



**REQUEST FOR QUOTATIONS FOR RFQ for HANDLING BAGGAGE SYSTEM FOR 60 MONTHS AT AIRPORTS COMPANY OF SOUTH AFRICA- BRAM FISCHER INTERNATIONAL AIRPORT.**

**Requisition Number:** : **8469(a)**  
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**Issue Date** : **02 May 2024**  
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**Closing Date** : **21 May 2024 @ 10h00**  
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**Briefing Session and Site, Date and Time** : **10 May 2024 @ 10h00**  
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**Site Inspection Requirements** : **Information Desk**  
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## 1. SECTION 1: INSTRUCTIONS TO BIDDERS

### 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. Quotation pack must be submitted on or before **closing date and time** using the following method either,

#### 1.1.1. Email submissions:

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

[tenders.scm11@airports.co.za](mailto:tenders.scm11@airports.co.za)

Quotations must be in an electronic copy of the quotation pack. The original copy will be the legal and binding copy, in the event of discrepancies between any of the submitted documents; the original copy will take precedence.

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



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: Sandra Sebokolodi

Designation: Buyer

Tel: 011 723 2636

Cell: \_\_\_\_\_

Email: [tenders.scm11@airports.co.za](mailto:tenders.scm11@airports.co.za)

Request for clarity or information on the RFQ may only be requested on or before 10<sup>th</sup> May 2024 and 10h00  
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 Non-Compulsory / Compulsory Briefing/ Site Inspection Session

A non/compulsory briefing as below details

<b>Briefing/Site Inspection Session Requirements</b>	<b>Detail</b>
Date	04 <sup>th</sup> April 2024
Time	10h00
Venue or Microsoft Teams Link	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
Personal Protective Equipment, Safety boots	Yes

### 1.6 RFQ Responses

RFQ responses must be strictly prepared and returned in accordance with this RFQ document. Bidders may be disqualified

Issue: 1

Issue Date: 02/02/2023



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 120 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](mailto:office@thehotline.co.za)

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

### **Handling baggage System for 60 months.**

The Airports Company South Africa requires a suitably qualified contractor to Maintain Entire Baggage Handling System for 60 months period at Bram Fischer International Airport.

The scope entails maintenance of baggage handling system at Bram Fitcher International Airport. In brief, maintenance involves servicing, repairs, replacement and system performance test. The general mechanical equipment comprises of:

- Baggage Conveyor Belts including control system.
- Baggage Scales.
- Roller Beds; and



- Carousel including control system.

**Servicing** - performing routine preventive maintenance as prescribed by the original equipment manufacturer (OEM) specifications and ACSA's planned maintenance activities routes.

**Repairs** – responding to breakdowns, callouts and restoring the equipment to a safe working condition.

**Replacement** – changing of faulty components or obsolete components with an upgraded part or modification.

**System Performance Test** – Testing the system's performance as per the original equipment manufacturer's (OEM) specifications including interface with other systems, etc.

#### **Baggage Conveyor Belts and 100%HBS**

The supplier will be responsible for servicing, repairing, conducting system performance test, statutory tests and replacement of components (where required) of the baggage conveyor belts; comprising of but not limited to: steel base, conveyor belt, idler rollers, control system, motor, variable frequency drives, etc.

#### **Baggage Scales**

The supplier will be responsible for servicing, repairing, conducting system performance test, statutory tests and replacement of components (where required) for the baggage scales comprising of but not limited to: load cell, monitor/screen, etc.

#### **Roller Beds**

The supplier will be responsible for servicing, repairing, conducting system performance test, statutory tests and replacement of components (where required) for the roller beds; comprising of but not limited to: steel structure, rollers, etc.

#### **Carousel**

The supplier will be responsible for servicing, repairing, conducting system performance test, statutory tests and replacement of components (where required) for carousel comprising of but not limited to: steel structure/base, motor, gearbox assembly, control system, roller shutter doors/sliding gates etc.

### **Conveyor Belts**

Item	Number	Length (m)	Motor		Drive	
			Manufacturer	Capacity (kW)	Manufacturer	Capacity (kW)
1	1	7m	ABLE	1.5kW	SEW EURODRIVE	2.2KW
2	1	11m	ABLE	1.5kW	SEW EURODRIVE	
3	1	15,5m	ABLE	1.5kW	SEW EURODRIVE	



## Carousel

Item	Number	Length (m)	Motor		Drive	
			Manufacturer	Capacity (kW)	Manufacturer	Capacity (kW)
1	1	30	TWWP CO LTD	1.5kW	SEW EURODRIVE	1.5kW
2	1	35	TWWP CO LTD	1.5kW	SEW EURODRIVE	1.5kW

Scales					
Item	Number	Manufacturer	Model/Type	Load Capacity (kg)	Location
1	1	CLOVER SCALE	S/N: 220524094A	300kg X100g	COUNTER1
2	1	CLOVER SCALE	S/N: 220524094F	300kg X100g	COUNTER2
3	1	CLOVER SCALE	S/N: 220524094C	300kg X100g	COUNTER3
4	1	CLOVER SCALE	S/N: 2205240951	300kg X100g	COUNTER4
5	1	CLOVER SCALE	S/N: 2205240956	300kg X100g	COUNTER5
6	1	CLOVER SCALE	S/N: 220524095A	300kg X100g	COUNTER6
7	1	CLOVER SCALE	S/N: 220524097F	300kg X100g	COUNTER7
8	1	CLOVER SCALE	S/N: 220524099A	300kg X100g	COUNTER8
9	1	CLOVER SCALE	S/N: 22052409A3	300kg X100g	COUNTER9
10	1	CLOVER SCALE	S/N: 22052409A4	300kg X100g	COUNER10
11	1	CLOVER SCALE	S/N: 22052409A7	300kg X100g	COUNTER11

Roller					
Item	Number	Length (m)	Manufacture	Model/Type	Location
1	1	5,1m		ROLLER BED	HBS

<b>Note: Occupational Health and Safety File must be submitted.</b>					
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### 3. SECTION 3: EVALUATION CRITERIA

#### 3.1. Evaluation Stages

AIRPORTS COMPANY SOUTH AFRICA will use pre-determined evaluation stages when considering received quotations. Price and BEE, Objective Criteria

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.

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***

#### 3.2. Functionality / Technical Evaluation

Functionality is the terminology used to define the technical ability of the Tenderer, based on experience to deliver the required product in accordance with the specialized quality, reliability, and functionality.



Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. Bidders who **fail to achieve the Minimum Threshold Points Per Criteria and a Minimum Total of 68/100 points** on the functional / technical stage **will be disqualified and not be considered for further evaluation.**

Description of quality criteria	WEIGH-TING	Sub criteria	MAXIMUM / TOTAL POINTS	MINIMUM THRESHOLD POINTS
		Quality Score		
Bidder's/Company/ Entity Experience	27	3 x Trade Reference Letters(9 points per letter)	27	21
Key Personnel: Qualification	36	Site Manager	15	10
		Technician	15	10
		Technician's Assistant	6	3
Key Personnel: Experience	37	Site Manager	15	10
		Technician	15	10
		Technician's Assistant	7	4
<b>TOTAL FUNCTIONALITY POINTS</b>			<b>100</b>	<b>68</b>
<b><i>Bidders must score the minimum threshold points per criteria AND a minimum total of 68 out of 100 points for Functionality to be considered for further evaluation.</i></b>				



**FUNCTIONALITY EVALUATION CRITERIA BREAKDOWN FOLLOWS**

#	Evaluation Criteria	Sub-Criteria	Points	TOTAL WEIGHTED POINTS	MINIMUM THRESHOLD POINTS
1	<b>COMPANY / ENTITY EXPERIENCE</b>			27	21
	<p>The bidder must provide proof of Experience (trade reference letters) relevant to the scope of this bid document (Maintenance of baggage handling system OR conveyor system that includes conveyor belts, motors and variable speed drives and control panel).</p> <ul style="list-style-type: none"> <li>• Provide Trade Reference Letters</li> <li>• References must be on bidders Client’s Letterhead and signed. If reference letter does not meet this, letter may not be considered.</li> <li>• Client Reference Letter to include:                             <ul style="list-style-type: none"> <li>Description of works, Quality of Works and period of work (minimum 2 years experience required)</li> </ul> </li> <li>• Referees may be contacted.</li> <li>• Complete table 4 below.</li> </ul>				
1.1	<b>Provide trade/client reference Letters.</b>	<p>Each Reference Letter will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• Description of works (3 points)</li> <li>• Quality (3 points)</li> <li>• Minimum two years experience (3)</li> </ul> <p>(5 points per letter)</p> <p>a) <b>Letter 1</b></p> <p>b) <b>Letter 2</b></p> <p>c) <b>Letter 3</b></p> <p>Reference letters that are not relevant to scope of works of this bid or has negative reference will score zero (0)</p>	<p>9</p> <p>9</p> <p>9</p> <p>0</p>		



#	Evaluation Criteria	Sub-Criteria	Points	Total Weighted Points	Minimum Threshold Points
2	<b>KEY PERSONNEL: RELEVANT QUALIFICATION AND EXPERIENCE</b>			73	47
2.1	<b>RELEVANT QUALIFICATION</b> <b>All copies must be certified</b> <ul style="list-style-type: none"> <li>• <b>Relevant Qualification</b> is required by each of the following personnel.</li> <li>• Foreign Qualifications (non-South African) must be accompanied by a letter/certificate from the South African Qualifications Authority (SAQA). All qualifications must be SAQA accredited.</li> <li>• Proof of Relevant Qualification must be submitted.</li> <li>• Provide comprehensive CVs and supporting documentation with contactable referees.</li> <li>• Clearly state the resource's role assigned for this contract</li> <li>• Complete Table/s below</li> </ul>			36	23
	<b>Role</b>	<b>Qualification</b>	<b>Points</b>		
	<b>SITE MANAGER</b>	<ul style="list-style-type: none"> <li>• Technical Qualification (Electrical OR Mechanical OR OEM) qualification related to the scope of this contract</li> <li>• Supervisory/management qualification</li> <li>• Qualification in Instrumentation</li> </ul>	<b>15 (total)</b>		
		<ul style="list-style-type: none"> <li>• Technical Qualification (Electrical OR Mechanical OR OEM) qualification related to the scope of this contract</li> <li>• Supervisory/management qualification</li> </ul>	<b>10 (min)</b>		
		<ul style="list-style-type: none"> <li>• Neither of the above will score zero (0)</li> </ul>	<b>0</b>		
	<b>TECHNICIAN</b>	<ul style="list-style-type: none"> <li>• At least an N2 in mechanical/electrical engineering or OEM qualification/training/certificate</li> <li>• Relevant Trade Test for Electrical/Mechanical OR an OEM qualification / training/ certificate complimenting the above field</li> <li>• Qualification in Instrumentation and experience on PLC and SCADA systems</li> </ul>	<b>15</b>		
		<ul style="list-style-type: none"> <li>• At least an N2 in mechanical/electrical engineering or OEM qualification/training/certificate</li> <li>• Relevant Trade Test for Electrical/Mechanical OR an OEM qualification / training/ certificate complimenting the above field</li> </ul>	<b>10</b>		
		<ul style="list-style-type: none"> <li>• Neither of the above will score zero (0)</li> </ul>	<b>0</b>		
	<b>TECHNICIAN'S ASSISTANT</b>	<ul style="list-style-type: none"> <li>• Technical Higher Certificate or Technical qualification (Electrical/Mechanical engineering) or OEM qualification/training/ certificate</li> <li>• Safety Training</li> </ul>	<b>6</b>		



	<ul style="list-style-type: none"> <li>Technical Higher Certificate or Technical qualification (Electrical/Mechanical engineering) or OEM qualification/training/certificate</li> </ul>	<b>3</b>		
	<ul style="list-style-type: none"> <li>Neither of the above will score zero (0)</li> </ul>	<b>0</b>		
	<b>Sub-Criteria</b>	<b>Points</b>		
<b>2.2</b>	<b>RELEVANT EXPERIENCE</b> <ul style="list-style-type: none"> <li>Relevant Experience should be related to the assigned role.</li> <li>Proof of relevant experience (Name of company, project, position, responsibilities and the start and end date) should be included in the resources/personnel's CV)</li> <li>Provide comprehensive CVs and supporting documentation.</li> <li>CVs should include details of the relevant required qualification, experience, technical skills and capacity of the following key personnel of the Maintenance Team in relation to the scope of works in this bid document.</li> <li>CVs must be detailed to reflect the requirements of this bid.</li> <li>Ensure that the correct supporting CVs are included together with corresponding information.</li> <li>Complete Table/s below</li> </ul>		37	24
	<b>Role</b>	<b>Qualification</b>	<b>Points</b>	
	<b>SITE MANAGER</b>	>5 years experience (post qualification) on Conveyor belts/ PLC /Scada system/ motors and variable speed drives/ control panel. <b>PLUS</b> Minimum 2 years supervisory experience	<b>15 (total)</b>	
		3-5 years experience (post qualification) on Conveyor belts, motors and variable speed drives. <b>PLUS</b> Minimum 2 years supervisory experience	<b>10 (min)</b>	
		Neither of the above	<b>0 (zero)</b>	
	<b>TECHNICIAN</b>	>5years experience (post qualification) on Conveyor belts/PLC /Scada system/ motors and variable speed drives/ control panel.	<b>15</b>	
		3-5 years experience (post qualification) on Conveyor belts, motors and variable speed drives.	<b>10</b>	
		Neither of the above	<b>0</b>	
	<b>1 x TECHNICIAN'S ASSISTANT</b>	>1 years experience (post qualification)	<b>7</b>	
		1 year experience (post qualification)	<b>4</b>	



		Neither of the above	0		
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**3.3. 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]
<i>Tenderers who have a CIDB contractor grading of <b>3ME or higher</b> may submit tender offers</i>	
<i>SBD 4 Bidder's Disclosure Form</i>	
<i>Attendance to <b>Compulsory Briefing Session (BFIA)</b></i>	

### 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]
<i>BEE Certificate or Sworn BEE Affidavit</i>	
<i>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)</i>	
<i>Names and identity numbers of Directors / Trustees / Members / Shareholders and Senior management – CSD Unique Number</i>	
<i>Declaration of Politically Exposed Persons in Section 4</i>	
<i>Verifiable Medical Certificate or Report as proof of disability</i>	

#### 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.



**ANNEXURE A**

**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

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Identity Number

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Position held in the bidding entity

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Registration number of the bidding entity

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Tax Reference number of the bidding entity

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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

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**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



**ANNEXURE B**

**SBD 4: 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

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<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 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:

.....  
.....

**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 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



## ANNEXURE C

### 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 \_\_\_\_\_ 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	
<b>Total points for Price and Preference must not exceed</b>	

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------



## ANNEXURE D

### 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:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____

**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](http://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.



ANNEXURE E

**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](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

#### PRICING SCHEDULE 1 - PREVENTATIVE MAINTENANCE:

Item no.	Activity Description	Frequency	Quantity (per annum) A	Amount per month for both airports. B	Total per year Excluding VATxAxB
1	Contract Management and administration (including required reporting such as monthly reports, spares inventory management reports, office overheads etc.).	Monthly	12	R	R
2	Insurance (All ACSA required insurance)	Monthly	12	R	R
3	Airport personnel access permits, airport vehicle access permits and parking fees – <b>Provisional Sum</b>	Once-off	1	R 6 000.00	R 6 000.00
4	*Tools, equipment and consumables	Monthly	12	R	R
5	All required travelling	Monthly	12	R	R
6	All required labour for preventative maintenance and inspection for <b>BFIA</b>	Monthly	12	R	R
<b>Sub-Total A</b>					<b>R</b>

\*By Tools, equipment and consumables is also meant cleaning materials, fasteners, lubricants, chemicals, electronic devices, etc. that are required to do any corrective or preventive maintenance, and measurements (multi-meters, etc.). Labour rates shall include all personnel insurance, holidays with pay, incentive bonuses. No labour shall be charged for travel or travelling. Labour time shall be calculated for the time spent on site.

**PRICING SCHEDULE 2: CALL-OUTS**

Callouts rate must include all required travelling and the **first hour on site**. Call out fee shall not be applicable when contractors are on site.

**NB! first hour on site response time for call outs during Monday to Friday (08H00 to 17H00) and the response time for call outs during after-hours and weekends including Public Holidays.**

Description	Rate	Estimated Qty/year	Total/ year Excluding VAT
<b><u>BFIA (in Bloemfontein)</u></b>			
Call-out fee: Includes first hour on site and travelling cost	R	12	R
Technician after hours (after hours rate)	R	6hrs	R
Technician assistant (after hours rate)	R	3hrs	R
<b>Sub-Total B</b>			<b>R</b>

**PRICING SCHEDULE 3: Repairs and Spares Provisional Sum**

Description	Provision/year	Tenderer's Mark up	Total Including Mark-Up
Repairs and spares provisional sum(R 0.00 – R 9, 999.99)	R 45 038.00	%	R
Repairs and spares provisional sum(R 10, 000.00 – R 49, 999.99)	R 80 000.00	%	R
Repairs and spares provisional sum(R 50, 000.00 – R 99, 999.99)	R 150 000.00	%	R
Greater than R 100, 000.00	R 200 000.00	%	R
<b>Sub-Total C</b>			<b>R</b>

**SUMMARY PRICING SCHEDULE FOR YEAR 1**

**Baggage Handling System – 1 year (twelve-months)**

Description	Total (excluding VAT)
<b>Sub-Total A: Preventative Maintenance</b>	R
<b>Sub-Total B: Call-Out</b>	R
<b>Sub-Total C: Repairs and Spares provision</b>	R
<b>TOTAL FOR YEAR 1 EXCLUDING VAT</b> <b>(Carry over to 5-year Pricing Schedule)</b>	R

**SUMMARY PRICING SCHEDULE FOR YEAR 5 years**

Period	Annual Escalation	Rand Value
Years 0 to 1	0%	
Year 1 to 2	6%	
Year 2 to 3	6%	
Year 3 to 4	6%	
Year 4 to 5	6%	
<b>Total Contract Project Value for 5 years excl. VAT</b>		
<b>Vat @ 15%</b>		
<b>Total Contract Project Value for 5 years incl. VAT</b>		

**Declaration:**

I/We the undersigned \_\_\_\_\_ (Name) herby 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