and agree to liaise with the *Employer* should the *Contractor*, for whatever reason, be unable to perform in terms of the clause Z18.

Z18.3 The *Contractor* acknowledges that it is an *Employer* in its own right and is registered with duties as prescribed in the Compensation for Occupational Injuries & Diseases Act No. 130 of 1993.

Z19 | Dispute resolution:

Z19.1 Appointment of the Adjudicator

An *Adjudicator* is appointed when a dispute arises, from the Panel of Adjudicators below. The referring party nominates an Adjudicator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Adjudicator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Adjudicator* listed in the Panel of Adjudicators below

The Parties appoint the *Adjudicator* under the NEC3

Panel of Adjudicators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 ghandi@badela.co.za
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 Errol.tate@mweb.co.za
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 salimebrahim@mweb.co.za
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 sebe@civilprojects.co.za
Mr. Sam Amod	Gauteng	sam@samamod.com
Adv. Sias Ryneke SC	Gauteng	083 653 2281 ryneke@duma.nokwe.co.za

Adjudicator's Contract, April 2013

Mr. Emeka Ogbugo
(Quantity Surveyor)

Pretoria

+27 12 349 2027
emeka@gosiame.co.za

Z19.2 Appointment of the Arbitrator

An *Arbitrator* is appointed when a dispute arises from the Panel of Arbitrators below. The referring party nominates an Arbitrator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Arbitrator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Arbitrator* listed in the Panel of *Arbitrators* below

Panel of Arbitrators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 ghandi@badela.co.za
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 Errol.tate@mweb.co.za
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 salimebrahim@mweb.co.za
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 sebe@civilprojects.co.za
Mr. Sam Amod	Gauteng	sam@samamod.com
Adv. Sias Ryneke SC	Gauteng	083 653 2281 reyneke@duma.nokwe.co.za
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 emeka@gosiame.co.za

PART C2: PRICING DATA

TSC3 Option B

C2.1 Pricing assumptions: Option B

The conditions of contract

How work is priced and assessed for payment

Clause 11 in the core and Option B clauses of the NEC3 Term Service Contract, April 2013 (TSC3) state:

Identified and defined terms	11 11.2	(12) The Price List is the <i>price list</i> unless later changed in accordance with this contract. (18) The Price for Services Provided to Date is the Defined Cost which the <i>Contractor</i> has paid plus the Fee. (20) The Prices are the amounts stated in the Price column of the Price List. Where a quantity is stated for an item in the Price List, the Price is calculated by multiplying the quantity by the rate.
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Payments are made according to Defined Cost plus Fee (See core clauses 11.2(5), 11.2(6) and 11.2(8)). At the dates stated in the Contract Data, the *Service Manager* calculates the *Contractor's* share in terms of clause 53. If the *Contractor* has been paid more than the equivalent Prices in the Price List for the same work he pays the *Employer* a portion of the over-run (the pain) but if he has been paid less than the equivalent Prices in the Price List he is paid a portion of the under-run (the gain). The Prices in the Price List are derived from a list of items of service which can be priced as lump sums or as expected quantities of service multiplied by a rate or a mix of both.

Function of the Price List

In this Option the Price List is used as a means of arriving at a target price. Clause 54.1 in Option C states: "Information in the Price List is not Service Information". This confirms that instructions to do work or how it is to be done are not included in the Price List but in the Service Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Service in accordance with the Service Information". Hence the *Contractor* does **not** Provide the Service in accordance with the Price List.

Link to the Contractor's plan

Clause 21.4 states "The *Contractor* provides information which shows how each item description on the Price List relates to the operations on each plan which he submits for acceptance". Hence when compiling the *price list*, the tendering contractor needs to develop his first clause 21.2 plan in such a way that operations shown on it can be related to items of service priced in the *price list*.

Preparing the price list

It will be assumed that the tendering contractor has read Pages 14, 15 and 76 of the TSC3 Guidance Notes before preparing the *price list*. Items in the *price list* may have been inserted by the *Employer* and the tendering contractor should insert any additional items which he considers necessary. Whichever party provides the items in the *price list* the total of the Prices is assumed to be fully inclusive of everything necessary to Provide the Service as described at the time of entering into this contract.

1 As the *Contractor* has an obligation to correct Defects (core clause 42.1) and there is no compensation event for this unless the Defect was due to an *Employer's* risk, the lump sum Prices and rates must also include for the correction of Defects.

2 If the *Contractor* has decided not to identify a particular item in the *price list* at the time of tender the cost to the *Contractor* of doing the work must be included in, or spread across, the other Prices and rates in the *price list* in order to fulfil the obligation to complete the *service* for the tendered total of the Prices, in this case the target.

3 There is no adjustment to lump sum prices in the *price list* if the amount, or quantity, of work within that lump sum item of service later turns out to be different to that which the *Contractor* estimated at time of tender. The only basis for a change to the Prices (and hence to the target) is as a result of a compensation event. See Clause 60.1.

4 Hence the Prices and rates tendered by the *Contractor* in the *price list* are inclusive of everything necessary and incidental to Providing the Service in accordance with the Service Information, as it was at the time of tender, as well as correct any Defects not caused by an *Employer's* risk.

5 The Contractor does not have to allow in his Prices and rates for matters that may arise as a result of a compensation event. It should be noted that the list of compensation events includes those arising as a result of an *Employer's* risk event listed in core clause 80.1.

Format of the *price list*

(From page 76 of the TSC3 Guidance Notes)

Entries in the first four columns in the *price list* in section C2.2 are made either by the *Employer* or the tendering contractor.

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tendering contractor enters the amount in the Price column only, the Unit, Expected Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for an item of work which is the rate for the work multiplied by the quantity completed, the tendering contractor enters the rate which is then multiplied by the Expected Quantity to produce the Price, which is also entered.

If the *Contractor* is to be paid a Price for an item proportional to the length of time for which a service is provided, a unit of time is stated in the Unit column and the expected length of time (as a quantity of the stated units of time) is stated in the Expected Quantity column.

C2.2 the *price list*

PRICING SCHEDULE

Part 1:

Preventative maintenance

The contractor will maintain all the AGL Light Fittings, Control systems, Supply the AGL spares, inclusive of all electronics, fibre cables, calibration including transportation of MALMS machine to and from UK, and constant current regulators, Airfield ground signages, re-arranging the cables and cleaning the manholes.

The scope of work is divided into ad-hoc maintenance, call outs, slotting and core drilling. The contractor shall provide labour rates for ad-hoc related work and there shall be fixed quarterly costs for the scheduled work.

RFQ – interim AGL Maintenance Contract of Aeronautical Ground Lighting at CTIA Airport.

- Annexure A - Find the description (details) of the installed equipment (AGL)
- Annexure B - Find the description of the of the maintenance activities.
- Annexure C - Find the list of safety file requirements.
- Annexure D - Find the template for previous experience on AGL.
- Annexure E - Find the template for spares attached to be completed and submitted.

Criteria of compliance – Functionality (Total min. points = 80, max. points = 100):

- Experience – Bidders must submit proven AGL maintenance experience (Annexure D). (Sub criteria min. points = 30, max. points = 50):
 - 0 years to 2 years = 0 points.
 - > 1 year and < 2 years = 10 points.
 - > 2 year and < 3 years = 30 points.
 - > 3 year and < 4 years = 35 points.
 - > 4 years and more = 50 points.
- Qualification or registration –
 - **CIDB grade 2**
- (Sub criteria min. points = 25, max. points = 25):
 - No proof submitted = 0 points
 - Proof Submitted = 25 points
- Bidder must sign in acceptance of ACSA Terms & Conditions. (Sub criteria min. points = 25, max. points = 25):
 - Not signed = 0 points
 - Signed in acceptance = 25 points
- Key resources – Bidder must submit proof of the competent qualified AGL Electrician.
- Bidder must be registered on the treasury's CSD database with a valid registration number.
- Bidder must submit a safety file for approval by the ASCA safety department, prior to commencement of any work.
- Bidder must (Mandatory) attend the site clarification meeting.
- The services can be completed after normal hours operational:
 - Mon to Fri 23:45H00 to 05H00
 - Sat to Sun 22H00 to 05H00
- Activities need to be performed against optimum workmanship and quality.

- All work must carry a 3-month defects liability period in which any repair will be before the expense of the service provider – as per normal liability conditions.
- Ensure that all activities are completed according to applicable legislation and standard –
 - SANS 10142
 - Occupational Health & Safety (OHS) Act 85 of 1993
 - Annex 14
- All work must be signed off by way of a technical ACSA work order & contractor's job card that reflects the following information, prior processing for payment -
 - What activities were performed.
 - Make provision for ACSA's acceptance and remarks/comments.
 - Advise ACSA on how to maintain or upgrade the works of better operation results (if applicable).

Should you require any additional information or request a site-visit prior to submitting your quotation, kindly contact SCM at the CTIA Airport's, on the following contact details:

- Sandra Sebokolodi <Sandra.Sebokolodi@airports.co.za>

Item no.	Item/ Service Description	Unit of Measure	Unit Price	Quantity	Total Price
1	Quarterly six-monthly and yearly Maintenance - requirements on the AGL - refer to Annexure A and B for equipment specifications and related service activities. All the consumables needed to perform the semi-annual activities should form part of this line item. Refer to Annexures A & B	Each		1	
	Labour pricing to be submitted separate from equipment or parts necessary to do the actual service. <ul style="list-style-type: none"> • Resource – _____ (labour hourly rate: <ul style="list-style-type: none"> ○ R _____ (Normal time) ○ R _____ (Over time) • Resource – assistant labour hourly rate: - if required <ul style="list-style-type: none"> ○ R _____ (Normal time) ○ R _____ (Over time) 	Hours			
2	Call outs and repairs.	Each		1	
	This line item makes provision for repairs and spares travel and accommodation, using the following information which is mandatory for completion by the bidder. The rates should be market related and only actuals will be invoiced for. <ul style="list-style-type: none"> • Resource –Tradesman <ul style="list-style-type: none"> ○ R _____ (Normal time) ○ R _____ (Over time) • Resource –assistant labour hourly rate: - if required <ul style="list-style-type: none"> ○ R _____ (Normal time) ○ R _____ (Over time) • Response time – The response time is 24hours after the call have been logged. 	Hours			
3	Safety File <ul style="list-style-type: none"> • Safety file requirements are available in Annexure C. • All the requirements are to be adhere to before the ACSA safety department will issue a work permit, no work will be permitted without a work permit. 	Each		1	

4	<p>Detailed Professional Service Report (printed & Soft copy e-mailed) must be submitted with every service and have the following, but is not limited, to the following items:</p> <ul style="list-style-type: none"> • Meticulously describe the activities which was performed. • Record all measurements and Checks and values. • List of Adjustments • List of replacements • Report on times of work and resources. • Report on hurdles experienced during the works. • Report on incidents and accidents whilst on ACSA premises. • Pictures that detail before and after conditions of repairs • Pictures that detail specifications of equipment (components) • Pictures that detail special configurations of installation / operation • Recommendations of scope of work which is not covered by this specific mandate (PO) but is required to improve the structures and its operation. • Drawings • Etcetera 	Each		1	
----------	---	------	--	---	--

Please insert Full BOQ here

Bidder to complete the table below which will be used when claiming against the provisional amount for work. Note that the list is aimed to obtain rates for the work and the values recorded must be valid from date of RFQ closure for the next 12 months.




Description	Unit	Qty	Price (excluding VAT)	Price including VAT
2 x Photometric machine calibration	each	1		
Transportation of the MALMS sensor to and return UK	each	1		
Cutting and slotting	p/m	1		
Core drilling 12" base	p/m	1		
Core drilling 8" base	p/m	1		
Sealing Compound – 5L	p/ 5 litre	1		
Nordbak Slotting resin – 20L	p/ 20 litre	1		
Helicast light resin – 5L	p/ 5 litre	1		
Helicast light hardener – 5L	p/ 5 litre	1		
Slotting in asphalt per meter	p/meter	1		
Installation of 4mm ² Secondary cable	p/meter	1		
Installation of 6mm ² primary cable	p/meter	1		
Cleaning of manholes	each	1		
Re-arranging the cables on the manholes	each	1		
Repair ground signage	each	1		
			TOTAL exl	
			VAT	
			TOTAL incl vat	


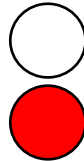

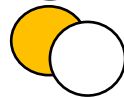
Annexure A**CTIA Airport - Equipment specifications**




Description	Number of Light Circuits		Make	Model	Type	Qty installed
	Qty	MCR				
Approach Light Fittings	5	30KVA	ADB	UEL 1-150-Clear	Elevated	209
	5			UEL 1-150-Red	Elevated	
Runway Closure Crosses Fittings	4	15KVA	ADB	UEL 1-150-Clear	Elevated	42
Runway Guard Lights	1	4KVA	ADB	ERGL/31310 L804	Elevated	8
Threshold Lights Runway End Light Fittings	4	5KVA	ADB	FTE-2-300-G	Inset	12
				FTE-2-300-G	Inset	20
Runway Edge Fittings	4	10KVA	ADB	EREL-WW-LR-NM	Elevated	84
	2			EREL-YW-LR-NM	Elevated	10
	2			EREL-WY-LR-NM	Elevated	10
	2			FED-2-200-CM/C	Inset	4
					Inset	
Runway Centre Line Fittings	10	7.5KVA	ADB	FRC	Inset	218
Touch Down Fittings	5	4KVA	ADB	FTZ-Toe Right	Inset	90
				FTZ-Toe Left	Inset	90
PAPI Fittings	2	2.5KVA	ADB	SPL-1-300	Elevated	20
Taxiway Fittings	20	10KVA	ADB	ETES	inset	562
Apron Fittings	1	10KVA	ADB	ETES	inset	67
Apron Flood Lights	2	380V	ADB		High Masts	36
Illuminated Signage	4	15KVA	ADB	Halogen	Elevated	87
Lead On/Off Light Fittings	4	2.5KVA	ADB	DTC/A-2-G/N-3A	Inset	6
				DTC/A-2-G/N-0A	Inset	6
				DTC/A-2-G/G-3A	Inset	5
				DTC/A-2-G/G-0A	Inset	5
				DTC/A-2-Y/G-3A	Inset	5
				DTC/A-2-G/Y-0A	Inset	5
				DTC/A-2-Y/N-0A	Inset	6
Stop Bar Fittings	15	2.5KVA	ADB	UEL 1-150-Red	Inset	163





Annexure B

CTIA Airport – Maintenance Activities

Item	Category	Color (indicative)		QTY	Semi Annually	Annually
1	Approach lights (split the quantities on the inspection sheet, per approach)	White		404	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required 3) Perform approach lighting elevation angle settings (only applicable to elevated approach lights) and keep record of results 4) Clean or replace prisms and filters on insert fittings (applicable to halogen light fittings) 5) Check elevated light fitting support structures for damage, rust, tighten and spray paint where applicable (condition based)	1) Clean all lights 2) Apply resealing compound on all insert fittings 3) Check lights and bases 4) Remove moisture and dry lights and bases 5) Align lights fixtures and bases (if applicable)
		Red				
2	Runway Closure Crosses	White		42		1) Clean all lights 2) Apply resealing compound on all insert fittings 3) Check lights and bases 4) Remove moisture and dry lights and bases 5) Align lights fixtures and

						bases (if applicable)
3	Threshold lights	Green		79		1) Check for corrosion, worn out parts and replace where required 2) Reseal all insert Threshold light fittings 3) Clean or replace prisms and filters on insert fittings
4	Runway Centre line lights	White/Red		436	1) Apply resealing compound on all insert fittings 2) Check lights and bases - Align lights fixtures and bases (if applicable) 3) Remove moisture and dry lights and bases	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required
5	Runway Edge lights	White/Amber		149	1) Apply resealing compound on all insert fittings 2) Check lights and bases - Align lights fixtures and bases (if applicable) 3) Remove moisture and dry lights and bases	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required
6	Touch Down Zone lights	White		180	1) Replace worn out top parts and unserviceable lamps 3) Assess and analyses the results	1) Apply resealing compound on all insert fittings 2) Check lights and bases - Align lights fixtures and

						bases (if applicable) 3) Remove moisture and dry lights and bases 4) Torque each light fitting
7	Runway End lights	Red		38		1) Check for corrosion, worn out parts and replace where required 2) Reseal all insert Threshold light fittings 3) Clean or replace prisms and filters on insert fittings
8	Stop bar lights	Red		162	1) Apply resealing compound on all fittings 2) Check lights and bases 3) Remove moisture and dry lights and bases 4) Align lights fixtures and bases (if applicable)	1) Torque each light fitting 2) Check for corrosion, worn out parts and replace where required 3) Clean or replace prisms and filters on insert fittings
9	Runway Guard Lights	Amber		8	n/a) Check for corrosion, worn out parts and replace where required 2) Reseal all elevated runway Guards light fittings 3) Clean or replace prisms and filters on insert fittings

10	Taxiway Edge lights	Blue			n/a) Apply resealing compound on all insert fittings 2) Check lights and bases - Align lights fixtures and bases (if applicable) 3) Remove moisture and dry lights and bases 4) Torque each light fitting.
11	Precision Approach Path Indicators	White/Red		24	n/a	1) Torque each light fitting
12	Lead on/off Lights	Green		40	n/a	2) Torque each light fitting 3) Reseal all insert light fittings 4) Clean or replace prisms and filters on insert fittings
13	Obstruction Lights	Red		42	n/a	1) Run to failure policy and replace after failures have been recorded.
14	Illuminated Signage	Yellow - Black Red - White		87	n/a	1) Cleaning of all PVC glass on all signs 2) Tightening electrical connections and torquing of bolts and nuts 3) Support foundation, check for structural damages and repair where applicable

15	AGL Plugs, Isolation Transformers, Primary and Secondary Cabling				Check all connector plugs for cleanness, proper contact and replace where applicable	n/a
16	Controls Including Mimic Panel				Perform software backups for every software update, and provide report	n/a

The contractor will be expected to produce a monthly report detailing all works completed, including inspection findings and highlighting all areas requiring attention. The report should include accurate stock reconciliation, of stock uses and purchases including stock at hand.

The resources assigned will be a minimum of one qualified electrician and assistant. At least one of the resources must have one or both certification trade and Coc certificate.

Note:

1. Includes: 1 x Vehicle cost; Administration costs; Telephone cost for site team; stationary; training for upkeep of valid certifications; OHS Requirement for safety file validity; and/or other cost pertaining to running the contract over and the above list of works.
2. Site Supervisor monitors the work and provides technical reports on major incidents and maintenance progress reports.
3. Pricing for personnel is for 5 staff members as per the staff requirement list.
4. Work tasks include Call outs, quarterly checks and yearly Work order.

Labour Rates and Mark-up

Quarterly SLA Rates

Comprises of R..... per quarter = R..... per Annum (Excluding VAT)

Which includes the following:

- Quarterly AGL Maintenance
- Attend to Breakdowns and Call Outs during normal office hours and after hours
- Technician on Standby normal hours and after hours with a Response Time of one 45 minutes for Breakdowns and Call Outs
- Calibration of Photometric machine

AGL maintenance SLA RATES

Item no.	Description	Unit	Expected Quantity	Rate	Price
	Quarterly Maintenance				
	Electrician rates- normal hours				
	Electrician rates- After hours				
	Assistance rates- normal hours				
	Assistance rates- After hours				
	Technician rates- Sunday & Public Holidays				
	KM'S as per the AA rates				

1. Description of the works

Cape Town is required to maintain the verification and calibration of all the PAPI's lights systems to ensure compliance. The purpose of this tender will be to ensure that the equipment is maintained, Factors that are of vital importance is the status of the electrical equipment. Repair maintenance will also have to be attended to, listed on page 41 of 64 of these documents to ensure 100% compliance of these assets

Scope Overview

Working Hours for this project:

Most of the preparatory work can be done during the night or after last flight.

Any work that requires switching off the supply must be done strictly after hour works (23.30 or after last flight – 4am), with the approval of the Electrical Department and notification to be sent out at least 7 working days prior to switching off.

Commencement of Project:

Project to commence after issue of PO and must be completed within 12 months of start.

Summary of Project scope:

Scope of Works would include the following:

The contractor will maintain all the

1. AGL Light Fittings,
2. Control systems,
3. inclusive of all electronics, fibre cables,
4. Calibration including transportation of MALMS machine to and from UK,
5. Constant current regulators,
6. Airfield ground signages,
7. Re-arranging the cables and cleaning the manholes.

The scope of work is divided into ad-hoc maintenance, call outs, slotting and core drilling. The contractor shall provide labour rates for ad-hoc related work and there shall be fixed quarterly costs for the scheduled work.

KEY PERSONNEL

- The Key Personnel are Project Manager, Electrician and Safety ORHVS Responsible Person.
- Comprehensive CVs and supporting information/documentation must be provided.

Requirements	Electrician	Safety ORHVS Responsible Person
Minimum Qualification	N2 Electrical with Trade Test	ORHVS Certification as Responsible Person, AGL 1 or 2 or 3
Minimum Relevant Experience	2-5 years	1-2 years
Other		

Part 2**Preliminaries and general**

Item no.	Description - Contract Administration Costs	Frequency	Quantity	Cost per item	Total cost
Preliminary and General - Contract Administration Costs:					
1	Airside Induction Training (AIT Initial)	Every 2 years	4 personnel x 3	R2104	R 16 832
2	General Security Awareness	Every 2 years	6 personnel x3	R960	R17 280
3	Vehicle permits and branding.	Once-off	1	R13 250	R13 250
4	Airside Vehicle Operating Permit	Every 2 years	2 personnel x3	R960	R5 760
5	Safety File	Once off	1	R15 000	R15 000
6	Provisional sum (Spares and ad hoc over the contract term)	Provisional sum	1	R5 000 000	R5 000 000
7	Close out report at the end of the contract	Once-off	1	R 30 000	R
Total preliminaries and general's costs (Excl. VAT)					R

- *N.B. Contract administrative costs not payable upfront but will be drawn off this amount as and when required. This amount covers the full contract duration of 12 Months.*
- *The above budget of personal permits is for maximum of 5 people annually.*
- *Safety induction to be done*
- *Safety file cost to include medicals examinations as a once off cost.*
- *Preliminaries and generals will be paid at proven cost.*

- **ACSA reserves the right to retain possession of office and storage facilities established at the expense of ACSA except where the said facilities are leased. Annual claim for insurance payment will be done on the date the contract is initiated and annually on the anniversary of contract start.*

Contract Price and Price Adjustment for inflation

The rates applicable to this contract will be listed as in the Bid submission returnable and as per Activity Schedule. The total contract price shall be adjusted on each anniversary date to compensate for increases in cost of labors. The labor content of the contract price, as declared in the Bid Price summary, shall be adjusted based on the increase or decrease in CPI.

Mark-up (3rd party procured items/services)

Spares and sub-contracted work will be charged at cost plus mark-up. VAT shall not form part of mark-up calculations. Cost shall be net cost (excluding VAT) of parts supplied to site with all discounts deducted.

Percentage added shall include profit, overheads, financing, contract insurance, guarantee costs and supervision, and contract management.

ACSA retains the right to procure parts of equal quality and standard if such goods or services can be procured at a lower cost and supply same to the Contractor for fitment or use.

This will be used for any works including emergency work as per ACSA process.

Value of Items or Services per month	Mark up-percentage
R 0 – R5000	%
R5001 – R30000	%
R30001 – R100 000	%
R100 001 – R1 000 000	%
Over R 1 000 000	%

Spares List: List of possible spares but not limited to

N/A

PART C3: EMPLOYER'S SERVICE INFORMATI

C3: EMPLOYER'S SERVICE INFORMATION

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1 Description of the service

1.1 Executive overview

The appointed contractor will be required to provide adequate resources on site daily from Mondays to Friday for 8 hours a day. The contractor will be expected to twice a week spend at least two hours after dawn inspect installation and attend to critical calls immediately and produce a report and log all other calls with IMC. Furthermore, the service provider should consider that there are works that can only be performed during the night, outside of operational hours and plan accordingly to accommodate such. Weekends and public holidays will not be required to be onsite but may be called out for urgent works that affect operations or pose a safety risk to the public or apron area.

The scope includes the following:

PLANNED MAINTENANCE ACTIVITIES AND FREQUENCY:

The maintenance technician must carry out the tasks prescribed below as listed in this Maintenance Record Sheet.

Scope Overview

Working Hours for this project:

Most of the preparatory work can be done during the night or after last flight.

Any work that requires switching off the supply must be done strictly after hour works (23.30 or after last flight – 4am), with the approval of the Electrical Department and notification to be sent out at least 7 working days prior to switching off.

Commencement of Project:

Project to commence after issue of PO and must be completed within 12 months of start.

Summary of Project scope:

Scope of Works would include the following:

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3. inclusive of all electronics, fibre cables,
4. Calibration including transportation of MALMS machine to and from UK,
5. Constant current regulators,
6. Airfield ground signages,
7. Re-arranging the cables and cleaning the manholes.

The scope of work is divided into ad-hoc maintenance, call outs, slotting and core drilling. The contractor shall provide labour rates for ad-hoc related work and there shall be fixed quarterly costs for the scheduled work.

1.2 Interpretation and terminology

If required include here definitions additional to those used in the *conditions of contract* which are required only for the purpose of making the Service Information easier to draft and read. Also list abbreviations used and provide a full interpretation of each one, for example:

The following abbreviations are used in this Service Information:

Abbreviation	Meaning given to the abbreviation
ACSA	Airports Company South Africa
CTIA	Cape Town International Airport
BBBEE	Broad Base Black Economic Empowerment
PPPFA	Preferential Procurement Policy Framework Act
OHS	Occupational Health & Safety
H&S	Health and Safety
SANS	South African National Standard

2 Management strategy and start up.

2.1 The Contractor's plan for the service

The Contractor's plan shall be issued by the Contractor to the Employer at the beginning of each working month throughout the duration of the Contract. The Contractor's plan shall be reviewed by both parties.

The Contractor's plan shall include work time schedules (programme), Material required, plant & equipment required, resources and the Total work cost.

The final plan agreed to shall be adopted for use.

The Contractor's plan shall be as per clause 21 of the Term Service Contract.

The Contractor's plan for the service

The contractor is required to have the following upon award (in the first month):

- Call out procedure with names and direct contact number
- Calibration Dates for the twelve months
- Risk matrix and mitigations
- Approved Safety plan prior performing duties
- Approved Safety File from ACSA Health & Safety department
- The following is a prerequisite for the contractor to operate on the Airside:
- Contractor requires AVOP (Airside Vehicle Operating Permit) and PARTAC (Practical Airport Radiotelephony Airside Competency licence to operate on the airside
- Contractor requires a vehicle which is not older than six (6) years old to operate on the airside which has been inspected, passed out and signed off by the Airside Safety Department
- Contractor requires to have the approved signs on their vehicle, strobe light, fire extinguisher and a two-way radio
- On-Going assessment for the duration of the contract:
- Contractor shall always keep their Safety File up to date and this file shall be audited by the Health and Safety department as per the department scheduled dates which will be communicated to the contractor via an e-mail prior the audit dates
-

QUALITY CONTROL AND REPORTING:

The Contractor shall provide the following:

RCA report for all the failures and call outs attended to. A technical investigation report (with the following titles: Cause of incident, Immediate Corrective Action, Action to Prevent Recurrence, Corrective Action Implementation Date: and Preventing Recurrence Implementation Date:) The RCA shall be submitted within 48 hours to the Company's CTIA Electrical Maintenance Department
 Quarterly Maintenance Service Reports.
 Quarterly Calibration Certificates.

CALL OUT PROCEDURE: Refer to Annexure 1

Fault on AWOS System:

1. ACSA Helpdesk (021 937 1257) referred to as Infrastructure Management Control (IMC) will log and report all faults to Contractor On-site Team lead. During normal working hours and after-hours IMC will call Contractor Helpdesk to dispatch the Technician on duty to the airport.
2. ACSA Helpdesk will issue a Reference No. to Contractor Technician on site.
3. ACSA Helpdesk Contact Contractor Helpdesk/ Contractor Team Lead.
4. Contractor Team Lead responds within 30 minutes or 45 minutes to the call.
5. Contractor Team Lead report to ACSA Helpdesk when on site.
6. Contractor Team Lead repairs the fault.
7. Contractor Team Lead will report back to ACSA Helpdesk with the following information:
8. Time the call was resolved
9. Cause of the fault
10. What was done to resolve the fault
11. If the call cannot be resolved, state the reason and
12. Contractor Team Lead will extend the call within a reasonable time frame

2.2 Management meetings

The Contractor will be expected to attend meetings to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make the required persons available for these meetings. The contract shall record and distribute meeting minutes as may be required or agreed with the Service Manager. The contractor shall not submit claims for payment for attending any of these meetings.

Regular meetings of a general nature may be convened and chaired by the *Service Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	Weekly on _____ at _____		
Overall contract progress and feedback	Monthly on _____ at _____		<i>Employer, Contractor and _____</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *service*. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

2.3 Contractor’s management, supervision and key people

The Contractor will be expected to attend meetings to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make the required persons available for these meetings. The contract shall record and distribute meeting minutes as may be required or agreed with the Service Manager. The contractor shall not submit claims for payment for attending any of these meetings.

2.4 Provision of bonds and guarantees

The form in which a bond or guarantee required by the *conditions of contract* (if any) is to be provided by the *Contractor* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Employer* may withhold payment of amounts due to the *Contractor* until the bond or guarantee required in terms of this contract has been received and accepted by the person notified to the *Contractor* by the *Service Manager* to receive and accept such bond or guarantee. Such withholding of payment due to the *Contractor* does not affect the *Employer’s* right to termination stated in this contract.

2.5 Documentation control

Documents will be identified with an alpha numeric which indicates source and receipts. The exact document referencing, or numbering option shall be discussed and agreed between the Service Manager and the Contractor upon inception of the contract.

Contractual communication will in the form of:

- Written signed letter, letter can be hand delivered or attached to an e-mail.
- Written signed document, the document can be hand delivered or attached to an e-mail.
- And e-mail

2.6 Invoicing and payment

Include a list of information which is to be shown on an invoice as per the example given below.

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to
Private Bag X 9002, Cape Town International, Western Cape, South Africa, 7525.

and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*.
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number _____.
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- (add other as required).

Add procedures for invoice submission and payment (e. g. electronic payment instructions).

Where internal approval policies regulate payment, these should be set out. For example, in the provision of ad hoc services purchase orders may have to be submitted by the *Contractor* for approval followed by the invoice payment will be made. The following example may apply:

- uploading of a blanket purchase agreement to enable payment to the *Contractor*.
- planned maintenance comprising the Service to be preceded by a quotation from the *Contractor*.
- approval of the quote by the *Service Manager*.
- authorisation of the issue of a purchase order;
- execution of the Service following issue of the purchase order;
- purchase orders collated into monthly payment certificates and for payment in terms of the contract.

Insofar as emergency work is concerned, the "normal" procedure may not apply. This should be set out here. See: 2.13 below for further detail.

2.7 Contract change management

This section is intended to deal with any additional requirements to the compensation event clauses in section 6 of the core clauses; such as the use of standard forms. Not the same thing as documentation control.

2.8 Records of Defined Cost to be kept by the *Contractor*

If Option C or E applies first read clause 52.2 and then state whether the *Contractor* is required to keep any other records. Include any other constraint which may be required in regard to format and filing of the records, and whether access for the *Service Manager* shall be provided in hard copy or electronically.

Could delete if Option A applies unless the *Employer* requires some form of control over the *Contractor's* record keeping for the purpose of compensation event management.

2.9 Insurance provided by the *Employer*

First read TSC3 Core Clause 86.1 and then add anything necessary for the management of insurance related issues such as a cross reference to where procedures for making claims can be found. Also provide contact details for persons capable of being able to answer any insurance related queries the *Contractor* may have, as well as to whom the information required by Marine Insurance (if any) may be addressed.

2.10 Training workshops and technology transfer

The Contractor must ensure that he/she is, at all times, familiar with ACSA's safety and security requirements relating to permits in order for no work to be delayed as a result thereof. This will include the permit application process.

Note that (with reason) the Contractor will have no claim against ACSA in the event that a permit request is refused.

Proof of having attended the airside 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.

2.11 Design and supply of Equipment

On some complex services (e. g. nuclear) it could be in the Parties best interests that some details of the design of Equipment are shared with the *Service Manager*, not necessarily for his acceptance but as an assurance that the Equipment will be able to allow the *Contractor* to Provide the Service efficiently and without delay. For example specialised handling Equipment for a particular maintenance operation. Clause 23.1 is always available to the *Service Manager* if this paragraph is not used.

Also the *Employer* may wish to exercise constraints or include witness and hold points during manufacture, assembly or delivery of such Equipment. Include these constraints here.

Draft in such a way that there is no doubt that the liability for such design supply and use of the Equipment remains with the *Contractor*. Consider deleting this if it is not relevant to the contract.

Refer to clause 23 TSC3.

2.12 Things provided at the end of the *service period* for the *Employer's* use

2.12.1 Equipment

After the end of the service period the Contractor shall deliver to the Employer:

- All material that has been replaced by the contractor may be retained as may be required by the Employer.
- All material, spurs and equipment purchase by the Contractor on behalf of the Employer shall remain properly of the Employer.
- Operations and maintenance manuals for installed equipment & spares, as built drawings, design documents, for construction documents, project plans, models, test results for all test performed, and other documents of technical nature.

2.12.2 Information and other things

None

2.13 Management of work done by Task Order

Refer to Clause X19 of TSC3.

3 Health and safety, the environment and quality assurance**3.1 Health and safety risk management**

In addition to the requirements of the laws governing health and safety, the *Employer* may have some additional requirements particular to the *service* and the Affected Property for this contract. The text below provides for these being attached as an Annexure to this Service Information. PLEASE ALSO READ CORE CLAUSE 27.4 TO MAKE SURE THAT WHATSOEVER IS INCLUDED IN THE ANNEXURE FOLLOWS ON FROM THOSE CLAUSES.

The *Contractor* shall comply with the health and safety requirements contained in **Annexure B** to this Service Information

3.2 Environmental constraints and management

The *Contractor* shall comply with the environmental criteria and constraints stated in Annexure B.

3.3 Quality assurance requirements

The Contractor must execute all maintenance work according to the industry quality norms and standards prevailing from time to time. In this regard, the Contractor will be expected to draft quality plans from time to time that must be presented to the Service Manager. Emphasis must be on improving system reliability and ensuring that scheduled maintenance work is indeed completed to recommended standards.

The Contractor shall, in the performance of the Works and in accordance with good Service Manage and construction practices, use suitable items.

Quality Assurance

(a) Prior to commencing the Works, the Contractor shall:

- (1) Plan, establish and maintain a quality system which conforms with the job quality management plan; and
- (2) Provide the Employer with evidence of compliance with the job quality management plan by presenting Contractor warrants.

(b) The job quality management plan is only an aid to achieving compliance with this contract and to document compliance.

The Contractor's scope of obligations will include the management of the Works to ensure performance in accordance with the requirements of this contract.

4 Procurement

The Contractor will always respect OEM (Original Equipment Manufacturer) warranties to ACSA when procuring spare parts, products or 3rd party services. It will be the Contractor's sole responsibility to ensure that OEM warranty requirements are always adhered to.

The Contractor must adhere to all airport requirements regarding fire resistance, health and safety and quality when procuring replacements.

ACSA currently requires that no casual labour (i.e. "off street labour") may be employed by the Contractor unless pre-arranged with ACSA.

4.1 People

4.1.1 Minimum requirements of people employed

(a) The Contractor shall:

(1) Ensure that all people working in this contract have all necessary relevant working documentation that is compliant to South African labour act, i.e. South African Identity documents and or Working permits for foreigners.

(2) Provide all things and take all measures necessary to protect people and property and, in particular, comply with all Workplace Health and Safety Legislation and take full responsibility for the adequacy, stability and safety of all Materials and Equipment, and methods of construction, transportation and operation; and

(3) Establish, maintain and comply with emergency safety and security procedures applicable to the Work.

If the Contractor or the employees, Subcontractors or agents of the Contractor damage third party property, the Contractor shall:

(a) Make good the damage; and

(b) Pay any compensation to such third party which the Contractor is required to pay under this contract or pursuant to any Applicable Law.

(c) Subject to clause (b), if the Contractor fails to make good such damage or pay any compensation referred to in clause (b) within the time reasonably required by the Employer by notice in writing (which shall not less than fifteen (15) Business Days), the Employer may, by notice in writing to the Contractor remedy the damage at the sole risk and expense of the Contractor.

(d) If the Contractor fails to comply with obligation under this clause, the Employer may, in addition to any other remedy which the Employer may have, perform that obligation on the Contractor's behalf and any cost incurred by the Employer shall be a debt due and payable by the Contractor.

(e) The Contractor shall comply with employment equity act as issued by the Department of Labour.

4.1.2 BBBEE and preferencing scheme

The contractor shall maintain the same BBBEE status level or above during the period of the contract.

4.2 Subcontracting

4.2.1 Preferred subcontractors

Refer to clause 26 TSC3.

4.2.2 Subcontract documentation, and assessment of subcontract tenders

Refer to clause 26 of TSC3.

In addition, appointment of sub-contractors must at all times be in line with the PPPFA.

4.2.3 Limitations on subcontracting

Refer to clause 26 TSC3

4.2.4 Attendance on subcontractors

Refer to clause 26 TSC3

4.3 Plant and Materials

4.3.1 Specifications

The Contractor shall supply all plant necessary to ensure the provision of the Services in a manner that is in conformance with workplace Health and Safety Act. The Contractor shall ensure that all plant supplied by it is, and is maintained in, a condition that is in conformance with workplace Health and Safety act.

All Plant and Material shall conform to the SANS.

The contractor shall use Plant and Materials that are fit for purpose as may be specified in the SANS.

Design and specification shall always be discussed and agreed with the Service Manager.

4.3.2 Correction of defects

Defective Material and Equipment or Works

(a) Notwithstanding any previous test or certification, the Employer may, acting reasonably, instruct the Contractor to:

(1) Remove from the Site and replace any Materials and Equipment which are not in accordance with the Employer's requirement.

(2) Remove and re-execute any other work is not in accordance with the Employer's requirements.

(3) Execute any work which is urgently required for the safety of the Works, whether because of an accident, unforeseeable event or otherwise.

(b) The Contractor shall comply with the instruction within a reasonable time, which shall be the time (if any) specified in the instruction.

(c) If the Contractor fails to comply with any such instruction, the Employer shall be entitled to employ and pay other persons to carry out the work. Except to the extent that the Contractor would have been entitled to payment for work, the Contractor shall pay the Employer all costs arising from this failure.

4.3.3 Contractor's procurement of Plant and Materials

The contractor:

(a) Shall supply:

(1) The Material and Equipment

(2) and anything else necessary for the performance of the Works.

(b) Equipment, spares and Materials: it will be expected that the prospective Contractor maintains an inventory of equipment, spares and materials or have access to those equipment, spares and materials without compromising response times.

4.3.4 Tests and inspections before delivery

The Employer is entitled to see any Materials and Equipment or attend any part of the Works that are to be tested and inspect the result of any Test.

Who conducts Test?

- (a) Tests are to be conducted as indicated by the Employer/Service Manager/Employer representative.
- (b) Testing required under this contract shall be carried out by appropriately qualified and skilled persons adequately trained for the tasks allocated to them.
- (c) Tests shall be chosen, and testing shall be carried out in the manner that shall cause the least possible damage to the Works.
- (d) Tests specification shall be discussed and agreed with the Service Manager.

4.3.5 Plant & Materials provided “free issue” by the Employer

None

5 Working on the Affected Property

Location of the work.

The works are located at Cape Town International Airport at various locations in restricted and access-controlled areas (Airside). It is crucial for the contractor to note that Cape Town International Airport is a National Key point and governed as such.

Nature of Service.

- The areas where the services are needed will be on airport property as well as any other areas that may be pointed out by the Airports Company South Africa.
- The policies of the ACSA Maintenance & Engineering Department, ACSA Environmental and Aviation Safety Department, ACSA Rescue and Fire Fighting Department as well as the ICAO standards and CAA Regulations will be adhered to at all the times.

Schedule of Areas to be maintained.

- Quarterly Service and Calibrations on the AWOS equipment
- Attend Call Outs and Breakdowns on the AWOS equipment
- Assist with the yearly Meteorology Authority audit on the AWOS equipment

The following service levels are the minimum service levels acceptable to ACSA, CTIA, Contractor must at all times comply with and be able to match or better the service levels.

Response Times

Response Times → “99.5% of breakdowns will be responded to within 45 minutes measured in a period of three (3) months

Details → “99.5% of all breakdowns will be restored to good working condition within one (1) hour measure in a period of three (3) months

Maintenance Management

Contractor is expected to adhere to a 90/10 planned vs. unplanned maintenance split on monthly basis.

On arrival to site (airport) to attend to a callout, a contractor need to notify the following Stakeholders:
IMC (ACSA Helpdesk at CIAHELPDESK@airports.co.za or +27 (0) 21 937 1257
South African Weather Service (SAWS)

On completion of the repair work before leaving the site (airport) the contractor must ensure that:
SAWS are satisfied and the system is functional.
Notify ACSA Helpdesk to close the call.

When planning to work on the affected property, the Contractor shall:

- (a) Issue to the Employer a detailed work methodology, the work methodology shall be reviewed by the Employer and agreed in signing.
- (b) At all times comply with the Operational Health, Safety & Environmental act as detailed on Annexure A.
- (c) Notify in writing the Employer of the date and time of proposed work. Upon receiving the date and time of the proposed work the Employer shall within seven (7) days review the proposal and notify the Contractor about final decision.

Protection of the public

The Contractor shall take special care in order not to harm or endanger the public in any way. Work shall be sufficiently hoarded and guarded in order to safeguard children and the general public from injury relating to machinery, work or other means.

Barricades and lighting

Where hoarding, barricades or lighting is required in the execution of the Works, the Contractor shall provide same. Hoarding, barricades and lighting shall comply with industry accepted safety standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works. All specifications in this regard shall be discussed and agreed with the Service Manager.

5.1 Employer's site entry and security control, permits, and site regulations

Contractor should provide to his employees all necessary training, i.e. Airside Induction and AVOP required to obtain airside permits.

The Contractor must ensure that he/she is, at all times, familiar with ACSA's safety and security requirements relating to permits in order for no work to be delayed as a result thereof. This will include the permit application process.

Note that (within reason) the Contractor will have no claim against ACSA in the event that a permit request is refused.

Proof of having attended the airside 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.

5.2 People restrictions, hours of work, conduct and records

Restrictions and hours of work may apply at CTIA. It is very important that the Contractor keeps records of his people working on the Affected Property, including those of his Subcontractors. The Service Manager shall have access to these records at any time. These records may be needed when assessing compensation events.

5.3 Health and safety facilities on the Affected Property

Contractor shall comply to all requirements stated in Annexure A

5.4 Environmental controls, fauna & flora

The Contractor shall comply with the environmental criteria and constraints stated in Annexure B.

5.5 Cooperating with and obtaining acceptance of Others

The Contractor shall co-operate with others in obtaining and providing information which they may require in connection with the service. He shall co-operate with others and shares the Affected Property with them as stated in the Service Information.

The Contractor must accept and respect the fact that the Airport is continuously undergoing construction and improvement and that a variety of stakeholders are involved in ACSA's business. Therefore, within reason and with prior arrangement with the Contractor, ACSA might require the following from time to time:

- Assisting with emergency repairs;
- Re-scheduling of work to accommodate other contractors.
- Allowing access and providing assistance to OEM suppliers to correct defects on equipment and/or systems;
- Checking on other contractors in order to reduce risk;
- Pointing out services to consultants or other contractors;
- Providing access to other contractors;
- Attending co-ordination and planning meetings;
- Removing rubble and/or equipment from site;
- Training of ACSA operators and/or technicians;
- Providing of system data to ACSA or its consultants;
- Recommending improvement on maintenance procedures;
- Co-operating with ACSA Security relating to security initiatives.

Notification of Works needs to be issued to Airport stakeholders whenever there is planned work. The Contractor will inform the Service Manager regarding the Work Plan, The Service Manager shall be responsible for distributing the Notification of Work 7 days prior to commencement of work.

5.6 Records of Contractor's Equipment

Service and Maintenance records of Contractor's vehicles and/or equipment shall be made available on request by Service Manager.

5.7 Equipment provided by the Employer

None

5.8 Site services and facilities

5.8.1 Provided by the Employer

Employer shall if and when required provide a power supply point, domestic waste disposal (no Hazardous waste) which the contractor will be required to pay for the installation and usage. Contractor will be shown nearest ablution facilities and will have to provide own fire protection systems. The contractor shall provide everything else necessary for providing the service.

5.8.2 Provided by the Contractor

Contractor shall if and when required provide own storage containers, provide all equipment required for the work at night and everything else necessary for Providing the Service.

5.9 Control of noise, dust, water and waste

See annexure B

5.10 Hook ups to existing works

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5.11 Tests and inspections

5.11.1 Description of tests and inspections

The appointed contractor will be required to provide adequate resources on Quarterly maintenance is performed from. The respond time is 45 minutes to attend critical calls immediately and produce a report and log all other calls with IMC. Furthermore, the service provider should consider that there are works that can only be performed during the night, outside of operational hours and plan accordingly to accommodate such. Weekends and public holidays will not be required to be onsite but may be called out for urgent works that affect operations or pose a safety risk to the public or apron area.

The contractor will be expected to produce monthly report detailing all works completed, including inspection findings and highlighting all areas requiring attention. The report shall include accurate stock reconciliation, of stock uses and purchases including stock at hand.

The resources assigned will be a minimum of one qualified electrician/Technician and assistant. At least one of the resources must have one or both certification for Working on heights and Lifting equipment certificate.

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5.11.2 Materials facilities and samples for tests and inspections

Responsibilities for Materials facilities, test methods, and required inspection will be discussed and agreed between the Contractor and Employer.

6 List of drawings

6.1 Drawings issued by the Employer

This is the list of drawings issued by the Employer at or before the Contract Date and which apply to this contract.

Drawing number	Revision	Title

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

Annex 1: Equipment Schedule

The areas to be covered include the following

Airside, Taxiway, Runway and Aprons