



Request for Bids for the Provision of Professional Services for installation of Security Access Control Equipment at the General Aviation for Period of 24 months for Airports Company South Africa (ACSA)

Bid Number: : ORTIA8175/2026/RFP

Issue Date : 06 July 2026

Briefing Session and Site : 10 July 2026

Bid Closing Date and Time : 31 July 2026


PART A
SBD 1: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIRPORTS COMPANY SOUTH AFRICA					
BID NUMBER:	ORTIA8175/2026/RFP	CLOSING DATE:	31 July 2026	CLOSING TIME:	12h00pm
DESCRIPTION	Request for Bids for the Provision of Professional Services for installation of Security Access Control Equipment at the General Aviation for Period of 24 months for Airports Company South Africa (ACSA)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ACSA North Wings Offices					
International Terminal Building 3rd Floor					
O. R. Tambo International Airport					
Tender Box B					
(NB: Tender Deposit Register must be completed and signed by person depositing the bid documents)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Masana Sithole		CONTACT PERSON		
TELEPHONE NUMBER	011 723 7946		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Masana.sithole@airports.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					

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VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/>
NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/>
YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/>
YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to bid documents

Tenders are available on www.etenders.gov.za and www.airports.co.za. Kindly print and complete.

Submission of bid documents

The envelopes containing bid documents must have on the outside, the bidder's return address, the full description of the bid, bid number and the details of the Supply Chain Management department where the bid will close. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. Bid documents must be submitted on or before **12h00PM on 01 July 2026** using the following method(s):

1.1.1. Hand delivery/Tender Box

The bid document must be delivered to the address below and must be addressed as follows:

ACSA North Wings Offices

International Terminal Building 3rd Floor

O. R. Tambo International Airport

Tender Box B

Proposals must be in duplicate (an original printed copy and a printed copy of the original) together with an electronic copy of the bid documents using a compact disc or flash drive. 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

1.1.2. Bidders are requested to submit both be in printed format **an original and a copy**. Both documents will be legal and binding.

1.2. Alternative Bids

As a general rule ACSA only accepts bids which have been prepared in response to the bid invitation. The Accounting Officer reserves the right to request bid alternative where deemed necessary or appropriate. Guidance will provided when alternative bids are requested.

1.3. Late Bids

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

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1.4. Clarification and Communication

Name: Masana Sithole

Designation: SCM: Buyer

Tel: 011 723 7946

Email: Masana.sithole@airports.co.za

- 1.4.1. Request for clarity or information on the bid may only be requested until **10th July 2026 @ 16:00pm**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal.
- 1.4.2. Bidders may not contact any ACSA employee on this bid other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the acceptance of the letter of award bid. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this bid.

1.5. Non-Compulsory Session

A non-compulsory briefing/site inspection session will be held **on 10th of July 2026 at 10h00 AM**. The session will be held at the following location:

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/329055443490026?p=FvQc0XoF3dzlGs rnUh>

Meeting ID: 329 055 443 490 026

Passcode: Gr3Sa6Ba

1.6. Bid Responses

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

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1.7. Disclaimers

It must be noted that ACSA reserves its right to:

- 1.7.1. Award the whole or a part of this bid;
- 1.7.2. Split the award of this bid;
- 1.7.3. Negotiate with all or some of the shortlisted bidders;
- 1.7.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;
- 1.7.5. To reject the lowest acceptable bid received; and/or
- 1.7.6. Cancel this bid.
- 1.7.7. This bid document may not be changed or altered in any manner, any change to the content of the bid document will lead to disqualification as it will be changing the terms and conditions of the tender.

1.8. Validity Period

- 1.8.1. ACSA requires a validity period of **hundred and twenty (120) business/working days** for this bid. During the validity period the prices which have been quoted by the bidder must remain firm and valid.

1.9. Confidentiality of Information

- 1.9.1. ACSA will not disclose any information disclosed to ACSA through this bid process to a third party or any other bidder without any written approval from the bidder whose information is sought.
- 1.9.2. Furthermore,
 - 1.9.2.1 ACSA will not disclose the names of bidders until the bid process has been finalised.
 - 1.9.2.2 Bidders may not disclose any information given to the bidders as part of this bid process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the bid, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.

- 1.10. ACSA is a National Key Points therefore has to comply with the laws prescribed by the security cluster of the Country. Bidders may be subjected to security vetting depending on the goods and/or services being



provided. Where deemed necessary, ACSA will not contract with a bidder that does not comply with the security vetting requirement.

1.11. 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 or 086 726 1681

Email: **office@thehotline.co.za**

SECTION 2: EVALUATION CRITERIA

2.1 Evaluation Criteria

- 2.1.1 ACSA will use a pre-determined evaluation criteria when considering received bids. The evaluation criteria will consider **mandatory administrative, functionality and Price and Preference**. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the bid process.
- 2.1.2 The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to give bidders reasonable time to submit information that will be required in Stage 1 below.

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

Stage 1	Stage 2	Stage 3	Stage 4
Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference	Post tender negotiations (where applicable)

2.2.1. Stage 1: Mandatory Requirement

- Completion of pricing schedule - SBD 3.3

2.2.2 Stage 2 Functionality Evaluation

In determining the bidders capacity and capability to execute the contract/project, bidders will be evaluated on functionality. 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 specialised quality, reliability and functionality.

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold **60points out 100** must be achieved for the tender to be eligible for further evaluation on Price and Preference (**80/20 split**)

a. Functional Evaluation Criteria

- Qualifying bidders will be evaluated on demonstrating experience in completing or managing similar projects technical capabilities, resources proposal, financial proposal, proposed project schedule/timelines. In order to proceed to the next stage of the evaluation bidders must score a minimum overall **of 60** out 100 points

Evaluation Criteria	Maximum Score	Weight
1 Company Profile & Experience	30 Points	
<p>1.1 General Security Project Experience (30 pts): Project Management and Engineering Design</p> <p>Experience of access control installations in high-security environments (e.g., airports, data centres, financial institutions, government and military facilities, corporate and industrial, critical infrastructure)</p> <p>Acceptable evidence is a client letter, in client's letterhead covering, at a minimum the following for each project:</p> <ul style="list-style-type: none"> Bidding Company name Client Company Name Project Description Project Construction Value Services provided by the bidder Project Period Client Representative name Client Representative Position Client Representative Contacts (email and number) 	30 pts	<ul style="list-style-type: none"> Acceptable evidence for three (3) or more projects = 30 pts Acceptable evidence for two (2) projects = 20 pts Acceptable evidence for one (1) project = 15 pts No Acceptable evidence = 0 pts
2 Project Team & Key Personnel	60 Points	

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<p>2.1 CV of Project Manager: Relevant BEng/BSc/BTech (Mechanical/Electrical/Civil/Electronics Engineering) qualification, a valid registration with SACPCMP as PrCPM, and proven project management experience in similar or construction/engineering projects. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>	10	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar/construction/engineering projects, with proof of current SACPCMP registration as a Construction Project Manager (PrCPM) – 10 pts • Proven experience in one (1) or two (2) similar/construction/engineering projects, with proof of current SACPCMP registration as a Construction Project Manager (PrCPM) – 6 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in one (1) or more similar/construction/engineering projects and no proof of current SACPCMP registration as a Construction Health and Safety Agent = 0 pts
<p>2.2 CV Construction Health and Safety Agent: Relevant Health and Safety qualifications (Diploma or higher), and valid SACPCMP registration as CHSA (Construction Health and Safety Agent), and proven experience in similar/construction/engineering projects. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>	8	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar/construction/engineering projects, with proof of current SACPCMP registration as a Construction Health and Safety Agent – 8 pts • Proven experience in one (1) or two (2) similar/construction/engineering projects, with proof of current SACPCMP registration as a Construction Health and Safety Agent – 5 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in one (1) or more similar/construction/engineering projects and no proof of current SACPCMP registration as a Construction Health and Safety Agent = 0 pts
<p>2.3 Technical Team Leads per Engineering Category : Relevant qualifications, certifications (ECSA), and proven experience in similar projects. <i>Minimum of one candidate per engineering discipline, proposing more than one candidate does not give more points.</i></p>		
<p>2.3.1 CV of Architect): Relevant (BSc Architecture /Bachelor of Architectural studies/BTech in Architectural Technology/Bachelor of Architecture) qualifications and a valid registration with</p>	7	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar or commercial/industrial building construction projects, with proof of current SACAP registration as a Pr.Arch or PrSenArchTech or Pr.ArchTech – 7 pts

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<p>SACAP as Pr.Arch or PrSenArchTech or Pr.ArchTech, and proven experience in similar or commercial/industrial building construction projects. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>		<ul style="list-style-type: none"> • Proven experience in one (1) or two (2) similar or commercial/industrial building construction projects, with proof of current SACAP registration as a Pr.Arch or PrSenArchTech or Pr.ArchTech – 4 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in one (1) or more similar or commercial/industrial building construction projects and no proof of current SACAP registration as a registration as a Pr.Arch or PrSenArchTech or Pr.ArchTech = 0 pts
<p>2.3.2 CV of Civil Engineer/Technologist: Relevant (BSc/BEng/BTech) Civil Engineering qualifications and valid registration with (ECSA) as PrEng or PrTech, and proven experience in similar/construction/engineering projects. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>	<p>7</p>	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 7 pts • Proven experience in one (1) or two (2) similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 4 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in one (1) or more similar/construction/engineering projects and no proof of current ECSA registration as a PrEng or PrTech= 0 pts
<p>2.3.3 CV of Structural Engineer / Technologist (5): Relevant (BSc/BEng/BTech) Civil Engineering qualifications and valid registration with (ECSA) as PrEng or PrTech, and proven experience in similar/construction/engineering. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>	<p>7</p>	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 7 pts • Proven experience one (1) or in two (2) similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 4 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in one (1) or more similar/construction/engineering projects and no proof of current ECSA registration as a PrEng or PrTech= 0 pts



<p>2.3.4 CV of Mechanical Engineer / Technologist (5): Relevant (BSc/BEng/BTech) Mechanical Engineering qualifications and valid registration with (ECSA) as PrEng or PrTech, and proven experience in similar/construction/engineering projects. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>	7	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 7 pts • Proven experience in one (1) or two (2) similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 4 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in one (1) or more similar/construction/engineering projects and no proof of current ECSA registration as a PrEng or PrTech= 0 pts
<p>2.3.5 CV of Electrical Engineer / Technologist (5): Relevant (BSc/BEng/BTech) Electrical Engineering qualifications and valid registration with (ECSA) as PrEng or PrTech, and proven experience in similar/construction/engineering projects. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>	7	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 7 pts • Proven experience in one (1) or two (2) similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 4 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in one (1) or more similar/construction/engineering projects and no proof of current ECSA registration as a PrEng or PrTech= 0 pts
<p>2.3.6 CV of Electronic Technologist (5): Relevant (BSc/BEng/BTech) Electronics/Mechatronics/Electrical light current Engineering qualifications and valid registration with (ECSA) as PrEng or PrTech, and proven experience in similar/construction/engineering projects. <i>Minimum of one candidate, proposing more than one candidate does not give more points.</i></p>	7	<ul style="list-style-type: none"> • Proven experience in three (3) or more similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 7 pts • Proven experience in one (1) or two (2) similar/construction/engineering projects, with proof of current ECSA registration as a PrEng or PrTech – 4 pts • No CVs or Candidate(s) provided or Candidate with no proven experience in

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		one (1) or more similar/construction/engineering projects and no proof of current ECSA registration as a PrEng or PrTech= 0 pts
3 Proposed Solution & Methodology	10 Points	
<p>3.1 Project Resourcing: The bidder must demonstrate through an organogram that sufficient, competent, and available personnel are allocated to the project, with clearly defined roles and responsibilities aligned to the project scope.</p> <p>3.2 Project Plan The bidder must submit a clear, logical, and achievable project plan demonstrating an understanding of the project requirements, timelines and critical path.</p>	10 pts	<ul style="list-style-type: none"> • Good: Resources Roles clearly defined, experience well matched to scope, availability confirmed; Plan has clear approach/methodology, realistic programme and clear critical path – 10 pts, broken down below: <ul style="list-style-type: none"> • Approach / Methodology - 4pts • Project Programme / Schedule - 2pts • Risk Register - 2pts • Project Organogram - 2pts • Poor: Resources key roles missing, unclear responsibilities, or insufficient experience; Plan is generic, vague, or copied plan; no project-specific detail – 0 pts
TOTAL TECHNICAL SCORE		100 Points

2.2.3 Price and Preference

This is the final stage of the evaluation process and will be based on the Preferential Procurement Regulations 2022. preference point system. Bidders will be ranked by applying the preferential point scoring *80/20 for bids with the rand value equal to or below R50 million*. A maximum of 80 points is allocated for price based on the following formulae :

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

Where:

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

Evaluation of Preference

ACSA will score specific goals out of 10 or 20 in accordance with the Preferential Procurement Regulations 2022.. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20 or out of 10. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Specific Goals	Number of points (80/20 system)	Number of points (90/10 system)
B-BBEE Status Level 1	5	5
B-BBEE Status Level 2	4.5	4.5
B-BBEE Status Level 3	4	4
B-BBEE Status Level 4	3	3
B-BBEE Status Level 5	2	2
B-BBEE Status Level 6	0.5	0.5
B-BBEE Status Level 7	0.3	0.3
B-BBEE Status Level 8	0.1	0.1
Black youth majority-owned entities	5	5
Black women majority-owned entities	5	5
Company majority owned by people with disabilities	5	5
Non-compliant contributor	0	0

Bidder to provide proof to support The Preference Points being Claimed.

- a) Provide original or certified copy Valid sworn Affidavit OR
- b) B-BBEE Certificate from a SANAS accredited rating agency
 - If bidder is a Joint Venture (JV) – a consolidated B-BBEE certificate from a SANAS accredited agency must be provided

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as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice

a) Any other supporting information..

IN ORDER TO SCORE FOR PREFERENCE POINTS, BIDDER MUST PROVIDE SUPPORTING INFORMATION (PROOF) THAT IS RELEVANT TO THE SPECIFIC GOALS.

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Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393

SBD 3.3
PRICING SCHEDULE

No	Cost Component	Amount (R)
1	Preliminaries and General	
2	Stage 1 – Concept and Viability	
3	Stage 2 – Concept and Viability	
4	Stage 3 – Design Development	
5	Stage 4 – Documentation and Procurement	
6	Stage 5 – Construction Monitoring and Contract Administration	
7	Stage 6 – Close-Out and Handover	
	Total (Excl. VAT)	
	VAT (15%)	
	Total (Incl. VAT)	

Note: No reimbursements will be paid separately, the pricing should include all expenses that will be incurred in executing the work.

Pricing Schedule

No.	Description	Unit	Qty	Rate	Amount
1 Preliminaries and General					
1.1	Project initiation & setup	Lump Sum	1		
1.2	Client liaison & communication	Lump Sum	1		
1.3	General administration	Lump Sum	1		
				Subtotal	
2 Stage 1 – Concept and Viability					
2.1	Define project scope & brief	Lump Sum	1		
2.2	Site visit & assessment	Lump Sum	1		

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2.3	Identify constraints & risks	Lump Sum	1		
				Subtotal	
3	Stage 2 – Concept and Viability				
3.1	Concept design development	Lump Sum	1		
3.2	Feasibility study	Lump Sum	1		
3.3	Preliminary cost estimate	Lump Sum	1		
3.4	Regulatory review	Lump Sum	1		
				Subtotal	
4	Stage 3 – Design Development				
4.1	Detailed engineering design	Lump Sum	1		
4.2	Technical calculations	Lump Sum	1		
4.3	System layouts & drawings	Lump Sum	1		
4.4	Multidisciplinary coordination	Lump Sum	1		
				Subtotal	
5	Stage 4 – Documentation and Procurement				
5.1	Construction drawings	Lump Sum	1		
5.2	Specifications preparation	Lump Sum	1		
5.3	Tender documentation	Lump Sum	1		
5.4	Tender evaluation & recommendation	Lump Sum	1		
				Subtotal	
6	Stage 5 – Construction Monitoring and Contract Administration				
6.1	Site inspections	Month	24		
6.2	Progress meetings	Lump Sum	1		
6.3	Contract administration	Lump Sum	1		
6.4	Quality control & reporting	Lump Sum	1		
				Subtotal	
7	Stage 6 – Close-Out and Handover				

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7.1	Final inspection	Lump Sum	1		
7.2	Snag list & completion certificate	Lump Sum	1		
7.3	As-built drawings	Lump Sum	1		
7.4	Close-out report	Lump Sum	1		
				Subtotal	

2.2.4. Objective Criteria Evaluation

In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals (Preference) justify the award to another bidder. Should there be no bidder the complies with the objective criteria, the highest point scorer shall be awarded the bid

SECTION 3: SCOPE OF WORKS

3.1 BACKGROUND

The implementation of this project is informed by the General Aviation strategy.

The purpose of the project is to enhance security at the General Aviation site across 8 (ORTIA, CTIA, BFIA, CDSIA, KPA, UPN, GRJ, and KIM) of ACSA Airports and the introduction of truck screening capabilities at cargo gates and other strategic gates leading into the airside.

This will involve the deployment of surveillance and access control measures, to ensure secure and efficient entry and egress points at the GA sites. This will strengthen security measures and across airports through access control, while adhering to the highest industry standards

1. Regulatory Drivers

- a. NASP Section 6.17.4 mandates that landside security measures, including CCTV surveillance, and access control systems to mitigate risk of and to prevent acts of unlawful interference.
- b. ICAO Doc 8973 (Annex 1) mandates that security screening must be operational in all weather conditions, access control area be secured within a fenced perimeter, and suitable communication equipment must be provided.

2. Security Gaps

- a. General Aviation space is plagued by numerous security and criminal challenges which leaves the airside operational safety vulnerable as highlighted by the various security assessments which were done.
- b. These challenges include inadequate security measures, poor access control, security breaches and a host of other illicit activities. Enhancing security and by implementing the minimum-security measures as proposed by the General Aviation strategy is critical to mitigating these risks without disrupting general aviation operations.

3.2 Project scope synopsis

3.2.1 Purpose of the Scope Synopsis

The purpose of this section is to provide the Consultant with the baseline project scope from which they are required to develop their professional services deliverables.

The draft high-level Project Scope of Work:

- Represents the Employer's current understanding of the required works
- Is intended to inform design development, documentation, and construction planning
- Does not absolve the Consultant of its obligation to exercise professional skill, care, and diligence

The Consultant shall use this scope as the starting point for their services and shall refine, develop, and detail the scope through the design and documentation phases.

3.2.2 Scope Synopsis (High-Level)

The high-level construction scope of work includes the installation of a comprehensive security system for General Aviation facility, which will include a variety of security devices such as surveillance cameras, X-ray machines, metal detectors, base station radios, panic buttons, booms, turnstiles, permit card scanners, intercom, vehicle number plate recognition system, guard house and ablution facilities, and associated infrastructure.

3.1.3 Scope Validation and Refinement

The Consultant shall:

- Review the draft high-level Project Scope of Work provided by the Employer
- Confirm alignment of the scope with applicable standards, regulations, and best practice
- Identify any omissions, ambiguities, or risks that may impact design, documentation, or construction delivery
- Advise the Employer of any required scope clarifications or enhancements necessary to deliver a complete and compliant project

Any proposed changes to the scope shall be subject to the Employer's review and approval.

3.3 Project Overview

The Consultant shall provide full multidisciplinary professional engineering consulting services required for the successful planning, design, procurement, construction, commissioning, and close-out of the project. Services shall be delivered in line with, but not limited to:

- SACPCMP Professional Practice Guidelines
- Relevant ECSA engineering standards
- Relevant SACAA Standards and guideline
- SANS codes, National Building Regulations, OHS Act
- Municipal, statutory, environmental, and industry requirements

The Consultant shall coordinate all engineering disciplines including, where applicable:

- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Electronic Engineer (Instrumentation & Control)

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- Information/ICT Systems
- Any specialist or sub-consultant services required

Consultant shall be responsible for ensuring that all professional and specialist disciplines necessary to deliver the full scope of design, documentation, and construction monitoring services are provided. This responsibility applies irrespective of whether such disciplines are explicitly listed in the Evaluation Criteria or elsewhere in this procurement document.

3.4 Scope of Services (Stage 2 to 6)

Stage 1 – Concept and Viability

The Consultant shall:

- Receive and clarify and refine the client's objectives, project requirements, performance expectations, constraints, and approval processes.
- Understand the site, operational context, existing infrastructure, and statutory requirements relevant to all disciplines.
- Identify technical stakeholders and establish multidisciplinary roles, communication protocols, and decision structures.
- Review existing documentation, baseline studies, and available project data.
- Prepare a Stage 1 Inception Report covering:
 - Project brief
 - Site and existing services assessment
 - Multidisciplinary risk identification
 - Project approval roadmap
 - Indicative programme and next actions

Stage 2 – Concept and Viability

The Consultant shall:

- Develop multidisciplinary concept solutions addressing technical, statutory, operational, environmental, lifecycle, and cost requirements.
- Prepare design criteria, assumptions, high-level designs, concept sketches, design approaches, and system philosophies across all relevant disciplines.
- Conduct feasibility studies, including:
 - Technical viability
 - Space planning and integration

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- Preliminary engineering calculations
- Services tie-ins
- Sustainability and energy strategy
- OHS and constructability considerations
- Identify technical risks, cost implications, regulatory requirements, and programme impacts.
- Produce preliminary budgetary estimates and milestone schedules.
- Submit the Stage 2 Concept and Viability Report for client approval.

Stage 3 – Design Development

The Consultant shall:

- Progress the approved concept into coordinated multidisciplinary design development.
- Produce structured engineering outputs per discipline, including:
 - Technical calculations
 - Design models and layouts
 - Preliminary single-line diagrams
 - Design criteria and specifications
 - Equipment sizing and selection
 - Interface control documentation
- Facilitate design coordination workshops to eliminate clashes and ensure integration between engineering systems.
- Update cost estimates, risk assessments, construction planning, and statutory approvals status.
- Deliver the Stage 3 Design Development Report for client review and sign-off.

Stage 4 – Documentation and Procurement

The Consultant shall:

- Generate detailed design deliverables suitable for construction and procurement, including:
 - Final detailed drawings
 - Detailed bills of quantities/schedules
 - Specifications and standards
 - Material and equipment documentation/schedules
 - Datasheets and schedules per discipline
- Compile multidisciplinary tender documentation including:
 - Conditions of tender
 - Technical requirements
 - Evaluation criteria
- Support the tender process by:

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- Responding to bidder technical queries
- Attending clarification meetings
- Provide a Stage 4 Documentation and Procurement Report summarizing procurement outcomes.

Stage 5 – Construction Monitoring and Contract Administration

The Consultant shall:

- Provide multidisciplinary construction monitoring, including:
 - Reviewing contractor shop drawings and method statements
 - Conducting site inspections and quality control audits
 - Verifying compliance with approved drawings, standards, and specifications
- Coordinate technical resolution of design queries and site issues.
- Attend site and progress meetings, issuing formal records and progress reports.
- Review and certify payment applications, variations, equipment test reports, and installation quality.
- Maintain project registers such as:
 - NCR registers
 - TQ/RFI registers
 - Change control logs
 - Progress tracking records
- Support construction safety and environmental compliance to statutory requirements.

Stage 6 – Close-Out and Handover

The Consultant shall:

- Perform final multidisciplinary inspections and confirm readiness for operational handover.
- Facilitate:
 - Commissioning activities
 - Integrated system testing
 - Snag and punch-list closure
- Oversee performance testing where applicable.
- Compile and submit final close-out deliverables including:
 - As-built multidisciplinary drawings
 - Final design documentation
 - O&M manuals and maintenance schedules
 - Test certificates and commissioning reports
 - Completion certificates and sign-off documentation
- Support the client during transition to operations.

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3.4 Deliverables

The Consultant shall deliver, at minimum:

Reports and Documents

- Stage 1 – Inception Report; Confirmed project brief and scope definition; Preliminary programme and approvals roadmap; Preliminary risk register
- Stage 2 – Concept and Viability Report; Preliminary cost estimate; Updated risk register and programme.
- Stage 3 – Design Development Report; Coordinated multidisciplinary drawings and layouts; Detailed engineering calculations and specifications; Updated cost estimate and programme; Record of all meetings.
- Stage 4 – Procurement programme; Tender/contract conditions; Tender Evaluation criteria and bills of quantity; Record of all meetings.
- Stage 5 – Approved site construction programme; Construction documentation; Site inspection and progress reports; Reviewed shop drawings and submissions; Certified payment and variation assessments; Practical completion support documentation; Record of all meetings.
- Stage 6 – Completion certificates; Record of necessary meetings; Project close-out report.
- Engineering Studies and Calculations
- Technical Risk Registers and Mitigation Plans

Design Deliverables

- Concept and detailed designs
- 2D drawings and 3D models
- System integration documentation
- Technical specifications and datasheets

Procurement Deliverables

- Tender documentation
- Procurement recommendations

Construction and Close-Out

- Site monitoring reports
- Quality and commissioning documentation
- As-built documentation
- Final completion certificates

3.5 Professional Standards

All services shall be delivered in accordance with:

- South African Council for Project and Construction Management Professions (SACPCMP) Frameworks and Guidelines
- Engineering Council of South Africa (ECSA) Guidelines and Code of Conduct

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- Applicable South African National Standards (SANS), National Building Regulations (NBR) Municipal and Legal Requirements
- Industry best practices, statutory requirements, safety regulations, and contract standards
- SACAA Standards
- ICAO Standards

3.6 Assumptions and Exclusions

Any limitations, specialist inputs, project risks, exclusions, or assumptions shall be agreed with the client and recorded at each project stage.

3.7 Provision and Coordination of Additional Professional Disciplines

The Evaluation Criteria may reference specific professional disciplines relevant to the Security Project. However, the PSP shall be responsible for ensuring that all professional and specialist disciplines necessary to deliver the full scope of design, documentation, and construction monitoring services are provided.

This responsibility applies irrespective of whether such disciplines are explicitly listed in the Evaluation Criteria or elsewhere in this procurement document.

3.8 Additional Disciplines and Specialist Inputs

Without limiting the generality of the above, the Consultant may be required to provide or coordinate input from additional disciplines, including but not limited to:

- ICT, systems integration, and communications
- Construction Supervision and monitoring
- Quantity Surveying services
- Fire, life safety, and emergency systems
- Security technology and specialist systems design
- Health, safety, and environmental advisory services
- Constructability, staging, and temporary works advisory inputs (design review only)

All disciplines shall be appropriately qualified, experienced, and registered in accordance with applicable legislation and professional standards.



3.9 No Expansion of Construction Scope

The Consultant's responsibility for additional disciplines relates **solely to professional services** and does not extend to the execution of construction works, which shall be undertaken by a separately appointed construction service provider.

The Consultant shall ensure that all design and documentation adequately define and coordinate the construction works to be executed by others.

3.10 Fees

The Consultant shall be deemed to have allowed for all disciplines, resources, and specialist inputs reasonably required to fulfil its obligations under this appointment.

No additional fees, variations, or claims shall be entertained on the basis that a discipline or specialist input was not expressly identified in the Evaluation Criteria or elsewhere in the procurement documentation.

SECTION 4: MANDATORY AND ADMINISTRATION DOCUMENTS

4.1 Mandatory Returnable documents

- **Completion of pricing schedule - SBD 3.3**

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

4.2 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 mandatory and other returnable documents listed in the table follows:

RETURNABLE DOCUMENTS AND INFORMATION	MANDATORY	ADMINISTRATIVE	SUBMITTED [Yes]
<i>SBD 3.3: Priced offer</i>	X		
<i>Declaration of Interest Form and Politically Exposed Persons</i>		X	
<i>SBD 4 Bidder's Disclosure Form</i>		X	
<i>SBD 6.1 Preference Points Claim Form</i>		X	
<i>Confidentiality and Non-Disclosure Agreement</i>		X	
<i>BEE Certificate and Scorecard or BBBEE QSE/EME Affidavit</i>		X	
<i>Verifiable medical certificate of report as proof of disability (For preference claims)</i>		X	
<i>Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in orders by SARS)</i>		X	
<i>Certificate of Incorporation of the bidding entity showing ownership split</i>		X	
<i>Central Supplier Database Report (CSD)</i>		X	
<i>VAT Questionnaire</i>		X	
<i>ACSA Terms and Conditions</i>		X	



4.3 Validity of submitted information

Bidders must ensure that all conditions, documents and information which has been submitted in pursuance to this bid remains valid for the duration of the contract period. In the event where a validity 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.



SECTION 5: RETURNABLE DOCUMENTS

5.1 DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS 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) also known as Domestic Prominent Influential Persons (DPIP) in their organisation. See below definition of PEP/DPIP.

Politically Exposed Persons or DPIP 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

5.1.1 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

I/We certify that there is / no PEP/DPIP 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.

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

PEP/DPIP Declaration

DPIP/PEP Declaration for self/family member or close associate:

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

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

Full Name	Identity Number	Personal Income Tax Reference Number

5.1.2.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



5. 2 BIDDER’S DISCLOSURE FORM 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 in respect of employees of the State

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by the state? **YES/NO**

If so, furnish particulars of the names, individual identity numbers, in table below.

Full Name	Identity Number	Name of State institution



3. Bidders' disclosure in respect of independent bidding

I, the undersigned, 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 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.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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 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 state for a period not exceeding 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 ABOVE IS CORRECT AND ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS INFORMATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position/ Designation

.....
Name of bidder

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

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals / Preference .

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS / PREFERENCE	20*
Total points for Price and SPECIFIC GOALS	100

**Documented proof is listed on the returnable table above*

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Specific Goals	Number of points (80/20 system)
<i>B-BBEE Status Level 1</i>	5
<i>B-BBEE Status Level 2</i>	4.5
<i>B-BBEE Status Level 3</i>	4
<i>B-BBEE Status Level 4</i>	3
<i>B-BBEE Status Level 5</i>	2
<i>B-BBEE Status Level 6</i>	0.5
<i>B-BBEE Status Level 7</i>	0.3
<i>B-BBEE Status Level 8</i>	0.1
<i>Black youth majority-owned entities</i>	5
<i>Black women majority-owned entities</i>	5
<i>Company majority owned by people with disabilities</i>	5
<i>Non-compliant contributor</i>	0



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem*

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- (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....



Form 5.5: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

(Registration No. 1993/004149/30)

(“Airports Company”)

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(“_____”)

of

[Service Providers Address]

1. INTERPRETATION

In this agreement -

- 1.1 "confidential information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
- 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of confidential nature of the disclosing party, in whatever form it may be;
- 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;

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- 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
- 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
- 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
- 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
- 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below;
- but does not include information which -
- 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
- 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
- 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
- 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement;
- is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);

For the purposes of this agreement the party, which discloses confidential information, shall be referred to as "the disclosing party" and the party, which receives the confidential information, shall be referred to as "the receiving party".

- 1.2 "“affiliate” –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person “controls” another person if it holds or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;
- 1.3 “disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.4 “receiving party” – the party receiving confidential information in terms of this agreement;
- 1.5 “the parties” – the Airports Company and _____.

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3 **USE OF CONFIDENTIAL INFORMATION**

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

4 **NON-DISCLOSURE**

- 4.1 THE RECEIVING PARTY undertakes that –
- 4.1.1 it will treat the disclosing party’s confidential information as private and confidential and safeguard it accordingly;
- 4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party’s confidential information failing into the hands of unauthorised persons or entities;
- 4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -
- 4.1.4 unless it is strictly necessary for the purposes referred to in 2.1 above; and
- 4.1.5 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement, and, in such event, the receiving party hereby indemnifies the disclosing party

against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

- 4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. **COPIES**

- 5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".
- 5.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –
- 5.2.1 where copies of the confidential information are held;
 - 5.2.2 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held; and
 - 5.2.3 the names and addresses of the persons to whom confidential information has been disclosed and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

6. **THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY**

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the "**Company IP**") for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.
- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the dineo.maphaba@airports.co.za. Each single request by the same receiving party shall be treated as a new request.
- 6.3 Should the Company provide its consent in terms of clause 6.1 above, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

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7. DURATION

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5** years (“the term”), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. TITLE

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:
- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. RELATIONSHIP BETWEEN THE PARTIES

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein
- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

10. ENFORCEMENT, GOVERNING LAWS AND JURISDICTION

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.
- 10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.
- 10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. **DOMICILIUM**

- 11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.
- 11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicilium to any other address which is not a post office box or poste restante.
- 11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.
- 11.4 Any notice given and any payment made by one party to the other ("the addressee") which:
- 11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;
- 11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;
- 11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

12. **GENERAL**

- 12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.
- 12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.
- 12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.
- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.
- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.
- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.



SIGNED at _____ on _____ day of _____ 202__

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

the signatory warranting that he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

SIGNED at _____ on _____ day of _____ 202__

[NAME OF SERVICE PROVIDER]

the signatory warranting that s/he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____



FORM 5.6: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS

When responding to this bidder, the bidder is assumed to have accepted the terms and conditions listed below:

TO: Airports Company South Africa SOC Limited (ACSA)
 Airports Company South Africa Limited.

Proposal No: _____

1. Bidder's Name and Contract Details

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

2. Proposal Certification

We hereby submit a Proposal in respect of the **COR 8212/2026/RFP** in accordance with Airports Company South Africa's requirements.

- We acknowledge that Airports Company South Africa's terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand and agree to be bound by the content of all the conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa's Bid Adjudication Committee decision is final and binding.

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- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airport Company South Africa or its agent.
- 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 bid only.
- 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 Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.
-

Thus done and signed at		on this the		day of		202
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Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	



FORM 5.7: VAT QUESTIONNAIRE

VAT Questionnaire for entities bidding as a partnership, joint venture or consortium (i.e. Body of Persons). The following form is required to be completed by the winning bidder at contracting stage.

1. Are you bidding as a partnership/ joint venture or consortium? **Yes/No (Mark with X below)**

Yes	No
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2. If you have answered yes to the above question, please provide the following:

2.1 A VAT registration certificate in the name of the joint venture, partnership or consortium which includes the VAT registration number of the partnership/joint venture.

Name of the Body of Persons	VAT Number of Body of Persons	Valid registration certificate attached? Yes/No
1.		

ACSA management will use the following link to check your registration. [VendorExactSearch\ 1.0.4 \(sarsefiling.co.za\)](http://VendorExactSearch\ 1.0.4 (sarsefiling.co.za))

3. We recommend that the supplier warrants and represents that, where applicable, it is duly registered for VAT under the VAT Act.
4. Failure to comply with the VAT Act in supplying a valid VAT invoice relating to the Body of Persons will result in Airports Company South Africa SOC Limited being entitled to recover any losses, penalties and interest suffered. Failure includes but is not limited to the invoice having a VAT number that is not registered to the Joint Venture/partnership/consortium i.e. if the VAT number supplied relates to one party of the Body of Persons.

The below definitions are in relation to the above requirement.

1. Definitions

1.1 **Person**, as defined in section1(1) of the Value Added Tax Act No 89 of 1991(“the VAT Act”) – includes a public authority, any municipality, any company, any body of persons (corporate or unincorporated), the estate of any deceased estate or any insolvent person and any trust fund.

The below terms are not defined in the VAT Act and as such, the ordinary meaning has been taken into account:

1.2 **Consortium or Joint Venture** - an arrangement between two or more persons based on an agreement to generally operate a single, limited or defined project. The parties to such an agreement will generally share control of the arrangement and share the product or output of the venture

1.3 **Partnership** - an arrangement between two or more persons based on an agreement. The parties to that arrangement should have the intention to be partners and the essential elements for a

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partnership being the partners' contributions, a profit objective and joint benefit for the partners must be evident from the agreement.

2. The Law

Section 51 of the VAT Act states that:

- (1) *Subject to the provisions of section 46, where any body of persons, whether corporate or unincorporate (other than a company), carries on or is to carry on any enterprise-*
- a. *such body shall be deemed to carry on such enterprise as a person separate from the members of such body;*
 - b. *registration of that body as a vendor shall be effected separately from any registration of any of its members in respect of any other enterprise;*
 - c. *liability for tax in respect of supplies by that body shall be determined and calculated in respect of the enterprise carried on by it as an enterprise carried on independently of any enterprise carried on by any of its members, and any refund relating to that body's enterprise which is payable in terms of section 44 shall be made to that body; and*
 - d. *the duties and obligations imposed by this Act on any vendor or other person shall, as respects the enterprise carried on by that body, be performed by it separately from the duties and obligations imposed on any of its members.*

3. Application of the Law

When a body of persons forms a joint venture, partnership or consortium, such a body is treated as a separate legal person for VAT purposes and, in terms of section 51(1) of the VAT Act, required to register for VAT with the South African Revenue Services ("SARS") where the body's taxable supplies exceed the registration threshold.

Should the joint venture or partnership or consortium not be registered for VAT, **VAT cannot be levied on any invoice** that will be issued out to Airports Company South Africa for services rendered.