

INVITATION TO BID

REQUEST FOR BID DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PRODUCTION, CONSTRUCTION AND DISMANTLING OF THE EVENT STRUCTURAL ELEMENTS FOR THE AAD 2024 STAND**

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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	Yes ☐	No ☐
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	Yes ☐	No ☐
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	Yes ☐	No ☐
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	Yes ☐	No ☐
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	Yes ☐	No ☐
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	Yes ☐	No ☐
7.	Designated sectors: Local production and content. (Where applicable)	Yes ☐	No ☐
8.	Originally certified copy of Identity Document for the Company representative	Yes ☐	No ☐
9.	Copy of latest audited financial statements	Yes ☐	No ☐
10.	Bid conditions acceptance form on KD17	Yes ☐	No ☐

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

Company registration: 1968/008611/06 Vat registration: 4500101169

REQUEST FOR BID: EBAS/2024/04

1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am** on **04 July 2024 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager: Supply Chain Management Department
Armscor SOC Ltd

Postal address: Armscor SOC Ltd
Private Bag X337
Pretoria
0001

Delivery address: Armscor Head Office
370 Nossob Street
Erasmuskloof Ext 4
Pretoria

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on SCMBids@armscor.co.za. Questions/enquiries relating to this RFB should be received five (5) working days prior to the closing date. Queries received after this period will not be entertained.

3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **NINETY days** counted from the closing date.

NOTE: Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022 as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at www.armscor.co.za.

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following:	
Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If using subcontractors, indicate the following:	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
Subcontractor Details:	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents for both Prime and Sub-Contractors:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

BID CONDITIONS ACCEPTANCE FORM**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-
The Security Registration
Private Bag X337
PRETORIA
0001

E-mail:- register@armscor.co.za

ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
 - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
 - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
 - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
 - 2.4. indicate the prices quoted in the units shown and quote them per item;
 - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
 - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
 - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
 - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
 - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
 - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. **Advance payments:**

Bidders shall furnish the price without advance payment.

6. **Performance Guarantee:**

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

7. **Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

8. **Tax Compliance Requirements**

It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25

8.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.

8.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.

8.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.

8.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.

9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

8.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

9. Tax Compliance

The conditions detailed in the Instruction for Application for Tax Compliance (KD 25) must be adhered to. Armscor Suppliers /Bidders must remain tax compliant for the duration of their contracts.

10. Defence Industrial Participation and National Industrial Participation

10.1 The DIP value threshold of foreign content is based on:

Any single agreement of which the foreign content exceeds USD 2 million; Multiple main agreements concluded within two years of each other, within the framework of a specific project or across different projects, for same and or similar products or services, awarded to the same Seller of which the aggregate value of the foreign content exceeds USD 2 million; Extensions or amendments to the main agreement within the active life of the agreement, which result in the aggregate foreign content value of the project exceeding USD 2 million; Where multiple suppliers are used to address a single Defence Acquisition for the same products or services and the value of the foreign content, in total, exceeds USD 2 million, each supplier shall incur pro rata 50% of the total DIP obligation.

10.2 Where a contract to the value of the equivalent of USD10 000 000 or more, is placed on a foreign company, a minimum of 30 % National Industrial Participation (NIP) shall be part of the foreign company's contractual obligations, in addition to the 50 % DIP. This condition is also applicable to all contracts placed on a local company, subcontracting a single foreign company to the aforesaid value or more.

11. Mandatory local production and content for designated sectors

11.1 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

11.2 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

12. **Awarding of Bids**

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

Price: (Pp)	80 Points
Specific Goals	20 Points
Total:	100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).
(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps	=	Points scored for price of bid under consideration
Pt	=	Price of bid under consideration
Pmin	=	Price of lowest acceptable bid

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KD17

BID NUMBER : EBAS/2024/04

CLOSING AT 11:00 ON : 04 JULY 2024

VALIDITY PERIOD: 90 DAYS

NAME OF BIDDER:

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
	APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PRODUCTION, CONSTRUCTION, AND DISMANTLING OF THE EVENT STRUCTURAL ELEMENTS FOR THE AAD 2024 STAND AS PER ATTACHED ANNEXURE D : SCOPE OF WORK DOCUMENT				
1	DESIGN PHASE	1			
2	PRODUCTION PHASE	1			
3	CONSTRUCTION PHASE	1			
4	DISMATLING PHASE	1			
	Transformation Requirements • Refer to Table E				
	TOTAL (excluding VAT)				
	VAT				
	TOTAL (including VAT)				

1. Delivery address: **Air-force Base Waterkloof, City of Tshwane Pretoria**
 2. Period required for commencement of delivery, after receipt of order: **As stated on the project statement Table 6 of the SOW**
 3. * Rate of delivery:
 4. Period required for completion of order, after receipt thereof: **17 September 2024**
- * Must be completed by Bidder if not completed by Armscor

Note: 2 envelope system is applicable (technical and price proposal must be in separate envelopes)

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5. Non-compulsory site meeting will be held physically and online via teams meeting:

DATE: 20 JUNE 2024

TIME: 10:00 AM

PLACE: Armscor Head Office
370 Nossob Street
Cnr Delmas Avenue
Erasmuskloof Ext 4
Pretoria

Please indicate via email interest to attend the meeting to Aopts@armscor.co.za, the link to the meeting will be made available to bidders who have indicated interest 2 days before.

Customer Focus : Care and Respect for Others : Excellence : Integrity : Leading by Example : Results Driven : Teamwork

[Subject]

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ANNEXURE A

DISCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, PRODUCTION, CONSTRUCTION, AND DISMANTLING OF THE EVENT STRUCTURAL ELEMENTS FOR THE AAD 2024 STAND

1. PROJECT SCOPE OF WORK

Armcor requires services of a Professional, Qualified and Registered Service Provider (Contractor) for the participation of Armcor SOC Ltd at the AAD2024 Event (18-22 September 2024, City of Tshwane). **The service required is the (1) Design, (2) Production, (3) Construction, and (4) Dismantling of Event Structural Elements:**

- (i) Two Corporate Exhibition Indoor Stands [500m²]: Hangar 1 (ground: 200m², upper: 150m²), Hangar 4 (150m²).
- (ii) One YDP Exhibition Indoor Stand [81m²].
- (iii) One Mobility Track Stand (Interior and Exterior) [150m²].
- (iv) Two Hospitality Chalets (Interior and Exterior) [375m²]: Chalet 13/14 (150m²) and Chalet 21/23 (225m²).

SEE ANNEXURE D FOR DETAILED SCOPE OF WORK

2. EVALUATION CRITERIA

The evaluation criteria will be in line with the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations, 2022 and A-PR0AC-9053. Bids will be evaluated on a 5 stage evaluation process.

STAGE 1	Critical Criteria
STAGE 2	Functional criteria
STAGE 3	Demonstration Presentation
STAGE 4	Preference Point System (Price and Specific Goals)
STAGE 5	Contract award

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TABLE 6: STAGE 1: CRITICAL CRITERIA

No.	Criterion description	Measure of Compliance/Documentary proof
1	The bidder shall allocate a resource who is a registered member of the South African Council for the Architectural Profession (SACAP).	The Bidder shall submit with a bid either a valid membership certificate or a letter issued by SACAP confirming membership for the allocated resource.
2	The Bidder shall comply with the AAD Event Organiser Technical Guide in Annexure C of the RFB and statement of work in Annexure D of the RFB.	The Bidder shall submit with the bid a completed and signed the Declaration of compliance, Annexure E of the RFB, of the AAD Organiser Technical Guide and Statement of Work.
3	The bidder shall allocate a lead designer that has a professional qualification in Interior decorating or Interior design or Interior Architecture services	The Bidder shall submit with a bid a valid professional qualification certificate in Interior decorating or Interior design or Interior Architecture services for the allocated lead designer.

Note 1: Failure by the bid to meet **ANY** of the **CRITICAL CRITERIA** stated above will lead to disqualification and the bid will not be evaluated further.

TABLE 1 STAGE 2: – FUNCTIONAL EVALUATION CRITERIA

The minimum qualifying score required: 58%

No	Functional Evaluation Criterion	Evidence Required	Scoring points	weights
1	Experience of the Company Bidder must demonstrate expertise and relevant experience in conceptualising / designing exhibitions, events, commercial and hospitality areas.	The bidder's submission must clearly demonstrate the experience by showing the projects previously completed. The bidder shall submit, with the bid, reference letters from previous client(s) confirming projects previously completed The reference letters shall be on the client's letterhead, signed by a delegated authority of the company and include the following: • The bidder's company name; • Contract period; • Scope of work; • Value of the contract; • Client's contact numbers and email address	Bidder has the required experience and has demonstrated with visual evidence the work completed for stands. All projects must be accompanied by reference letters. • 5 and more projects = 5 points • 3 - 4 projects = 3 points • 1 - 2 projects = 2 points • 0 projects/ unverified references = 0 points	40%
2	Experience of the allocated Designer AND Project lead The bidder shall allocate experienced Designer and	The bidder shall submit with the bid two (2) CVs of the allocated Designer AND Project lead	• 2 CVs, with a combined experience of 20 years and more in the industry = 5 points • 2 CVs, with a combined experience from 15 years to 19 years in the industry = 3 points • 2 CVs, with a combined experience	45%

No	Functional Evaluation Criterion	Evidence Required	Scoring points	weights
	Project Lead with similar experience in line with what the scope of this project requires. Should the proposed resources change, the replacement must be of equivalent experience	The CV must indicate the following, as a minimum: - Name of the resource - Role of the resource in the project - Years of experience	from 10 to 14 years in the industry = 2 points 2 CVs, with a combined experience of 9 years and below in the industry = 1 point - Submission of less than requisite number of 2 CVs or non-submission = 0 points	
3	Project Plan The Bidder shall have a comprehensive project plan	The bidder shall submit with the bid a comprehensive project plan with a breakdown of activities linked to dates. The project plan must align with the timeframes indicated in the event organiser technical guide.	- Comprehensive project plan submitted with timeframes linked to the event organiser technical guide and the 6 Work Stages indicated in the SOW, Annexure D = 4 points - Project plan submitted with timeframe partially linked to the event organiser technical guide and/or the 6 work stages indicated in the pricing schedule = 2 points - No project plan submitted = 0 points	15%
TOTAL				100%

Only the bid(s) that achieve the minimum qualifying score of 58%, will be evaluated further.

Note 1: Armscor reserves the right to conduct verification with the clients or any other entity, on any information provided.

Note 2: The word “bidder” also includes all joint ventures between companies (where applicable).

TABLE 2: STAGE 3: DEMONSTRATION PRESENTATION CRITERIA

The minimum qualifying score required: 60%

Proposed designs for demonstration must be of the following elements:

1. Main Corporate Exhibition Stand (Hangar 1) - ground: 200m2, upper: 150m2
2. Executive Chalet (21/23 Chalet Line): 225m2

A copy of the presentation in a USB or any other presentation materials to be left behind after presentation

No	Focus Area	Description	Weight/Ranking	weights
1	CAD Presentation (demo)	3-D viewing of proposed stand, with option to walk-through – virtual tour to be fully inclusive of spec'd / costed 9 elements: a) walk-through b) Lighting c) branding d) graphics e) décor f) furniture g) frames h) walls i) Considering the aesthetics, look and-feel. j) The presentation must be on the specified Armscor colour scheme and design styles	• 3-D viewing of proposed stand addressing all the 9 and more elements = 5 points • 3-D view of proposed stand addressing 5 to 8 elements = 3 points • 3-D view of proposed stand addressing 2 to 4 elements = 1 point • 3-D view of proposed stand addressing less than 2 elements or no 3-D view = 0 point	60%

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No	Focus Area	Description	Weight/Ranking	weights
2	Technical Guide	Demonstrate understanding of Technical Guide requirement. The bidder must demonstrate that they complied with or will be complying with the following requirements of the technical guide: a) 6m height restriction for stand (including double storey) b) Video walls- 1m from stand edge c) Disability friendly access to all stands/chalets	• Requirements demonstrating the understanding of the technical guide = 5 points • Requirements demonstrating the understanding of the technical guide = 3 points • Requirements demonstrating the understanding of the technical guide = 2 points • No demonstration of the technical guide understanding = 0 point	35%
3	Creativity and innovation	The bidder shall demonstrate their creativity and innovative design of their proposed Armscor events structural elements (in line with style guide and mood board)	• Exceed expectation =5 points innovation and outside the box thinking • Meet expectation=3 points Met basic standard design • Below expectation = 1 point Does not satisfy the required creativity • Poor=0 point No innovation , no creative design	5%
				100%

Only the bid(s) that meet the minimum qualifying score of 60%, will be evaluated further.

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STAGE 4: PRICE and PREFERENCE**PREFERENCE POINT SYSTEM (PPS)**

- a) A bidder must have met the **minimum qualifying score of 60%** for Demonstration Presentation Criteria evaluation to be evaluated for Price and Specific Goals
- b) **80/20 preference point system is applicable for this bid:** 80 for price and 20 for specific goals

SPECIFIC GOALS: TABLE E: Advancement of BEE Compliant Suppliers

No	Advancement of BEE compliant suppliers	90/10 preference points system	80/20 preference points system
1.	100% black equity ownership	10	20
2.	51% - 99% black equity ownership	8	16
3.	35% - 50% black equity ownership	4	8
4.	0% - 34% black equity ownership	0	0
5.	Specialized Entities	10	20

1. EVIDENCE REQUIRED:

- i. The Bidder shall submit with the Bid documents the BEE certificate (BBBEE certificate issued by a SANAS accredited verification agency), CIPC BBBEE certificate and or completed BBBEE Sworn affidavit as a proof of compliance to claim preference points. If the Bidder is an unincorporated Joint Venture (JV) or Consortium, the Bidder shall submit with the Bid, a consolidated proof of B-BBEE status.
- ii. Should the bidder fail to submit the evidence above, then the bidder shall score no points for PPS.

2. SPECIAL REQUIREMENTS

Special requirements will be negotiated with the preferred bidder post award and the bidder will not be disqualified for not achieving these special requirement.

Black equity ownership

- i. Minimum Black Equity Ownership of 35%: The Bidder shall at least have a 35% Black Equity Ownership.
- ii. The bidder shall either submit a valid BEE Certificate (BBBEE certificate issued by SANAS accredited verification agency), CIPC BBBEE certificate or a completed BBBEE Sworn Affidavit as proof of compliance.

- iii. Note for Joint Ventures: If the bidder is a Joint Venture (JV) or Consortium, the bidder shall submit with the bid, a consolidated proof of B-BBEE status.

3. PRINCIPLES

Valid proof of B-BBEE status is either of the following:

- I. A B-BBEE Sworn Affidavit fully completed and
- II. Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable)
- III. Does not contradict itself (% black ownership matches compliance level)
- IV. Commissioner of Oaths credentials and signature are reflected.
- V. A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.
- VI. An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.
- VII. B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

STAGE 5 - Award of business and conclusion of contract

- I. Immediately after approval to award the contract has been received, the successful bidder will be informed of the acceptance of his/their Bid.
- II. A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

ANNEXURE B

Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following Mandatory Returnable Documents:

Mandatory Returnable Documents	SUBMITTED [Yes or No]
Pricing schedule	
A valid membership certificate or a letter issued by SACAP for the resource	
A valid professional qualification certificate for the Lead Designer	
Annexure E – Completed and signed declaration of compliance of the AAD Organizer Technical Guide and SOW	

Returnable Documents used for Evaluation

In addition to the requirements of the section above, Respondents are further required to submit with their Proposals the following Returnable Documents Used for Scoring:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
Detailed bid submission	
Reference letters	
CV's of Designers and Project Lead	
Project plan	
A valid B-BBEE certificate or Sworn Affidavit	

Exploring New Paths, Sharing Solutions, Showcasing Innovation and Capabilities



ANNEXURE C

AAD 2024 TECHNICAL GUIDE

18 - 22 SEPTEMBER 2024



TRADE DAYS

Wednesday, 18 September
Thursday, 19 September
Friday, 20 September

09:00 to 17:00
09:00 to 17:00
09:00 to 17:00



PUBLIC DAYS

Saturday, 21 September
Sunday, 22 September

08:00 to 17:00
08:00 to 17:00

AIR FORCE BASE WATERKLOOF, CENTURION,
CITY OF TSHWANE, GAUTENG SOUTH AFRICA

PARTNERS:



SUPPORTED BY:



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INTRODUCTION



These Regulations contain the relevant information for all aspects of participation in Africa Aerospace & Defence, applicable to Exhibitors, their Contractors and Sub-contractors. They become part of the contractual agreement between an Exhibitor and the Organisers as soon as an Application to Exhibit has been accepted by the Organisers and the Exhibitor has been so advised.

Please read all sections carefully.

Exhibitors are requested to advise their Contractors to study these Regulations, before providing quotations. If there is anything you do not understand, or further information is required, please contact the Organisers. The Exhibition Regulations were correct at the time of posting on the website. Exhibitors will be advised of any subsequent amendments or alterations.

The Organisers will continue to make every effort to facilitate the access and work of all concerned. In return, a zero-tolerance policy with regards to vehicle access and parking regulations, the wearing of badges and individual protection, and compliance with hygiene, safety and security measures, will be scrupulously applied at the site during the build-up and exhibition and breakdown periods.

A scale of penalties will be applied in extreme cases of non-compliance with these obligations, ranging from badge withdrawal to the closure of the exhibitor's stand after a warning has been issued.

AAD's commitments as a responsible event organiser in terms of quality, respect of environmental conditions and the safety of persons and the site require us all to comply with these rules in every way.

It is the intention of the Organisers to apply the Regulations in a manner which will provide the greatest benefit to all Exhibitors, and we look forward to having your co-operation in making Africa Aerospace & Defence 2024 an effective showcase for the aerospace and defence industry.

General Information, Exhibitor Services And Order Forms

The Order Forms should be completed and returned as required in respect of the relevant supplies and services. Individual forms must be returned by the dates specified thereon, and it should be noted that the conditions stated on the Order Forms constitute part of these Regulations.

INTRODUCTION (continues)

Those Authorities and Departments with whom Exhibitors or their Contractors may need to make contact with are listed below. Africa Aerospace and Defence 2024 is owned by the South African Aerospace, Maritime & Defence Industries Association (AMD), the Armaments Corporation of South Africa SOC Ltd (Armcor) and the Commercial Aviation Association of Southern Africa (CAASA), supported by the Department of Defence (DoD) with responsibility for the arrangements vested as follows:

SERVICE	NAME	TELEPHONE	EMAIL
EXHIBITION DIRECTOR	Nakedi Phasha	+27 (0) 82 544 3339	expodir@aadexpo.co.za
ACTING MARKETING & COMMUNICATION MANAGER	Nakedi Phasha	+27 (0) 82 544 3339	marketingpr@aadexpo.co.za
ACCOUNTS AND FINANCE	Maleisa Santho	+27 (0) 72 567 6095	finance@aadexpo.co.za
ADMINISTRATION	Thando Sithole	+27 (0) 84 840 3214	adm@aadexpo.co.za
FLIGHT DIRECTOR LIAISON	Kev Storie	+27 (0) 82 382 3276	flightdir@aadexpo.co.za

All enquiries regarding the Exhibition should be addressed to:

Africa Aerospace and Defence 2024

Tel; +27 (0) 84 840 3214

AFB Waterkloof

e-mail: admin@aadexpo.co.za

4th Street

website: www.aadexpo.co.za

Centurion

City of Tshwane

South Africa



CONTRACTOR EXHIBITION SCHEDULE

28 February 2024	Second 50% payment due, followed by a 10% price increase
30 April 2024	Deadline for submission of Exhibition Application Form: Space bookings for chalets, indoor space, outdoor space and aircraft
29 April 2024	Deadline for registering indirect exhibitors
29 April 2024	Deadline for payment of balance of participation invoice
29 July 2024	Deadline for submission of aircraft participation forms
16 August 2024	Deadline for submission of stand designs
16 August 2024	Deadline for return of Services Forms
16 August 2024	Deadline for submission of badge applications: Services, Contractors and Exhibitors Badges
6 September 2024	Collection of badges and vehicle access disks
7 September 2024	Phase 3 Build-up: Space only stands
7 September 2024	Build-up Hospitality Chalets Build-up outdoor stands
13 September 2024	Construction of custom build stands completed (20h00)
14 September 2024	Aircraft Arrival
14 September 2024	Phase 4 Build-up commences for walk-on stands Flight Display Validation
16 September 2024	Deadline for completion of all stands (20h00)
16 September 2024	Inspection of stands and certification
18 to 20 September 2024	Trade Days
21 to 22 September 2024	General Public Days
22 September 2024	Removal of walk-on stands goods from 18h00 to 20h00 – see rules
23 September 2024	Breakdown Commences (08h00) for all contractors
25 September 2024	Breakdown concludes for Chalet's contractors at 12h00
27 September 2024	Breakdown concludes for contractors– final clearance



TERMS AND DEFINITIONS



Aircraft Participation: This term shall mean the participation of aircraft in the Static Aircraft Display, or the Flying Display, or Customer Demonstration Flights, or any combination of these three and the term "aircraft" in the Regulations shall include all materials and equipment of whatever nature incorporated or used in connection with or ancillary to the operation of any aircraft participating in the Exhibition whether or not such aircraft flies to, during or from the Exhibition.

Airport Authorities: This term shall mean the South African Air Force and their servants and agents in so far as they are involved with and responsible for Air Force Base Waterkloof and its operations, services and facilities.

Airport Operational Area: This term shall mean the area of Air Force Base Waterkloof outside the Africa Aerospace and Defence 2024 area.

AMD: See Organisers

ARMSCOR: See Organisers

CAASA: See Organisers

Chalets: This term shall mean a hospitality structure provided by the Organisers for use by Exhibitors for private business purposes.

Chalet Holder: This term shall mean any Exhibitor or other organisation occupying a Hospitality Chalet allocated to them by the Organisers.

Contractor: This term shall include any organisation, company or person employed either by the Organisers or Exhibitors to perform work on their behalf in connection with the Exhibition and shall include all employees, servants or agents of such companies or organisations.

Customer Demonstration Flights: This term shall mean flying carried out during the period of the Exhibition, but not during the Flying Display, for the purpose of demonstrating aircraft to potential customers, including the carriage of passengers. Fixed wing flights may not be made during the Flying Display. Helicopter flights may be made from the Heliport at times allowed by the relevant operating procedures.

Exhibition: This term shall mean Africa Aerospace and Defence 2024 (AAD2024).

Exhibition Area: This term shall mean any area of the Air Force Base Waterkloof used by the Organisers, Exhibitors or Contractors for the conduct of the Exhibition.

Exhibition Regulations: This term shall mean the Exhibition Regulations for Africa Aerospace and Defence 2024 and its amendments.

Exhibitor: This term shall mean any organisation, company or person or group of organisations, companies of persons exhibiting at the Exhibition and shall include all employees, servants and agents of any such organisation, company or person or group thereof.

TERMS AND DEFINITIONS (continues)



Flight Display: This term shall mean the presentation of an aircraft as part of the Flying Display.

Flying Display: This term shall mean all flying for the purpose of displaying aircraft in the air to visitors on the ground within the period specified by the Organisers for such presentation.

Heliport: This term shall mean the facility for helicopters to arrive at and depart from for the purpose of carrying exhibitors, guests and other bona fide visitors by prior arrangement with the Heliport Operator.

Heliport Operator: This term shall mean the organisation, company, or operator delegated by the Organisers to operate the Heliport.

Indoor Exhibition: This term shall mean those parts of the Exhibition contained within enclosed structures provided by the Organisers for the presentation of Exhibitors' products/services.

Indoor Stand: This term shall include Island Stands and Wall Stands within the Indoor Exhibition.

Island Stand: This term shall mean an indoor floorspace area of minimum 36m² without improvements provided by the Organisers on which the Exhibitor constructs his own exhibit.

Members: This term shall mean members in good standing of AMD and/or CAASA and their affiliated bodies.

Organisers: This term shall mean the South African Aerospace, Maritime and Defence Industries Association (AMD), the Armaments Corporation of South Africa (Armcor), the Commercial Aviation Association of Southern Africa (CAASA), the Department of Defence (DoD) and their employees, servants or agents.

Outdoor Exhibition: This term shall mean all those parts of the Exhibition Area outside the Indoor Exhibition in which Exhibitors' products are displayed on bases or ground provided by the Organisers, external to the Indoor Exhibition.

Participants: This term shall mean all those persons who are participating in the Exhibition other than the Organisers.

Regulations: This term is applied to all requirements laid down by the Organisers for the conduct of Africa Aerospace and Defence 2024 and/or to any further additions or amendments deemed necessary by the Organisers. It also embraces certain South African legal requirements as well as requirements laid down by various Authorities in association with the Organisers or as their authorised agents.

DoD: See Organisers

TERMS AND DEFINITIONS (continues)



Stand Construction Finished:

No cutting, welding, drilling, sanding to take place after 13 September. All custom stands to be monitored during build up period until this date. The organisers will insist on stand design modifications and simplifying if the build is falling behind. All contractors and exhibitors are reminded that they must design their stand to ensure that it can be completed and dismantled within the published buildup and breakdown periods.

Stands Completed:

All stands, chalets, outdoor exhibits must be completed by 20h00 16 September 2024, all hangars are to be clear of all stand finishing equipment, ladders, etc by this time. Only finishing touches, layout of furniture, installation of graphics (not at height) and small stand finishes can continue on 17 September until 14h00, after which the organiser will get the venue cleaned and ready for the show opening.

SECTION A: GENERAL REGULATIONS GOVERNING ALL PARTICIPANTS



Africa Aerospace and Defence 2024 will be open from 18 to 22 September 2024, at Air Force Base Waterkloof, Solomon Mahlangu Drive, Centurion, City of Tshwane, South Africa:



The build-up period will be as follows:

7 September 2024

- Space Only Stands
- Chalets Interiors
- Outdoor Stands

14 September 2024

- Walk-On Stands

Breakdown period



23 - 27 September 2024 | 08:00

Goods and freight removal NOT ALLOWED



23 September 2024 | 08:00

Walk-on stand owners may remove handheld items between 18:00 and 20:00 on Sunday 22 September 2024 through a designated exit and provided that the goods were signed in on arrival at the Organiser's Office. The On-Site Freight Company, GAC Laser will deliver packing crates to stands. For exhibitors to immediately start packing up. GAC Laser to deliver empty crates /boxes from 18:00 on 22 September.



BUILD-UP HOURS

7 - 16 September 2024 | 08:00 - 20:00



BREAKDOWN HOURS

23 - 27 September 2024 | 08:00 - 20:00

GENERAL REGULATIONS GOVERNING ALL PARTICIPANTS

(continues)



A few basic rules during build-up and breakdown:

- The public will not be admitted during this period.
- Helmet and safety shoes must be worn from 7 to 16 September and again from 23 to 27 September 2024.
- Badges must be worn and be visible at all times.
- Access is controlled and private cars are prohibited unless they display the required vehicle access permit.

For your information: The final inspection of all stands must be undertaken by no later than 20h00 on the 16 September 2024 thus stands will therefore be deemed to be completed by 08:00 on the 17 September 2024. Stands not complete in time for the inspection will not be certified and will thus not be able to open for business on the 18 September 2024. The security deposit levied will be utilised as a penalty for any late completion of stands and for removal of refuse during build-up and breakdown.

During the Show

- Show will open from 18 to 20 September 2024, from 09:00 to 17:00 for exhibitors.
- Children under the age of 16 years are not admitted on trade days.
- Animals are prohibited on site (except guide dogs).
- No gazebos
- No knives
- No glass bottles.
- No Drugs
- No laser devices
- No firearms
- No pets
- No braais may be brought onto AFB Waterkloof premises.
- Visitors are not permitted to bring their own alcohol to the show and exhibitors serving alcohol to visitors must be in possession of a relevant and valid Liquor License.
- Members of the public are requested to remain within the demarcated public viewing areas.
- Please bring own chairs, sun umbrellas and sunscreen protection
- Ear Plugs are advisable for younger children.
- Visitors are welcome to bring their cameras to photograph events.
- Food stalls and a beer garden will be available on the Air Show Days
- Medical/first aid facility, access for the disabled, lost child facilities will be available.
- Security measures, frisking, the opening of bags or luggage and checking of vehicles, will be put in place at the entrance gates. Anyone not submitting to those procedures will not be allowed access to the base.
- Prayer room available on site

GENERAL REGULATIONS GOVERNING ALL PARTICIPANTS

(continues)

Disabled Facilities

A designated vehicle parking area has been set aside for people with disabilities. Other disabled facilities include:

- Disabled drop off zone and parking area.
- Disabled viewing area.
- Disabled toilets dedicated area.

1. ALLOCATION OF EXHIBITION SPACE

1.1 Alterations

While every effort will be made to meet the requirements of Exhibitors taking part in the Exhibition, the Organisers reserve the right to make any alterations which they may consider necessary, or to alter the positions of any of the stands in the Exhibition, or to take any other steps considered necessary in connection with the Exhibition, including the right to alter the venue, in which event the Exhibitor shall have no claim of whatsoever nature and kind arising from whatever cause against the Organisers, arising directly or indirectly there from.

1.2 Collection of Funds and Competitions

The collection of funds from the public for charitable or other purposes is strictly prohibited without the prior written approval of the Organisers. Nor shall any Exhibitor be permitted to sell or hand out competition forms without such written approval.

1.3 Removal of Inadmissible Exhibits

The Organisers may at any time, demand the removal or modification of any exhibits or fittings which are not admissible under the Regulations, which are unsuitable, or which would be objectionable or dangerous to the Exhibition, the visitors or neighbouring Exhibitors. Should such a demand not be complied with, the Organisers may remove such exhibits or fittings without liability for damage.

All costs involved in removal shall be payable by the Exhibitor.

1.4 Rights to Space

All Exhibitors enjoy the same rights and privileges, except that allocation shall be on a "first come first served" basis. Notwithstanding the foregoing, the Organisers will allocate space to meet considerations of the Exhibition Layout and any height restrictions. Previous participation in the Africa Aerospace & Defence Exhibition does not bestow any right to preferred sites.

1.5 Sub-Letting and Sharing

An Exhibitor may not cede his contract or assign or sub-let any portion of his/her stand or site or permit the use thereof whether in whole or in part by any other person without the written consent of the Organisers and registering the indirect exhibitors on the space application form.



1.6 Exhibition Participation

An Exhibitor may only participate in the exhibition should the Exhibitor have hired either an indoor stand, outdoor stand and/or a hospitality chalet.

NOTE: In addition, Exhibitors may elect to hire outdoor exhibition space for the display of aircraft or other equipment too large for display in either of the above, on condition that exhibition space has been hired as above.

2. APPLICATIONS TO EXHIBIT

Applications for space in the Indoor, Outdoor, Hospitality Chalets and Aircraft Participation sections of the Exhibition must be submitted on the official space application form. Applications for space shall be duly signed by a duly authorised representative of the Exhibitor or a person authorised to act on his behalf, proof of such authority must be supplied. Where an Exhibitor is represented by an agent, the agent shall disclose the name of his principal in writing on the application and attach a written authority to bind such principal, failing which the agent shall be personally bound.

3. AVAILABLE SERVICES

3.1 Catering

Catering and refreshment facilities will be available at the Exhibition from caterers appointed by the Organisers. Exhibitors may make use of their own caterers as service providers but please note that AAD will not provide any facilities or privileges to these caterers. Exhibitors remain responsible to ensure that all staff requirements are addressed during the registration for badges process.

It is prohibited to keep, offer, display, deliver, supply or dispose of, serve or consume liquor in any area of the Show without being in possession of an Occasional Liquor Permit/License in terms of the Gauteng liquor Act, Act 2 of 2003 and in accordance with the terms and conditions set out in the permit/license. It is the exhibitor's responsibility to ensure that the rules and regulations set out in the Liquor License are followed.

3.2 Cleaning

The Organisers will be responsible only for cleaning of the public areas, i.e. roads, walkways and gangways. Please refer to the AAD2024 Cleaning Form to arrange cleaning of your stand and /or Hospitality Chalet.

3.3 Compressed Air and Industrial Gases

Exhibitors must make their own arrangements for adequate supplies. It should be noted that replenishment will not be available on site. Bottled gas may only be used with the prior permission of the Organisers and in accordance with safety regulations.



3. AVAILABLE SERVICES (continues)

3.4 Liability

As the supply of certain services, e.g. telephones and electricity, is not within the control of the Organisers, they shall not incur any liability to an Exhibitor for any loss or damage (including any consequential damages and/or loss) if any such service shall wholly or partially fail or cease to be available, nor shall the Exhibitor be entitled to any allowance in respect of any payments made for Participation. However, the Organisers will arrange for a standby electrician to be on site. Exhibitors remain responsible to place electrical orders timeously.

3.5 Loading/Unloading Equipment

No private equipment will be allowed On-site unless facilitated by GAC Laser. Exhibitors who require any special equipment for unloading, installing, and removing exhibits, must make the necessary arrangements with the Official On-site Freight Handling Contractors – GAC Laser can be contacted at Nico Troostheide: +27 (0) 83 628 6768/ Estelle Pienaar: +27 (0) 72 582 3270 or refer to the AAD2024 On-Site Freight Handling Form.

3.6 Storage of Packing Cases

The Organisers regret that only limited facilities are available at the Air Force Base for the storage of packing cases. Prior arrangement is essential with the Official On-site Freight Handling Contractors. All storage of crates/containers must be arranged with the on-site freight agent, GAC Laser.

3.7 Supplies and Services

The various supplies and services available to Exhibitors are listed on the AAD website, as well as the order forms for these services. The Organisers cannot give any guarantee that the installation of telephone lines will be possible by Telkom, or any other service provider identified.

3.8 Transport, Delivery, Installations and Removal

The transport of exhibits to and from the Exhibition must be arranged by the Exhibitor. Road or air services can be used. However all onsite handling must be done by GAC Laser, all cargo must be inspected at the designated freight hangar before delivery to stands. Each Exhibitor must ensure that a member of his staff or his agent is available to accept delivery at the Exhibition as the Organisers cannot undertake any responsibilities in this connection. Note GAC Laser can collect from your premises and redeliver after the event.

No entry pass is required for persons or vehicles making delivery to the freight hangar, but should the person be required to enter the exhibition site itself, all regulations with regards to badges and vehicle passes will apply.

All deliveries must move through the allocated area in the Freight Hangar where GAC Laser will do security checks and screening of all cargo/vehicle on display. Cargo will be checked in at the freight hangar and will be delivered to the stand upon request.



3. AVAILABLE SERVICES (continues)

During the Build-up, Exhibition and Break-down periods, the roads and Exhibition gangways must not be used at any time for the storage of plant, materials or debris of any description. Any materials or plant so deposited will be cleared from the site by the Organisers who shall not be liable for any resultant loss to the Exhibitor or his Contractor. Contractors and/or their contractors must remove all rubble from the exhibition site. All vehicles, packing materials and surplus equipment or construction materials must be removed from the Exhibition Site by 08:00 on 16 September 2024. No skips are provided by the Organiser during breakdown. The Organiser will maintain routes and aisles clear to ensure circulation. Exhibitors and/or their contractors should arrange their own skips with their choice of service provider to remove all their rubbish and waste during the build-up and breakdown periods or alternatively engage the Officially appointed On-site Waste Removal Company. Stands must be cleared of all rubbish and waste. The Organiser will retain the portion of the Security Deposit paid by the exhibitor as specified in the Application form to clear the rubbish and waste for any failure to comply with this instruction. An additional amount may be invoiced depending on the volume and nature of items left. The Organisers take no responsibility for damage or loss of goods and or equipment removed.

**No exhibits to be removed/dismantled before 18:00 on 22 September.
Penalties will be levied against exhibitors for non-compliance.**

3.9 Travel and Accommodation

Exhibitors are asked to note that the Organisers are unable to offer a reservation service for travel and accommodation. Reservations should be made through a Travel Agent, and Exhibitors will be responsible for making their own travel arrangements between their accommodation and the Exhibition grounds. Please visit the AAD2024 website for information on local travel agents and hotels that may be of assistance.

4. COMPOSITION OF THE EXHIBITION

The Exhibition is composed of an Indoor Exhibition, consisting of seven covered exhibition halls; an Outdoor Exhibition for the accommodation of large exhibits; and a Static Aircraft Park where aircraft may be exhibited for visitors to examine them at close quarters. Additionally, for the entertainment of Exhibitors' guests, Hospitality Chalets are available.

A Flying Display is planned for both public days, and opportunities are available for Customer Demonstration Flights on the trade days. An on-site Vehicle Mobility Track is also available for the demonstration of vehicle capabilities. No other form of participation will be permitted.



5. CONSTRUCTION RESTRICTIONS

5.1 Disputes

The Organisers shall in their absolute discretion have the right without appeal to resolve any dispute in relation to the Exhibition arising from any cause not the subject of an express provision of these Regulations.

5.2 Interpretation of Disputes

Any dispute other than pursuant to 5.1 above as to the effect of the Regulations shall be the subject of interpretation pursuant to South African Law and by reference to this issue of the Regulations and/or to any further additions or amendments and the High Court of South Africa shall have absolute and exclusive jurisdiction in respect thereof.

5.3 Works Exclusive to the Organisers

For certain work on the Exhibition Site the Organisers and/or the Official Contractors are directly responsible to the South African National Defence Force. Work of the nature described below **MAY NOT** be undertaken by Exhibitors or their Contractors without the written permission of the Organisers or their Official Contractors.

5.3.1 Disturbance and/or excavation of surfaces (i.e. grass, concrete, tarmac) or the driving of poles, posts or pegs of whatever material into the ground anywhere on the site.

5.3.2 All plumbing for main water and/or drainage connection.

5.3.3 All electrical main cabling up to and including a mains distribution board on Exhibitors' stands, etc.

5.3.4 Removal of or any adjustment to the structures of Exhibition Halls.

Any Exhibitor or Contractor contravening this regulation shall be responsible for the payment for any damage resulting and any necessary restitution.

6. CONTROL OF THE EXHIBITION

The control of the Exhibition is vested in the South African Aerospace, Maritime and Defence Industries Association (AMD), the South African National Department of Defence (DOD), the Armaments Corporation of South Africa (Armcor) and the Commercial Aviation Association of Southern Africa (CAASA) as Organisers, whose decisions shall be final and binding on all Exhibitors and Contractors.

7. INSURANCE

7.1 Aircraft Insurance

Exhibitors presenting aircraft must comply with the additional insurance requirements specified in Section F of the Exhibitor Regulations.



7.2 Exhibitor's Insurance

If an Exhibitor does not supply proof of sufficient Third-Party Liability Insurance on application for exhibition space to the Organisers, they are obliged to accept the third-party liability insurance which will be arranged by the Organisers at the Exhibitor's cost, for cover up to R300 million, any one accident. This cover will include as named insured: all Exhibitors, the Organisers and the South African National Defence Force, and will be to the amount demanded by the South African National Department of Defence. Cover will be in respect of accidental injury (fatal or non-fatal), loss or damage to third party persons or property (excluding flight risks). Contractors and Service Providers must ensure that their goods are covered by separate insurance as the Organisers takes no responsibility for the loss or damage of goods supplied to exhibitors by service providers or contractors.

The Exhibitor undertakes to comply with all provisions of this insurance and the Organisers shall not be liable for any repudiation or limitation in respect of any claim arising directly or indirectly from any breach of policy provisions by the Exhibitor. Exhibitors not supplying proof of their own Third-Party Insurance will be invoiced for their portion of the combined premium, which will be in relation to the Exhibition Space taken, together with the space booking. This levy shall be payable on presentation of invoice and before entrance to the Exhibition Site is allowed to the Exhibitor, his servants or agents.

Insurance under section 10.2 shall not be required for Exhibitors showing proof of public liability insurance under section 12 of the Exhibitor Contract.

8. LIABILITIES

8.1 Liability in respect of the Presentation of Aircraft and Demonstrations

For information on the additional liabilities relating to the presentation of aircraft taking part in the Flying Display, Static Display or Customer Demonstration Flights please refer to Section G of these Regulations.

8.2 Loss, Damage or Injury

Exhibitors shall be held responsible for loss of or damage or injury to property (including other exhibits) and persons, to the extent it is caused by themselves, their servants or agents, and the Organisers shall not be liable in respect thereof for any reason. The period of liability of the Exhibitor shall be deemed to commence at the time the Exhibitor or any of its servants, agents or contractors first enter Air Force Base Waterkloof in connection with Africa Aerospace and Defence 2022 and shall continue until all its exhibits and/or property have been removed from the area and the last of the Exhibitor's servants, agents or contractors have left the area.

8.3 Organisers' Disclaimer of Liability

- 8.3.1 The Organisers do not accept liability and shall not be under any liability to Exhibitors or their servant or agents in respect of any direct or indirect damage, loss or injury to persons or property, (including any consequential damages and/or loss), including exhibits, arising out of or in any way connected with the Exhibition, Flying Display and/or Customer Flight Demonstrations at whatever time.



8.3.2 Although the Organisers will make every effort to ensure the supply of services to stands, the Organisers shall not be liable for any loss, damage or expense (including any consequential damages and/or loss) whatsoever incurred through non-supply, failure or interruption of services nor shall the Exhibitor be entitled to any reduction in stand rental as a result thereof.

8.4 Organisers' Indemnity

Each Exhibitor participating in the Exhibition hereby agrees to indemnify and hold the Organisers and the South African National Defence Force, free and harmless in respect of all claims, demands and expenses to which the Organisers or the South African National Department of Defence, may in any way be subject as a result of any loss or injury arising either directly or indirectly by or to any person or any property howsoever caused.

This provision is specifically agreed by the Exhibitor to be fair and reasonable.

8.5 Abandonment, Postponement or Limitation

8.5.1 In the event of any abandonment, postponement, limitation or interruption of the Exhibition, owing to circumstances beyond the control of the Organisers, the Exhibitor or his agents or his contractors shall have no claim whatsoever against the Organisers or their agents or their contractors in respect of any resultant loss or damage, including consequential damages.

8.5.2 In the case of any abandonment of the Exhibition, the liabilities of the Organisers shall be limited to a pro rata refund of all funds received less expenditure incurred and still to be incurred in respect of the Exhibition, as authenticated by the Organisers' auditors.

9. PRESENTATION OF EXHIBITS

Exhibitors must maintain their exhibits on their stands and present their aircraft within the Static Aircraft Park and in the Flying Display, as applicable, throughout the period of the Exhibition (Wednesday 18 September 2024 to Sunday 22 September 2024 inclusive). Throughout the opening hours of the Exhibition dust covers must be removed from exhibits including aircraft and all stands must be manned.

NOTE: See Section G for details on information boards required to be displayed next to aircraft.

10. PUBLICATIONS AND PRESS SERVICES

10.1 Advertising in Exhibition Publications

Exhibitors may advertise in the Official Exhibition Catalogue, Official Newspaper Supplement and/or the Official Show Daily. A schedule of advertising rates is available from the publisher on request. Exhibitors are entitled to a free listing in the Official Exhibition Catalogue. Please include your hall and stand number as well as address details. Several other options are available such as the inclusion of a company logo.



10.2 Organisers Limited Liability, Responsibility and Rights

The Organisers shall not be responsible for any omissions or errors of reproduction in Exhibition publications and reserve the right to modify or exclude any text not conforming to the general Regulations or South African Law.

10.3 Press and Public Relations

An extensive Press and Public Relations campaign for the promotion of Africa Aerospace and Defence 2022 will be launched during 2023 and will be sustained into the week of the Exhibition.

NOTE: Exhibitors are requested to keep the AAD Office informed of products to be exhibited and with news on other activities relevant to their participation. In particular, emphasis should be placed on aspects which are newsworthy because they are either new or unique. This information will be used by the Organisers in press releases to the media. Please also supply contact details of a senior representative who can be contacted by our media consultants. In the absence of any specific statement or release from an exhibitor, AAD 2023 will not pass on any information about a specific participant other than to mention the company on the list of exhibitors distributed to the media.

10.4 Media Centre

Throughout the Exhibition period, a fully-staffed Media Centre will be available for the distribution of information about exhibitors and AAD2024 news. The Media Centre will contain literature racks for Exhibitors' publicity material. Exhibitors are encouraged to use this facility.

10.5 Meeting and Briefing Rooms

Several rooms for private presentations are available for use by exhibitors. Electric points are available and no other electronic equipment is supplied and equipment can be ordered through the official service provider. Refreshments may be arranged through the contracted caterers at an additional cost. Bookings for the rooms must be made in advance on the required application form.

10.6 Media Invitations

The Organisers will send invitations to representatives of the Media, Television and Radio to apply for Media Passes to the Exhibition.

NOTE: Media Passes issued to individual members of the Media, Television or Radio, are valid only in the holders' possession, and are NOT transferable.

10.7 Publishing and Selling Rights

No person or organisation may publish, print, provide, sell or distribute within or outside the Exhibition Area, any book, booklet, paper or document which purports to be a Trade Catalogue, Souvenir Programme or Show Daily unless licensed to do so by the Organisers. Save where licensed as above, the sale or distribution by any person or organisation to the Exhibition visitors of any publication, is forbidden outside the stand or site allocated to such person or organisation by the Organisers.

11. RESTRICTIONS ON EXHIBITS AND EQUIPMENT

11.1 Dangerous Radiation or Emissions

Exhibitors must ensure that equipment being demonstrated does not emit radiation or gases that are potentially harmful to human life, e.g. lasers, nuclear equipment and equipment employing toxic substances or gases.

11.2 Explosives and Chemicals

No explosives, chemicals, flammable, dangerous, harmful or noxious substances may be exhibited.

11.3 Radio and Radar Equipment

Apparatus that emits signals or in any other way interferes with aeronautical communication or navigation may only be operated with the prior permission of ICASA in respect of the frequencies and/or output power to be used.

All correspondence in this regard should be addressed to:

Sebastian Meyer Control Technical Officer

ICASA NATJOINTS Coordinator Major Events

In the Office of the HOD: Regions

ICASA Regions, Limpopo, Mpumalanga and North West Provinces

Tel: +2711 566 - 3815 | Fax: +2711 566 - 3816 | Cell: +27832620216

E-mail: SMeyer@icasa.org.za | Switch Board: +2711566 - 3000 | Website: www.icasa.org.za

VOIP: 0877336682 | SKYPE: SEBSMEYER

A copy should be sent to the Organisers, who should be notified if permission has been obtained. The operation of radio and radar exhibits will not be permitted if the levels of electronic or other forms of emissions are likely to be a potential hazard to human life or aircraft operation. All radars must be switched off during a Flying Display.

11.4 Sound Reproduction

If sound is produced or reproduced, the level must not affect neighbouring Exhibitors. The Organisers reserve the right to remove any equipment about which justifiable complaints are received; this includes auxiliary power units in the Static Aircraft Park, etc. Exhibitors are responsible to ensure that they are in compliance with SAMRO regulations, or any other regulatory body and the Exhibition will take no responsibility for paying any licensing or loyalty fees for music played during the event.

11.5 Two-Way Radio Communications

Exhibitors and Contractors, intending to operate two-way radio communication equipment on the Exhibition Site, however obtained and for whatever purpose, are advised that Regulation A14.3 will also apply to them even if the equipment is obtained via a licensed hire company or permanently fitted in vehicles. Citizen Band (CB) radios are not permitted by the Organisers for this purpose. Use of two-way radios in South Africa requires a license. If you wish to apply for permission, please contact ICASA.



11.6 Visual Aids

Projectors, television sets and video walls may only be installed with the Organisers' consent. Permission will only be granted on the understanding that they do not affect other Exhibitors and are positioned so that no crowding is caused in the gangways. The proposed location of these must be shown on stand drawings submitted for approval. Video walls must be so located that any audience can be accommodated within the perimeter of the stand. Approval is unlikely to be granted for video walls placed less than 1m from the edge of the stand.

11.7 Organiser's Rights and Exhibitors Duties

The Exhibitor agrees to comply in every respect with the Exhibition Regulations. In the event of an Exhibitor contravening any of the Terms and Conditions or the Exhibition Regulations or any other law or regulation whatsoever, then, and in such event, the Organisers shall have the right to terminate the Exhibitor's contract and cancel their participation in the event, giving notice to the Exhibitor and the Exhibitor shall be obliged to forthwith vacate the Exhibition Area and in such event the Exhibitor shall not have any claim of whatsoever nature against the Organisers.

12. SECURITY

12.1 Responsibility for Security

During the open hours of the Exhibition each Exhibitor will be responsible for the security of his/her exhibits and property. The organisers will provide overall hall security at night between 18:00 and 09:00 the following day.

12.2 Security Clearances

Exhibitors must ensure that prior permission to display exhibits having a security classification has been obtained from the relevant authorities. This Regulation applies equally to equipment installed in, on or displayed with aircraft.

12.3 Security Services

Security within Air Force Base Waterkloof is the responsibility of the South African National Defence Force. In addition, the Organisers will arrange for additional security within the Exhibition Area. While every effort will be made, neither the South African National Defence Force nor the Organisers can guarantee the protection of Exhibitor's property. As there is an increased risk of theft during the period of Break-down, Exhibitors would be prudent to strengthen their own security arrangements at this time.

13. STATUTORY REQUIREMENTS

13.1 Accidents

Emergency medical assistance, should it be required, can be arranged with the help of the Organisers staff or staff of the South African National Defence Force (SANDF), but Exhibitors/Contractors shall remain responsible at all times for the staff they employ. Please report to the Venue Operation Centre for assistance.



13.2 Contractors and Employers of Labour

Contractors and employers of labour operating within the jurisdiction of the Organisers must comply with all Statutory Requirements applicable directly or indirectly to their site activities.

NOTE: Any person who in the opinion of the Organisers is carrying out work contrary to these Regulations shall be required to stop immediately and may be directed to leave the Exhibition Area.

13.3 Exhibitors' Responsibilities for Safety

Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits which create a risk to visitors must be protected with guard rails or other suitable protection.

13.4 Fire Precautions

Exhibitors must ensure that staff employed in the Exhibition Area are acquainted with the position of the nearest hose-reel, fire extinguishers and fire call buttons, and should take all necessary precautions to prevent the outbreak of fire. Neither smoking nor open fires are allowed within 30m of any aircraft. Exhibitors and caterers must ensure that their own and suitable fire extinguisher/s are provided and available in order to comply with precautionary fire measures.

13.5 General Safety

During the construction and dismantling periods of the Exhibition, Exhibitors and Contractors are responsible for ensuring that their employees comply with all Statutory Requirements for Occupational Health and Safety which are applicable to the type of work in which they are engaged whilst working at the Exhibition. The intended use of toxic or flammable substances or explosive gases must be notified to the Organisers, in writing, so that the appropriate authorities can be informed.

13.6 Harmful Emissions

Exhibitors must ensure that equipment being demonstrated e.g. lasers, microwaves equipment, does not emit radiation or gases, which are potentially harmful to human life.

13.7 Occupational Health and Safety Act (OHS Act)

13.7.1 Throughout the whole period of attendance at the Exhibition the OHS Act (Act 85/1993) and Regulations made there under must be observed by the Exhibitor and his Contractors.

13.7.2 Section 37 of the said Act potentially punishes employers for the unlawful acts or omissions of contractors (mandatories) save where a written agreement between parties has been concluded containing arrangements and procedures to ensure compliance with the said Act by the mandatory



13.7.3 The following is specifically agreed to between each and every Exhibitor and the Organisers and forms part of the Exhibitor's Contract:

"The Exhibitor (mandatory) hereby acknowledges that he is an employer in his own right with duties as prescribed in the Occupational Health and Safety Act No 85 of 1993 as amended."

"He acknowledges that he is aware of the duties imposed upon employers under the said Act and Sections 8 and 13 thereof in particular."

"He agrees to ensure that he complies with the said Act in all respects and agrees to ensure that all work will be performed and machinery and plant used in accordance with the provisions of the said Act."

"He furthermore agrees to inform the Organisers should he, for whatever reason, be unable to perform in terms of the said Act and this agreement"

NOTE: Mandatory' is defined in the OHS Act as including an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or user of plant or machinery. Exhibitors (Mandatorys) who utilise the services of their own mandatorys are advised to conclude a similar written agreement with such mandatorys. Please note that this agreement places the onus on the mandatory (Exhibitor) to contact the Organisers in the event of inability to perform as per the agreement. However, the Organisers reserve the right to unilaterally take any steps as may be necessary to enforce this agreement including the expulsion from the Exhibition Area of the mandatory or any of his mandatorys.

A16.7.4 The Organisers require each Exhibitor and all Contractors to sign an agreement in terms of Section 37(2) of the OHS Act as per Annex A16.A. All documents attached to or referred to in such agreement form an integral part of the agreement.

13.8 Stand Access

Access to stands must be provided at all times for Officers of the Safety and Emergency Services.

13.9 Statutory Requirements

Exhibitors must comply with all South African Statutory Requirements and Regulations or other legal obligations applicable to their participation in the Exhibition, and to their exhibit of aircraft in the Static Aircraft Display, Flying Display and/or Customer Demonstration Flights.

13.10 Non-Proliferation and Arms Control

In pursuance of its national interests and in terms of its international non-proliferation, disarmament and arms control obligations, South Africa has implemented policy, legislation and control mechanisms in the following areas of control:

- National Conventional Arms Control Committee (NCACC). The regulation and control of the trade in or possession of conventional arms, which includes the prohibition of mercenary activity and the regulation of certain assistance or services in a country of armed conflict, prohibition of anti-personnel mines and the prohibition or restriction of certain conventional weapons.



- The South African Council for the Non-Proliferation of Weapons of Mass Destruction (NPC).

The prohibition of nuclear, biological and chemical weapons (weapons of mass destruction (WMD)) and the regulation and control of the manufacture, trade, transfer and the use, including the provision of services related to dual-use goods, i.e. those items/goods that have both commercial and military applications, as well as delivery systems for the above weapons.

- Department of Energy (DOE). The regulation and control of the Nuclear Suppliers Group (NSG), Part 1 nuclear materials.
- South African Police Service (SAPS). The regulation and control of the Protection of Constitutional Democracy Against Terrorist and Related Activities, as well as the regulation and control of firearms, ammunition, explosives, pyrotechnics and riot-control.

Persons, who participate in AAD 2024, must ensure that they comply with the requirements of the relevant South African non-proliferation and arms control related legislation.

Foreign Exhibitors

South African Legislation, amongst others, require foreign exhibitors wishing to exhibit items controlled in terms of South African arms control related legislation as well as models of equipment made to military specifications or requirements; need to apply for an import and export permit for these goods. These applications must be done by the official appointed freight forwarder, GAC Laser . Contact Sandra Monareng: +27 (0) 74 112 0563/ sandra@gaclaser.co.za.

Copies of the relevant documents can be obtained from the Directorate for Conventional Arms Control, the Secretariat of the South African Council for the Non-Proliferation of Weapons of Mass Destruction, (see below), who will issue the relevant advice, authorities and permits. The official freight forwarders will also assist with the processing of these documents and handle all clearances at customs.

Local Exhibitors

Any person who exhibits Non-Proliferation and/or Conventional Arms items, including technology and services, controlled in terms of South African Legislation, must be registered as such with the relevant control authority, see below, and be in possession of a valid permit to trade in the exhibited item (including technology and services).

Armoury

All weapons must be booked into the armoury/safe for the duration of the event, situated at the freight hangar, managed by the onsite freight forwarder GAC Laser. A nominated representative by the exhibiting company must register the weapons in and out daily. The freight forwarder will deliver and collect from the stands on a daily basis. No weapons will be allowed to remain on stands after hours. Extensive detail on the armoury can be found on the onsite freight forwarder shipping instruction.



Contact Details

Conventional Arms Control

The Directorate for Conventional Arms Control

Private Bag X910.

0001 Pretoria

Tel: +27 (0) 12 355 5216

Fax: +27 (0)12 355 6274

Postal address:

The Chairperson

South African Council for the Non-Proliferation of Weapons of Mass Destruction

Private Bag x840001 Pretoria

Telephone: +27 12 394 3030

Website: www.thedtic.gov.za/nonproliferation

Physical address:

The Secretariat

South African Council for the Non- Proliferation of Weapons of Mass Destruction

Mapungubwe, the DTI Group Campus, Entirweni (Building B), Third Floor

77 Meintjies Street, Sunnyside, Pretoria

For any further assistance with regards to Arms Control please contact the On-site Freight Handling company GAC Laser Sandra Monareng +27 (0) 74 112 0563

13.11 SANDF Equipment/Material and Personnel For The AAD2024 Exhibition

The South African Department of Defence, through Armscor, supports the South African Defence Related Industry with the loan of SANDF equipment/materiel as well as temporary secondment of SANDF personnel in support of South African Defence Related Industry's export initiatives. The South African Defence Related Industry may therefore, through Armscor, request that SANDF equipment/material and SANDF personnel be made available for the duration of the AAD2024 exhibition.

Armscor will, in terms of the relevant DOD policy, submit Industries request for support to the DOD for approval and subject to the necessary approvals being granted, contract with the Industry on behalf of the DOD.

THE CLOSING DATE FOR DOD SUPPORT REQUESTS IS 10 JULY 2024.

The following information must be submitted to Armscor not later than 10 July 2024 to ensure the efficient and timeous processing of your request. The particular information required by Armscor for requests SANDF equipment/materiel or for secondment of SANDF personnel are set out below:

Request for SANDF equipment/material

- Name of organisation requesting the support
- Name and contact details of person requesting the support
- Background and purpose of the support required
- Clear indication of the equipment/materiel support required
- Clearly indicate whether your use of the item will result in the item being modified or installed into another platform/system



- National stock identification number of the equipment required (if available)
- Depot/premises where equipment is currently stored
- Condition of equipment (if available)
- Acceptance of responsibility for direct and/or indirect costs implications, including the cost of transporting the equipment
- Acceptance of liability in the case of damage to or loss of the equipment

Requests for the secondment of SANDF personnel

- Name of organisation requesting the support
- Name and Contact details of person requesting the support
- Background and purpose of the support required
- Description of the task to be done
- Profile of and the experience/qualifications, which you require the person to have
- Motivation why specific person is required
- Personal particulars of person required
- Acceptance of responsibility for direct and indirect costs

ARMSCOR will not be held liable for requests that have not been forwarded to, or processed via the office of Ms Sophie Marais, at Armscor.

Tel: +27 (0) 12 428 2124 | Fax: +27 (0) 12 347 0156 | E-mail: sophiem@armscor.co.za.



SECTION B: ADMISSION TO THE EXHIBITION SITE

1. BADGES AND PERMITS

NB: Applications for all exhibitor badges contractor and service providers will be done online.

Once payment in full has been received for participation a special link will be sent to one responsible person as indicated by the exhibitor in order to order badges and vehicle permits.

NOTE: No badges will be issued to persons under the age of sixteen (16).

Various passes are issued in the form of badges that must be worn at all times by the holder.

Vehicle permits must be displayed on the front windscreen of the vehicle in respect of which it has been issued.

All representatives attending AAD, including personnel, representatives, guests, contractors/subcontractors who will be accessing the site, must be pre-registered to attend AAD.

It is the responsibility of the participant to check the bona fides of all personnel that they register for AAD.

A screening and vetting process will be conducted, and any person not cleared through this process will not be issued with a badge and will not be able to enter the premises.

The deadlines for registering personnel should be noted and strictly adhered to. AAD is under no obligation to issue a badge in the event that the registration was not completed by the due date and/or the specific person not being cleared through the vetting process and the contractor will have to ensure that sufficient personnel have been registered and vetting to replace any declined personnel.

Badges must be presented by the holder on entering the Exhibition Area and while within the Exhibition Area displayed by the holder for easy recognition.

The entrance passes and permits and the functions they fulfil are as follows:

1.1 Exhibitor's Badges

These badges are for Exhibitor's staff during the Exhibition and are valid for the Build-up and Break-down periods and the duration of the Exhibition. Exhibitors will receive an allocation of these badges according to the extent of their participation in the Exhibition.



Free badges are allocated as follows and will only become available once payment in full has been received for exhibition space:

STAND SIZE	EXHIBITOR'S PASSES	VEHICLE PERMITS
12m ² - 19m ² stand	2	2
20m ² - 24 m ² stand	4	3
25m ² - 49m ² stand	6	4
50m ² - 100m ² stand	12	5
Per 100m ²	24	8
Per chalet	12	5

Additional badges may be purchased via the online registration link.

1.2 Contractor - Stand Builder Badges

The staff of stand builders, including delivery drivers, wishing to gain access to the Exhibition Area, require Contractor Badges. Access is through the Contractors entrance. The Stand Builder Badge is valid only for the person to whom it is issued and for the dates indicated thereon. It may not be transferred or altered. It is not valid for the Exhibition period 18 to 22 September 2024 inclusive.

Exhibitors must register their stand builders online as no badge will be issued to a stand builder not registered. Once registered by the exhibitor the stand builder must make their own applications online utilizing the link provided. Stand builders will be charged R90-00 (Ninety Rand) per badge ordered and badge will be issued before payment in full is received.

1.3 Aircraft crew Badges

These badges are for the crew of aircraft used for Customer Demonstration Flights or participating in Flying Display and will be issued according to requirements. An aircraft Crew badge will allow the holder to enter the Exhibition Area, including the Pilot Briefing Room, and through the gate allocated for the purpose into the Airport Operational Area. Free badges are allocated as follows and will only become available once payment in full has been received for participating.



Aircraft Other than helicopters

MCM (KGS)	EXHIBITOR'S PASSES	VEHICLE PERMITS
2700 kg or less	2	1
2701 kg to 5700 kg	3	2
5701 kg to 20100 kg	4	3
Over 20100 kg	6	4
Single Engine Helicopter	2	1
Multi Engine Helicopter	4	2

Aircraft owners will be charged R90-00 (Ninety Rand) per additional badge ordered and will be issued before payment in full is received.

1.4 Exhibitor Service Provider Badges

It is the responsibility of the Exhibitor to apply, on behalf of the service providers/contractors employed by them to supply services during the Exhibition (e.g. catering, floral decorations and maintenance), for Services Badges apply online allowing the holders to enter the exhibition Area during the period of the Exhibition as reflected on the badge. Exhibitors are requested to ensure that all their service providers are registered online as no badges will be issued before payment in full is received. A charge of R110-00 (One Hundred and Ten Rand) will be levied for each service badge ordered and no badges will be issued before payment in full is received.

2. CONDITIONS OF ENTRY

NOTE: Admission will only be by a valid entrance badge or permit as detailed in this section

2.1 Inspection Visits

The Exhibition Area is contained within the perimeter of the Air Force Base Waterkloof, to which entry is restricted and controlled by the South African National Defence Force. Exhibitors and/or their Contractors wishing to visit the site for inspection and survey purposes before Saturday, 31 July 2024 may do so only by arrangement with the Organisers.

Site visits will only take place on a scheduled programme and are subject to approval by the SANDF authority. The completed Site Visit Application form must reach the AAD Office at least 14 days before the requested visit and no guarantee of approval outside of the scheduled visit programme can be given.



2.2 Daily Entrance

Exhibitors are reminded that from Wednesday 18 September until Friday 20 September the Exhibition is a business occasion and that in the interest of preserving the Trade Days as opportunities for genuine discussions and meetings, persons holding a professional or business appointment should preferably be invited for these days and not for the Public Days.

NOTE: Exhibitors should ensure that visitors invited to their stand are in possession of a valid badge to enter the exhibition in addition to any formal invitation. The latter must include the words "not valid as entry to the exhibition" clearly printed on them. Persons under the age of 16, even though in possession of an entrance permit or exhibitor badge, will not be admitted on the trade days. Chauffeurs in uniform, while driving a motor vehicle, will be required to present a valid entrance badge at the gates and the vehicle is required to have the relevant entrance permit.

2.3 Trade Day Invitations

The Organisers will issue invitations and complimentary badge and permits for the Trade Days to Government Ministers and officials, senior officers from Armed Forces, airline executives, senior representatives from aerospace and defence organisations in sub-Saharan Africa, and to other stakeholders. Exhibitors may apply for trade invitations for issue to their clients. These trade invitations will only be valid for the three Trade Days. Please utilize the online registration system to issue these invitations to your clients and stakeholders.

2.4 Purchase of Public Day Tickets

Exhibitors may purchase Public Day entrance tickets for their personnel and for their invited guests at a price equivalent to the gate prices of the public days directly from the appointed service provider. Public Day entrance tickets are not refundable. Children under 16 will be allowed entry on the Public Days only if accompanied by an adult.

2.5 Misuse of Badges and Permits

The misuse of badges and permits may lead to the withdrawal of all badges and permits issued to the Exhibitor at fault.

3. VEHICLE ACCESS

NOTE: No vehicle will be allowed access to Air Force Base Waterkloof and Exhibition Area unless in possession of the relevant vehicle permit. Vehicles should not be driven at any time over grass or unpaved surfaces.



3.1 Delivery of Materials

All vehicles must enter the site through the sign posted Freight Gate during the build-up and breakdown for the exhibition. Delivery vehicles may proceed to the Exhibition delivery point for loading and unloading purposes after which they must be removed at once. No delivery of exhibits to stands will be allowed without the screening / checks done by GAC Laser. Cargo must be signed into the freight hangar where onsite freight forwarder will deliver upon exhibitor request.

*****After 12:00 on Sunday 15 September 2024 no vehicles will be allowed in the area reserved for the Static Aircraft Park, whether there are aircraft parked or not. Any vehicle found in this area after this time will be removed on behalf of the Organisers at the expense of the Exhibitor involved.**

3.2 Removal of Materials

Vehicles collecting goods will not be allowed to enter the Exhibition Area after 20h00 16 September 2024, and goods will not be allowed to leave the halls before 08:00 on Monday 23 September 2024. The Organisers reserve their right to have all vehicles inspected by their security personnel before leaving the Exhibition Area for the purpose of examining the materials being removed. This provision is specifically agreed by the Exhibitor to be fair and reasonable.

3.3 Exhibition Roadways

In order to ensure free flow of vehicles, drivers must pay close attention to road signs and obey directions given by stewards. Vehicles will be directed to an entrance giving access to a general car park or, where a vehicle permit is displayed, to the relevant gate.

3.4 Service Vehicles

The Service Vehicle Permit is valid only for the period of the Exhibition, 18 to 22 September 2024, and gives access for deliveries to the Services Area only. It does not permit entry into the Exhibition Area nor into the Airport Operational Area. In all cases entry and exit for the site is through the Freight Entrance. Entrance for food delivery to chalet line – 05:00 to 06:00. Exhibitors must apply on behalf of contractors in writing to the Organisers for Service Vehicle Permits. The issue of Service Vehicle Permits will be strictly controlled and restricted to essential vehicles only.

3.5 Deliveries to Main Exhibition Complex

No exhibits will be allowed to be delivered directly to the stands without going through the screening / checks done by onsite freight forwarder. Service vehicles may be allowed temporary access to the main Exhibition Area for the delivery of very heavy or bulky stores or equipment, or for the maintenance or repair of exhibits or exhibition support equipment during the build-up period. These service companies must apply to the Organiser's for service passes to enter the exhibition site. No vehicles will be permitted within the exhibition area from 18 to 22 September 2024. A porter service will be available from 14 September 2024 onwards to deliver heavy or bulky packages to stands. Please contact the on-site freight service provider for details.



3.6 Airport Operational Area Access

Exhibitors who require access to the Airport Operational Area must indicate this on their application for permits. Access to the Airport Operational Area is restricted to those Aircrew and where applicable, Ground Crew, whose presence is vital to the operation of aircraft arriving or departing by air or participating in the Flying Display or providing Customer Demonstration Flights or in any other way involved in the Exhibition.

IMPORTANT NOTE:

Vehicles are not permitted to enter the Airport Operational Area, unless they are equipped with two-way radios, are properly marked by red and white blocked flags or amber flashing lights, are in communication with the control tower and have received an appropriate clearance in respect of the movement intended. Violations in regard hereto will be viewed in a very serious light and are likely to result in the total banning of the vehicle and driver concerned. Exhibitors must ensure that all their employees and contractors are made aware of these restrictions.

4. LIABILITY OF EXHIBITORS

Attention is drawn to the fact that the Exhibitors - by virtue of their participation - have accepted liability in respect of all actions of themselves, their servants or agents. This liability extends to any damage to airport property and/or other Exhibitors' vehicles and/or exhibits and/or aircraft by vehicles or personnel employed by the Contractors working for the Exhibitor. In the event of an accident, the Exhibitor will be required to make good any repairs and the Organisers will not enter into any correspondence with the actual culprit.



SECTION C: STAND FITTING AND CONSTRUCTION

Exhibitors should note that some sites within the Indoor and Outdoor Exhibition areas might not be level. Companies with Island Stands are advised to survey their allocated area prior to Build-up. Arrangements must be made through the AAD Office.

1. ALTERATIONS TO INSTALLATIONS

The written permission of the Organisers, who will decide on feasibility and acceptability, is required for any proposed alteration to the Organisers installations. Any such special requirements must be stated on the Exhibitor's drawing submitted for approval. The Exhibitor must pay for the cost of alterations to the Organisers.

2. APPROVAL OF STAND DESIGN

2.1 Submission of Drawings

Any stand fitting, additional to the basic schemes supplied by the Organisers, will be the responsibility of the Exhibitor. It must comply with the Regulations and Exhibitors must submit, for the approval of the Organisers, two sets of dimensioned drawings showing a plan layout and all elevations of their proposed display. All electrical connections and requirements must be included on the drawings. One set of drawings will be returned to the Exhibitor with approval or comment and any subsequent alteration(s) must be submitted for approval.

No stand fitting may commence prior to obtaining the Organisers' approval. The Organisers will not approve installations likely to interfere with other exhibitor's visibility; displays or which may obstruct aisles or open spaces. No sign or projection may be hung or projected over the aisles or open space or affect in any way the display of neighboring Exhibitors.

The deadline for the submission of stand designs is 16 August 2024.



3. BUILD-UP AND BREAK-DOWN

3.1 Build-up

Construction of custom build Stands may commence on 7 September at 08:00 and construction must be finished by 20:00 on 13 September. Build-up of walk-on Stand interiors and the installation of exhibits may commence on 14 September, at 08:00. All stand's must be completed by 20:00 on 16 September.

3.2 Clearance of Exhibition Rubble

During the installation and removal of exhibits or the construction of stands, the Exhibition roads and aisles should not be used for the storage of plant, materials or debris of any description.

All vehicles must be removed from the Exhibition Area by 20:00 on Monday, 16 September.

Packing materials and surplus equipment or construction materials must be removed from the Exhibition Area by 18:00 on Monday, 16 September. After this time, the Organisers, who will not be liable for any resultant loss to the Exhibitor or his Contractors, will clear any materials or plant so left from the site at the Exhibitors' expense.

All stands, chalets, outdoor exhibits must be completed by 20:00 16 September 2024.

3.3 Break-down

The breakdown period will begin on Monday 23 September 2024 at 08:00 and finish on

27 September 2024. No goods or freight may be removed from the exhibition before 08:00 on Monday 23.

Walk-on stand owners may remove handheld items between 18:00 and 20:00 on Sunday 22 September 2024 through a designated exit and provided that the goods were signed in on arrival at the Organiser's Office. The On-Site Freight Company, GAC Laser will deliver packing crates to stands between 18:00 and 23:00 on Sunday 22 September 2024 for exhibitors to immediately start packing up stand when the hangars open at 08:00 on 23 September 2024. The organisers take no responsibility for exhibitor's goods after 08:00 on Monday, 23 September 2024.

3.4 Site Clearance

Stand sites must be completely cleared by not later than 12:00 on 27 September 2024.

After this period the Organisers will have any objects found on stand sites removed and the cost of such removal will be charged to the Exhibitor. The Organisers will not be responsible for any damage to property in these circumstances.

3.5 Removal of Exhibition Rubble

Exhibitors are responsible for the removal from the Exhibition Area of all building materials, sand, ballast, plant soil or peat, etc, and all structures not provided by the Organisers. Exhibitors must instruct their Contractors accordingly.

3.6 Damages

Exhibitors must leave their sites in the condition in which they found them and must satisfy the Organisers that they have done so. The Organisers will assess damages caused by an Exhibitor's installations and the cost of reinstatement charged to the Exhibitor.



3.7 Contractors Deposit

A Security Deposit will be charged at a rate per square metre, this fee will be refunded after an inspection to establish that damages have occurred and stands have been satisfactorily removed from the site in the allowed time frame. The cost of removal of any rubble or damages will be subtracted from the security deposit.

3.8 Large Exhibits

Any large indoor exhibits such as vehicles, helicopters and equipment that will be displayed on the stands need to be in place by 15 September 2024.

4. CONSTRUCTION MATERIALS

Only non-flammable or fire-proofed materials may be used for the construction or decoration of stands and surface finishes or treatment applied to such materials must not increase the flame-spread rating of the material. The fire authority for the Exhibition is Air Force Base Waterkloof Chief Fire Officer.

5. INDOOR EXHIBITION

5.1 Height Restrictions

There is normally no restriction on the height of exhibits, although this will be limited by the Hall interior, but there are height restrictions imposed on the structures built on the stands. These are as follows:

Space Only Stands: No structure may exceed a maximum height of 6.0m above ground level, subject to the approval of the overall stand design approval. Peripheral walling, if more than one metre high, must not occupy more than one-third of the perimeter of the stand and not more than two-thirds of any one side.

Package Stands: A maximum height of 2.5m along the rear and side walls. Structures exceeding 2.5m in height must be placed at a minimum distance of 1m from the back, front and sides of the stand area.

5.2 Island Stands

Island Stands are made up of free-standing exhibition stands bigger than 35m² according to the floorplan layout.

5.3 Prohibitions

No exhibit, item of stand fitting or any form of lighting supplied by the exhibitor may be supported or suspended from any part of the exhibition hall structures unless the work has been carried out by the official contractor duly authorized. No nails, screws or other attachments may be driven into or glued to the floors or any concrete or tarmac surface, whether inside or outside the halls. No vehicles, other than those of the official on-site handlers and emergency vehicles, will be allowed into the halls. Only in exceptional circumstances will permits be issued to allow other vehicles into the halls.



5.4 Special Requirements

The Organisers Contractor will undertake special requirements, such as wall or floor cut-outs and/or floor reinforcement. Such special requirements must be indicated on the Exhibitors drawing submitted for approval and it is the responsibility of the Exhibitor to advise the Official Contractor that this work is to be carried out.

The Exhibitor must pay the cost of alterations to the Contractor.

5.5 Wall Stands (Walk-on Package Stands) 12m² to 35m²

All Wall Stands include a back wall 2.5m high and a dividing wall between adjoining stands.

Exhibitors occupying Wall Stands must use the shell scheme erected by the Official Shell Scheme Contractor. No alteration to the shell scheme may be undertaken by an Exhibitor. All stands will be allocated on the basis of a minimum of one per Exhibitor, but an exhibitor may apply for more than one wall stand unit. On multiple units the inner wall(s) will be omitted. Notification of this requirement should be given on the Submission of Stand Design Form.

5.6 Double Storey Stands

The construction of double storey stands will be permitted within the halls subject to the maximum height restriction of 6.0m above ground level. Construction of the double storey section of the stand should be carried out in accordance with applicable building regulations. Detail drawings and design calculations approved by a qualified structural engineer should accompany your submission of drawings for stand design approval.

The stand must also comply with Fire Safety standards. The upper level of the stand will be subject to a charge for the area utilised including the means of access at 50% of the island stand rate.

No walk-on stand (stand smaller than 36m²) may be constructed as a double storey stand.

6. LIMITATIONS OF USE

6.1 Catering

Exhibitors' Stands are provided for the sole purpose of displaying products and services. Electrical power and lighting supplies are available but no provision for drainage or water supplies can be made on the stands unless ordered through the exhibition order forms.

For Health reasons the preparation and/or cooking of food products on Exhibition Stands is prohibited.

The serving of biscuits, nuts, sweets and non-alcoholic beverages is allowed. The serving of more substantial food and alcoholic beverages is allowed only in areas on the stand that are screened off from public viewing and in accordance with the Liquor Act as stipulated. If you wish to order cocktail platters for your stand, please contact the caterers directly.

It is prohibited to keep, offer, display, deliver, supply, or dispose of, serve or consume liquor in any area of the Show without being in possession of an Occasional Liquor Permit/License in terms of the Gauteng liquor Act, Act 2 of 2003 and in accordance with the terms and conditions set out in the permit/license. Restaurant and bar facilities will be readily available to exhibitors.



7. OUTDOOR EXHIBITION

The Outdoor Exhibition is provided for exhibits that are too large to be accommodated in the indoor section, e.g. large weapon and radar systems and ground support equipment, and includes the Static Aircraft Park. The space will consist of the bare surface concrete, tarmac or grass, or a combination of these three. No nails, screws or other attachments may be driven into or glued to the concrete or tarmac surfaces.

7.1 Application for Space

Space should be applied for on the basis of a perimeter surrounding the exhibits together with any necessary area to provide clearance for moving parts, walkways between exhibits, and any necessary supporting equipment.

7.2 Temporary Covers

Temporary covered structures are not normally permitted, but if space is available Exhibitors may supply, in the Outdoor Exhibition, temporary covers of a design approved by the Organisers. Such approval will not be given before 1 August 2024. Approved outdoor exhibition structures can be ordered on the applicable order form.



SECTION D: HOSPITALITY CHALETS

1. CHALETS

Corporate reception chalets combine ultimate hospitality with excellent views of the flying displays.

2. CHALET STRUCTURE

A single chalet will comprise of a walled structure enclosed in a white marquee 75m² in size (15m deep x 5m wide). There will be an additional 75m² of fenced garden area in the front of the marquee enclosed by a low white picket fence. Each chalet is fitted with a 30 Amp single phase distribution board, fluorescents as general lighting. Additional power required for aircon units, kitchens etc must be ordered from the services manual. Each chalet shall have raised floor covered by carpet tiles.

Any structures or fixtures attached to the chalet structure must be included in the chalet drawing, approved by the Chalet Construction Company and certified by the Exhibitor's Structural Engineer.

All other services, i.e.: furniture, outdoor flooring, decoration, flagpoles, and any additional equipment will be the responsibility of chalet holders, who are responsible for the interior finish of their chalets in order to suit their specific requirements. Chalet owners are permitted to appoint their own catering company. No food preparation areas may be set up in the open areas around the chalets. All areas around the chalet must be kept clear at all times and only the area inside the chalet may be utilized by the exhibitor. A food preparation area can be booked in a designated back of house area. For Health reasons the preparation and/or cooking of food products on site is prohibited. Central toilet facilities will be located within chalet line for the exclusive use of chalet holders and their guests.

3. EXTERIORS

An Engineering Certificate will be required for any additions or alteration done to the chalet structure provided.

3.1 Entrances

If non-standard entrances are required, they must not protrude more than 1m beyond the natural wall line of the chalet. Fascias and name signs are not normally permitted above the eaves of the chalet.



3.2 Entrance Steps

Where chalet rows are constructed on sloping sites, variations will occur in the height of each unit from ground level, details of which can be obtained from the Organisers' Site Manager.

Those Chalets located on sloping sites may be provided with entrance steps by the Official Chalet Contractor for access to the chalet. Application should be to the Organisers and the design form of these Regulations. Chalet holders may elect to provide their own steps that must not project more than 1 m from the rear wall of the chalet into the service road. In some cases, to comply with Fire Regulations, it may prove necessary to install recessed doorways to allow a clear exit route onto the steps.

3.3 Flagpoles

Flagpoles may be erected on the rear wall of the chalet, subject to approval by the Organisers. Positioning of flagpoles should be shown on the Chalet Design Plan accompanying the relevant Form of these Regulations. Flagpoles are not free of charge. Please complete the relevant order Form. Additional flagpoles may only be obtained from the Official Chalet Contractor. No flagpoles may be erected in front of the Chalets.

4. INTERIORS

4.1 Interior Fittings

All interior fittings are the responsibility of, and at the expense of, the chalet holder. All work carried out by the chalet holder, or its contractor is governed by the controls detailed in these Regulations.

4.2 Flooring

Floors are provided in all chalets to maximum loading of 300kg/m².

5. SPECIAL REQUIREMENTS

Special requirements, such as wall or floor cut-outs and/or floor reinforcement, will be undertaken by the Official Chalet Contractor. Such special requirements must be indicated on the Exhibitors' drawing submitted for approval and it is the responsibility of the Exhibitor to advise the Official Contractor that this work is to be carried out. The cost of alterations must be paid by the Exhibitor to the Contractor. All work carried out must be certified by the issuing of an Engineering Certificate.

6. DAMAGES

Exhibitors must leave their sites in the condition in which they found them and must satisfy the Organisers that they have done so. Damages caused by an Exhibitor's installations will be assessed by the Organisers and the cost of reinstatement charged to the Exhibitor.



7. CONSTRUCTION AND DISMANTLING OF ALL CHALETs

7.1 Handover of Chalets

Chalet holders must nominate a responsible person who will be required to sign a declaration that the chalet unit has been received from the Organisers in accordance with these Regulations. Similarly, after the Exhibition, the Organisers will require a signed declaration confirming that the chalet has been returned in a satisfactory condition and that any damages or losses, howsoever caused, or any clearing required from the Exhibition Site will be paid for by the Chalet holder.

7.2 Prohibited Alterations

The removal, alteration or adjustment of any fixture or fitting in situ, provided by the Organisers, is prohibited (unless by prior agreement with the relevant Official Contractor). The Chalet holder will be immediately liable for damages or losses incurred in contravention of this Regulation.

7.3 Commencement of Installation

Construction work on chalets may not commence before 7 September 2024 and must be completed by 12:00 on Monday 16 September 2024. No construction work may continue after this time without prior written permission from the Organisers. The Organisers reserve the right to charge exhibitors for the additional resultant costs for all such extended works. Any unused materials or waste left in the Chalet roadway after 18:00 on 16 September 2024 will be removed at the Exhibitor's expense.

7.4 Dismantling

Fittings and structures may not be dismantled until 08:00 on Monday, 23 September 2024. The removal of all chalet fittings not provided by the Organisers must be completed by 12:00 on 25 September 2024. After this time, the Organisers may have any materials removed at the expense of the Chalet holder.

The Organisers accept no responsibility for loss or damage to such materials.

7.5 Removal of Rubbish

The containment and removal of rubbish resulting from construction/dismantling works during the Build-up and Breakdown period is the responsibility of Chalet holders and/or their Contractors. Alternatively, this service can be arranged directly with the Official Cleaning Contractor. Chalet holders should complete the relevant order form. Any subsequent rubbish or excess materials not cleared prior to the Exhibition, or at the end of Breakdown, will be removed at the expense of the Chalet holder by the Official Cleaning Contractor.

8. HEALTH REGULATIONS

NOTE: It is the responsibility of all chalet holders to ensure that the requirements of all legislation for the time being in force, including all Health Regulations, are fully met.



8.1 Refuse

Chalet holders will be responsible for ensuring that no refuse is allowed to lie on the ground in or near the chalet at any time. All refuse and kitchen waste must be placed in plastic bags, for collection at pre-arranged times on each day from the chalet line back of house area. The plastic bags must be tied, closed and stored in a closed receptacle until collection. Any subsequent rubbish or excess materials not cleared prior to the Exhibition, or at the end of Breakdown, will be removed at the expense of the Chalet holder by the Official Cleaning Contractor.

9. FIRE PRECAUTIONS AND SAFETY

9.1 Fire Appliances

Chalet holders must ensure that staff employed in chalets are acquainted with the positions of the nearest fire extinguishers.

9.2 Equipment

Chalet holders must ensure that adequate protection is provided in the form of extinguishers and the use of fire-resistant materials.

10. CHALET HOURS AND ACCESS

10.1 Chalet Hours

The lights on the chalet line will be switched off and the toilets will close at 20:00.

10.2 Chalet Vehicle Access

There is NO parking area available for the Chalet Line at AFB Waterkloof. Except for deliveries at the specified times, no vehicle access will be allowed to the chalet line, with the exception of the official shuttle vehicles and golf carts. Exhibitors and their guests must park in the designated car parks. Deliveries to the chalet line must be completed between 05:00 and 06:00 each morning where after no vehicles will be allowed to drive to the chalet line. Any vehicles still parked on the chalet line will be removed by the organisers at the owners' cost.

10.3 Chalet Invitations

Exhibitors must please note that chalet line invitation passes must be issued to their guests to allow access to this area. The normal entrance ticket or invitation does not allow the public or guests onto the chalet line. Each chalet will be issued with 50 arm bands per day per chalet which should be issued to chalet guests on entering the chalet line and presentation of the chalet invitation. These arm bands will be valid for one day only and will allow exhibitors and guests multiple entry to the chalet line on a single day. Any subsequent rubbish or excess materials not cleared prior to the Exhibition, or at the end of Breakdown, will be removed at the expense of the Chalet holder by the Official Cleaning Contractor.



11. HEALTH REGULATIONS

NOTE: It is the responsibility of all chalet holders to ensure that the requirements of all legislation for the time being in force, including all Health Regulations, are fully met.

11.1 Refuse

Chalet holders will be responsible for ensuring that no refuse is allowed to lie on the ground in or near the chalet at any time. All refuse and kitchen waste must be placed in plastic bags, for collection at pre-arranged times on each day from the chalet line back of house area. The plastic bags must be tied, closed and stored in a closed receptacle until collection.



SECTION E: ELECTRICITY SUPPLIES

1. AVAILABILITY OF ELECTRICAL SUPPLIES

The 220-volt network for the Exhibition Area will be switched on at 09:00 hours on Monday, 16 September 2024 and switched off again at 17:00 on Monday, 23 September 2024. Supplies to the stands will be available on a 24-hour basis. Mains supply of 220 volts may be available only during construction and dismantling periods but cannot be guaranteed, at distribution points in all Exhibition Halls. Exhibitors are advised that the SABS Code of Practice (Electrical) requires that all electrically powered tools and equipment used during construction or dismantling must operate on a maximum of 220 volts and be protected by an earth leakage unit.

2. ELECTRICAL REQUIREMENTS

The Organisers will provide the general overhead lighting throughout the Exhibition Halls. The Exhibitors must indicate their requirements for electrical main supplies to their indoor and outdoor stands to the Official Electrical Contractor. In all cases Exhibitors must indicate their requirements for electrical main supplies to their stands on the Electrical Services Order Form in the Services Manual or online through the AAD website, which should be returned to the service provider, together with appropriate drawings and remittance as detailed. The Exhibitor will pay the cost of such work to the Organisers.

The Wall Stands (12m² to 20m²) consist of one 15 amp plug point and 2 spotlights per module. The Wall Stands (25m²) consist of two 15 amp plug points and 4 spotlights per module. The Space Only Stands must order all their electrical requirements, including a distribution board for power supply – 3 phase if necessary.

3. ELECTRICAL SUPPLIES

The standard supplies available in the Exhibition Halls are as follows:

- Larger single or three-phase supplies are available by negotiation with the Official Electrical Contractor.
- Supplies for Outdoor Stands, the Static Aircraft Park and any other Outdoor Exhibition are to be separately negotiated with the Official Electrical Contractor.



4. INSTALLATION STANDARDS

All electrical installations must conform to the current Edition of the SABS Code of Practice, and all electrical accessories used must be of South African patent and standard. The Organisers' Contractor or Site Manager will have the right to refuse connection or isolate any installation that is not installed to the required standard.

Certificate of Compliance

In the interests of safety, all electrical installations at Africa Aerospace and Defence 2022 must comply with the wiring code of the SABS 0142/1. Where an Exhibitor employs his own electricians to connect machinery, pre-wire displays or connect light fittings, this work may only be carried out by a qualified electrician registered with the Electrical Contractors Board. The Certificate of Compliance attests to the fact that the work done has been carried out by a qualified person. If the Official Contractor is doing all of the electrical work on your stand, then the Certificate of Compliance is not your responsibility. If the Exhibitor does not provide a Certificate of Compliance by the 19th of September, the Official Electrical Contractor will issue the Certificate of Compliance at the published costs as contained in the order forms. This fee is payable by the exhibitor director to the contractor.

5. MAINTENANCE OF SUPPLIES

During the Exhibition, the Official Electrical Contractor will maintain the mains supply throughout the Exhibition area, together with those installations for which he is responsible. Where an Electrical Contractor other than the Official Contractor is employed, it is important that a maintenance and repair service is organised with that Contractor and the Exhibitor's staff advised accordingly. The Official Contractor will not be responsible for the maintenance of installations carried out by other such Contractors, unless arrangements have been made by such Contractor with the Official Electrical Contractor. Neither the Official Electrical Contractor, nor the Organisers shall be liable in whatever respect should the electricity supply to the Exhibition Area fail or be disconnected through whatever cause or whatever reason beyond the control of the Contractor or the Organisers.

6. OFFICIAL ELECTRICAL CONTRACTOR'S DUTIES

The supply and installation of all main electrical cabling, up to and including the switch/fuse distribution boxes on Exhibition Stands must be carried out by the Organisers' appointed Contractor. Subject to the requirements of Regulation A5.3, an Exhibitor may alternatively appoint a Contractor of his choice for any installation beyond the distribution box.



7. BUILD UP POWER

Build up power may be available in the hangars but it is not guaranteed and will be shared through dedicated distribution points. Please request from the Official Contractors. No contractors will be permitted to access the hangar power directly. No build up power is available on the chalet line or static park. Contractors will need to supply their own generator if build up power is required in these areas. 24-hour generator supply will be accessible only from 09:00, Monday 16 September 2024.



SECTION F: PRESENTATION OF AIRCRAFT SERVICE PROVIDERS

This section will be distributed directly to aircraft participants.

SERVICE	NAME	TELEPHONE	EMAIL
General Services Expo Solutions	Michelle Angelica	+27 (0)	Michelle@exposolutions.co.za
Freight Forwarder GAC Laser	Sandra Monareng Estelle Pienaar Nico Troostheide	Sandra: +27 (0) 12 345 5109 Nico: +27 (0) 83 628 6768	Sandra.monareng@gaclaser.co.za / Sandram@gaclaser.co.za estelle.pienaar@gaclaser.co.za nico.troostheide@gaclaser.co.za
Show Daily	Robert Mace	+27 (0) 82 458 3599	Robert@defencweb.co.za
Official Catalogue Creative Space Media	Sizwe Zim	+27 (0) 11 467 3341 +27 (0) 82 762 2010	sizwe@creativespacemedia.co.za
Conferences and Seminars	Robert Mace	+27 (0) 82 458 3599	Robert@defencweb.co.za
Catering Services	Malcom Tait	+27 (0) 76 332 1313	Malcolm@maineventcatering.co.za
Cleaning Services	Feroz Khan	+27 (0) 83 462 6637	Robert@defencweb.co.za





ANNEXURE D

STATEMENT OF WORK

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1. INTRODUCTION

The **Armaments Corporation of South Africa SOC Ltd. (Armcor)** is an acquisition agency for the South African Department of Defence (DOD), and other organs of state and entities.

Armcor's mandate is to provide the armed forces with state-of-the-art defence matériel, delivering innovative defence solutions efficiently and effectively. The organisation manages the strategic capabilities of the DOD, producing research and vanguard technological solutions required to provide safety and security for South Africa, its citizens and the continent.

The 12th **Africa Aerospace and Defence (AAD) Exhibition** will be hosted on 18- 22 September 2024 at the Air force base Waterkloof in Tshwane. Under the theme "*Exploring New Paths, Sharing Solutions Showcasing Innovation and Capability*", this biennial event will showcase defence and aerospace cutting-edge technology developed and manufactured in South Africa and around the world.

Ranked top six on the global defence calendar, AAD is organised through a public private partnership between Armcor, South African Aerospace Maritime and Defence Industries Association (AMD), the Commercial Aviation Association of Southern Africa (CAASA) and the Department of Defence and Military Veterans (DOD). AAD is a successful combination of an exhibition and air show spectacular, the first three (3) days will be Trade Days with the two-day weekend focusing on the public air show. The estimated number of attendees are 23000 trade delegates in person, about 10000 youth learners and 51000 general public visitors.

Armcor is a proud lead partner host of this year's edition. To enable Armcor's successful participation at the AAD2024, the Request for Bid (RFB) requests a contractor to:

Armcor requires services of a Professional, Qualified and Registered Service Provider (Contractor) for the participation of Armcor SOC Ltd at the AAD2024 Event (18-22 September 2024, City of Tshwane). The service required is the (1) Design, (2) Production, (3) Construction, and (4) Dismantling of Event Structural Elements:

- (i) **Two Corporate Exhibition Indoor Stands [500m²]: Hangar 1 (ground: 200m², upper: 150m²), Hangar 4 (150m²).**
- (ii) **One YDP Exhibition Indoor Stand [81m²].**
- (iii) **One Mobility Track Stand (Interior and Exterior) [150m²].**
- (iv) **Two Hospitality Chalets (Interior and Exterior) [375m²]: Chalet 13/14 (150m²) and Chalet 21/23 (225m²).**

2. BACKGROUND OF BUSINESS NEED

2.1. Scope of Business Need

The call is for proposals for a contractor to deliver: Professional, Qualified and Registered Service Provider (Contractor) for the participation of Armscor SOC Ltd at the AAD2024 Event (18-22 September 2024, City of Tshwane). **The service required is the (1) Design, (2) Production, (3) Construction, and (4) Dismantling of Event Structural Elements:**

- (i) Two Corporate Exhibition Indoor Stands [500m²]: Hangar 1 (ground: 200m², upper: 150m²), Hangar 4 (150m²).
- (ii) One YDP Exhibition Indoor Stand [81m²].
- (iii) One Mobility Track Stand (Interior and Exterior) [150m²].
- (iv) Two Hospitality Chalets (Interior and Exterior) [375m²]: Chalet 13/14 (150m²) and Chalet 21/23 (225m²).

What gave rise to the business need is that Armscor does not have the capability to perform this work internally hence the request, the service will be overseen by Armscor Corporate Communications Division (Business Enablement Business Unit).

2.2. Introduction to Armscor

The purpose of Armscor's participation at AAD 2022 is to showcase and promote:

- *Armscor's core business units:* Acquisition, Research & Development, Business Enablement, Naval Dockyard and AB Logistics, etc.
- *AAD2024 Theme:* 'Exploring new paths, sharing solutions, showcasing innovation and capabilities.
- *Armscor Theme for AAD2024:* "Armscor: Strengthening beneficial partnerships in Africa's Defence and Aerospace".
- *Armscor and SADI's capabilities in targeted markets:*
 - Armscor's proven track record in the pursuit of turnkey Defence and other development initiatives and solutions;
 - Armscor's international footprint through the realisation of successful projects and partnerships of SADI;
 - Armscor's participation and activation at AAD must emerge newer, stronger and better positioned to actualise the aforementioned.

Note: More information is available from the [Annual Report](#) or on the Armscor corporate website: www.armscor.co.za [photos/images can be obtained from there as well].

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2.3. Armscor's Vision, Mission and Values

VISION

Armscor's vision is to be the strategic partner of choice for defence and security solutions

MISSION

Armscor's mission is to meet the defence materiel, technology requirements and management of strategic capabilities of the DOD, organs of state and other entities

VALUES

Armscor's values in Figure 2 are its building blocks, guiding conduct and manner of business. The Corporation is committed to a healthy and productive environment, it strives to continuously cultivate a culture of high ethical standards, promoting transformation, transparency and accountability.

Figure 2: Armscor's Value System



- International Official Delegation
- General public, particularly youth
- Private sector / Local business
- Media
- Government officials – local, regional and international

2.5. Armscor's Strategic Objectives

The primary aim of the service is to ensure that **Armscor meets its strategic objectives**:

- *Stakeholder Management* is one of Armscor's four strategic pillars. The AAD is a strategic engagement that assists Armscor to maintain its position as a gateway to defence and security solutions, as well as to be the centre of technical excellence for defence acquisition and support services. Developing and maintaining long-lasting, strategic relationships with key stakeholders is of fundamental importance for Armscor.
- *Revenue Generation, Cost Management and Effective and Efficient Delivery*: to ensure that Armscor increases net realisable revenue by generating sufficient income to meet its funding needs – in a cost efficient and effective manner; while reducing costs, to ensure that Armscor remains sustainable.

2.6. Armscor's Corporate Identity

- *Armscor Logo*

Preferred use of the Armscor logo is when the logo icon, word-mark and by-line descriptor are used together. The holistic Armscor logo should always be used where possible.

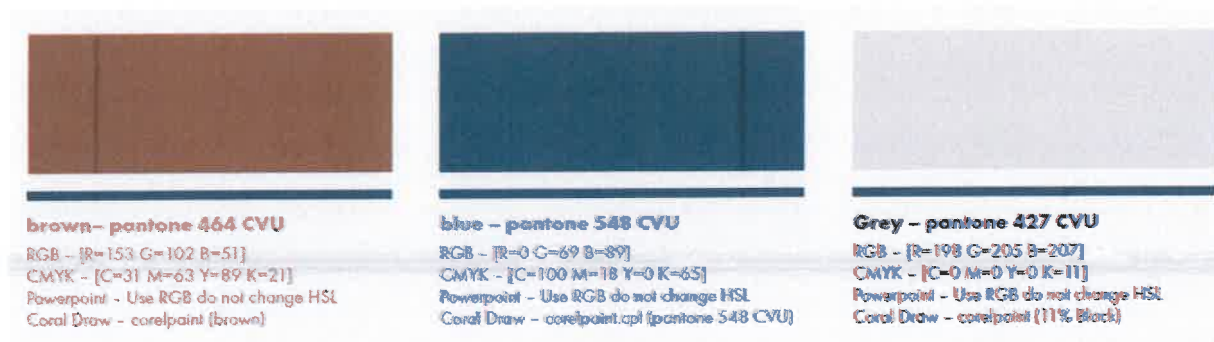


- *Armscor Slogan*

"Strategic Partner of Choice for Defence and Security Solutions"

- *Armscor Pantone Colours*

Any applicable corporate work must always be reproduced in Armscor's corporate colours.



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3. PROPOSED SOLUTION

The **proposed solution** to enable Armscor's successful participation at AAD2024, is for Armscor to obtain services of a Professional, Qualified and Registered Service Provider (Contractor). The service required is the **(1) Design, (2) Production, (3) Construction, and (4) Dismantling of Event Structural Elements**, requirements as summarised in **Table 1**.

3.1. Project Detail Specifications

3.1.1. Experience

Armscor has secured and paid for the floorspace: **Table 1** and **APPENDIX 8**.

The Service Provider (Contractor) is to ensure that Armscor is aesthetically represented in a manner that is professional, creative, captivating and interactive.

The designed Armscor AAD2024 Event Elements should be visually appealing, state-of-the-art, embrace technology and flow openly with minimum barriers – with a conducive layout, easy accessibility to and within, and visible from a distance. Other requirements will be stated.

By this, the aim is to ensure that AAD2024 delegates and Armscor stakeholders receive a positive and enriching experience that leaves a favourable impression and positively enhances Armscor's reputation and brand image.

3.1.2. Messaging and Aim

What Armscor aims to achieve is outlined as follows:



3.1.3. Proposed Layout

The Main Armscor display area will be accommodated within Hangar 1 (ground level) and planning / layout must be done according to this requirement. Sides facing main aisles need to be utilised for main aisles (attracting main flow of people) while meeting rooms and offices are located on the second level of the Main Corporate Stand - baseline for the stand layout and design purposes (optional can be changed subject to Armscor's requirement). Hangar 2 will also be a mini exhibition area. The two proposed layout approaches to be considered are captured as follows:

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LAYOUT APPROACH

Axis

Overview

- Central structure acts as Axis.
- Effective for companies with numerous products/divisions.
- Allows for additional elements: monitors, products, demonstrations, etc.

• Branding

- Beacon-line axis draws attention.

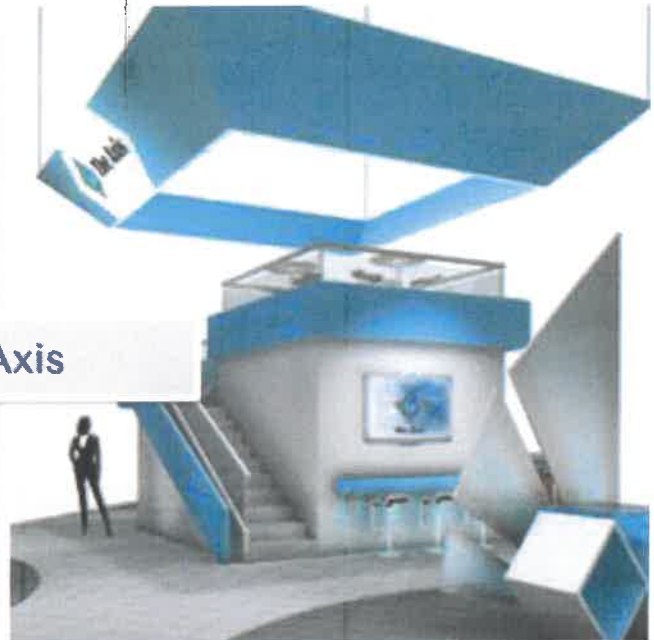
Access

- Open aisle-side areas offer multiple entrance/exit points.
- Open layout

Traffic

- Axis creates flow, single sharp focus.

Axis



Theatre

Overview

- Core purpose is to offer presentation.
- Exhibitor-centric.
- Allows for additional elements: monitors, products, demonstrations, etc.

• Branding

- Connecting messages on perimeter

Access

- Open aisle-side areas offer multiple entrance/exit points.
- Open layout

Traffic

- Axis creates flow, single sharp focus.

Theatre



the guidelines provided.

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Table 1: ARMSCOR AAD2024 EVENT ELEMENTS REQUIRED

AREA	Two Exhibition Stands [500m ²]		One Exhibition Stand [81m ²]	One Mobility Track Stand [150m ²]	Two Hospitality Chalets [375m ²]	
	CORPORATE		YDP	MOBILITY DEMO	HOSPITALITY	
HANGAR LOCATION	Hangar 1	Hangar 4	Hangar 7	Outdoor	Chalet 13/14	Chalet 21/23
SIZE	Indoor	Indoor	Indoor	Interior & Exterior	Interior & Exterior	Interior & Exterior
	Ground: 200m ²	150m ²	81m ²	150m ²	150m ²	225m ²
SHOWCASE	Main displays showcase various products/ capabilities <u>Exhibition Area</u> - 1x Reception - 1x Meeting Room (with aircon) - 14x Static Displays - 2x Demo Area - 3x Pause Points - 1x Charging Pod - 1x Vault / Storeroom - 1x Lockable Kitchen - Rental of all ICT and AV Equipment	Boardrooms / Meetings - 1x Reception - 1x Receiving Area (lounge) - 4x Meeting Rooms (various sizes) - 1x Executive Boardrooms (25px capacity) - Hot Desks Table (8px) - 3x Pause Points - 1x Hydration Station (Mobile Coffee Bar hire staffed with barista) - 1x Charging Pod - Aircons for all meeting rooms - Rental of all ICT and AV Equipment	Main displays to showcase products/ and perform demonstrations <u>Exhibition / Interactive Space</u> - 1x Info counters - 14x Mini Display Stations - 1x Pause Points - Rental of all ICT and AV Equipment	Main displays to showcase products/ and perform demonstrations <u>Exhibition / Interactive Space</u> - 1x Info counters - 2x Static Displays - 2x Demonstration Area - Aircons for whole area - 1x Hydration Station (Mobile Coffee Bar hire staffed with barista) - Rental of all ICT and AV Equipment	Management Hosting / Catering - 1x Reception - 1x Charging Pod - Catering amenities - Aircons for whole area - Sound System hire for background music - Rental of all ICT and AV Equipment	Executive Hosting Catering / Boardroom - 1x Reception - 1x Executive Boardrooms (6px capacity) - 1x Charging Pod - Catering amenities - Aircons for whole area - Sound System hire for background music - Rental of all ICT and AV Equipment
LAYOUT [CLICK]	APPENDIX 9		APPENDIX 10	APPENDIX 11	APPENDIX 12	
LEVELS	Double-storey island stand		Single storey island stand	Single storey As per shell scheme	Single storey As per event organiser shell scheme	Single storey
CLEANING	Required for both ground and upper level		Required	Required	Required for both chalets	
FURNITURE, LIGHTING, TECH & AV EQUIPMENT	To be determined/informed by proposed overall design concept, must consider minimum needs To leverage digital technology as much as possible Event Organiser Technical Guide bears reference					
HEIGHT RESTRICTION	Guided by Event Organiser Technical Guide ; no structure may exceed a maximum height 6m above ground level, subject to approval of overall stand design approval - further guidance to be provided		As per Event Organiser Technical Guide			
CONSTRUCTION MATERIAL	Only non-flammable / fireproofed materials may be considered for construction/decoration of stands and surface finishes or treatment applied to such materials must not increase flame-spread rating material The fire authority for the Exhibition is Air Force Base Waterkloof Chief Fire Officer, as per Event Organiser Technical Guide					
FLOORING AND WALLS	High quality and safe flooring and walling considerations should be incorporated in design - a raised floor with access for people with disabilities is mandatory, as per Event Organiser Technical Guide Proposed flooring and walling must resonate with overall stand design, whilst edging and lighting must not pose a health risk to people accessing, standing or leaving the stand Any proposed walls must carry Armscor's pantone colours, any proposed structural pillars to be clad (boxed in), top surface can be used for branding purposes					
ENERGY SUPPLY AND PLUMBING	Electricity Contractor to determine power supply requirement in relation to the proposed stand design A detailed electricity layout plan needs to be submitted with the proposal [which will be submitted to the Event Organisers for approval] Plumbing: make provision for water and waste within kitchen area of the Armscor stand Event Organiser Technical Guide will bear reference					

RESTRICTED

3.1.4. Mood Board and Style Approach

The look and feel of the Stand/Chalets/Areas should be world class and result in delegates being drawn to the Stand/Chalets/Areas and, also result in visitors recalling their visit to the Armscor Stand/Chalets/Areas, as well as drawing press coverage.

It is expected from the builder to create a modest, contemporary and elegant look for the Stand/Chalets/Areas. Examples of material that should be used in creating this look and feel should be materials that display this modern look and feel e.g., usage of glass, light boxes, hi-tech material, video wall and lights should be used to give the Stand/Chalets/Areas a modern, yet classic design. Should there be hanging banners above the stand from the roof the builder must order and pay for the slings or riggings.

There are two proposed *look-and-feel* mood boards which serve as inspiration to the design, these include favourable colour palettes which are complementary to the Armscor hues:

- **Table 2: Proposed Mood Board (Contemporary with Cross Appeal)**
- **Table 3: Proposed Mood Board (Industrial Chic)**

The style approach that most appeals is that presented in:

- **Table 4: Style Approach**

3.1.5. Stand/Chalets/Areas Design Inspiration

An existing design from which we drew inspiration from is as follows; the organisation doesn't seek to replicate this model design but to let it serve the purpose of establishing understanding on positioning when it comes to the core design aspect:

- **Table 5: Corporate Stand Design Inspiration**

In addition, the following applies:

FINISHES [As per Event Organiser Technical Guide]	
Main Structure Finishing	The entire Stand/Chalets/Areas, inclusive of the main identity towers (reception area), as well as the display plinths and other accessories shall be laminated.
Interior Walls and Ceiling	The Meeting Rooms should have covered ceilings by using fire-retardant stretch fabric netting in white colour, to limit outside noise.
Doors	All entrance doors shall be frameless solid milk-glass with stylized door-handles and, shall be lockable.
Platform and Flooring	Entire stand must be raised onto a timber platform (100 mm height) with backlit sides and aluminium side skirting. All areas will have laminated flooring.
Lighting and Electrical	A qualified licensed electrical engineer must calculate the total electrical mains required to smoothly run the entire project inclusive of internal wiring, power socket connections, and distribution box and consumption fee for the entire duration of the event to eliminate hazardous bare cable across the area. All display areas should be adequately lit to achieve a dynamic display.

3.2. Branding and Signage

The officially approved branding to be used is the following:

Primary Branding

- The “Armcor” logo This is the highest display branding above the Stand/Chalets/Areas.

Secondary Branding

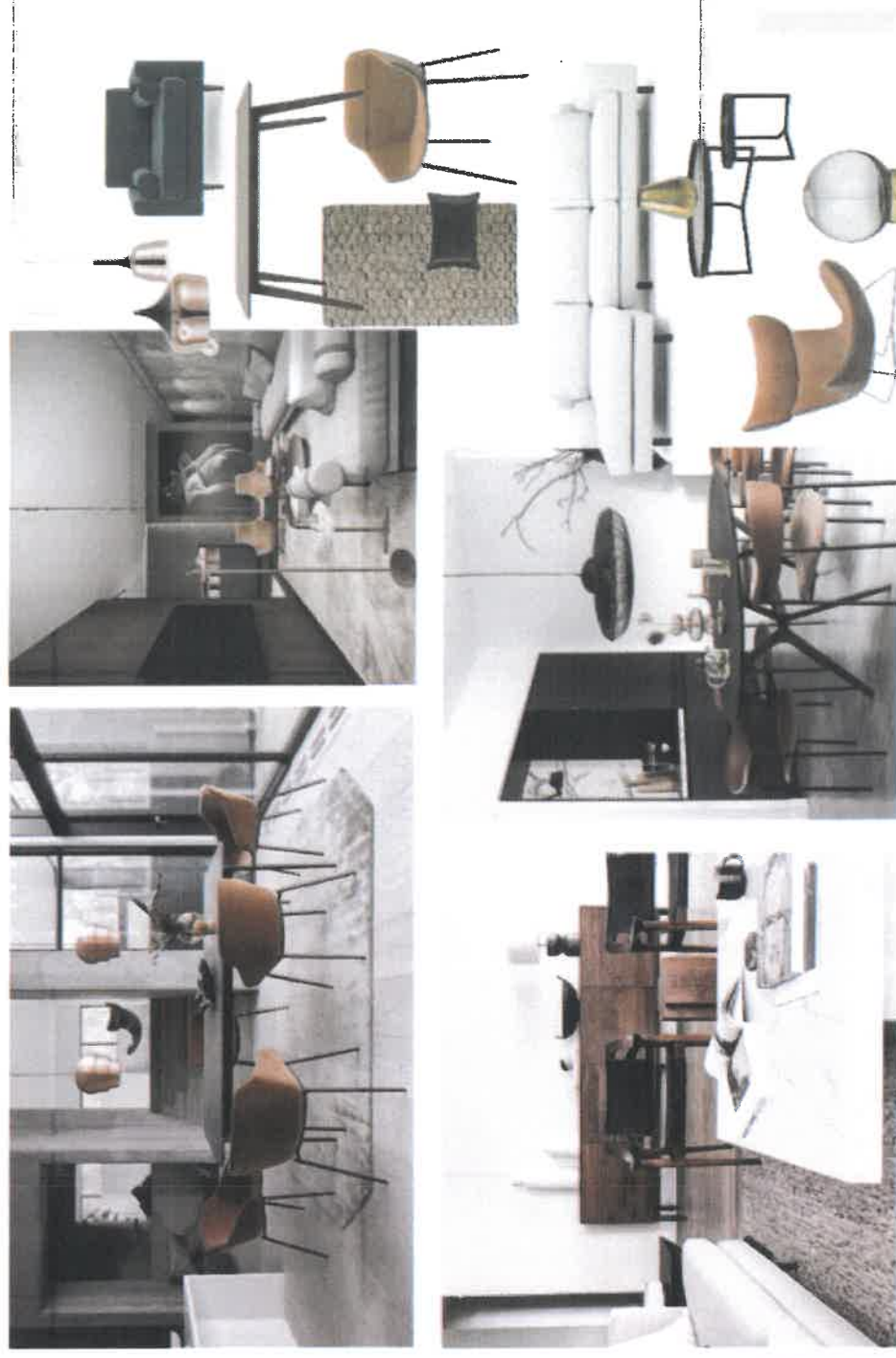
- The strapline is “A Strategic Partner of Choice for Defence and Security Solutions” should be prominent and visible.
- Large industry images and the Marketing Message must be clearly visible from afar.
- The theme of Armcor should also feature.

Tertiary Branding

- Each exhibitor’s board: the exhibitor’s name (Company name) with the company logo, the same size as the lettering.

Table 3: Proposed Mood Board (Industrial Chic)

STYLE
APPROACH
Industrial Chic

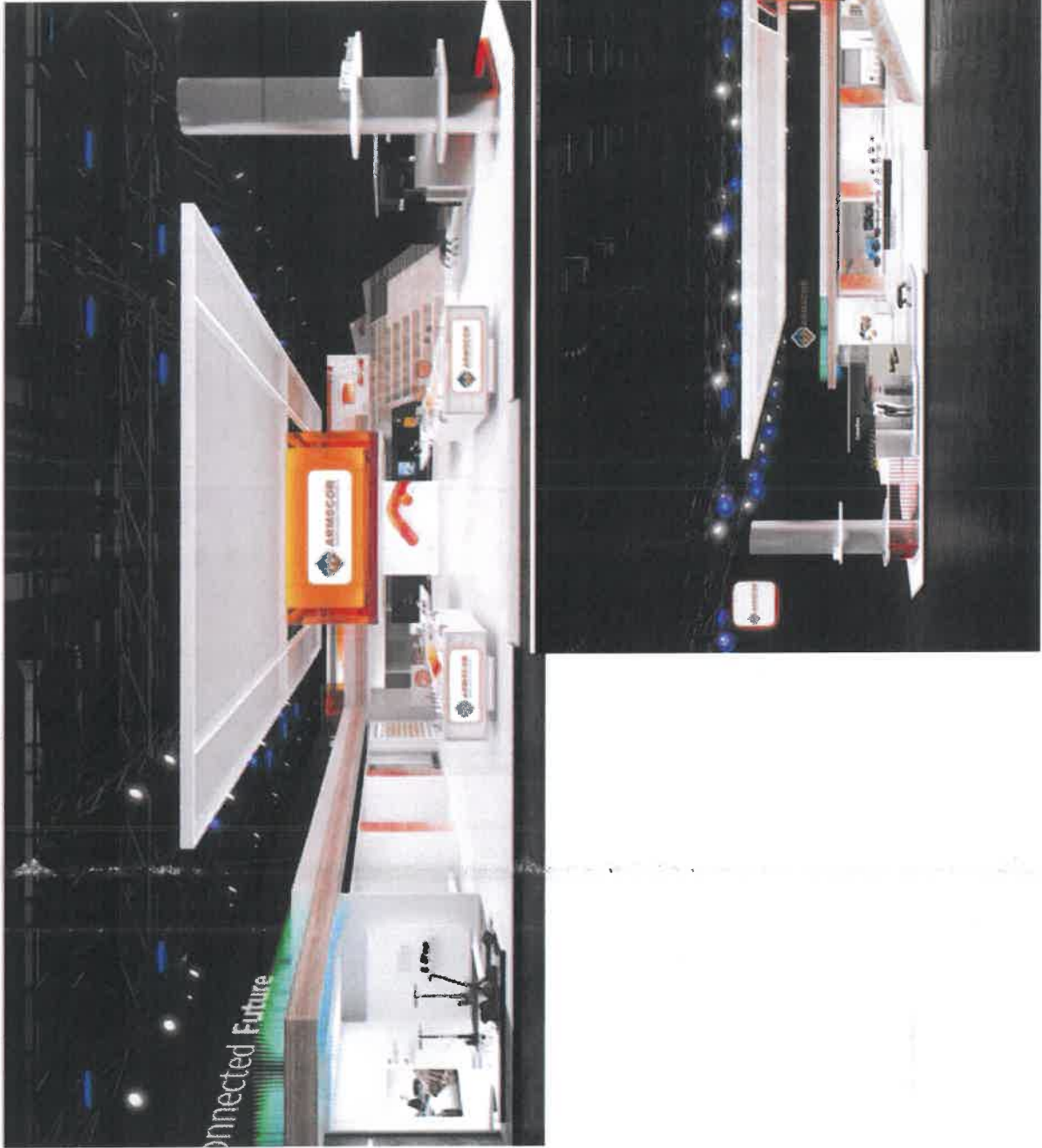




STYLE APPROACH

Meeting Spaces

Table 5: Corporate Stand Design Inspiration





3.3. Project Scope of Work

Armcor requires services of a Professional, Qualified and Registered Service Provider (Contractor) for the participation of Armcor SOC Ltd at the AAD2024 Event (18-22 September 2024, City of Tshwane). **The service required is the (1) Design, (2) Production, (3) Construction, and (4) Dismantling of Event Structural Elements:**

- (i) Two Corporate Exhibition Indoor Stands [500m²]: Hangar 1 (ground: 200m², upper: 150m²), Hangar 4 (150m²).
- (ii) One YDP Exhibition Indoor Stand [81m²].
- (iii) One Mobility Track Stand (Interior and Exterior) [150m²].
- (iv) Two Hospitality Chalets (Interior and Exterior) [375m²]: Chalet 13/14 (150m²) and Chalet 21/23 (225m²).

3.3.1. Expected Outcomes

Pertaining to this outlined project, the scope of work includes the project management, theme, display, logos and other collateral, rental of furniture, rental of specific equipment, technology, printing of graphics and signage according to the Armcor's Corporate Identity / branding, electrical points, lighting, securing of essential services, Stand/Chalets/Areas requirements, and other needs - as summarised in **Table 1** and **APPENDIX 8**. The Service Provider is to assist Armcor determine the institution's requirements, provide professional and technical advice necessary for this kind of project; manage the rental of furniture, fittings, interior / décor elements, and delivery thereof.

- Proposed Methodology and Project Plan in line with the phases and requirements.
- Approved Implementation Plan that would identify activities associated with implementation.
- Production of layout drawings through any Computer-aided applications.
- All information to be supplied in both soft and hard copies and all documents must be made available in pdf format.

3.3.2. Cost and Design Scenarios

A cost scenario to be developed (based on budget considerations): The scenario should have corresponding mock-up designs.

Please recommend/suggest the type of furniture that will complement the design. Photos of the furniture proposed, should be included.

Provision for essential services: The successful bidder must include the cost to order, arrange and pay the following essential services: power supply requirement in relation to all event structural elements, plumbing (make provision for water and waste within all event structural

elements). Plans and cost to also be submitted. Stand cleaning (before and during the event). Amongst others, the scope of work includes any other activities/ components including those not listed in the scope of work, etc. - and other functional needs.

3.4. Work Stages

The Standard Service required is divided into 6 work stages as follows APPENDIX 7:

- STAGE 1: INCEPTION
- STAGE 2: CONCEPT DESIGN (concept & viability)
- STAGE 3: DESIGN DEVELOPMENT
- STAGE 4: DOCUMENTATION & PROCUREMENT
- STAGE 5: CONSTRUCTION
- STAGE 6: CLOSE OUT

The appointed Service Provider (Contractor) is expected to accept the timeframes, which will require a design team to complete the required Stand/Chalets/Areas within a specified period. The complexity of the project is deemed low. The AAD Technical Guide is referenced APPENDIX 7.

Table 6: PROJECT STATEMENT OF WORK

NO.	PHASES	INPUT	ACTIVITIES	DELIVERABLES	ACCEPTANCE
1	DESIGN	APPROVED - User Requirement Specification (URS) - RFB - Order / Contract	STAGE 1: INCEPTION - Conduct project kick-off meeting. - Receive and appraise Clients requirements with regard to Client's brief. - Determine site, rights and constraints (<i>AAD Event Technical Guide</i>). - Determine budgetary constraints. - Develop project plan with timelines. - Determine SHE and other requirements. - Finalise Scope of Work. STAGE 2: CONCEPT DESIGN - Prepare an initial design concept and advise on: intended space provisions and planning relationships; proposed materials and intended construction services; technical and functional characteristics of the design – and other consultants required. - Check for conformity of the concept (<i>AAD Event Technical Guide</i>). - Determine anticipated costs. STAGE 3: DESIGN DEVELOPMENT - Develop all aspects of the design from concept to full development including, but not limited to, construction systems, materials, lighting, fittings, and finishes selections, etc. - Review project plan programme. - Prepare design drawings incl. technical and material spec.	a. Presentation of design concept. b. Project brief / scope. c. Project plan. d. Programme of project sign-offs. e. Meeting records. f. Attend AAD Event Organiser Exhibition Meetings. Note: Deadline for all the Deliverables of the Design Phase: 12 August 2024 - 16 August 2024 Stand design approval by AAD	a. Signed-off / approved design concept. b. Signed-off / approved project brief / scope. c. Signed-off / approved project plan. d. Signed-off / approved programme of project sign-offs. e. Signed meeting records. f. Attendance register proof (from AAD Event Organiser)
2	PRODUCTION	APPROVED - Approved design concept - Approved project plans	STAGE 4: PROCUREMENT AND PRODUCTION - Prepare product technical specifications for procurement of all elements holistically. - Obtain offers and confirm availability, recommend alternatives. - Prepare specifications and submission to AAD Event Organiser for approval.	a. Technical specifications. b. Layout specifications (internal, external). c. Production specifications. d. Procurement strategy e. Cost implications. f. Construction plan. g. Meeting records. h. Attend AAD Event Organiser	a. Signed-off / approved technical specifications. b. Signed-off / approved layout specifications (internal, external). c. Signed-off / approved production specifications. d. Signed procurement list. e. Signed cost estimates. f. Signed-off / approved construction plan.

RESTRICTED

NO.	PHASES	INPUT	ACTIVITIES	DELIVERABLES	ACCEPTANCE
				Exhibition Meetings. Note: Deadline for all the Deliverables of the Design Phase: 26 August 2024	g. Signed meeting records. h. Attendance register proof (from AAD Event Organiser)
3	CONSTRUCTION	APPROVED - Technical specifications. - Layout specifications (internal, external) - Production specifications - Construction plan	STAGE 5: CONSTRUCTION - Administer / implement the construction phase of the event structural elements. - Inspect the work for conformity with the contract documentation and acceptable quality. - Manage the completion process of the project (all-inclusive of construction and interior décor elements). - Facilitate the project close-out including the collation of the necessary documentation to effect completion, handover, use, etc.	a. Implement construction plan. b. Finalise handover documentation c. Meeting records. d. Attend AAD Event Organiser Exhibition Meetings. <i>The following documentation is required as submission:</i> i. Structural engineer certificate (for double-storey stand) ii. Electrical Certificate of Compliance (COC) iii. Certificate of Compliance (COC) to AAD Technical Guide and Statement of Work (SOW) First inspection deadline: 06 September 2024 Second inspection deadline: 10 September 2024 Third inspection deadline: 13 September 2024 16 September completion of stand building works to AAD Event Organiser	a. Signed-off / approved construction plan. b. Signed-off / approved handover documentation c. Signed meeting records. d. Attendance register proof (from AAD Event Organiser)

RESTRICTED

NO.	PHASES	INPUT	ACTIVITIES	DELIVERABLES	ACCEPTANCE
4	DISMANTLING	AAD Event conclusion	STAGE 6: CLOSE OUT - Dismantle event structural elements (as per guidance from <i>AAD Event Technical Guide</i>). - Reconciliation report. - Close-out report to client.	a. Reconciliation report. b. Close-out report. c. Meeting records. Note: Deadline for all the Deliverables of the Design Phase: 23 September 2024 - 23 September 2024 Dismantling of all stands (AAD Event Organiser)	a. Signed-off / approved reconciliation report. b. Signed-off / approved close-out report. c. Signed meeting records.

APPENDIXES

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APPENDIX 7: DESIGN SERVICES AGREEMENT: WORK STAGES

INTERIOR SERVICES: WORK STAGES

The Standard Interior Service is divided into 6 work stages. The essential functions of each work stage related to the service are identified as follows:

STAGE 1: INCEPTION

- Receive, appraise and report on the Client's requirements with regard to the Client's brief.
- Determine the site, rights and constraints.
- Determine budgetary constraints.
- Determine the need for consultants.
- Determine indicative project timelines.
- Determine methods of contracting.
- Determine whether other statutory authority applications are required or desirable.
- Draw up the interior scope of works which forms the foundation for the budget, fee calculations and the contract / agreement between the Designer and the Client.

STAGE 2: CONCEPT DESIGN (concept & viability)

- Prepare an initial design concept and advise on:
 - intended space provisions and planning relationships; proposed materials and intended build services; technical and functional characteristics of the design
- Check for conformity of the concept with the rights to the use of the land.
- Consult with local and statutory authorities.
- Review the anticipated costs of the project.
- Review the project programme.

STAGE 3: DESIGN DEVELOPMENT

- Develop all aspects of the design from concept to full development including, but not limited to, construction systems, materials, lighting, fittings, and finishes selections.
- Review the programme and budget with the Client, principal consultant or other consultants.
- Coordinate other consultants' designs into the interior design.
- Prepare design development drawings including drafting technical details and material specification
- Discuss and agree on the building plan application and approval requirements with the local authority

STAGE 4: DOCUMENTATION & PROCUREMENT

Stage 4.1: Council Submission

- Prepare documentation required for local authority building plan application submission.
- Co-ordinate technical documentation with consultants and complete primary co-ordination sufficient support building plan submission.
- Review the costing and programme with the consultants.
- Obtain the Client's authority and submit documents for approval at the local authority.

Stage 4.2: Tender

- Prepare specifications for the works.
- Complete technical documentation sufficient for tender.
- Obtain offers for the execution of the works.
- Evaluate offers and recommend a successful tenderer for appointment.
- Prepare contract documentation and arrange the signing of the building contract by client and successful tenderer.
- Complete all remaining technical and construction documentation and coordinate same with the consultants.

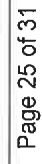
STAGE 5: CONSTRUCTION

- Administer the construction contract.
- Give possession of the site to the contractor.
- Issue construction documentation.
- Review sub-contractor designs, shop drawings and documentation for conformity of design intent.
- Inspect the works for conformity with the contract documentation and acceptable quality in terms of industry standards.
- Administer and perform the duties and obligations assigned to the principal agent in the construction contract.
- Manage the completion process of the project.
- Assist the Client to obtain the necessary documentation necessary for the Client to obtain the occupation certificate, if required.

STAGE 6: CLOSE OUT

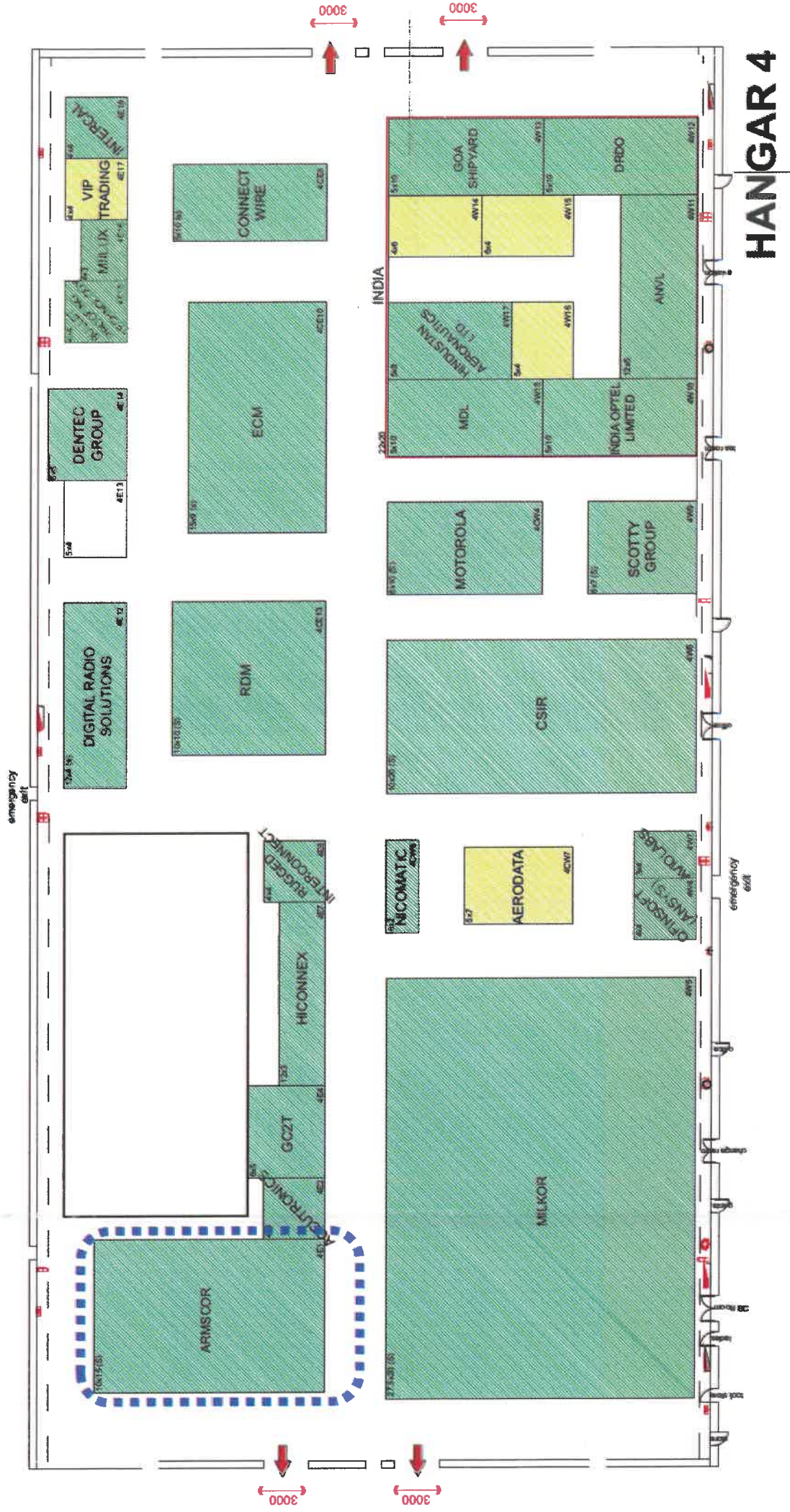
- Facilitate the project close-out including the collation of the necessary documentation to effect completion, handover, and operational manual of the project.
- When the contractor's obligations with respect to the building contract have been fulfilled, the Designer shall issue the certificates related to the contract completion.
- Provide the Client with construction record documentation, the relevant technical and contractual undertakings by the contractor and sub-contractors, and maintenance and operating manuals.

https://www.exsa.co.za/wp-content/uploads/2023/09/EXSA-Infographic_REV-B_What-Client-Should-Expect-at-Concept-Stage_230505.pdf



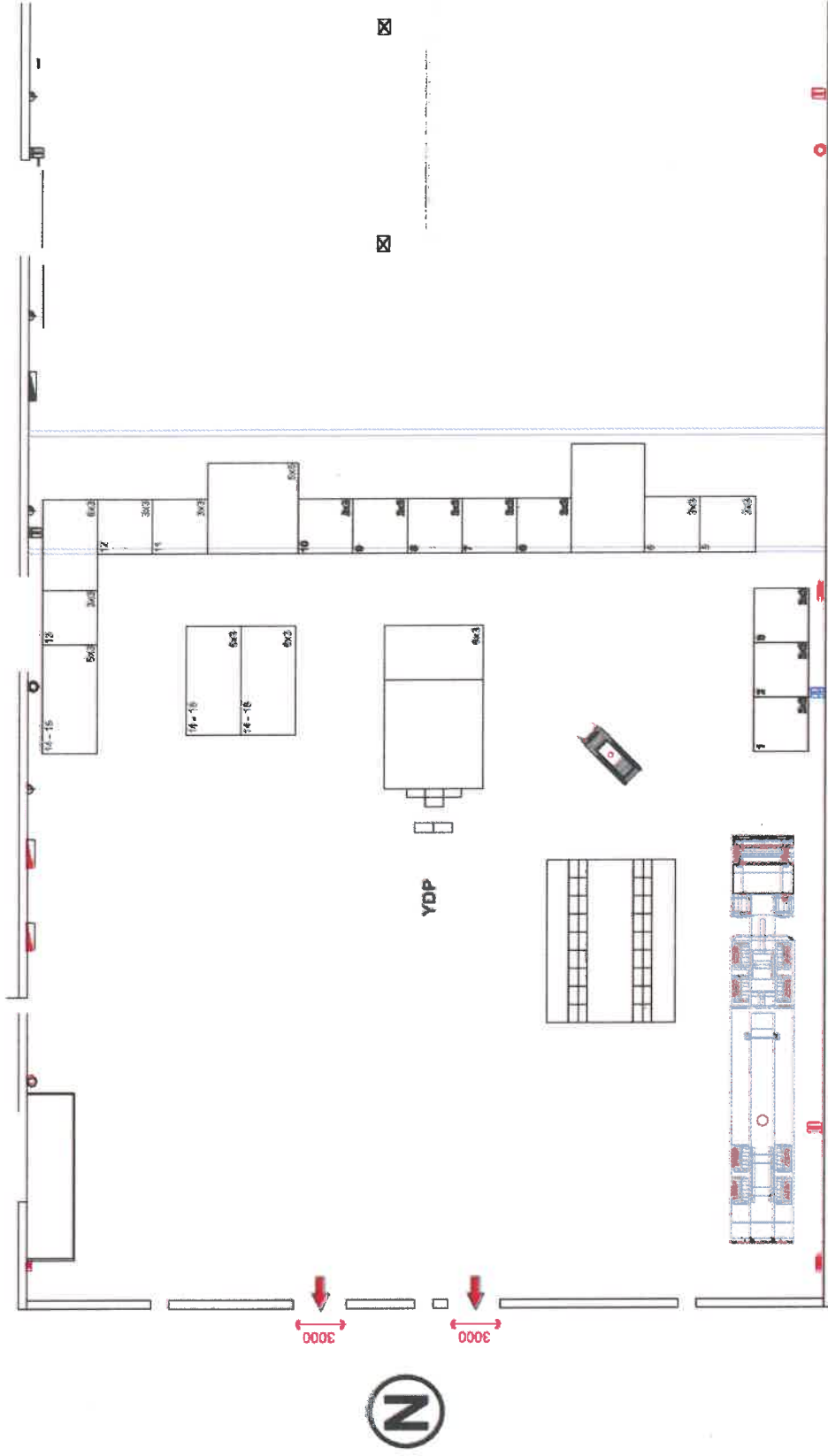


APPENDIX 10: EXHIBITION HANGAR 4 LAYOUT [CORPORATE]



HANGAR 4

APPENDIX 11: EXHIBITION HANGAR 7 LAYOUT [YDP]



HANGAR

All floorplans subject to change at the Show Organisers discretion.

APPENDIX 12: CHALET LINE LAYOUT

CHALET LINE



APPENDIX 13: EXHIBITION STAND DESIGN SERVICES: PRESENTATION STAGES (EXSA)

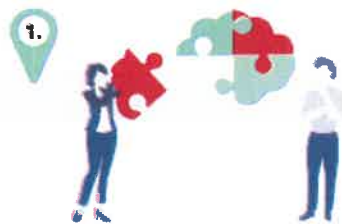


// WHAT SHOULD THE CLIENT EXPECT AT CONCEPT PRESENTATION STAGE?

Not all designers are created equal and design is also highly subjective. In general though the client should expect the following minimum standards as part of their concept fee.

1. THE BRIEF

A clear understanding of the brief by the design company that is highlighted by the concept.



2. GRAPHIC MOCKUPS

Rendered views would consist of illustrative graphics that relate to the specific industry and event (though by no means should these be seen as final graphics)



4. PRESENTATIONS

A PDF presentation that consists of multiple rendered views, elevations and plans to illustrate the design in a realistic and clear manner. Presentations to be clearly branded by the design company along with carrying detail such as the events details and the copywrite terms of the designs.

5. PLANNING AND LOGIC

Design should be to scale and should be logical in their use of space. A good understanding spatial planning and logic should be clear in the designs produced.



6. TECHNICAL DESIGNS

In the event of more technical booths, aspects such as LED walls should display a clear understanding of the space and technical requirements of such features.

The same is application for booths that have rigged structures overhead or are double storey.



7. ENGINEER SIGN OFF

Double storey booth should be presented along with the details of the consulting engineer who would be responsible for the technical sign-offs and load bearing tests.

8. COSTING THE DESIGN

A clear set of costs associated with producing the design.



<https://www.exsa.co.uk>

APPENDIX 14

<https://www.exsa.co.uk>

Exploring New Paths, Sharing Solutions, Showcasing Innovation and Capabilities



AAD 2024 TECHNICAL GUIDE

18 - 22 SEPTEMBER 2024



TRADE DAYS

Wednesday, 18 September	09:00 to 17:00
Thursday, 19 September	09:00 to 17:00
Friday, 20 September	09:00 to 17:00



PUBLIC DAYS

Saturday, 21 September	08:00 to 17:00
Sunday, 22 September	08:00 to 17:00

AIR FORCE BASE WATERKLOOF, CENTURION,
CITY OF TSHWANE, GAUTENG SOUTH AFRICA

POWERED BY:







SUPPORTED BY:




ANNEXURE E

DECLARATION OF COMPLIANCE OF THE AAD ORGANISER TECHNICAL GUIDE AND STATEMENT OF WORK

I, the undersigned, _____ (name of duly authorised representative of the bidder) hereby declare on behalf of _____ (Name of Bidder) that:

Please indicate compliance to the table below by either YES or NO on the provided column

REQUIREMENTS	COMPLY (YES/NO)
The Bidder shall comply with the AAD Organiser Technical Guide in Annexure C of the RFB	
The Bidder shall comply with the Statement of Work (SOW) in Annexure D of the RFB	

Bidder's Signature: _____

Date: _____

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD
(ARMSCOR)**

QUESTIONNAIRE

REPLIES

1 What is the request for bid number?

2 If applicable: Price basis of bid
(delivered into store)

3 Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed (NB:

☐

4 The delivery period shall be fixed

.....

.....

WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.

5 Foreign content:

5.1 What amount in foreign currency must be remitted overseas?

5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....

SA Rand and the date on which this is based? Date

6 Statutory costs:

6.1 Are the goods quoted on subject to customs duty,
ad valorem customs or surcharge?

6.2 If so, what is the amount payable in respect of

a) Customs duty?

b) Ad valorem customs duty?

PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

- 7.1 FOB/FCA cost of item
- 7.2 Sea/Air freight
- 7.3 Insurance charges
- 7.4 Clearance charges
- 7.5 Customs duties
- 7.6 Ad valorem customs duties
- 7.7 Delivery costs from port/airport to your premises
- 7.8 Local content (excluding (10.10)
- 7.9 Delivery costs from your premises into store
- 7.10 Balance (detail to be submitted)

TOTAL

AMOUNT	% OF TOTAL PRICE

BROAD-BASED BLACK ECONOMIC EMPOWERMENT**ACRONYMS AND ABBREVIATIONS**

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

-2-

1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000

1.1 The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.

1.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)

1.3 Preference points for this bid shall be awarded for:

Price	80
Specific Goals	20
Total points for Price and Specific Goals must not exceed	100

1.4 Bidders who do not submit valid proof of Specific Goals claim will score zero (0).

2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS**2.1 Specific Goals**

2.1.1 The preference points that will be awarded in terms of the specific goals with regards to procurement processes shall be as follows (one table will be applicable for each bid):

TABLE A : Advancement of SMMEs

No	(i) Black owned entities or (ii) Black owned Military Veterans entities or (iii) Black women owned entities or (iv) Black youth owned entities or (v) Entities owned by Black people living with disabilities or (vi) Entities owned by Black people living in rural areas or (vii) Entities owned by Unemployed black people	90/10 preference points system	80/20 preference points system
1.	EMEs or QSEs entities which are 100% black owned	10	20
2.	EMEs or QSEs entities which are 51% - 99% black owned	8	16
3.	EMEs or QSEs entities which are 35% - 50% black owned	4	8
4.	EMEs or QSEs entities which are 0% - 34% black owned	0	0

TABLE B : Advancement of Local Content & Production

	Advancement of entities with local manufacturing capabilities for designated sectors	90/10 preference points system	80/20 preference points system
1.	Full compliance to the applicable minimum threshold for local content & production	2	4
2.	Non-compliance to the applicable minimum threshold for local content & production	0	0
	Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1 and 100% black owned	8	16
2.	Level 2 and at least 51% black owned	6	12
3.	Level 3 and at least 35% black owned	1	2
4.	Below Level 3	0	0

TABLE C : Income Generation

	Income Generation, Disposal or Leasing of Assets Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1	10	20
2.	Level 2	8	16
3.	Level 3	6	12
4.	Below level 3	0	0

TABLE D : Locality

No	Entities Located in Specific Province, Region or Municipality	90/10 preference points system	80/20 preference points system
1.	Entities located within the specific locality	2	4
2.	Entities located outside the specific locality	0	0
	Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1 and 100% black owned	8	16
2.	Level 2 and at least 51% black owned	6	12
3.	Level 3 and at least 35% black owned	1	2
4.	Below Level 3	0	0

TABLE E : Advancement of BEE Compliant Suppliers

No	Advancement of BEE compliant suppliers	90/10 preference points system	80/20 preference points system
1.	100% black equity ownership	10	20
2.	51% - 99% black equity ownership	8	16
3.	35% - 50% black equity ownership	4	8
4.	0% - 34% black equity ownership	0	0
5.	Specialised Entities	10	20

3. PRINCIPLES

3.1 Valid proof of B-BBEE status is either of the following:

3.1.1 A B-BBEE Sworn Affidavit fully completed and

- 3.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable)
- 3.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 3.1.1.3 Commissioner of Oaths credentials and signature are reflected.

3.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.

3.1.3 An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.

3.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

3.2 Local content and production

3.2.1 The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the Department of Trade, Industry & Competition via the link below.

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

3.2.2 The bidder shall submit with the Bid documents a completed Annexure C, D & E and an Exemption letter from the dtic and a letter from the manufacturer.

3.3. Locality

3.3.1 The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).

3.3.2 In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.

3.3.3 In an event where the bidder owns the property, the municipality bill must be in the name of the owner of the property.

3.3 Sub-Contracting

3.3.1 It is a requirement of Armscor that subcontracting must be considered by a bidder. Therefore, where a contract from R10 000 000 (million) and above is awarded, Armscor shall endeavour to advance designated groups where applicable.

3.3.2 A bidder 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 bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contracted activities or work..

3.3.3 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

3.4 Ownership

3.4.1 In accordance with the provisions of the Defence Sector Code, it is a requirement of Armscor that all suppliers that do business with Armscor should achieve at least 35% black equity ownership and will be included as a bid condition where applicable.

3.5 Verification of bidders information

The Armscor Transformation Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

B-BBEE DECLARATION

1. Confirmation of the Bidder’s Turnover

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover		Period Starting (Day, Month, Year)	
(As at the latest financial year end)	R	Period Ending (Day, Month, Year)	

2. Confirmation of Subcontractors involved in the execution of the order:

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

3. Confirmation of Suppliers involved in the execution of the order:

Supplier’s name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

-1-

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.

2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 2 TO KD24

DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

Issued in terms of the Defence Sector Code (Gazette 42391 - 12 April 2019)

3. I hereby declare under Oath that:

- The Enterprise has _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has _____% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black people living with disabilities % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	Level Two (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

ANNEXURE 1 TO KD25

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :					
ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. A.L Mmbengwa		CONTACT PERSON	Mr. A.L Mmbengwa	
TELEPHONE NUMBER	012 428 3610		TELEPHONE NUMBER	012 428 3610	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	scmbids@armscor.co.za		E-MAIL ADDRESS	scmbids@armscor.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

ANNEXURE 1 TO KD25

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 202, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED
(ARMSCOR)**

INTELLECTUAL PROPERTY REQUIREMENTS

1 INTRODUCTION

1.1 What is Intellectual Property?

Intellectual Property (or “IP”) means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a “recipe”.

1.2 How is IP manifested?

IP is typically manifested and embodied in Data Items or Documents.

“Data items or Documents” means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

NOTE:

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

1.3 What is Background IP?

For definition, refer to A-STD-0020 “Armscor General Conditions of Contract”.

“Background IP” belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

1.4 What is Historic IP?

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

1.5 What is Foreground IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Foreground IP” is new intellectual property that is created during the execution of the order.

1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
 - Order Number on which Historic IP was generated
 - Master record index (MRI) reference
 - Original Supplier
 - Cost of Establishment
 - Percentage Ownership (DOD)
 - Associated Milestone / Line item on the order under which the IP was established

2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

Note 1: The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to proper manage such IP;

Note 2: To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

3. SAFEGUARDING OF IP

3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website (www.armscor.co.za/Downloads/Download.asp) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.

WITNESSES:

1 _____

2 _____

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS:

