



Request for Quotations for the provision of HVAC and Pump for period of 36 Months at Airports Company of South Africa's Bram Fischer Airport.

Requisition Number:	: 8238
Issue Date	: 03 June 2024
Closing Date	: 01 July 2024 12:00pm
Briefing Session and Site, Date and Time	: 10 June 2024 11:00am Bram Fischer Airport
Site Inspection Requirements	: N/A

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFQ documents

Bids are invited by email.

Submission of Quotations

The email subject heading containing bid documents must have RFQ number and the RFQ title. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the quotation pack must be initialled or stamped with the bidder's stamp as proof that the bidder has read the quotation pack.

1.1.1. Email submissions:

The quotation pack must be sent to the following email address below:

Helen.mahlangu@airports.co.za

Quotations must be in an electronic copy of the quotation pack.

Bidders must ensure that the subject line for email submission is the RFQ Number and RFQ Title

- Bidders must not email their submission as one big attachment. Kindly break your submission in at least (04) four or more attachments of 4mb each.
- Bidders are requested to submit all quotations in the format instructed, no other format will be acceptable.

1.2. Alternative Quotations *(NOT APPLICABLE)*

As a general rule, Airports Company South Africa only accepts quotation which have been prepared in response to the RFQ. However alternative quotations will be accepted provided the alternative quotation is accompanied by the original quotation response which materially complies with the specifications of this RFQ. Alternative quotations will also be evaluated using the pre-determined evaluation criteria stipulated in this RFQ document.



1.3 Late Quotations

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

1.4 Clarification and Communication

Name: Helen Mahlangu

Designation: Buyer

Tel: _____

Cell: 079 696 4621

Email: Helen.mahlangu@airports.co.za

Request for clarity or information on the RFQ may only be requested.

Any responses to queries for clarity sought by a bidder will also be sent to all the other entities which have been invited to the Request for Quotation/Information invitation.

Bidders may NOT contact any AIRPORTS COMPANY SOUTH AFRICA employee on this RFQ other than those listed above. Contact will only be allowed between the successful bidder and AIRPORTS COMPANY SOUTH AFRICA Business Unit representatives after the approval of a recommendation to award this RFQ. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this RFQ.

1.5 Compulsory Briefing

Compulsory briefing as below details

Briefing/Site Inspection Session Requirements	Detail
Date	10 June 2024
Time	11:00 am
Venue	Bram Fischer information desk
Access to Restricted Area, Cargo, Airside, Terminal	Yes
Documentation, e.g., ID, Passport, Temporary Permit, etc (note: Driver's License will not be acceptable)	Yes, ID / Driver's licence
Personal Protective Equipment, Safety boots	Yes – Reflective vest and safety boots
Parking Instructions	Open parking



1.6 RFQ Responses

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

1.7 Disclaimers

It must be noted that Airports Company South Africa may:

- a) Award the whole or a part of this RFQ;
- b) Split the award of this RFQ;
- c) Negotiate with all or some of the shortlisted bidders;
- d) Award the RFQ to a bidder other than the highest scoring bidder where objective criteria allows;
- e) Reject the lowest quotation submission received; and/or
- f) Cancel this RFQ.

1.8 Validity Period

AIRPORTS COMPANY SOUTH AFRICA requires a validity period of thirty (30 business/working days for this RFQ. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where AIRPORTS COMPANY SOUTH AFRICA would accommodate a proposal to change the price.

1.9 Confidentiality of Information

AIRPORTS COMPANY SOUTH AFRICA will not disclose any information disclosed to AIRPORTS COMPANY SOUTH AFRICA through this RFQ process to a third party or any other bidder without any written approval from the bidder whose information is sought.

Bidders may NOT disclose any information given to the bidders as part of this RFQ process to any third party without the written approval from AIRPORTS COMPANY SOUTH AFRICA. In the event that the bidder requires to consult with third parties on the RFQ, such third parties must complete confidentiality agreements, which should also be returned to AIRPORTS COMPANY SOUTH AFRICA with the quotation pack.



1.10 Hot – Line

AIRPORTS COMPANY SOUTH AFRICA subscribes to fair and just administrative processes. AIRPORTS COMPANY SOUTH AFRICA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

Airports Company South Africa TIP-OFFS ANONYMOUS Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

2. SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK

2.1. Scope of Work

Request for a Service provider to perform service and repairs on **HVAC and Pumps**, for a period of **36 months**.

OEM shall always be respected

All work shall be guaranteed for 3 (three) months

Justification process for a suitable vendor will initial the following:

Ensure that all activities (installation + equipment & spares) is completed according to the applicable **legislation** and **standards** and acceptable quality of the Airports Company SA – which is detailed, but not limited to, the list below:

- Occupational Health & Safety (OHS) Act (act 85 of 1993)
- Applicable SANS standards

All work (supplied equipment) must be signed off by way of completing the attached Service & Repairs Report Sheet – which needs to be completed in full prior to the processing of payments.

Note that the maximum allowances to be made provision for, is indicated in the fields below. However, only actual quantities will be invoiced for. Should you feel based on expertise and experience that the listed allowance is not adequate – please indicate so on the quotation. This implies that all prices must be indicated per applicable unit, i.e.

- Labor = Each (per activity completed in full according applicable published standards)
- Material / Spares = per standard length; or per meter; or per square meter

The item list (scope) below was formulated to provide a complete solution to the need's analysis at hand. Should the bidder feel that the scope is not adequate or an alternative method (different scope) may be applied – then they should provide an additional quotation (2nd version) which detail the variance in scope. The bidder must still provide a **cost breakdown** on quotation for the scope detailed below – as it will be utilized to determine the winning bid.

Find additional information on Detailed Scope of works

EQUIPMENT INVENTORY

CHILLER UNIT	1	
AIR HANDLING UNITS	5	
DX UNIT HVAC	80	
EXTRACTOR FANS	7	
AIR CURTAINS	14	
CHILLER PUMPS	4	
SEWERAGE PUMPS	2	
CONSOLE UNIT	1	

1. Detailed Scope of Works

The works entail the maintenance and repair of the HVAC and Pumps at Bram Fischer International Airport. The maintenance involves servicing, diagnosing, repairing, reporting, and testing of the HVAC and Pumps.

Servicing - performing routine preventive maintenance as prescribed by the original equipment manufacturer (OEM), ACSA's planned maintenance routines, and applicable legal and design standards as outlined in the contract.

Repairs – responding to breakdowns, callouts and restoring the equipment to safe working conditions within agreed timelines.

System Performance Test – Testing equipment performance against the original equipment manufacture's and statutory requirements for compliance and return to service purposes.

Reporting – diagnosing faults and breakdowns and providing failure analysis and recommendation reports on a timely basis.

Scope of Works would include the following:

The objective is to maintain the serviceability of all the HVAC and Pumps. HVAC and Pumps should be maintained in a sustainable manner at the lowest operating and maintenance costs, while ensuring compliance to general safety and aviation related legislation.

The Contractor will be responsible for maintaining the HVAC System at Bram Fischer International Airport according to ACSA and OEM maintenance schedule. Maintenance work will include inspections, cleaning, adjustments and repairs to the system. All maintenance work is to be recorded on checksheets and submitted to the Service Manager. The contractor is required to submit a monthly report detailing activities carried out and system status.

HVAC System

- Attend to Electrical Control problems associated with the Air Conditioning System and Ventilation installation including Chillers Plant Rooms and associated equipment
- Attend to all electrical issues for the HVAC system after ACSA supply
- Inspecting ductwork for air leakages - seal all leaks by taping or caulking
- Inspecting ductwork insulation - repair or replace as necessary
- Inspecting damper blades and linkages - adjust on a regular basis and clean
- Cleaning or replacing air filters

- Inspecting and cleaning coils
- Inspecting coils and casings for leakage
- Inspect and ensure all access doors leading to the AHU's plant are always closed and Locked
- Inspecting all room air outlets and inlets (diffusers, registers and grilles, and toilet disc valves) - these should be kept clean and free of dirt and obstructions
- Lubricating motor and drive bearings
- Checking for over-voltage or low-voltage conditions on motors
- Checking excessive noise and vibration
- Inspecting piping for leakage at joints - repair as and when necessary
- Inspect pumps, valves and electrical motors
- Ensuring all extraction fans and fresh dampers are functioning properly
- Keep update and records performance of all assets on monthly basis
- Tag and assign numbers to the grilles and diffusers based on AHU's supply using labelling machine
- Report in writing to Employer / Engineer any items which require urgent attention or repair/replacement at the next service.
- Inspect all plant structure and machinery for corrosions and repaint/treat required.
- Check the operation of the water treatment plant for cooling towers and closed loop water circuits, ensure the availability of chemical and monitor the performance through tests of water conditions monthly.

The Contractor will be responsible for maintaining the Heating, Ventilation and Air Conditioning at the airport buildings and its associated components as follows:

- Quarterly
- And yearly as stipulated by OEM

**Schedule maintenance for Heating and ventilation air conditioning
On Water Pump Sets and Sewerage Pumps**

- Check pump grease/oil level and drain or fill as required
- Check the gland packing and check for wear on pump shaft sleeves
- Inspect coupling and check adjustment
- Check and lubricate motor bearing
- Check for tightness and security of pump and motor holding down bolt
- Check bearing temperature
- Lubricate isolating valve stems and operate valves
- Clean pump drains and pipe work
- Check for excessive noise or vibration
- Check. Clean and adjust valve glands and repack if required
- Clean strainers

THE FOLLOWING CHECKS MUST BE PERFORMED ON THE CHILLERS

- Oil level (sightless)
- Oil temperature
- Differential oil pressure (kPa)
- Compressor running time (hours)
- Compressor suction temperature/pressure
- Compressor discharge temperature
- Condensing temperature

- Condenser outlet temp (air or water)
- Condenser inlet temp (air or water)
- Condenser outlet water pressure
- Condenser inlet water pressure
- Condenser air or water flow rate
- Condenser temp/pressure
- Evaporator chilled liquid inlet temp
- Evaporator liquid outlet temp
- Evaporator chilled liquid outlet pressure
- Evaporator chilled liquid inlet pressure
- Evaporator air or chilled liquid flow rate
- Check condition of air-cooled condenser coils and clean if required
- Check all gasket and tighten all bolts required
- Inspect oil cooler condition and performance
- Check control center and module operation
- Check operation of flow switches
- Check operation of valves oil pressure switch and condition of valves
- Check temperature controls for correct operation

THE FOLLOWING TASKS MUST BE PERFORMED ON THE COMPRESSORS

- Check low oil pressure cut out device for correct operation
- Check all gasket joints and tighten bolts as required
- Check unloading device for correct operation
- Check refrigerant charge moisture indicator and correct as necessary
- Check high and low pressure cut out device for correct operation

Chiller Annually

THE FOLLOWING TASKS MUST BE PERFORMED ON THE COMPRESSORS

- Report leak in pipes valves and fittings
- Check the integrity of vapor seals
- Check and repair rust to piping, fittings and hanger
- Check and support hangers and vibration isolators, Tighten and adjust as necessary

THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONDENSER

- Open water-cooled condenser tube and clean as required
- Open evaporator tube and clean as required
- Carried out winter services on chillers to manufacturer's specifications

THE FOLLOWING TASKS MUST BE PERFORMED ON THE MOTOR AND VALVES

- Inspect cylinder head and check condition of valves and cylinder
- Check chute of valves against pump down
- Check compressor motor windings

Split / Console Unit Quarterly`

THE FOLLOWING TASKS MUST BE PERFORMED ON THE INDOOR UNIT

- Check and clean filters
- Check that the evaporator fins are clear of dirt and comb fins if necessary

- Check heating operation
- Check cooling operation
- Inspect fan motor and blades
- Inspect circuit board
- Check that the expansion valves are operating correctly, repair or replace if necessary
- Check condensate lift pumps and check that drain is clear from foreign particles
- Test refrigerant system for leaks using an electronic leak detector
- Check that there is water in the condensate traps, fill u-trap with water where necessary
- Check that condensate freely flows to the main drain
- Record supply and return temperatures
- Check thermostat operation

THE FOLLOWING TASKS MUST BE PERFORMED ON THE OUTDOOR CONDENSER UNITS

- Check operating conditions, (i.e. discharge/suction pressures)
- Check all electrical connections are secure
- Test refrigerant system for leaks using an electronic leak detector
- Remove the fan guard, confirm that the fan is correctly aligned, secure on the motor shaft is free to rotate and operate
- Check the securing bolts on fan motor compressor and tighten if necessary
- Inspect the refrigerant controls
- Inspect all refrigerant devices
- Inspect all electrical devices (i.e. transformer relays, contactor etc.)
- Examine the condenser coil condition and comb fins if necessary
- Inspect refrigerant piping insulation
- Inspect condensate pump

THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS

- Check correct operation on LCD screen
- Check the display for correct temperature settings
- Check the time clock is correctly set and that program start and stop times are set held controllers
- Check presence and numbers of handheld controllers

THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS SYSTEM REFRIGERANT

- Determine type and quantity of refrigerant in the system
- Record any leakage, recovery or recycled refrigerant

Split / Console units yearly

THE FOLLOWING TASKS MUST BE PERFORMED ON THE INDOOR UNIT

- Check and clean filters
- Check that the evaporator fins are clear of dirt and comb fins if necessary
- Check heating operation
- Check cooling operation
- Inspect fan motor and blades
- Inspect circuit board
- Check that the expansion valves are operating correctly, repair or replace if necessary
- Check condensate lift pumps and check that drain is clear from foreign particles
- Test refrigerant system for leaks using an electronic leak detector

- Check that there is water in the condensate traps, fill u-trap with water where necessary
- Check that condensate freely flows to the main drain
- Record supply and return temperatures
- Check thermostat operation
- Clean equipment

THE FOLLOWING TASKS MUST BE PERFORMED ON THE OUTDOOR CONDENSER UNITS

- Check operating conditions, (i.e. discharge/suction pressures,
- Check all electrical connections are secure
- Test refrigerant system for leaks using an electronic leak detector
- Remove the fan guard, confirm that the fan is correctly aligned, secure on the motor shaft is free to rotate and operate
- Check the securing bolts on fan motor compressor and tighten if necessary
- Inspect the refrigerant controls
- Inspect all refrigerant devices
- Inspect all electrical devices (i.e. transformer relays, contactor etc.
- Examine the condenser coil condition and comb fins if necessary
- Inspect refrigerant piping insulation
- Inspect condensate pump
- Clean equipment and repair corrosion

THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS

- Check correct operation on LCD screen
- Check the display for correct temperature settings
- Check the time clock is correctly set and that program start and stop times are set held controllers
- Check presence and numbers of handheld controllers

THE FOLLOWING TASKS MUST BE PERFORMED ON THE CONTROLLERS SYSTEM REFRIGERANT

- Determine type and quantity of refrigerant in the system
- Record any leakage, recovery or recycled refrigerant

THE FOLLOWING TASKS MUST BE PERFORMED ON THE ELECTRICAL WIRING

- Examine flexible cables for wear fraying braid and brittle insulation
- Examine connections
- Test insulation resistance
- Air Handling Units monthly
- Check for condensate carry-over and that drains are clear
- Vent air from cooling coils
- Check drive belt tension, alignment and condition
- Ensure all drive belt guards are properly fitted

THE FOLLOWING TASKS MUST BE PERFORMED ON THE AIR HANDLING FILTERS

- Ensure that any damaged seals or fasteners are replaced
- Inspect Reusable (Washable) Filter elements condition
- Clean and replace Reusable (Washable) Filter elements as per manufacturer's recommendations
- Clean and examine Pressure gauges and thermometers
- Test Pressure gauges and thermometers against known standard, re-calibrate as necessary

- Examine general manometer condition
- Examine fluid in manometers Replace as necessary
- Test manometer against known standard, re-calibrate as necessary

THE FOLLOWING TASKS MUST BE PERFORMED ON THE AXIAL AND PROPELLER FANS

- Inspect/replace/clean all air filters and clean of loose dirt
- Check noise and vibration
- Inspect and lubricate bearings as necessary This does not apply to pre-packed bearings
- Check bearings for end play and wear Do not over pack with grease
- Clean around grease nipple
- Clean and inspect housing for looseness and corrosion
- Inspect impeller for tightness
- Check impeller fan rotation
- Clean impellers and ensure no buildup of dirt
- Check impeller mounting and check fan blade wear (where accessible)
- Check Sheaves and bearing collar tightness
- Check and tighten mounting bolts as necessary
- Check Anti-vibration mountings effectiveness

THE FOLLOWING TASKS MUST BE PERFORMED ON THE CENTRIFUGAL AND INLINE DUCT FANS

- Record operating parameters
- Inspect and lubricate bearings as necessary This does not apply to pre-packed bearings
- Check bearings for noise
- Check bearing temperature
- Check bearing bolt
- Check Ducting (Inline Fan) access panel security
- Clean air inlet/discharge screen
- Check balance and flexible mounting

THE FOLLOWING TASKS MUST BE PERFORMED ON THE DUCT WORK

- Check damper position and ease of movement and security of locking devices
- Clean dampers and touch up
- Record damper operation parameters
- Check damper motor for correct operation
- Ensure that damper opens and closes to desired positions
- Ensure damper blades on shaft are secure and are correctly aligned
- Check damper overload settings
- Check dampers for wear and lubricate if appropriate
- Check Ducting balance and flexible mounting

THE FOLLOWING TASKS MUST BE PERFORMED TO CHECK THE MOTORS

- a) condition of motor brushes and replace if necessary
- b) clean and test windings
- c) tightness of terminals
- d) full load current
- e) Inspect bearing wear and replace lubricant in motor bearings

- Check Anti-vibration mountings and ductwork flexible connections condition

THE FOLLOWING TASKS MUST BE PERFORMED ON THE AIR HANDLING FILTERS

- Check Air flow and stop any bypass air around filter
- On removal ensure trapped dust remains in the filter medium
- Thoroughly clean Filter housing ductwork and floor including surrounding
- Inspect Housing for damage and/or corrosion
- Remove and replace Disposable Filter elements at manufacturer's recommended final airflow pressure

THE FOLLOWING TASKS MUST BE PERFORMED ON THE AXIAL AND PROPELLER FANS

- Inspect Motor assembly condition
- Clean motor and windings (where accessible)
- Check and clean Wall intake/wall discharge louvers
- Clean and check Automatic shutters correct operation

THE FOLLOWING TASKS MUST BE PERFORMED ON THE CENTRIFUGAL AND INLINE DUCT FANS

- Inspect housing for looseness
- Clean housing of touch fan casing and mounting frame
- Inspect motor assembly

THE FOLLOWING TASKS MUST BE PERFORMED ON THE DUCT WORK

- Inspect access doors for any loose panels and secure
- Test Internal cleanliness in accordance with HVAC TR/19
- Check Flexible connections condition, leaks and secure fittings
- Inspect insulation for any damage or deterioration
- Check Supports and Anti-vibration mounts to ensure all fixings are secure and that all Anti-vibration mountings are effective
- Inspect Attenuators internally
- Repair Attenuators surfaces of sound insulation where necessary
- Inspect Attenuators externally
- Clean Attenuators off any rust and repaint as necessary
- Examine, check and clean Internal grilles
- Examine Internal grille fixings, tighten as necessary
- Check Ducting insulation
- a) Check Ducting insulation
- b) Repair Ducting air leaks
- c) Repair Ducting rust spots

THE FOLLOWING TASKS MUST BE PERFORMED ON THE ENERGY CONTROLS SYSTEMS MAINTENANCE

- Check Motor Control Panel overload operation and set points
- Check Motor Control Panel insulation resistance
- Check Motor Control Panel earth impedance
- Check Motor Control Panel circuit breakers isolators, fused starter switches Pilot light, electrical wiring form main isolator
- Check Motor Control Panel connections for tightness and Examine condition of panel wiring
- Calibrate Motor Control Panel volt and ammeters
- Check all cable ways
- Examine condition of thermostats/sensors



- Examine fixings
- Examine enclosure
- Interrogate controller and determine operational parameters Compare to design parameters as specified in logbook
- Test operation of functions and over-rides
- Download settings and retain copy in logbook and in a secure location
- Examine all modems and communication system
- Test operation
- Examine inter-connecting cables
- Examine wiring and terminals
- Service as per Supplier recommendations
- Record monthly power usage
- Check physical of plant rooms and report on any unauthorized use of plant areas
- Report in writing to Employer/Engineer any items which require urgent attention or repair /replacement at the service

3. SECTION 3: EVALUATION CRITERIA

3.1. Evaluation Stages

AIRPORTS COMPANY SOUTH AFRICA will use pre-determined evaluation stages when considering received quotations. The evaluation criteria will consider the commitment made for local production and content, Price and BEE.

During the evaluation of received quotation packs AIRPORTS COMPANY SOUTH AFRICA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents may be disqualified from the RFQ process.

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

2. Evaluation Criteria

Tenderers will be evaluated in three phases as follows:

Phase one – Mandatory Administration Requirements

- Letter of Good standing
- Valid TAX Clearance certificate
- All Respondents to be registered on Treasury Central Supply Data Base
- CIDB 1ME
- Form of offer

Phase two – Functionality

- Demonstrate having completed/managed similar projects in the past
- Qualifying bidders will be evaluated on the presentation of their technical and resources proposal, financial proposal and project schedule.

Criteria Description	Minimum Threshold	Weight
Bidders critical /senior resources must meet the following qualification including the Accreditation and Certificates of each resources considered for the SLA and KPI's • Site Manager (Mechanical, Electrical or Management) Qualifications – (Proof of qualification should be attached to the resource's CV's for evaluation purposes the resources CV's should clearly state the role assigned for this contract.) • Lower than N6 - 0 Points • N6 qualification - 5 points • Higher than N6 qualification - 10 points	5	10
Site Manager Years of Experience – Proof of experience should be reflected in the resources' CV's for evaluation purposes) Note: Experience for the resources should be related to the assigned role and for similar works (Contract and staff management or supervision) • Less than 3 years- 0 points • 3 years – 5 years- 5 points • More than 5 years- 10 points	5	10

Refrigeration Technician/Artisan Qualifications - (Proof of qualification should be attached to the resource's CV's for evaluation purposes the resources CV's should clearly state the role assigned for this contract.) • No Trade Test - 0 Points • Trade test and SAQCC CAT B accreditation – 5 points • Trade test and Higher than N2 qualification with SAQCC CAT B accreditation - 10 points	5	10	
• Refrigeration Technician/Artisan Years of Experience - (Proof of experience should be reflected in the resources' CV's for evaluation purposes) Note: Experience for the resources should be related to the assigned role and for similar works post trade test (maintenance/ repairs of HVAC and related systems e.g. split/ DX units, chillers cooling towers) • Less than 3 years - 0 points • 3 years – 5 years - 5 points • More than 5 years -10 points	5	10	
Controls/Instruments Technicians/Artisans Qualifications - (Proof of qualification should be attached to the resource's CV's for evaluation purposes the resources CV's should clearly state the role assigned for this contract.) • No Trade Test - 0 Points • Trade test provided –5 points • Trade test and Higher than N2 qualification - 10 points	5	10	
Controls/Instruments Technicians/Artisans Years of Experience-(Proof of experience should be reflected in the resources' CV's for evaluation purposes) Note: Experience for the resources should be related to the assigned role and for similar works post trade test (maintenance/ repairs electrical/ electronics, BMS, SCADA and controls equipment e.g. Control panels, PLCs, VSDs, sensors, Controllers and electronic communication protocols) • Less than 3 years- 0 points • 3 years – 5 years- 5 points • More than 5 years- 10 points	5	10	

Bidders must submit Previous Company experience (completion letter/reference letter) in Maintenance and Repairs of HVAC centralized systems and associated air-conditioning equipment. - Company experience and relevant references- to show all requirements. Note: a) Minimum of 2 companies' references or more must contain. i) 1 letter submitted – 10 points. ii) 2 letters submitted - 20 points	20	20	
Bidders must submit a comprehensive proposal that shows Operation Plan and Resource Plan Proposal including the Accreditation and Certificates of each resources considered to meet the SLA and KPI's - Operational Plan/Technical Approach - Provide technical approach document aligned to the suggested maintenance regimes in order to achieve the SLA and KPI's Note: Plan should cover the following: a) Organogram with names and roles of proposed resources for this contract. i) no organogram - 0 Points ii) organogram submitted but no roles linked to resources – 5 Points. iii) organograms complete with resources linked to roles e.g., Bob Zungu-refrigeration technician – 10 Points. b) Maintenance plan with activities to cover 1 month (30 days) i) Plan with only activities or timelines – 0 Points ii) Plan with activities and timelines - 5 Points iii) activities with timelines and resource allocation - 10 Points Note: Activities should high level e.g. service AHU, service Spilt units Timelines should be in days, no need for hourly breakdown Resource allocation should be as per role for each task e.g. AHU service - 3x assistants	10	20	
Total	60	100	



NB: It is mandatory that a minimum threshold is achieved in each criteria description to proceed to the next evaluation phase, should the minimum threshold be not achieved in any criteria description, and a supplier will not proceed further to the next evaluation stage.

Tendered that fail to score a minimum of threshold of 60 points will be disqualified.

- Company experience and relevant references – 20
- Operational Plan/Technical Approach – 20
- Company key resources (experience and competency) - 60
 - Site Manager (Mechanical, Electrical or Management) Qualifications – 10
 - Site Manager Years of Experience -10
 - Refrigeration Technician/Artisan Qualifications – 10
 - Refrigeration Technician/Artisan Years of Experience – 10
 - Controls / Instruments Technicians/Artisans Qualifications - 10
 - Controls / Instruments Technicians/Artisans Years of Experience - 10

Phase three – Price & Preference

This phase is based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act, with 80 points reflecting price and 20 points reflecting BBBEE recognition. ACSA will only accept the DTI criteria as proof of BBBEE status.

Mandatory Requirements Assessment

- 3.2. A list of mandatory returnable documents must be consolidated to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information AIRPORTS COMPANY SOUTH AFRICA will only consider bidders which have:

Refer to SECTION 4 below for a list of mandatory documents and form

- 3.3. Local Content and Production

Bidders must complete and return SBD 6.2 (Declaration of Local Content and Production form) on the closing date and time of this RFQ. AIRPORTS COMPANY SOUTH AFRICA will disqualify any bidder which has not submitted the SBD 6.2 and the supporting Annexures (C, D and E) form by closing date and time. The form must be completed under Section 4 of the RFQ document.

- 3.4. Functionality / Technical Evaluation
Functionality hurdle breakdown



The description of the functionality evaluation criteria is explained below:

3.5. Price and BBEE

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of 80/20. Price will amount to _80_ points, whilst preference will be _20_ points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the bid, etcetera.

See Section 4, Standard Bidding Document 6.2

4. SECTION 4. RETURNABLE DOCUMENTS AND FORMS

Mandatory Returnable documents

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

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
Priced offer as per Pricing Schedule contained in Section 5	
Letter of Good standing	
Valid Tax Pin	
CIDB 1ME	
All Respondents to be registered on Treasury Central Supply Data Base	

Other Returnable Documents and information

These types of documents and information are required but are not mandatory or are only mandatory at specific stages of the process. ACSA may request bidders to submit these documents or information after the closing date and time or might already have them on the system. Where a document or information is only mandatory at a specific stage in the process, ACSA may only disqualify a bidder for non-submission at



that stage and after reasonable efforts were made to request the document from the bidder. The documents are as follows:

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
BEE Certificate and Scorecard or Sworn BEE Affidavit	
SARS Tax Compliance Status – CSD Unique Number (ACSA will not award to a bidder whose tax affairs have not been declared to be in orders by SARS)	
Names and identity numbers of Directors / Trustees / Members / Shareholders and Senior management – CSD Unique Number	
Declaration of Politically Exposed Persons in Section 4	
Verifiable Medical Certificate or Report as proof of disability	
SBD 6.2 (Declaration for local content and production for PPPFA designated sectors)	
SBD 4 Bidder's Disclosure Form	
Non-Disclosure Agreement	

4.1 Validity of submitted information

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

BIDDER'S DISCLOSURE AND POLITICALLY EXPOSED PERSONS DECLARATION FORM

Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids.

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) in their organisation. See below definition of PEP.

Politically Exposed Persons are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials.



Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc.

4.2 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
the bidding entity

Identity Number

Position held in the bidding entity

Registration number of the bidding entity

Tax Reference number of the bidding entity

VAT Registration number of the bidding entity

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

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

4.3 Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number



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

Declaration:

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

Signature

Date

Position

Name of bidder

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

Issue: 1

Issue Date: /11/2021



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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

b) The 80/20 preference point system will be applicable to this bid

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference.

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

	POINTS
--	--------



PRICE	
PREFERENCE	
Total points for Price and Preference must not exceed	

- 1.5 Failure on the part of a bidder to submit proof of Preference supporting documents together with the bid, will be interpreted to mean that preference points are not claimed.
- 1.6 The ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.

2. DEFINITIONS

- (a) B-BBEE broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- (b) Bid a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of works, goods or services, through price quotations, advertised competitive bidding processes or proposals
- (c) BBBEE Act Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (d) EME Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (e) Functionality the ability of a bidder to provide works, goods or services in accordance with specifications as set out in the bid documents
- (f) Prices includes all applicable taxes less all unconditional discounts
- (g) Proof of B-
BBEE status
level of
contributor B-BBEE Status level certificate issued by an authorized body or person
A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice
Any other requirement prescribed in terms of the B-BBEE Act
- (h) QSE a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (i) rand value the total estimated value of a contract in Rand, calculated at the time of bid invitation,

and includes all applicable taxes

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR PREFERENCE

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for being in accordance with the table below:

5. BID DECLARATION

5.1 Bidders who claim points in respect of Preference must complete the following:

6. PREFERENCE CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 Preference: . = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of audited Shareholders Certificated, the BEE Scorecard, or Sworn BEE Affidavit.

Specific Goals	Score	Bidder's Score
	20	
51% owned by Black male and/or Black women and Black youth and People living with disabilities	20	
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
51% owned by Black male or Black women or Black youth or People living with disabilities	10	
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
Other	0	



SUBCONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

If yes, indicate:

What percentage of the contract will be subcontracted _____ %

The name of the sub-contractor _____

The Preference of the sub-contractor _____

Whether the sub-contractor is an EME or QSE (Tick applicable box)

YES		NO	
-----	--	----	--

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS SBD 6.2

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. 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.



- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedtic.gov.za/industrial development/ip.jsp](http://www.thedtic.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold

3. Does any portion of the goods or services offer have any imported content? (Tick applicable box)

YES		NO	
-----	--	----	--

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	



Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTIC must be informed accordingly in order for the DTIC to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF RFQ NO. _____

ISSUED BY: (Procurement Authority / Name of Institution):

NB:

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdtic.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D.

After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.

Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, _____ (Full names),
do hereby declare, in my capacity as _____ of
_____ (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.



(b) I have satisfied myself that:

(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application.
- (f) I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE:

DATE: _____

WITNESS No. 1

DATE: _____

WITNESS No. 2

DATE: _____



SECTION 5 PRICING SCHEDULE / FORM OF OFFER

Pricing Schedule

	Description	Cost
a)		
b)		
c)		
	Sub Total	
	VAT (15%) if you are a VAT Vendor	
	TOTAL	

Declaration:

I/We the undersigned _____ (Name) hereby certify that the information furnished in this bid submission is true and correct. I declare that I am duly authorised to act and sign on behalf of the bidding company. We further certify that we understand that where it is found that we have made a false declaration or statement in this RFQ submission, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ process.

 Signature

 Date

 Position

 Name of bidder