

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A CONTRACTOR TO UNDERTAKE MAINTENANCE AND SERVICING OF TRANSFORMERS ALL MINIATURE SUBSTATION & RING MAIN UNITS FOR A PERIOD OF TWELVE MONTHS FOR AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED AT GEORGE AIRPORTS

Airports Company of South Africa

RFB reference number: **GEORGE RFQ 9788 A**

BID SUBMISSION DEADLINE: MONDAY 27th September 2021 AT 14:00

Bidding Company Name	
Representative Name	
CSD Registration Number	MAAA
Signature	
Date	

RFB Timelines

Bid Invitation	FRIDAY 27TH AUGUST 2021
Compulsory Briefing Session	TUESDAY 7TH September 2021 AT 12:00
Enquiries closing Date and time	COB Monday 20th September 2021
RFB submission closing Date and time	Monday 20th September 2021 at 14:00

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SECTION 1: INSTRUCTIONS TO BIDDERS

1.1 Obtain RFB documents and Briefing Session

Bid documents will be available at etender.gov.za as from the Friday 27th August 2021

Award can only be made to Bidders who are registered with National Treasury (CSD) and whose Tax Matters has been declared in order by SARS.

Completion of Tender Documents

The original tender document must be completed fully in black ink and originally signed by the authorised signatory to validate the tender. Section 5: DECLARATION must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.

Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity must be cleared with contact person for the tender before the tender closure.

The tender document as provided by the Airport Company South Africa's Supply Chain Management Section will be the prevailing document in the event of an inconsistency between the completed submitted tender document by a bidder and the tender document provided by ACSA.

1.2 Submission of response

Bidders must submit bid documentation bound in envelopes/files together with an electronic copy. The envelope/file must be clearly marked on the outside with the following details:

- ACSA Location where the tender will close
- Bidding entity's name
- Bidding entity's return address
- Full description of the tender and tender reference number

The documents must be kept in the sequence and format they have been issued, signed, and completed by a person who has been given authority to act on behalf of the bidding entity. The bottom of each page of the bid documents must be signed or stamped with the bidder's stamp as proof that the bidder has read the bid documents. Bid documents must be submitted before **Monday 27th September 2021 at 14:00** using the following method(s):

Email submission:

Bid documents must be emailed to the address:

kamaal.allom@airports.co.za

(a) system is specified, clearly marked with the tender number, title as well as closing date and time in the subject field

(b) late tenders will not be accepted.

© The successful bidder will be expected to sign the agreement ACSA, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between ACSA and the successful bidder

1.3 Alternative Bids

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

1.4 Late Bids

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

1.5 Clarification and Communication

Name:	<u>Kamaal Allom</u>
Designation:	<u>Buyer</u>
Tel:	<u>021 937 1368</u>
Email:	<u>kamaal.allom@airports.co.za</u>

Request for clarity or information on the bid may only be requested until **COB Monday 27th September 2021**. Any responses to queries or for clarity sought by a bidding entity will also be sent to all the other bidding entities which have responded to the Request for Proposal invitation.

Bidders may not contact any ACSA employee on this tender other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the approval of a

recommendation to award this tender. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

1.6 Bid Responses

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

1.7 Disclaimers

It must be noted that ACSA may:

- a) Award the whole or a part of this tender;
- b) Split the award of this tender;
- c) Negotiate with all or some of the shortlisted bidders;
- d) Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
- e) Cancel this tender;
- f) ACSA does not take any responsibility for expenses or loss, which may be incurred by any bidder in preparation of this bid.

1.8 No Contact Policy

Neither Bidders, nor their members (if consortia), nor their respective advisers, may contact officers, employees or advisers of ACSA, save as provided for in point 1.6 above, in connection with the RFP/RFB or the submission of bids at any time after the Clarification and Communication closing date. Contact will however be permissible only in the case of pre-existing commercial relations, in which case contact may be maintained only in terms thereof. In making such allowed contact, neither Bidders nor their members, nor anyone acting on behalf of any Bidder or member, may refer to this RFP/RFB or bid in response thereto. The "no contact policy" will not apply in relation to any information deemed to be in the public domain, or which is readily available from organs of state.

1.9 Conflict of Interest

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to ACSA. Bidders should contact ACSA for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest or a failure by a bidder to timeously disclose any such conflict or part conflict, may result in the bidder's bid being disqualified.

1.10 Validity Period

In order for ACSA to thoroughly evaluate responses, it requires a validity period of one hundred and twenty (84) working days, therefore the prices which have been quoted by the bidder must remain firm and valid for such period. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the prices submitted.

Site / Information Meetings

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so. All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting

1. Compulsory Briefing Session at the following venues

Briefing/Site Inspection Session Requirements	Detail
Date	Tuesday 7 th September 2021
Time	12:00pm
Venue	George Airport Wimpy Boardroom
Access to Restricted Area, Cargo, Airside, Terminal	Yes
Documentation, e.g. ID, Temporary Permit, etc	Identity Document
Personal Protective Equipment, Safety boots	Reflective Jackets, Masks and Strict Covid 19 Regulations will be followed: Social Distance, Sanitizing.

1.11 Confidentiality of Information

ACSA will not disclose any information furnished to ACSA through this tender process to a third party or any other bidder without the prior written approval of the bidder whose information is sought.

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

Bidders may not disclose any information provided to them as part of this process to any third party without the prior written approval of ACSA. In the event that the bidder requires to consult with third parties on the contents of this RFP/RFB document, such third parties must complete and sign confidentiality agreements, which should be returned to ACSA as part of response submission to this tender process.

1.12 Anti-Corruption Hotline

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 ANTI-CORRUPTION HOTLINE

Free Call: 0800 00 80 80

Fax: +27 (0)12 664 0307: Fax2e-mail: 086 726 1681: Email: office@thehotline.co.za

SECTION 2: SUBMISSION OF RFP/RFB

2.1 Terms and Conditions of RFP/RFB

- 2.1.1** This RFP/RFB is open to all bidders, registered and duly authorised to provide products and/or services in South Africa.
- 2.1.2** Any bids received after the bid submission date and time will not be considered by ACSA and will therefore be disqualified. These bids will remain unopened until the award of the contract to the successful bidder has taken place.
- 2.1.3** Should the bidding entity with a late submission wish to have their bid returned to them, they must do so in writing. Should a written request for the return thereof not be received within thirty (30) days of the award of contract, such bid will be destroyed by ACSA.
- 2.1.4** Except where specifically provided for in this RFP/RFB, a bidder may make no changes to its bid after the closing time and date.
- 2.1.5** ACSA reserves the right to award the contract on the basis of the bid submission received from a bidding entity subject to ACSA's terms and conditions.
- 2.1.6** ACSA or their duly appointed representatives shall be the sole adjudicators of the acceptability and or feasibility of the bids. The decision shall be final and except as required by law or otherwise, no reason for the acceptance or rejection of any bid will be furnished.
- 2.1.7** Should the bid be awarded on the strength of information furnished by a bidder, which information is proved to have been incorrect, in addition to any other legal remedy it may have, ACSA may at any time during the life of the contract:
 - (i) Recover from the relevant bidder all costs, losses or damages incurred by it as a result of the award and/or
 - (ii) Cancel the award of the bid and/or contract and claim any damages, which it may have suffered or will suffer as a result of having to make less favourable arrangements.
 - (iii) The Bidder shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by ACSA as a result of cancellation. ACSA shall furthermore have the right to recover such losses, damages or additional costs by way of set off against monies due or which may become due to the Bidder in terms of the said contract.

- 2.1.8** All representations, agreements or arrangements arising from bids submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA.
- 2.1.9** ACSA reserves the right to amend the terms and conditions of this RFP /RFB at any time prior to finalisation of the contract between the parties and shall not be liable to any bidder or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. All bids are submitted at the entire risk of the bidder.
- 2.1.10** ACSA reserves the right to postpone the closing date for submission of bids or to withdraw the RFP/RFB at any time without giving rise to any obligation for the responsibility for any loss or financial damage which may be incurred or suffered by any bidder.
- 2.1.11** In the case of a joint venture or partnership between service providers, evidence of such joint venture must be included with the bid submission, either in the form of a Joint Venture Agreement or Memorandum of Understanding. Alternatively, all the members of the joint venture may in writing nominate one member of the joint venture to complete and sign the RFP/RFB on behalf of the joint venture. This written authority must be signed by duly authorised members of the joint venture and be submitted with the bid.

Binding Arbitration Provision

- 2.1.12** It is a condition of participation in this RFP/RFB process between the bidder and ACSA that should any dispute or difference arise between the parties, this shall be resolved by a single Arbitrator -
- Concerning the purport or effect of the RFP/RFB documents or of anything required to be done or performed there under;
 - Concerning any aspect of the RFP/RFB process to anything done or decided there under: or
 - Concerning the validity of the award of the RFP/RFB to any bidder or the failure to award same to any Bidder, then such dispute or difference shall be finally resolved by arbitration.

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

- Selected by agreement between the parties, or failing such agreement nominated on the application of any party by the Arbitration Foundation of Southern Africa (AFSA); and
 - The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice relating to all matters in dispute submitted to him/her and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition or notice had been issued.
- 2.1.13** Upon every or any such reference, the costs of an incidental to the reference and award shall be at the discretion of the arbitrator, who may determine the amount of the costs, or direct them to be taxed as between attorney and client or as between party and party and shall direct by whom and to whom and in what manner they shall be borne and paid.
- 2.1.14** The award of the arbitrator shall be final and binding on the parties and any party shall be entitled to apply to the Courts to have such award made an order of court.

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

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

2.1.17 However, nothing in this clause shall preclude any party to the arbitration from seeking interlocutory relief in any court having jurisdiction pending the institution of a review or other appropriate proceedings for legal redress.

2.1.18 Such arbitration shall be commenced and concluded within 30 days of the dispute having noted.

RFB Acceptance

2.1.19 ACSA reserves the right to reject: -

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

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

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

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

2.2 Response format and content

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

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

SECTION 3: BACKGROUND, PURPOSE AND SCOPE OF WORK

3.1 Background

Since its inception over two decades ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented. The company was formed in 1993 as a public company under the Companies Act of 1973, as amended, and the Airports Company Act of 1993, as amended.

ACSA operates South Africa's nine principal airports, comprised of the country's major international airports, namely; O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA) and the smaller regional airports, namely; Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport, George Airport and Kimberley Airport. ACSA's registered corporate office operates from Bedfordview.

The sustained growth in air traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the company's excellent financial performance over time. This has enabled the company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees. In addition, it has allowed the company to extend its business focus to include the promotion of tourism to facilitate economic growth through an increase in job creation and the protection of the environment.

ACSA is focused on creating and operating world-class airports measuring up to international standards. This is evidenced by ACSA's participation in selected airport management. In February 2006, ACSA and a consortium comprising an Indian company GVK and South African listed company, Bidvest, won a concession to manage Mumbai International Airport (MIAL). In addition, ACSA is extensively involved in the expansion, maintenance and management of Guarulhos International Airport (Guarulhos) in Brazil. Guarulhos is currently the largest international airport in Latin America.

3.2 Purpose of this Tender

The works entail the maintenance and repair of uninterruptible power supply units at the coastal Airports (George, East London, Port Elizabeth). The maintenance involves servicing, diagnosing, repairing, reporting, and testing of uninterruptible power supply units.

SCOPE OF WORK

Maintenance Activities – Transformers:

- Carry out all activities as per **OEM recommendations**
- Over-all visual inspection and do all necessary tests where it is required.
- Inspect for oil leaks and resolve where no spares are required
- Inspect and record the active silica gel for compliancy. Record colour; Replace with new silica gel.
- Record any flags on the protection devices.
- Inspection of excessive heat generation.
- Inspection of tap changer. Is it locked? Record the active selection of each transformer.
- Check temperature gauge and record the temperature.
- Check and record oil level according to the SANS555.
- Perform transformer oil test and analysis. PCB contaminated oil must be safely disposed of and the disposal certificate must be handed over on works completion. SANS290 provides guidelines for management of PCB in mineral insulating oils. Provide holistic report regarding the transformer oil.
- Perform “Function test” of protection warnings or trip signals. Record findings
- Inspection of high voltage cable insulation. Record findings
- Inspection of earthing and its resistance. Record findings
- When determined in accordance with either IEC 61619, the PCB content of unused mineral insulating oils shall be undetectable-SANS 555.
- When tested in accordance with either IEC 61619, the PCB content of reclaimed mineral insulating oils shall not be more than 20 mg/kg-SANS 555.
- Ensure that warning signs and safety devices are present and in correct positions. Identify the different warning signs and safety devices on each transformer.
- Scan the Transformer with an infra-red tester to check for abnormal **Hot Spots** and provide report.
- Check the breather condition.
- Clean the body.
- Open the terminal box check tightness of terminal connection, condition of bushings and hot spots.
- Check windings temperature settings.
- Check earthing system is proper and intact.

- Check cable support.
- Check voltage value between phase to earth or neutral both Primary and Secondary.
- Check if the protection is functioning.
- Check cable resistance and insulation and indicate if the values are reasonable.
- Check the rust and corrosion also clean and paint if necessarily.
- Report any additional findings

MV TRANSFORMERS

Technical Specifications							
Description	Qty	OEM (Manufacture)	Rating (KVA)/Volt age	(Dry/ Oil)	Location		
					Location 1	Location 2	Location 3
Transformers	1	GEC Distribution Transformer Company	500kVA 11KV/400V	Oil	Airside	Main substation	Transformer Room
Transformers	1	Alstom	500kVA 11kV/400V	Oil	Airside	Main substation	Transformer Room
Transformers	2	Hawker Siddeley Africa Transformer	50kVA 400V/3.3kV	Oil	Airside	Main substation	Transformer Room
Transformers	1	Power Transformers	100kVA 400V/3.3kV	Oil	Airside	Main substation	Transformer Room
Transformers	1	Power Transformers	100kVA 3.3kV/400V	Oil	Landside	Booster Pump Station Yard	Next to the building
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	ILS Glide Slope 29
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	ILS Localiser 11
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	VOR
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	ILS Glide Slope 11

- Note the above list is stand-alone transformer. There are also transformers in the table below as part of the minisubs / RMU's.

MINI SUBSTATIONS

Technical Specifications					
No	Description		OEM / Year	Voltage Rating Breaker Technology	Location
	Level 1	Level 2			
1	Miniature Substation	Fire Station	Power Engineers (PTY) LTD - 1985	3.3KV /400V Oil	Airside-Fire Station Building
2	Miniature Substation	Transmitter	Powertech Transformers - 2012	3.3KV /400V SF6	Airside -Airfield
3	Miniature Substation	ILS Glide Slope 29	Power Transformers - 2013	3.3KV /400V SF6	Airside – Airfield
4	Miniature Substation	Receivers	Powertech Transformers - 2012	3.3KV /400V SF6	Airside – Airfield
5	Miniature Substation	VOR	Powertech Transformers - 2013	3.3KV /400V SF6	Airside – Airfield
6	Miniature Substation	VDF	Powertech Transformers - 2013	3.3KV /400V SF6	Airside - South of runway
7	Miniature Substation	Met Office	Powertech Transformers - 2013	3.3KV /400V SF6	Landside-Weather Office
8	Miniature Substation	ILS Glide Slope 11	Powertech Transformers - 2013	3.3KV /400V SF6	Airside – Airfield
9	Miniature Substation	BP	Power Transformers / 1999	11KV /400V OIL	Landside-Car rental deport
10	Miniature Substation	Flying Club	Power Transformers / 1999	11KV /400V OIL	Landside - Flight college

11	Miniature Substation	General Aviation	Powertech Transformers 2013 /	11KV /400V SF6	Landside-GA Area
12	RMU	Solar Plant	Schneider	Oil Switch with Dry Transformer 400V/11Kv, 1000Kva.	Landside
13	RMU	Electrical Complex	Alstom	Oil Switch with Oil Transformer, 11Kv/400V, 630Kva.	Airside Complex
14	RMU	Terminal Sub	Schneider	SF6 Switches with 800Kva, 11Kv/400V Dry Transformer	Land side
15	RMU	DVOR	Power Transformers	Oil 3,3Kv/400V	Airfield
16	Miniature Substation	Outside Complex	Power Transformers	3.3kV/400V Oil	Airside-Electrical Complex
17	Miniature Substation	Outside Complex	Power Transformers	3.3kV/400V Oil	Airside -Electrical Complex
18	Miniature Substation	Radar Area	Power Transformer	3.3Kv/400V Oil	Radar Airside

Service of Minisubs/RMU

- Carry out all activities as OEM recommendation.
- Do all necessarily Test Where it is required.
- **Labelling:**

Maintenance Activities – Miniature Substations / Ring Main Units:

- Check if General Signage is still attached to LV Door.
- Check mini substation labelling, if the name stenciled on the outside of the mini sub, as well as the inner side of the LV door, is done according to labelling standard.
- Check the incoming MV labelling if it is according to labelling standard.
- Check the outgoing MV labelling standard.
- Check LV cable labelling.
- Are Warning notices on MV side visible and acceptable.
- Are Warning notices on LV side visible and acceptable.
- **Oil/Gas (Minisub)**
- Check oil leaks on the MV bushing.
- Check oil leaks on the LV bushings.

- Check oil leaks on the Switch Gear.
- Check oil level on the transformer.
- Check the condition of oil level on the switchgear.
- Check for gas pressure where applicable.

Breakers / Fuses (Minisubs)

- Check if all barriers are still in position and no live connections exposed.
- Check for hot connections with infra-red scanning.
- Check for loose connections on the LV breakers.
- Check MV safety barrier fitted.
- Check the neutral for any loose connections.
- Check if phase barrier boards are fitted between phases.
- Check if safety signs is installed on safety barrier.
- Check and /or Test for fuses if in good condition.
- Check overall condition of minisub inside and outside.
- Check if tap-changer is locked.
- Check for grass and weeds on the outside of mini substation that need to be removed.
- Check for backfilling if it needs attention.
- Check for interface seal if intact.

Maintenance

- Check the corona discharge.
- Check the operation of tap changers.
- Painting of corroded Minisub station boxes.
- Repairing of oil leaks.
- Correct operation of circuit breaker.
- Replacement of fuses where applicable.
- Repairing of corroded or broken mini substation enclosure.
- Fitting and cleaning of Perspex covers, covering the live busbar.
- Check for hot connection on LV side.
- Check for hot connection on LV side.
- Check LV breakers if mounted properly.
- Check /test for loose connection on the LV breakers.
- Check the neutral for any loose connections.
- Check or test fuses if they are in a good condition.
- Check transformer earthing to be intact.
- Check earthing on MV cables.
- Check earthing on all LV cables.
- Check earthing on the minisub station housing to be intact.
- Check status and condition of earth fault indicator where applicable.

- **Circuit Breakers:**

- All the test should be done according to OEM requirements.
- Test the functional performance of the SF6/vacuum circuit breaker.
- Test the functional performance of the oil filled circuit breaker or isolator.
- Clean the internal mechanism, contacts and the oil tank of the oil filled circuit breaker.
- Replace the existing insulation oil in the oil filled circuit breaker with new or reconditioned insulation oil.
- Dress, refurbish or replace contacts of the oil filled circuit breaker as appropriate.
- Replace oil filled circuit breaker seal and gaskets.
- Adjust mechanism of the oil filled circuit breaker.
- Conduct Ductor test on contacts.
- Test electrical protection of the oil filled circuit breaker.
- Test all protection systems if still functional and provide report.



- Test oil condition.

- After the Annual Service provide service report for each Mini substation to the company.

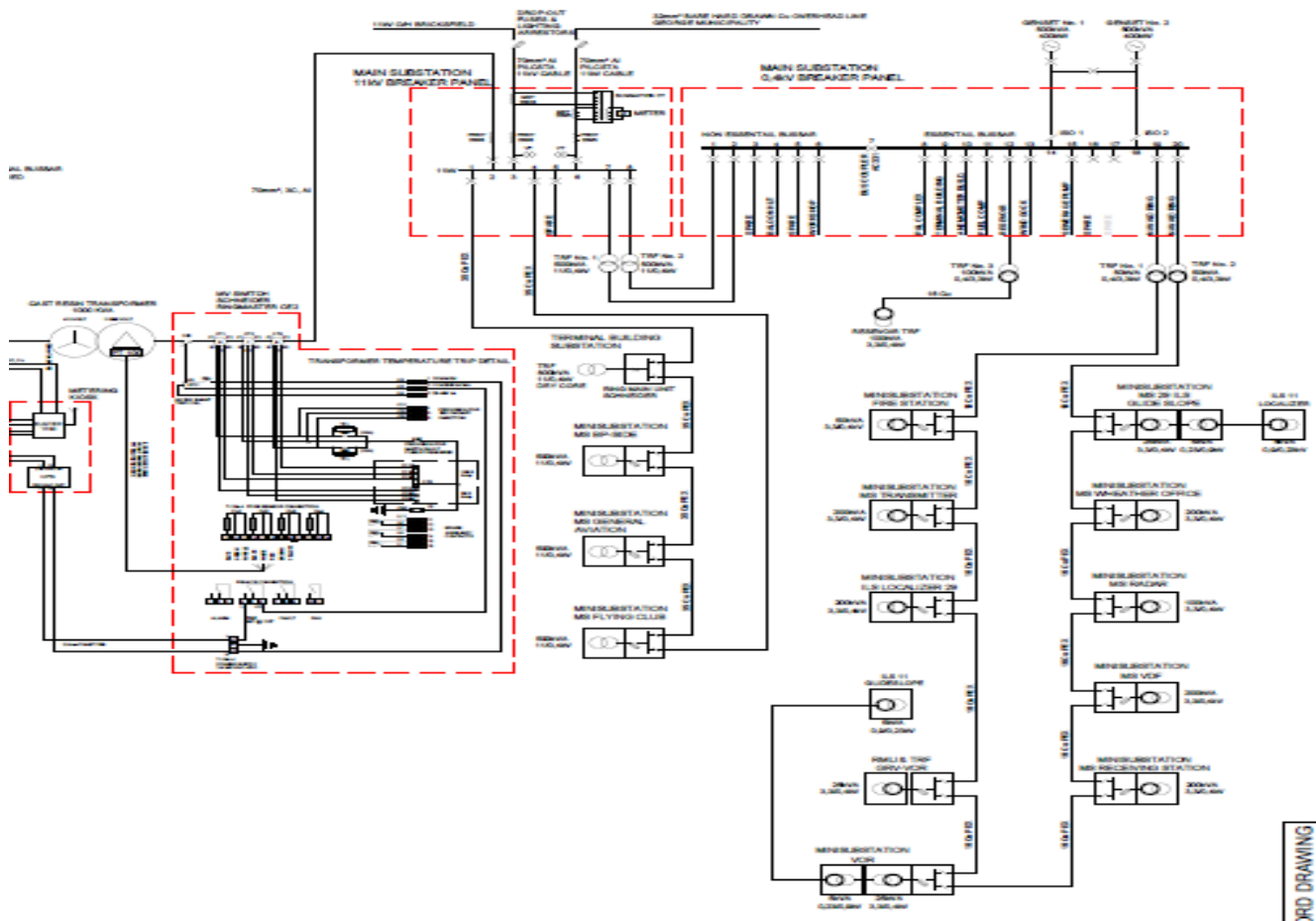




Figure 1 – 11kV Incomer CT



Figure 2 - 11kV CT's



Figure 3 – Air-BP Minisub Circuit Breaker

1.1. Extent of Services

The services to be provided in terms of this project are inextricably linked to the Employers Opex budget. The Project will be managed in accordance with the National Treasury Standard for Infrastructure Procurement and Delivery Management (SIPDM).

1.2. Reference data

A clarification session will be held to advise on project location.

1.3. Timeframes and Milestones

Milestones set by the Employer typically revolve around budget cycles and the need to spend the budget in any given financial year. The Employer may cancel this appointment at anytime during the project subject to budget availability.

1.4. Format of Communication

Ad-hoc communication between the Employer and the Service Provider may be conducted telephonically, per electronic format (e-mail) or meetings.

1.5. Meetings

The Bidder will be required to attend site meetings as per Scope of Services.

The Bidder will also be required to attend meetings with Service Manager as required. To be included in work stage pricing.

1.6. Reporting

A monitoring report will be compiled monthly and submitted to the Service Manager as an overall performance indicator.

1.7. Audits

The OHS Act requires a minimum of 1 site audit every 30 day. Monthly reports are to be issued to the OSH dept on agreed date prior to the monthly Contractor site meeting.

1.8. Key Personnel

Should it become necessary to replace any of the key personnel listed during this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the Employer.

1.9. Use of reasonable skill and care

The Bidder is required to provide all aspects of the service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards, and to ensure that all legal requirements are met, and that all legal processes are adhered to.

The Bidders' attention is drawn to the fact that the proposed is within Airport Terminal building, Airside and reomtes sites. Safety of persons and property is of paramount importance, closely followed by the minimisation of disruption and inconvenience to passengers. The Bidder is to adhere to ACSA Occupational Health and Safety always. No leniency will be granted for breach of policy.

Access to all Airport Departure and Arrival areas to always remain free of obstruction.

1.10. Meetings

Site/Technical Meetings

During the Contract period, the Bidder shall attend all site meetings with the Employer

Ad-hoc Meetings

The Bidder will be expected to attend ad hoc meetings from time to time, with the Employer, stakeholder groups, or service or other authorities, to address specific issues as and when the need arises.

General

The Bidder shall be represented at all meetings by at-least one of the key personnel.

1.11. Employers right to recover costs

The Employer reserves the right to recover, by way of a deduction from any amount due to the Bidder, any additional cost which the Employer incurs arising out of non-performance/negligence of the Bidder

1.12. Access to site

Access to public areas is restricted, however, personal access permits are required for access to restricted areas. The Bidder will be required to apply for such personal access permits prior to commencement of project.

All resources must wear a personal access permit always when on site. (refer to ACSA permit cost)

1.13. Format of communication

All requests for formal approval from the Employer, or any other body, shall be submitted in writing. Ad-hoc communication between the Employer and the Service Provider may be conducted in electronic format (e-mail). All plans and contract documents submitted for approval shall be in hardcopy format or unless agreed otherwise with Employer.

1.14. Non-disclosure

All information and other supporting documentation regarding this project may not be shared with 3rd parties without written consent of ACSA Procurement and ACSA Legal. All parties and companies involved in this project will be required to sign a non-disclosure at appointment. Confidentiality agreement to be signed.

1.15 Fronting

ACSA supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background, ACSA condemns any form of fronting. ACSA, in ensuring that Suppliers conduct themselves in an honest manner will, as part of the tender evaluation process, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in tender documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures & Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the Supplier to prove that fronting does not exist. Failure to do so within 14 days from date of notification may lead to the disqualification of the Supplier and may also result in the restriction of the Supplier to conduct business with ACSA, in addition to any other remedies ACSA may have against the Supplier.

1.16 Contract Award

ACSA reserves the right to withdraw tenders, reissue tenders and/or divide the scope of supply and award more than one contract. ACSA shall not be obliged to accept the lowest or part or all of any tender submitted. No agreement between ACSA and the Supplier shall come into existence until such time as a written contract signed by ACSA and the Supplier is concluded, or an official purchase order is issued to the Supplier and becomes unconditional in accordance with its terms. The Supplier should not and cannot rely on any communication to the Supplier of a successful tender by ACSA staff and representatives as no legally binding agreement will come into existence until a formal written and legally binding and enforceable agreement is validly concluded and executed. Please further take note that even if a Supplier scores the highest points in a tender/auction the award is subject to a due diligence before a purchase order or contract can be concluded with ACSA.

ACSA reserves the right not to award any tender, including a tender that is technically compliant, if the tender is found to be commercially unattractive

1.17 Submission of Proposals

The following requirements are to be adhered to:

- a) Should the Supplier tendering sub-contract more than 25% of the work, a sub-contracting Agreement or letter of intent between both parties should be submitted with the tender.

- b) Should the Supplier tendering make use of a sister company in providing the services, full documentation/proof is to be provided that the sister company is technically competent to provide the services, together with a full explanation on the distribution of the services to be provided
- c) An Agent or local Supplier cannot submit a tender on behalf of a Holding Company and vice versa
- d) Should a tender be submitted as a Joint Venture full details are to be provided on issues of providing services, payment details, liabilities, management, etc. and a signed undertaking of Agreement should the Joint Venture be awarded the contract.

SECTION 4: PREFERENCE POINTS AND PRICE

4.1 Preference Points Claims

In terms of the PPPFA and its regulations the 80/20 preference point system will be used:

- a) The 80/20 system for acquisition of goods or services with a Rand value equal to or above R30 000.00 and up to R50 million (all applicable taxes included); and

4.2 The maximum points for this bid are allocated as follows:

	Points
4.2.1 Price	80
B-BBEE Status Level of Contribution	20
Total Points for Price and B-BBEE must not Exceed	100

4.2.2 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises or an Auditor/Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

4.3 Definitions

- 4.3.1 **“All Applicable Taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies
- 4.3.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- 4.3.3 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.4 **“black designated groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act; “black people” has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;
- 4.3.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); “co-operative” means a co- operative registered in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);
- 4.3.6 **“designated group”** means-
- (a) black designated groups;
 - (b) black people;
 - (c) women;
 - (d) people with disabilities; or
 - (e) small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996);
- 4.3.7 **“designated sector”** means a sector, sub-sector or industry or product designated in terms of regulation 8(1)(a);
- 4.3.8 **“EME”** means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.9 **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 4.3.10 **“military veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);
- 4.3.11 **“National Treasury”** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- 4.3.12 **“people with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
- 4.3.13 **“price”** includes all applicable taxes less all unconditional discounts;
- 4.3.14 **“proof of B-BBEE status level of contributor”** means-
- (a) the B-BBEE status level certificate issued by an authorised body or person;
 - (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;
- 4.3.15 **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 4.3.16 **“Rand value”** means the total estimated value of a contract in Rand, calculated at the

time of the tender invitation;

4.3.17 **“rural area”** means-

- (a) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
- (b) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;

4.3.18 **“stipulated minimum threshold”** means the minimum threshold stipulated in terms of regulation 8(1)(b);

4.3.19 **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

4.3.20 **“township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;

4.3.21 **“treasury”** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999); and

4.3.22 **“youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

4.3.23 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

4.3.24 **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

4.4 Adjudication Using A Point System

4.4.1 The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.

4.4.2 Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts

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

4.5 Award of Business where Bidders have Scored Equal Points Overall

4.5.1 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.

4.5.2 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.

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

4.6 Points Awarded for Price

4.6.1 The 80/20 Preference Point Systems

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

80/20

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

Where:

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

4.7 Points Awarded for B-BBEE Status Level of Contribution

4.7.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

- 4.7.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 4.7.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.7.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.7.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.7.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.7.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

SECTION 5: EVALUATION CRITERIA

5.1 Overview

ACSA applies a pre-determined evaluation criterion when considering received bids. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documentation may be disqualified from the tender process at that phase.

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

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

Stage 1	Stage 2	Stage 3	Stage 4
Check if all the documents have been received	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE)	Post tender negotiations

5.3 PRE-QUALIFICATION CRITERIA – N/A

- 5.3.1 In terms of the PPPFA Regulation 4, an organ of state can apply pre-qualifying criteria to advance certain designated groups
- 5.3.2 Accordingly, only the bidders who are with a BBBEE status level of contributor will be considered. Bidder must submit a valid BBBEE certificate as issued by SANAS OR a sworn affidavit and CIPC documents in order to pre-qualify for this tender. ACSA reserves the right to request further information necessary to evaluate the bidder in this regard.
- 5.3.3 By submitting a bid, the bidder certifies that the information and documents provided are true, correct and devoid of any fraudulent misrepresentations. ACSA reserves its right to seek further legal action in the event that the bidder fails to comply with this paragraph 5.3.3
- 5.3.4 A bidder that fails to meet the above-mentioned pre-qualifying criteria, will be disqualified.

5.4 MANDATORY EVALUATION

A list of mandatory returnable documents must be consulted. To understand which documents are required at the closing date and time please refer to the below:

- a. Bidders must attend the compulsory site briefing
- b. Bidders must accept ACSA terms and conditions

5.5 FUNCTIONALITY / EVALUATION

The functionality/technical evaluation will be conducted by the Bid Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on threshold criteria. Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. The evaluation process will be based on threshold criteria where bidders which fail to achieve a **minimum threshold** on each element will not be considered further in the evaluation. The of the evaluation are as follows

Tenders will be pre-evaluated on the criteria set out below. Bidders that score less than **the required minimum of each** criteria will be regarded as non-responsive and will not be evaluated on price and B-BBEE.

Unclear, vague, fragmented or incomplete information provided will result in no points being allocated.

Bidders must ensure that only relevant information is submitted, for points to be awarded.

The criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

The maximum of points will be awarded at the sole discretion of ACSA's Bid Evaluation Committee based on the information provided.

A company's and its legacy firms past experience is not a duplication of Criterion Key staff and Personnel. This takes into consideration that the company as an entity has gained relevant experience in the past and showcase or demonstrate that the company is in the business of said Scope of Works.

Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities and/or as determined by ACSA and/or professional consulting engineer where applicable.

In order to claim points for the above, bidders must submit enough information as well as documentary proof of information on how long the business has been in existence (operating as a going concern) supported by Company or Business registrations documents and the following:

Points will only be awarded for relevant & completed experience obtained relevant to the Tender Scope of Works. To be able to gain points the Tenderer must submit proof that the company has obtained the relevant experience for this Tender's Scope of Works & Specifications, and not only parts thereof. If experience is listed, please ensure it is applicable and relevant to the whole of this Tender and not only to parts thereof, otherwise the Bidder will not be awarded the necessary points. Tenderers to provide enough experience to score the total points as prescribed if no information is provided below or referred to as an additional attachment **NO POINTS WILL BE AWARDED**

References related to Experience

This section refers to the Company's and its legacy firms' references related to the experience. It also takes into account that the references are related & relevant to.

Bidders should provide copies of three (3) reference letters, on an official letterhead of the reference, in relation to the experience gained on projects relevant to the scope of work.

The following detail should be included in the reference letter:

- Detail of the work that have been successfully completed (similar to this scope of work).
- Was the work completed within the contractual time frame?
- Was the work completed within the Contract Price / Amount / Budget / Project programme/schedule. Meaning did the contractor keep to his budget and Scope of Works and not overspend without provisional approval and keep to the programme/schedule?
- Compliance with the Occupational Health & Safety regulations on the project.
- General performance on the project.
- The letter should also include who the contact person is with all his/her detail.

Bidders can provide their references with the attached questionnaire (see attachment), which have to be completed and signed by the references.

ACSA reserves the right to validate and verify the information from the references or to ask more questions or proof to satisfy the evaluation process.

Please note that points will not overlap, meaning points are awarded only once per reference/company/entity per project experience.

Please refrain from submitting multiple references from the same company on the same project. Please note it is the duty of the Bidder to ensure that the references given are relevant to the Scope of Works.

5.6 Price and B-BBEE

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**, where Price will account for **80** points, whilst preference will account for **20** points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the tender, *etcetera*

Bidders must only price in accordance with the pricing schedule as per Appendix D, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bid liable for disqualification.

Bidders must note that price proposals submitted will be utilised for evaluation purposes and not to considered as final contract prices after acceptance in the panel

ACSA further reserves the right to negotiate the selection and prioritisation of deliverables and to limit the budget based on affordability

PRICING SCHEDULE

This annexure should be completed and signed by the Bidder's authorised personnel as indicated below:

If applicable each year

- 1 Are the rates quoted firm for the full period of the contract?
- 2 If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and details of the cost breakdown.

YES	NO
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RETURNABLE DOCUMENTS

Mandatory Returnable documents

ACSA will disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not. The mandatory documents and information are as follows

RETURNABLE DOCUMENTS AND INFORMATION		SUBMITTED [Yes or No]
Appendix A – BBBEE declaration form	O	
Appendix B – Signed Briefing Session Form	M	
Appendix C - Acceptance of Terms and Conditions (Section 10)	M	
Appendix D – Signed Offer and Acceptance	M	
Appendix E – Tenderers reference and Experience	T	
Appendix F – Tender Resource Proposal	T	
Appendix G – Prequalification Requirements	P	
Appendix H – Pricing Schedule (Section 5.7.1)	O	
Appendix I – Declaration of Interest Form (Section 7)	M	
Appendix J – Declaration of Forbidden Practices (Section 9)	O	
Appendix K – Tax Clearance Certificate and Tax Number	M	
Appendix L – CSD Registration	M	
Appendix M – SBD 9 Certificate of Independent Bid Determination (Section 9.1)	O	
Appendix N – Latest Audited Financial Statements	O	
Appendix O – Certificate of Incorporation	O	
Appendix P – Valid letter of good standing as issued by the department of labour or FEM	M	
Appendix Q – Valid & active CIDB grading of 2 EP	M	
Appendix R – NEC Signed Offer and Acceptance	O	

P – Pre-Qualification Criteria

M – Mandatory Documents

T – Technical Requirements

O – Other Returnable

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Tax Clearance Certificate (ACSA may not award a tender to a bidder whose tax affairs have not been declared to be in order by SARS)	
Bidders must provide proof of registration with National Treasury's Central Supplier Database (CSD)	

Validity of submitted information

Bidders must ensure that any document or information which has been submitted in pursuance to this tender remains valid for the duration of the contract period. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed

APPENDIX A: DECLARATION FORM

Making a Declaration

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

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of the
bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of bidder

APPENDIX B: DECLARATION OF FORBIDDEN PRACTICES

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

I/We declare the following:

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

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

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

This declaration was signed on _____ of _____ 2021.

Name: _____

Designation: _____

Signature: _____

APPENDIX C: ACCEPTANCE OF RFB TERMS AND CONDITIONS

TO: Supply Chain Management Office
Airports Company South Africa SOC Ltd.

Bid Reference No: **GEORGE RFQ 9788 A**

1. Bidder's Name and Contact Details

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

2. Proposal Certification

We hereby submit a Proposal in respect of the provision of periodic maintenance of transformers and mini substations for a period of 12 months at George Airport.

- We acknowledge that ACSA's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder/s,
- We have read, understand, and agree to be bound by the content of all the documentation provided by ACSA in this Request for Proposal.
- We accept that ACSA's Bid Adjudication Committee decision is final and binding.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete, and correct.
- This Proposal is specific to this project only; it has no impact, influence, or effect on any other project for which a Proposal may be submitted.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.

- The Proposal is binding on this Tenderer for a period which lapses after one hundred and twenty (120) days calculated from the closing date of proposal submission.

Thus done and signed at		on this the		day of		2021
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Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	

APPENDIX D –

#	Item/ Service Description	UOM	Unit Price	Qty	Total Price
1	Maintain all Transformers Refer to the minimum activities detailed in Annexure B.	Each		12	
2	Maintain all Miniature Substation & Ring Main Units Refer to the minimum activities detailed in Annexure B	Each		20	
3	Repair CT's on 11kv Switch gears - Incomer Panel (6) – Brickfield Ring – Refer Figure 1 below - Test & Repair CT's (x3). CT tests "open circuit" and there are signs of flash-over CT Repairs = R_____ x 3 = R _____ - This line-item must include the price for a new CT in the event that the faulty CT cannot be repaired Spare CT = R _____ Note: This line item makes provision for the repairs of (x3) CT's + the replacement of 1 new CT. Only actuals will be claimed for.	Each		1	
4	Repair CT's on 11 kV Panels - Panels 4, 5, 7, 8 - Fuchs Electrical Industries 20:5 CT Ratio 11kv insulation. - Test & Repair CT's (x12). CT show a high degree of general deterioration including the insulation of the CT – due to partial discharge activity and electrical tracking. Visual ozone (white residue) can be seen forming due to corona effect. Some also have cracks. - Include removal / ne taping of all insulation / cover with high tension insulating coating / comprehensively test CT Repairs = R_____ x 12 = R _____ - This line-item must include the price for a new CT in the event that the faulty CT cannot be repaired - Spare CT = R _____ x 8 = R _____ Window Type CT's can be considered over cable "end" Note: This line item makes provision for the repairs of (x12) CT's + the replacement of 8 new CT's. Only actuals will be claimed for.	Each		1	
5	Repair Protection Relay 11 kV Panels - Panels 3 & 6 = (x2 relays) - Strike Feeder guard. - Replace relay with type: SEL 751 with Arc Flash protection. – which will minimize. - Re-use the removed Feeder guard relay in faulty spare panel.	Each		1	
6	Remote Open / Close activation - Provide a plug (female) on the panel of the switchgear connected to the controls. - The male part of the plug must be connected to a 5-meter cord with a open and close hand-held pushbuttons. This will enable distance / remote switching at a safe distance from in-front-off the panels. - Both 11 kV panels and miniature substations / RMU's – where possible - Supply 2 sets of cables for each type of switch gear – where it requires to be different for safety reasons. Note: some of the field devices might not have auxiliaries. Only actuals will be claimed for.	Each		26	

7	Air BP Mini Sub Maintenance - Inspect and Repair Minisub. Current oil level = low on the 11-kV switchgear. - ABB Powertech – Refer to Figure 3 below - Make provision for 100l of transformer oil – in 20l drums. Note: This line item makes provision for 100l. Only actuals will be claimed for.	Each		1	
8	Repair 11 kV Enclosures - Spot repair all rust and holes - Spray paint the repaired side of the panel both inside and outside - Each m² accounts for 2 sides (inside & Outside). Note: This line item makes provision for the repairs of 100m². Only actuals will be claimed for.	m ²		100	
9	Call outs and repairs 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. - Rate per call-out (includes the first hour on-site): - R_____ - Resource – Tradesman labour hourly rate: - R_____ (Normal time) - R_____ (Over time) - Resource - assistant labour hourly rate: - if required_ - R_____ (Normal time) - R_____ (Over time) - Response time – The response time is 24hours after the call have been locked. Note: Provision for a total monetary value of R185 000 is made – which will be claimed for – using the information above. This provision is valid from date of PO release for 12 months. It is also valid up until the provisional amount is depleted. Whichever comes first.	Each Hours Hours	R 185 000	1	R 185 000
10	Provide Detailed Professional Service Report (printed & Soft copy e-mailed) must have the following, but is not limited, to the following items: - Activities Completed - Applicable pictures - Record all measurements and Checks and values - List of Adjustments - Calibration of Switches - List of replacements	Each		1	

	- Record operating hours - Recommendations and Advice - Record Adhoc activities – where applicable - Etc.				
	Total Tendered price Excl VAT		R		
	Total Tendered price Inc VAT		R		

APPENDIX E: CERTIFIED B-BBEE CERTIFICATE

(Bidder to attach Certified BBB-EE Certificate from approved certification agency)

(a) If the certificate was issued by a verification agency the following must be on the face of the certificate:

SANAS logo, unique BVA number, must be an original certificate or a copy of the original, the name and physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry of the certificate, the certificate number for identification and reference, the scorecard that was used (for example EME, QSE or Generic), the name and / or logo of the Verification Agency, the certificate must be signed by the authorized person from the Verification Agency and the B-BBEE Status Level of Contribution obtained by the bidder.

(b) If certificate was issued by an Auditor/ Accounting Officers:

The Accounting Officer's or Registered Auditor's letter head with full contact details, the Accounting Officer's or Registered Auditor's practice numbers, the name and the physical location of the bidder, the registration number and, where applicable, the VAT number of the bidder, the date of issue and date of expiry, the B-BBEE Status Level of Contribution obtained by the measured entity, the total black shareholding and total black female 11 shareholding, the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or a copy of the original.

(c) If the certificate was issued by registered auditors approved by IRBA

Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo, clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE, reflect relevant information regarding the identity and location of the measured entity, identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores, record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution, reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date, and the B-BBEE Status Level of Contribution obtained by the bidder and must be an original certificate or a copy of the original.

(d) A sworn affidavit prescribed by the B-BBEE Codes of Good Practice.

FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED

Signed:

.....

Date:

Name:

.....

Position:

.....

Tenderer:

.....

APPENDIX F : SCHEDULE OF BIDDER EXPERIENCE

Bidders Proof of experience								
Client (Company) Name	Project Name	Scope of Services	Contract Start Date (MM/YYYY)	Contract End Date (MM/YYYY)	Client Contact Name	Client Contact Telephone number	Letter of reference attached on Client letterhead (Yes/No)	Rand value of works completed
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
TOTAL YEARS OF EXPERIENCE (in years)								

APPENDIX G Registration to the National Treasury's Central Supply Database

The tenderer / bidder shall provide a printed copy of the Active Supplier listing on the National Treasury Central Supplier Database. (www.treasury.gov.za) In the case of a joint venture(JV), the bidder shall provide printed copies of the Active Supplier Listing on the National Treasury Central Supplier Database for each member of the JV. Bidders who are not registered on the Central Supplier Database and should attach proof of their application for registration. In the case of a Joint Venture, a printed copy of the Active Supplier Listing must be provided for each member of the Joint Venture. It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. Airports Company South Africa reserves the right not to award tenders to prospective suppliers who are not registered on the Database

SIGNED ON BEHALF OF TENDERER:

APPENDIX H Letter of Good Standing

A valid letter of good standing for general building works as issued by the Department of Labour or the Federated Employers' Mutual Assurance Company (FEM) document

The bidder need to be registered and in good standing with a compensation insurer who is approved by the Department of Labour in terms of section 80 of the Compensation for Injury and Disease Act (COID) (Act 130 of 1993)

(a) A valid Letter of Good Standing from the Compensation Commissioner or a copy thereof, must accompany the bid documents.

(b) In the case of a Consortium/Joint Venture every member must submit a separate valid Letter of Good Standing from the Compensation Commissioner or a copy thereof with the bid documents.

(c) If a bid is not supported by a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof, as an attachment to the bid documents, ACSA reserves the right to obtain such document after the closing date. If no such document can be obtained within a period as specified by ACSA, the bid will be disqualified.

(d) If a bid is accompanied by proof of application for valid Letter of Good Standing from the Compensation Commissioner, the original or copy thereof must be submitted on/or before the final date of award.

(e) Should a bidder's Letter of Good Standing from the Compensation Commissioner expire during the contract period, a valid certificate must be submitted within an agreed upon time.

(f) The right is reserved to not award a tender if a valid Letter of Good Standing from the Compensation Commissioner or a copy thereof is not submitted within the requested time.

SIGNED ON BEHALF OF TENDERER:

.....

APPENDIX I Registration to the CIDB – 2 EP

Construction Industry Development Board (CIDB)

When applicable, the bidder's CIDB registration number must be included with the tender. Airports Company South Africa will verify the bidder's CIDB registration during the evaluation process.

(a) The conditions of tender are the Standard Conditions of Tender as contained in Annexure F of the CIDB Standard of Uniformity in Construction in Procurement (May 2010) as published in Government Gazette No 31823, Board Notice 11 of 2009 of 30 January 2009. (See www.cidb.org.za)

(b) Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than the contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a **2 EP** or higher class of construction work, are eligible to have their tenders evaluated.

© verification of CIDB registration and status - Clause F.2.1.1 of the Conditions of Tender – “Eligibility”, requires a tenderer to be registered, as “Active”, with the CIDB (at time of tender closing), in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a EB or EP class of construction work.

Tenderers are to attach to this page a printout of their registration with the CIDB, as obtained from the CIDB website <https://registers.cidb.org.za/PublicContractors/ContractorSearch>.

(d) Joint Ventures are eligible to submit tenders provided that;

- Every member of the joint venture is registered with the CIDB;
- The lead partner has a contractor grading designation in the 2EP or higher class of construction work; and

(e) The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal or higher than a contractor grading designation determined in accordance with the sum tendered for a **2 EP** or higher class of construction work or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations.

Tender offers will only be accepted if:

(f) The Bidder is registered with the Construction Industry Development Board (CIDB) in the appropriate CIDB Contractor grading designation before the tender closing date/time;

(g) The Bidder or any of its directors is not listed in the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;

SIGNED ON BEHALF OF TENDERER:

APPENDIX J Valid Tax Clearance Certificate

A valid Tax Clearance Certificate from the South African Revenue Services (SARS) shall be attached to this Schedule.

A copy of a Tax Compliance Status Pin and a Tax Compliance Certificate, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matters with SARS are in order.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin and a Tax Compliance Certificate, printed from the SARS website, with the bid documents.

If a bid is not supported by a Tax Compliance Status Pin and a Tax Compliance Certificate as an attachment to the bid documents, Airports Company South Africa reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by ACSA, the bid will be disqualified.

The Tax Compliance Status Pin will be verified by ACSA

SIGNED ON BEHALF OF TENDERER:

APPENDIX K Joint Venture Agreement

(Bidder to attach agreement/Memorandum of understanding between the parties.)

Indicate the type of tendering structure by marking with an X where applicable

Unincorporated Joint Venture (registration number for each member of the JV)	
Incorporated JV	

Please complete the following:

Name of lead partner/member of JV	
CIPC Registration Number (for each individual company /JV member)	
VAT Registration number (for each individual company /JV member)	
CIDB Registration number (for each individual company /JV member)	
Shareholding organogram breakdown (for each individual company / JV member) clearly identifying percentages owned by individual shareholders (full names and ID numbers) and other entities (provide full legal/trading name and respective identifying registration / trust members	
Contact Person	
Telephone number	
E-mail address	
Postal address (also each member of the JV)	
Physical Address (also each member of the JV)	

APPENDIX L: ACSA INSURANCE CLAUSES

APPENDIX M ACSA PERMIT PRICING

NEW PERMIT PRICES AS FROM TH 01-Apr-18 31-Mar-19

Permit Type	Duration		Current Price	NEW PRICE
PERSONAL PERMITS				
Personal permanent permits	6days-2years		236,00	270
Per Icon			66,00	70
Personal temporary permits	2-5 days		236,00	270
Personal visitors permits	1 day		236,00	270
VEHICLE PERMITS				
Vehicle permanent permits	1 year		1 076,00	1141
Vehicle add-on fee	1 year		5 105,00	No increase
Vehicle temporary permits	1 - 3mths		282,00	300
Prorated add-on fee	1 - 3mths		1 370,00	1452
Vehicle temporary permits	3 - 6 mths		560,00	595
Prorated add-on fee	3 - 6mths		2 737,00	2900
Vehicle temporary permits	1-3 days		130,00	138
Vehicle temporary permits	4-30 days		282,00	300
Reprint of Vehicle Disc			130,00	138
Change of Registration			130,00	138
Contractors Vehicles 1- 3 Months			490,00	520
Contractors Vehicles 4 - 6 Months			975,00	1035
Permanent Contractors Vehicle Perm	1 year		1 865,00	1975
PARKING PERMITS				
Staff Parking	1 year		90,00	95
Taxi Parking	1year		90,00	95
LOST/DAMAGED PERMITS				
1st lost Personal permit			530,00	560
2nd loss personal permit			855,00	905
3rd loss personal permit			No issue	No issue
ACSA 1st lost Personal Permit			280,00	300
ACSA 2nd lost Personal Permit			585,00	620
ACSA 3rd lost Personal Permit			No issue	No issue
1st damaged permit			425,00	450
2nd damage permit			535,00	570
3rd damaged permit		No issue	No issue	No issue

APPENDIX N ACSA AIRPORT INDUCTION PRICING

ACSA TRAINING ACADEMY

Revised cost and increase wef. 1 April 2019

COMPONENT	Course Cost excl VAT w.e.f. 1 April 2019	Course Cost incl VAT w.e.f. 1 April 2019
Practical Airport Radiotelephony and Airside Competency Course (PARTAC)	R 2 695,00	R 3 099,25
SAFETY		
Airside Induction	R 518,00	R 595,70
Airside Induction Refresher	R 362,00	R 416,30
Airside Vehicle Operators Permit (AVOP)	R 518,00	R 595,70
Airside Vehicle Operators Permit Refresher(AVOP)	R 362,00	R 416,30
REPRINT CERTIFICATES	R 104,00	R 119,60

CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

Includes price quotations, advertised competitive bids, limited bids and proposals.

Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I, certify, on behalf of:

that: (Name of Bidder)

1. I have read, and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;

- (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
 - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- Joint venture or Consortium means an association of persons for combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Signed Briefing Session Form

This is to certify that:

Bidder Name _____

Attached a briefing / site inspection meeting which was held on _____ of _____ 2021.

Bidder was represented by:

Name: _____

Designation: _____

This certification is made on behalf of ACSA by:

Name: _____

Designation: _____

Signature: _____

Date: _____

LATEST AUDITED FINANCIAL STATEMENTS OF THE COMPANY

CERTIFICATE OF INCORPORATION

All bidders must submit a safety file for approval by ACSA safety department 14 days prior to the commencement of work – below please find a list of all the documentation required for a complete safety file in Annexure C

- Mandatory form. 37(2) Agreement
 - Mandatory form. 37(2) Agreement of Sub Contractor
 - CR 5(k) Appointment Letter for PC
 - Valid letter of good standing
 - Notification of construction work or Construction Permit as applicable (Annexure 2)
 - Detailed Scope of Work
 - Risk Assessments
 - Fall Protection Plan & Rescue Plan (where applicable)
 - Confined Space Rescue plan
 - Method Statement/s
 - OHS Specification specific to project
 - SHE policy
 - Project specific Safety Plan
 - Airside Safety Plan (where applicable)
 - Updated Employee List of with ID/Passport Copies
 - Medicals (where applicable)
 - First Aid box Register
 - PPE study and issue register
 - Tools/Equipment/Plant/Scaffolding registers
 - Waste management Plan
 - ACSA EMS 048 Environmental Specifications
 - Letters of appointment with competencies (where appointment are applicable depending on the task):
1. OHS 16(1)CEO
 2. OHS 16(2) Assistant CEO
 3. CR 8.1 Construction work Manager
 4. CR 8.5 Construction H&S officer
 5. CR 8.7 Construction work Supervisor
 6. CR 8.8 Assistant Supervisor
 7. CR 9.1 Risk Assessor
 8. CR 13.1(a) Excavation Supervisor
 9. GAR 9 Incident Investigator
 10. GSR 9 First Aider

11. CR 24 & EMR 9 Electrical Tool Inspector
12. CR 29(H) Fire Fighting Equipment Supervisor
13. CR 23 Construction Vehicles & Mobile Plant Operator
14. GSR 13 Ladder Inspect
15. Portable (Hand) Tool inspector
16. CR 16.1 /SANS 085 Scaffolding Inspector
17. CR 28 (a) Stacking and Storage Supervisor
18. HCS Supervisor (HCS Regulations)
19. OHS 19 SHE Committee Members
20. OHS 17 Health & Safety Reprehensive