

**REQUEST FOR QUOTATIONS AT AIRPORTS COMPANY GEORGE AIRPORT**

**Reference : GEORGE RFQ 10258-B**

**Issue Date : Tuesday 23<sup>rd</sup> April 2024**

**Closing Date queries: Friday 26<sup>th</sup> April 2024 at 15:00**

**Closing Date & time: Tuesday 30<sup>th</sup> April 2024 at 14:00**

**Email submissions**

The quotation should be emailed to the following email address:  
([kamaal.allom@airports.co.za](mailto:kamaal.allom@airports.co.za)).

**Clarification and Communication**

Bidders may only communicate on this RFQ with the ACSA employee using the details listed below:

Name : Kamaal Allom

Designation: Buyer

Tel : 021 937 1368

Email : [kamaal.allom@airports.co.za](mailto:kamaal.allom@airports.co.za)

**Mandatory requirements**

1. **Valid SARS tax PIN**
2. **Valid BBBEE certificate**
3. **Proof of registration on the CSD database (latest CSD report)**
4. **Signed declaration of interest forms**
5. **Acceptance of ACSA terms and conditions**
6. **Valid letter of good standing**
7. **Valid and active PSIRA registration**

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Appointment of contractor undertake once off locksmith services at George Airport; to provide for specialised Locksmith Services. Duplicate keys to be supplied, locks need to be replaced, access required through doors where keys are missing and broken off keys inside locks to be removed.

**Pictures**



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### **WARRANTY & GUARANTEE OF WORKS PROVIDED**

**Bidders must submit their commitment to guarantees and warranties on workmanship and material supplied including the duration thereof, in a letter format.**

**Location 1 = ACSA Offices access door (1<sup>st</sup> floor)**

Specifications = Electronic lock with handles and latch + door closure + keypad + video + voice + remote controls (2x locations) functions within 50m from the lock.

The current installation is installed on a glass aluminium door. The system is not functional as the electronic lock is faulty. Please inspect the entire installation and repair.

If the existing system cannot be repaired – please install a new system with similar functions as a minimum. All replaced items must be handed over to ACSA for spares or disposal.

Supply a UPS that enables functionality of the system for about 3 hours

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**Location 2 = ACSA IT Core room (Cute & Cuss) access door (ground floor)**

Specifications = Magnet lock with handle + door closure + keypad/card/biometric + override at the door.

The current installation is installed on a fire-door to an IT core room – refer to the pictures. The system is functional. The difficulty is that we do not have the override manual key and we also do not have the pin code to add more biometric profiles onto the system.

The door handle is broken. The contractor is required to:

- inspect the entire installation and repair (test the system)
- provide a key for the manual override.
- provide a new PIN to access the configuration pages on the device.
- provide step-by-step procedure on how to add and remove new users on the system.
- replace the faulty door handle. (Any strong handle will do. It is a heavy door and there are no latches)
- Supply a UPS that enables the functionality of the system for about 3 hours.



**PRICE AND BBBEE**

#	Item/ Service Description	UOM	Unit Price	Qty	Total Price
1	<p><b>Repair (replace) the access control system at the ACSA admin offices</b></p> <ul style="list-style-type: none"> <li>o Location 1 – ACSA offices entrance door Landside 1<sup>st</sup> floor.</li> <li>o Refer to Annexures A and B below for the installed base information and the minimum scope of work which is required - respectively.</li> <li>o This line item will include both the repairs and/or complete system replacement:</li> <li>o Repairs existing system:                             <ul style="list-style-type: none"> <li>o Labour = R _____</li> <li>o Spares = R _____ (electronic lock)</li> <li>o Spares = R _____ (handles)</li> <li>o Spares = R _____ (magnet)</li> <li>o Spares = R _____ (door closure)</li> <li>o Spares = R _____ (Main interface device)</li> <li>o Spares = R _____ (Remote interface device)</li> <li>o Spares = R _____ (UPS supply &amp; installed)</li> </ul> </li> <li>o Replacement of a new system with the same functionality (as a minimum)                             <ul style="list-style-type: none"> <li>o Supply and install = R _____</li> </ul> </li> </ul> <p>Note: Only actuals will be claimed.</p>	Each		1	
2	<p><b>Repair (replace) the access control system at the IT Core Room</b></p> <ul style="list-style-type: none"> <li>o Location 2 – ACSA IT Core room (Cute &amp; Cuss) entrance door Landside ground floor.</li> <li>o Refer to Annexures A and B below for the installed base information and the minimum scope of work which is required - respectively.</li> <li>o This line item will include both the repairs and/or complete system replacement:</li> <li>o Repairs existing system:                             <ul style="list-style-type: none"> <li>o Labour = R _____</li> <li>o Spares = R _____ (magnetic lock)</li> <li>o Spares = R _____ (handle)</li> <li>o Spares = R _____ (main interface device (inside + outside))</li> <li>o Spares = R _____ (manual override mechanism with keys)</li> <li>o Spares = R _____ (door closure)</li> <li>o Spares = R _____ (UPS supply &amp; installed)</li> </ul> </li> <li>o Replacement of a new system with the same functionality (as a minimum)                             <ul style="list-style-type: none"> <li>o Supply and install = R _____</li> </ul> </li> </ul> <p>Note: Only actuals will be claimed.</p>			1	
3	<p><b>Callouts and repairs + Report</b></p> <p>This line item makes provision for repairs and spares, using the following information which is mandatory for completion by the bidder. The rates should be market-related and only actuals will be invoiced for.</p> <p>Rate per call-out (includes the first hour on-site):</p> <ul style="list-style-type: none"> <li>o R _____</li> <li>• Resource – “Technician” labour hourly rate:                             <ul style="list-style-type: none"> <li>o R _____ (includes both Normal hours &amp; after hours)</li> </ul> </li> <li>• Resource - assistant labour hourly rate: - if required                             <ul style="list-style-type: none"> <li>o R _____ (includes both Normal hours &amp; after hours)</li> </ul> </li> <li>• Response time – The response time is 3 hours after the call has been locked.</li> </ul> <p>Spares:</p>	Each	R50 000	1	R50 000

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	<ul style="list-style-type: none"> <li>The requirement of specific (unknown) spares must be discussed and approved by ACSA.</li> <li>A markup of 10% will be allowed for the required spares during the callouts.</li> <li>The original spare purchase invoice must be submitted.</li> </ul> <p>Note: Provision for a total monetary value of R 50 000.00 is made – which will be claimed for – using the information above. This provision is valid from the date of PO for a period of 12 months. It is also valid up until the provisional amount is depleted. Whichever comes first.</p>				
<b>3</b>	<b>Safety File</b>			<b>1</b>	<b>R 5000</b>
	<p>Note: Before any work starts a safety, file must be approved and a “permit to work” must be issued by the ACSA safety department. Find a generic list of safety file items below in Annexure C. Reference the scope of work against the safety file requirements and only the applicable items must be submitted for approval. Safety file approval is annual.</p>				
		<b>Total EX VAT</b>			<b>R</b>
		<b>Total Incl VAT</b>			<b>R</b>

**Quotations must be strictly prepared and returned in accordance with this RFQ document.**

**The received quotes will be evaluated using the 80/20 for price:**

$$\text{Formula for Price: } PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = the score for the bid under consideration

Pt = Comparative Price for bid under consideration

Pm = the comparative price of the lowest priced bid passing the functionality test

80/20 preference points system for tenders for income-generating contracts with Rand value equal to or below R50 million 6.(1) The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

Where Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender.

(2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

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**1. POINTS AWARDED FOR PREFERENCE**

1.1 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:

**2. BID DECLARATION**

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

**3. PREFERENCE CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

3.1 Preference: . = 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% or higher owned by Black male and Black women and Black youth and People living with disabilities	20	
51% or higher 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% or higher owned by Black male or Black women or Black youth or People living with disabilities	10	
Between 30% and 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
Less than 30% owned by Black male, Black, women, Black Youth, Black People living with disabilities and Other groups	0	



**SUBCONTRACTING**

Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES		NO	
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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	
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**Hot-line**

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

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80

Free Fax: 0800 00 77 88

**Email:** [acsa@tip-offs.com](mailto:acsa@tip-offs.com)

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**SECTION 4: DECLARATION FORM**

**4.1 Making a declaration**

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

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

Full name of the bidder or a representative of the bidding entity: .....

Identity Number: .....

Position held in the bidding entity: .....

Registration number of the bidding entity: .....

Tax reference number of the bidding entity: .....

Vat registration number of the bidding entity: .....

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

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

.....  
.....

**4.3 Full names of directors/trustees/members/shareholders of the bidding entity**

Full Name	Identity Number	Personal Income Tax Reference Number

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4.4 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 be in full compliance of this RFQ terms and conditions as well as ACSA policies in the event that we are successful in this RFQ.

**Declaration:**

I/We the undersigned ..... (Name) hereby certify that the information furnished in this RFQ 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 RFQ, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ.

.....  
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**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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**

<sup>1</sup> 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.



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:

.....  
.....

**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 consortium<sup>2</sup> 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

<sup>2</sup> 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.

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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

\_\_\_\_\_  
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**ACCEPTANCE OF RFB TERMS AND CONDITIONS**

TO: Supply Chain Management Office  
Airports Company South Africa SOC Ltd.  
Bid Reference No: GEORGE RFQ 10258-B

**1. Bidder's Name and Contact Details**

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

**2. Proposal Certification**

We hereby submit a Proposal in respect of once off locksmith services for George Airport.

- We acknowledge that ACSA's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder/s,
- We have read, understand, and agree to be bound by the content of all the documentation provided by ACSA in this Request for Proposal.
- We accept that ACSA's Bid Adjudication Committee decision is final and binding.
- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete, and correct.



- This Proposal is specific to this project only; it has no impact, influence or effect on any other project for which a Proposal may be submitted.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Tenderer for a period which lapses after one hundred and twenty (120) days calculated from the closing date of proposal submission.

Thus done and signed at		on this the		day of		2024
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Signature:	
Name:	

For and behalf of:

Tendering entity name:	
Capacity:	



**BIDDER’S DISCLOSURE AND POLITICALLY EXPOSED PERSONS DECLARATION FORM**

**Making a Declaration** *a returnable document I.D. document for Directors / Trustees / Members / Shareholders and senior management of the bidding entity)*

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

**4.1 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

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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

**4.2 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 if 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

**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 period of 30 working days 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.

**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. GEORGE RFQ 10258-B**

**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](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:** \_\_\_\_\_



	<b>Safety File Requirements</b>	
No.	Document requested	
1.	Mandatory OHS appointments	Yes
1a.	Section 16(1), 16(2)	Yes
1c.	SHE Representative	Yes
1d.	First Aider(s) (Must have formal competency)	Yes
1e.	Supervisors	Yes
1f.	Risk Assessor (Must have formal competency)	Yes
1g.	Incident Investigator	Yes
2.	Portable (Hand) Tool inspector	Yes
3.	Scope of work	Yes
4.	Equipment and tools list	Yes
5.	Toolbox talks	Yes
6.	Reporting of OHS Surveillance Data to DoH	Yes
7.	Vulnerable employee's declaration process	Yes
8.	PPE issue records for employees (inclusive of cloth masks)	Yes
9.	Signed Section 37(2) Agreement (ACSA & Principal Contractor/Principal contractor & Sub contractor is sub-contracting)	Yes
10.	Valid Letter of Good Standing	Yes
11.	Method Statement	Yes
12.	Lifting plan where applicable	No
13.	Valid Medicals fitness certificates as per Annexure 3 of the CR 2014 regulations	Yes
14.	ID copies of the employees on-site	Yes