AIRPORTS COMPANY
SOUTH AFRICA

BID DOCUMENT

FOR

REQUEST FOR PROPOSALS FOR THE PROVISION OF JOINT MONITORING TEAM PROFESSIONAL SERVICES FOR THE DESIGN, SUPPLY, INSTALLATIONS AND COMMISSIONING OF NEW AUTOMATED WEATHER OBSERVATION SYSTEMS (AWOS), AS WELL AS DECOMMISSIONING OF THE EXISTING WEATHER OBSERVATION SYSTEMS (AWOS) AT CAPE TOWN INTERNATIONAL AIRPORT (CTIA), GEORGE AIRPORT (GRJ), CHIEF DAWID STUURMAN INTERNATIONAL AIRPORT (CDSIA), UPINGTON AIRPORT (UPN) AND KIMBERLY AIRPORT (KIM) FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

Bid Reference Number: COR10932/2026/RFP

DATE OF ISSUE: 03 NOVEMBER 2026

Issued by

Airports Company South Africa

Cape Town International Airport

Note:

Upon Acceptance of the Offer by the Employer, this Tender Document becomes the Contract Document, subsequent to which, all references to the term "Tenderer(s)" then become synonymous with the term "Consultant".

VOLUME 1

NAME OF BIDDER: .....

_____ _____

Respondent's Signature Date & Company Stamp

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(Bidding Entity/Company)

Timelines

Tender Number	**COR10932/2026/RFP**
Issue Date	**03 November 2026**
Compulsory Virtual/Online Briefing Every bidder must come to the site with the following: (a) Reflective jacket (b) Identity Document and a copy of your ID (not driver's license) (c) Relevant PPE for site inspection	**13 November 2026 @ 10h00am**
Non-Compulsory Site Inspection Date & Time Every bidder must come to the site with the following: (d) Reflective jacket (e) Identity Document and a copy of your ID (not driver's license) (f) Relevant PPE for site inspection	**1. GRJ - 17 November 2026 @11am** **2. UPN – 18 November 2026@11am** **3. KIM – 23 November 2026@11am** **4. CDSIA – 25 November 2026 @11am** **5. CTIA - 26 November 2026 @11am**
Enquiries closing Date and time	**10 December 2026 @ 11h00am**
RFP submission closing Date and Time	**22 January 2027 @ 11h00am**
HARD COPY Bid Proposals to be delivered to:	**ADDRESS:** **WESTERN PRECINCT, AVIATION PARK,** **OR TAMBO INTERNATIONAL AIRPORT,** **1 JONES ROAD, KEMPTON PARK,** **GAUTENG** **THIRD FLOOR, RECEPTION**

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Respondent's Signature Date & Company Stamp

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PART A
SBD1

SBD 1: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIRPORTS COMPANY SOUTH AFRICA					
BID NUMBER:	**COR10932/2026/RFP**	CLOSING DATE:	**22 January 2027**	CLOSING TIME:	**11:00AM**
DESCRIPTION	**REQUEST FOR PROPOSALS FOR THE PROVISION OF JOINT MONITORING TEAM PROFESSIONAL SERVICES FOR THE DESIGN, SUPPLY, INSTALLATIONS AND COMMISSIONING OF NEW AUTOMATED WEATHER OBSERVATION SYSTEMS (AWOS), AS WELL AS DECOMMISSIONING OF THE EXISTING WEATHER OBSERVATION SYSTEMS (AWOS) AT CAPE TOWN INTERNATIONAL AIRPORT (CTIA), GEORGE AIRPORT (GRJ), CHIEF DAWID STUURMAN INTERNATIONAL AIRPORT (CDSIA), UPINGTON AIRPORT (UPN) AND KIMBERLY AIRPORT (KIM) FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
WESTERN PRECINCT, AVIATION PARK,					
OR TAMBO INTERNATIONAL AIRPORT, 1 JONES ROAD					
KEMPTON PARK, GAUTENG					
THIRD FLOOR, RECEPTION					
(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	**Patricia Nkambule**		CONTACT PERSON	**Patricia Nkambule**	
TELEPHONE NUMBER	**N/A**		TELEPHONE NUMBER	**N/A**	
FACSIMILE NUMBER	**N/A**		FACSIMILE NUMBER	**N/A**	
E-MAIL ADDRESS	Patricia.Nkambule@airports.co.za		E-MAIL ADDRESS	Patricia.Nkambule@airports.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					

Respondent's Signature

Date & Company Stamp

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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?	☐Yes ☐No [IF YES ENCLOSE PROOF]		*ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?*		☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

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

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

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	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: .....

_____ _____

Respondent's Signature Date & Company Stamp

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BIDDER'S DETAILS

1	NAME OF TENDERER (BIDDING ENTITY)	
		(FULL NAME, i.e. CC, (Pty) Ltd, JV, SOLE PROPRIETOR)
2	TEL NUMBER	
3	FAX NUMBER	
4	EMAIL	
5	NAME OF CONTACT	
6	NATIONAL TREASURY CSD REGISTRATION NUMBER	MAAA
7	TENDER AMOUNT (VAT Incl.) This should be the same as the Combined C1.1 Offer and Acceptance in the (CIDB) PROFESSIONAL SERVICES CONTRACT (PSC)	

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Contents	
Number	**Heading**
The Tender	
Section 1	Instructions to Bidders
Section 2	Background, Purpose, and Scope of Works
Section 3	Evaluation Criteria
Section 4	Returnable Documents
The Contract NEC Professional Services Contract (PSC)	
Part C1: Agreement and Contract Data	
C1.1	Form of Offer and Acceptance
C1.2	Contract Data (by Employer and Consultant)
Part C2: Pricing data	
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C2.2	Pricing Data
Part C3: Scope of Work	
C3.1	Employer's Scope
Part C4 : Site information	
C4.1	Site Information
Part C5:	**Annexures**
Annex C5.1	ACSA Generic Occupational Health and Safety Specifications
Annex C5.2	Occupational Health and Safety Mandatary Agreement
Annex C5.3	ACSA Baseline Hazard Identification Risk Assessment (HIRA)
Annex C5.4	Environmental Terms and Conditions to Commence Work
Annex C5.5	POPI Act Agreement
Annex C5.6	ACSA Insurance Clauses

AIRPORTS COMPANY SOUTH AFRICA

1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Access to RFP 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. The bottom of each page of the bid documents must be **signed or stamped** with the bidder's stamp as proof that the bidder has read the bid documents. Bid documents must be submitted on or before **22 January 2027 @ 11h00am** using the following method(s):

1.1.1. **Hand delivery:**

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

The Tender Box is located at:

Airports Company South Africa SOC Limited
Western Precinct, Aviation Park,
O.R Tambo International Airport
1 Jones Road, Kempton Park
Gauteng
Third Floor, Reception

1.1.2. Proposals must both be in printed format (**an original and a copy**) together with an electronic copy of the bid documents using a USB flash drive or an accessible link. The original will be legal and binding, in the event of discrepancies between any of the submitted documents; the original will take precedence.

1.2. Late Bids

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

1.3. Clarification and Communication

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Name:	**Patricia Nkambule**
Designation:	Specialist Category Management
Email:	Patricia.Nkambule@airports.co.za

1.3.1. Request for clarity or information on the bid may only be requested until **10 December 2026@11H00am before close of business**. 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.

1.3.2. 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.

1.4. **Compulsory Online Briefing Session**

A **Compulsory Virtual Briefing Session** will be held at the address indicated below which will be followed by a **Non-Compulsory Site Inspections** on the prescribed dates below.

Venue	**Date and Time**
Online/Virtual – Bidders to request for the link 2 days before the Briefing Session.	**Friday** **13 November 2026 at 11h00am**

AND

Non-Compulsory Site Inspection (off-site)

The site inspection will take place on the prescribed dates. The site inspections are non-compulsory, and these inspections will provide you with a more understanding of the airport and what is required for this tender/contract. **The Attendance register will be signed after the attendance to BOTH Briefing AND Site inspection sessions.**

Bidders are required to bring the following for the site inspection:

- ID document or driver's license
- Safety Boots
- Reflector Vest
- **Valid Airside Temporary Permit.**

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- Bidders are required to submit copies of their identity documents (IDs) to the designated ACSA representative at least one (1) day before the scheduled compulsory site inspection, to facilitate the necessary access arrangements and permit processing in advance, thereby ensuring a smooth and efficient site briefing process.
- Airside temporary permits will be available for collection at the respective airport permit offices between 08h00 and 11h00 on the day of the compulsory site briefing and inspection. Bidders are strongly advised to arrive early to allow sufficient time for permit collection, security clearance and access formalities before the scheduled commencement of the site inspection.
- Bidders remain responsible for ensuring that all access requirements are met timeously to avoid delays or failure to attend the compulsory site inspection.

Non-Compulsory Site Inspection Sessions held on the following dates as outlined in the table below and the meeting point for the Compulsory Inspection will be the permit office for each airport.

Site Meeting Date	Meeting Time	Briefing/Site Inspection	Airport	Permit Requirement for Site Inspection	Airport Address
17/11/26	11h00 am	Non-Compulsory site Inspection	George Airport	Permit required	R101, George Western Cape
18/11/26	11h00 am	Non-compulsory site Inspection	Upington International Airport	Permit Required	1 Airport Road Upington, Northen Cape
23/11/26	11h00 am	Non-Compulsory site Inspection	Kimberly Airport	Permit required	Patterson Road Diskonolos, Kimberly, Northen Cape
25/11/26	09h00 am	Non-Compulsory site Inspection	Chief Dawid International Airport	Permit required	Allister Miller Drive Neslson Mandela
26/11/26	10h00 am	Non-Compulsory site Inspection	Cape Town International Airport	Permit Required	Cape Town International Airport

1.5. **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.

1.6. **Disclaimers**

It must be noted that ACSA reserves its right to:

1.6.1. Award the whole or a part of this bid;

1.6.2. Split the award of this bid;

1.6.3. Negotiate with all or some of the shortlisted bidders;

1.6.4. Award the bid to a bidder other than the highest scoring bidder where objective criteria allows;

1.6.5. To reject the lowest acceptable bid received; and/or

1.6.6. Cancel this bid**.**

1.7. **Validity Period**

1.7.1. 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.

1.8. **Confidentiality of Information**

1.8.1. 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 form the bidder whose information is sought. Furthermore,

1.8.2. ACSA will not disclose the names of bidders until the bid process has been finalised.

1.8.3. 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.

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1.9. **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: BACKGROUND, PURPOSE, AND SCOPE OF WORK

2.1 Background and/ or Purpose of this Bid

The purpose of the Automated Weather Observation System (AWOS) is the provision of meteorological service by providing accurate and real-time weather data for air navigation to contribute towards aviation safety, regularity, flight operations, air traffic operations, and efficiency of international air navigation. AWOS collects, processes, monitors, distributes and archives meteorological data measured by a dedicated set of meteorological sensors located along the runways and provide the South African Weather Services (SAWS), Air Traffic Controllers, and Pilots with necessary meteorological data as defined by the International Civil Aviation Organisation.

The ACSA fixed asset register (FAR) indicates that the CTIA AWOS is still at its midlife of its lifespan, while GRG and CDSIA are operating beyond lifespan however they received a midlife upgrade to prolong their lifespan. The different installation dates and ownership status of each AWOS is indicated below.

Airport		Installation	Upgrade	Life Span (yrs)	FAR Useful Life (yrs)	Ownership
CTIA		2016	N/A	9	15	ACSA
GRJ		2005	2013	20	15	ACSA
CDSIA		2006	2017	19	15	ACSA
UPN	Main	2010	N/A	16	15	SAWS
	Backup	2014	N/A	12	15	
KIM		2014	N/A	12	15	SAWS

The existing AWOS at CTIA was installed and commissioned in 2016 and is due for an upgrade in 2026. The AWOS currently in operation has started malfunctioning by not relaying the required updated weather information to the air traffic controllers and the South African Weather Service. The system now requires constant and excessive rebooting which is operationally undesirable and impact operations negatively.

The current AWOS installation at George Airport has been in operation since 2005/06, with a partial upgrade completed in 2013/14. The system is now operating beyond its useful life and requires full replacement. Many of the sensors and components, including transmitters, receivers, and lenses, have degraded over time due to age and exposure to harsh environmental conditions. This deterioration has compromised the accuracy, reliability, and consistency of meteorological data, which are critical for safe and efficient airport operations.

The current AWOS installation at CDSIA is operating beyond its useful and it requires a replacement. Many of the system's sensors have been in operation since the initial installation, and critical components such as transmitters, receivers, and lenses have degraded over time due to age and environmental exposure. This deterioration compromises the accuracy and reliability of weather measurements, which are vital for safe airport operations.

The current Automated Weather Observation System (AWOS) at Upington International Airport is owned and operated by the South African Weather Service (SAWS), with ACSA paying a monthly rental fee for the provision of meteorological data. The system has two meteorological stations, the main one and the backup meteorological station. The Main weather station was installed and commissioned in January 2010 while the backup station was installed and commissioned in December 2014. The system is now obsolete, with limited capability to measure certain critical meteorological parameters required to support safe and efficient aircraft landing operations.

Similarly to Upington, the AWOS at Kimberly Airport is owned and operated by the South African Weather Service (SAWS), with ACSA paying a monthly rental fee for the provision of meteorological data. It was commissioned in 2014/2015 and has reached the end of its useful life and has limited capability to measure certain critical meteorological parameters required to support safe and efficient aircraft landing operations.

2.2 Project Scope

The scope of works for the AWOS horizontal program entails:

- Design, supply, installation, testing and commissioning of the new meteorological sensors, electrical cabinet, and fibre network along the runways.
- Design, supply, installation, testing and commissioning of dual servers and all associated IT related infrastructure

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- Design, supply, installation, testing and commissioning of the fibre network and radio link network infrastructure.
- Installation of View Mode PCs at SAWS Forecaster office, SAWS Observer Station, ATNS tower, ACSA Control Room, Electrical Maintenance Room.
- Submit a complete handover file with all design and as-built drawings, specifications, manuals and other project related documents, signed off by a Professional Engineer.
- Acceptance testing and Commissioning of the overall system

The detailed scopes of works for each site are detailed in their respective contracts with the contractor which will be provided upon award.

2.3 JMT Scope of Works

The project scope for the Joint Monitoring Team (JMT) encompasses project oversight, contract monitoring and administration, technical oversight, and quality assurance functions to support the implementation of the Automated Weather Observation System (AWOS) program. The Joint Monitoring Team (JMT) shall carry out all professional activities and validate the quality of work to successfully deliver the projects within the specified project duration and budget.

The JMT shall be composed of the following resources as a minimum:

- Lead Project Manager
- Lead Civil Engineer (Pr. Eng)
- Lead Electrical/Electronic Engineer (Pr. Eng)
- Level 3 monitoring resources per site
- Health and Safety Agent

2.3.1 Project Manager

The Project Manager's shall resume from Stage 1 (Inception) to stage 6 (Project Close Out). The Project Manager's scope of work and deliverables shall be carried out in accordance Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Project and Construction Management Professions Act (Act No. 48 of 2000)

2.3.2 Lead Electrical/Electronic Engineer

The scope of services of the Lead Electrical or Electronic Engineer shall resume from Stage 1 (Inception) to stage 6 (Project Close Out). The Lead Electrical or Electronic engineer services and deliverables shall be carried out in accordance Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act no. 46 of 2000). The Lead Electrical or Electronic Engineer shall

perform the technical oversight. The Lead Electrical engineer shall also witness the Factory Acceptance Testing at the OEM's facilities.

2.3.3 Lead Civil Engineer

The scope of services of the Lead Civil Engineer shall resume from Stage 1 (Inception) to stage 6 (Project Close Out). The Lead Civil or Structural Engineer services and deliverables shall be carried out in accordance Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act no. 46 of 2000).

2.3.4 Additional Services – Level 3 Monitoring Resources

The provision of Level 3 Full-Time Site Monitoring during construction. The full-time monitoring shall be done through an appropriately skills technician or electrician to ensure full-time representation of the JMT during the construction works at each side.

The level 3 monitoring resources shall resume from stage 5 (Construction Documentation and Management) to stage 6 (Project Close Out). The level 3 monitoring resources services and deliverables shall be carried out in accordance Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professional Act, 2000 (Act no. 46 of 2000).

Professional Team Registration Requirements

- Construction Monitoring Technician (Construction Monitoring Services)
    - Construction Monitoring Technician (Construction Monitoring Services) Registered with a Nation Diploma in Electrical/Electronic/Civil with at least 2 years of project related experience.

2.3.5 Construction Health and Safety Agent

The professional services contractor shall also appoint a Construction Health and Safety Agent to represent ACSA on matters relating to health and safety related to the related to the construction works of the ILS replacement program.

2.4 Pricing Schedule

Bidders must only price in accordance with the pricing schedule in the NEC3 PSC, this will enable ACSA to compare priced offers. Failure to submit a priced offer using the prescribed schedule will make the bidder liable for disqualification.

Refer to Section C2 for Pricing Data in the NEC3 Professional Services Contract document.

AIRPORTS COMPANY SOUTH AFRICA

SECTION 3: EVALUATION CRITERIA

3.1 Evaluation Criteria

3.1.1 ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider ***mandatory administrative, functionality, 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.

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

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

Stage 1	**Stage 2**	**Stage 3**	**Stage 4**	**Stage 5**	**Stage 6**
Check if all the documents have been received.	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference.	Post tender negotiations. *If applicable*	Security Vetting *If deemed necessary*

3.3 Mandatory Requirements

A list of mandatory returnable documents must be consulted to understand which documents are required at the closing date and time. Further, to the mandatory returnable documents/information ACSA will only consider bidders which have:

a) Fully completed and signed form of offer and acceptance (C1.1) (Found in the **CIDB PSC document**).
b) Attendance of Compulsory Physical Briefing Session at **Cape Town International Airport and**,
c) The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner COIDA (Compensation for Occupational Injuries and Diseases Act) (Letter of good standing with the Workers Compensation Commissioner) with the Department of Labour, FEM or RMA Please note the description of the Nature of Business must be relevant to the Tender you are bidding for.

Points to Note :

NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.
NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)
All SBD Returnable items.

3.4. Functionality

The functionality evaluation will be conducted by the Bid Evaluation Committee (BEC) which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria. The criteria will be as follows:

3.4.1 Functionality Criteria

3.4.1.1 Proof of Tenderers / Bidders Experience

- Bidders are required to submit proof of projects completed within the last 15 years or in progress by filling in Form A7 per specific discipline tendered.
- Contactable Client Reference Letter or completion certificate is required per the stated completed project or in progress projects – If a project listed does not have a contactable reference letter or completion certificate, the listed project will not be allocated functionality points.
- Contactable Reference Letters can be from a Client/ Client Representative/Project Lead etc. Reference letters to be attached to **Form A9**.
- Bidders to ensure referees are contactable by providing the required information
- Stamped/ signed Reference letters shall include the following information as minimum
    - Project Name
    - Service Provider Name (Tenderer)
    - Scope of services rendered by the tenderer.
- Completed projects or in projects listed on Form A7 must correspond with those listed in the reference letters provided.
- Award letters will NOT be accepted as proof of project completion.
- All projects must be relevant to the tender's scope of work or prescribed experience.

3.4.1.2 Key Person's Experience

- Key Person is required to submit proof of projects completed within the last 15 years by filling in Form A11.

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The criteria of the evaluation are expressed in the table below. The points allocated for Functionality shall be evaluated in accordance with the criteria listed below. The total points allocated shall be **100**. Tenderers must score a threshold of **85 out of 100** for the bidder to be successful.

NOTE: CRITERIA TO BE APPLIED FOR EVALUATION OF BIDDERS/ TENDERER'S AND KEY PERSONS EXPERIENCE

With reference to project experience requirements stated in the technical evaluation sheets below, the following must be noted which will be used to evaluate the project experience:

- **Navigational Aids Projects refer to the replacement or new installation or refurbishment, or upgrade of aviation navigation, surveillance, and landing systems (e.g. ILS, VOR, DME, radar, AGL, AWOS) to support safe aircraft operations.**
- **Airside Electrical Infrastructure Projects refer to the replacement, new installation, refurbishment, or upgrade of electrical systems within airport airside areas, including airfield lighting, substations, reticulation, and standby power systems**
- **Automation, Control and Instrumentation, or Electrical Infrastructure Projects refer to the replacement, new installation, refurbishment, or upgrade of automation systems, control systems, instrumentation, or electrical networks in live operating environments.**
- **Runway/Taxiway Rehabilitation Projects refer to the replacement, refurbishment, upgrade, or reconstruction of airside pavements and associated infrastructure, including airfield ground lighting systems, to restore or enhance operational performance**
- **Maintenance projects will not be accepted for evaluation.**
- **The Tendering Company's experience project reference Letters or Completion certificates will be verified during evaluation stage.**
- **All key persons must be professionally registered with the relevant Councils recognised by the Council for the Built Environment – (CBE). The Professional registration validity status of Key Personnel will be verified during evaluation stage. Proof of active professional registration (registration number/ certificate) must be provided.**

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FUNCTIONALITY EVALUATION		
#	**EVALUATION CRITERIA**	**MAX SCORE**
1	**COMPANY EXPERIENCE**	
1.1	Bidders to present professional services experience on completed or in-progress projects in any of the following projects or industries: a. Navigational aids projects (**Instrument Landing System or Airfield Ground Lighting or Automated Weather Stations or VHR Omnidirectional Ranger-VOR, Distance Measuring Equipment-DME or Radar Systems**) in the last 15 years; or b. Automation or Control and Instrumentation or Electrical Infrastructure projects in a live operating environment (petrochemical or fuel farms or mining or manufacturing or utilities or power plants or airports) within the last 15 years;or c. Airside Electrical Infrastructure projects or Runway/Taxiway Rehabilitation Projects within the last 15 years • 10 points per project (Maximum – 2 projects) **Note 1:** Bidders must fully complete Form A7. **Note 2:** Copies of signed Client Reference letters of completed projects or ongoing listed on Form A7 must be provided for evaluation purposes. Attach Client Reference letters to Form A9. **Note 3:** Completion certificates may be submitted as an alternative to Client Reference letters.	**20**
2.	**KEY PERSONNEL**	
2.1	**Lead Project Manager (Pr. CPM or/and Pr. Eng/Pr.Tech.Eng):** Proof of active registration as a **Professional Construction Project Manager** with the **South African Council for the Construction and Project Management Professions (SACPCMP) AND** BSc/BEng/BTech in Engineering qualification **AND** has professional construction project management services work experience on completing infrastructure projects within the last 15 years. • 10 points per project (Maximum - 2 Projects) • 10 points if registered as a Professional Engineer (Pr.Eng) or Professional Engineering Technologist (Pr.Tech.Eng) with Engineering Council of South Africa and BSc/BEng/BTech in Engineering qualification. **Note 1:** The Lead Project Engineer will score zero points if not professionally registered with SACPCMP or his/ her professional registration is found to be invalid/ expired/ cancelled. The allocation of points in this sub-criterion is based on the key person having an active professional registration and the applicable completed projects. **Note 2:** Attach CV and complete Form A11 for evaluation purposes. **Note 3**: Copy of professional registration and Qualifications should be attached to Form A13.	**30**

AIRPORTS COMPANY SOUTH AFRICA

	Note: Professional Construction Manager (Pr. CM) will not be accepted for evaluation and will score zero.	
2.2	**Lead Electrical/Electronic Engineer:** Proof of active registration as a **Professional Electrical/Electronic Engineer (**(Pr.Eng) **or Professional Technologist Electrical/Electronic** (Pr.Tech.Eng) with the **Engineering Council of South African (ECSA) AND** has experience on completed **Automated Weather Observation System or other Navigational Aids (Airfield Ground Lighting, VHR Omnidirectional Ranger-VOR, Distance Measuring Equipment-DME or Radar Systems or Instrument Landing System)** or Automation or Control and Instrumentation or Electrical Infrastructure projects new installation or replacement or refurbishment or upgrade projects in the last 15 years. • 10 Points per project (Maximum – 3 projects) **Note 1:** The Lead Electrical/Electronic Engineer will score zero if not professionally registered or his/ her professional registration is found to be invalid/ expired/ cancelled. The allocation of points in this sub-criterion is based on the key person having an active professional registration and the applicable completed projects. **Note 2:** Attach CV and complete Form A11 for evaluation purposes. **Note 3**: Copy of professional registration and Qualifications should be attached to Form A13 **Note: Professional Engineering Technician (Pr.Techni.Eng) and Professional Certificated Engineer (Pr.Cert.Eng) will not be accepted for evaluation and will score zero.**	**30**
2.3	**Lead Civil Engineer:** Proof of active registration as a Professional Engineer (Pr. Eng) or Professional Technologist (Pr. Tech.Eng) with the Engineering Council of South African (ECSA) AND as professional services work experience on completed civil engineering or structural engineering projects in the last 15 years. • 5 Points per project (Maximum – 2 projects) **Note 1:** The Lead Civil Engineer will score zero if not professionally registered or his/ her professional registration is found to be invalid/ expired/ cancelled. The allocation of points in this sub-criterion is based on the key person having an active professional registration and the applicable completed projects. **Note 2:** Attach CV and complete Form A11 for evaluation purposes. **Note 3**: Copy of professional registration and Qualifications should be attached to Form A13 **Note: Professional Engineering Technician (Pr.Techni.Eng) will not be accepted for evaluation and will score zero.**	**10**

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2.4	**Health and Safety Agent:** Proof of active registration as a **Professional Construction Health and Safety Agent with the South African Council for the Project and Construction Management Professions (SACPCMP) AND professional Construction Health & Safety work experience on completed projects in last 15 years.** • 5 Points per project (Maximum – 2 projects) **Note 1:** Health and Safety Agent will score zero if not professionally registered or his/ her professional registration is found to be invalid/ expired/ cancelled. The allocation of points in this sub-criterion is based on the key person having an active professional registration and the applicable completed projects. **Note 2:** Attach CV and complete Form A11 for evaluation purposes. **Note 3**: Copy of professional registration and Qualifications should be attached to Form A13	**10**
	TOTAL	**100**
Note: Minimum threshold is 85 points to proceed on the next stage of evaluation.		

3.5.1. Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA 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 (delete formula not applicable):

80/20

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

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 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score

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zero (0) out of 20. 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)*	*Bidders Self SCORE*
B-BBEE Status Level 1	***5***	
B-BBEE Status Level 2	***4.5***	
B-BBEE Status Level 3	***4***	
B-BBEE Status Level 4	***3***	
B-BBEE Status Level 5	***2***	
B-BBEE Status Level 6	***0.5***	
B-BBEE Status Level 7	***0.3***	
B-BBEE Status Level 8	***0.1***	
Black youth majority-owned entities	***5***	
Black women majority-owned entities	***5***	
Entity located in provincial/municipal/ district where services or assets are procured.	***5***	
Non- compliant contributor	***0***	

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

- Provide original or certified copy Valid sworn Affidavit OR
- 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 as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice
- Any other supporting information..

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

Respondent's Signature

Date & Company Stamp

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Part T2: Returnable Documents

T2: List of Returnable Documents and Schedules

The tenderer must complete the following returnable documents:	Completed (tick)
1 Returnable Schedules required for tender evaluation purposes only	
A1: Certificate of Attendance at Compulsory Briefing Session and Site Inspection and Bidder must sign the Attendance Register.	
A2: Record of Addenda to Tender Documents	
A3: Certificate of Authority for Signatory	
A4: Certificate of Authority for Joint Ventures *(where applicable) and JV requirements*	
A5: Acceptance of Terms and Conditions of RFP and Bidder's particulars	
A6: VAT Questionnaire	
A7: Schedule of the Tenderer's Recent Experience related to this Project	
A8: Completion Certificates of Previous Projects Completed	
A9: Client/Trade Reference Letters of Previous Projects Completed	
A10: Proof of Contract Values of Previous Projects Completed	N/A
A11: CV's and Experience of key personnel	
A12: Schedule of Current Commitments	
A13: Proof Professional Registration	
A14: Project CPG Approach	
A15: SBD 4: Bidder's Disclosure Form	
A16: SBD 6.1: Preference points claim form in terms of Preferential Procurement Regulations	
A17: Confidentiality and Non-Disclosure Agreement.	
A18: Declaration of Interest Form and Politically Exposed Person	
A19: Insurance Commitment	
2 Other documents required only for tender evaluation purposes	
B1: Valid Letter of Good Standing issued in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA). **NB: Nature of business should be relevant to the SCOPE of WORKS and Bid Requirements – PLEASE REFER TO THE COIDA ACT : Act No. 130 of 1993**	
B2: SARS Pin issued by the South African Revenue Services.	
B3: Bank Letter: Letter of Good Standing from Bidder's Bank preferably with bank rating for tender sum.	
B4: Central Supplier Database (CSD) proof of registration.	
B5: Letter of Solvency: Bidder to provide a Letter of Solvency from auditors or accountants	
B6: CIPC Registration documents, Partnership Agreement, JV Agreement and/or Registered Trust Document	
B7: Identity documents of all Shareholders, Directors, Members, Trustees or Partners	
3 Returnable Schedules & Documents required for tender evaluation purposes that will be incorporated into the contract	
C1: Compulsory Enterprise Questionnaire	
C2: Schedule of Proposed Subconsultant *(where applicable)*	

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The tenderer must complete the following returnable documents:	Completed (tick)
C3: Subconsultant's Supporting Documents (*(where applicable)*	
C4. Plant and Equipment	N/A
C5: B-BBEE Verification Certificate and B-BBEE Report OR Sworn Affidavit	
C8: Project Plan/Program	N/A
C9: Occupational Health and Safety Questionnaire	
C10: Proposed Amendments and Qualifications	
In Contract Document: C1.1 Form of Offer and Acceptance	
In Contract Document: C2.2 Activity/Pricing Schedules	

Respondent's Signature

Date & Company Stamp

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FORM A1. Certificate of Attendance of the Compulsory Briefing Session and Site Inspection at CTIA

This is to certify that

I, ……

Representative of (tenderer)……

……

of (address)……

……

……..

e-mail ……

telephone number ……

cell number……..

visited the compulsory brief session held on date……..

Signed		Date	
Name		Position	
Tenderer			

Signed by ACSA Representative:	
Name:	

_____ _____

Respondent's Signature Date & Company Stamp

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AIRPORTS COMPANY SOUTH AFRICA

FORM A2. Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this response for Tenders, amending the Tenders documents, have been taken into account in this response:		
	Date	Title or Details

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

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Form A3. Certificate of Authority for Signatory

Signatories for close corporations and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

In the event that the tenderer is a joint venture, a certificate of authority for signatories (Form A4) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested by tender condition C2.13.4.

An example is shown below:

"By resolution of the board of directors taken on _____2025

Mr/Ms

whose signature appear below, has been duly authorized to sign all documents in connection with this tender for Tender number **COR10932/2026/RFP** and any contract which may arise there from on behalf of

(block capitals)

Signed on behalf of Company:

In his/her capacity as:

Date: Signatory of Authority: ……..

Witnesses:

…….. ……

Signature Signature

…… ……

Name (print) Name (print)

_____ _____

Respondent's Signature Date & Company Stamp

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Signed		Date	
Name		Position	
Tenderer			

AIRPORTS COMPANY SOUTH AFRICA

FORM A4. Certificate of Authority of JOINT VENTURES (where applicable)

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms . . . . . , authorised signatory of the company . . . . . , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

Please attach JV agreement stipulation % share of each JV

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: . . . . . Name: ……...
		Signature: . . . . . Name: ……...
		Signature: . . . . . Name: ……...

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

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JV Agreement

(Bidder to attach agreement/Memorandum of Understanding between the party/s.)

Indicate the type of tendering structure by marking with an X where applicable:

Unincorporated Joint Venture (registration number for each member of the JV)	
Incorporated JV	

Please complete the following:

Name of lead partner/member of JV	
CIPC Registration Number Please submit as • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities	
VAT Registration number Please submit as • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities	
CIDB Registration number Please submit as • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities	
Shareholding organogram breakdown (for each individual company / JV member) clearly identifying percentages owned by individual shareholders (full names and ID numbers) and other entities (provide full legal/trading name and respective identifying registration / trust members	
BBBEE Certificate: Please submit as • Incorporated: Consolidated in the JV entity name • Unincorporated: Individual entities	
CSD Report: Please submit as	

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• Incorporated: Registered on CSD as the JV entity • Unincorporated: Individual Entities	
Letter of Good Standing: Please submit as • Individual entities	
Contact Person	
Telephone number	
E-mail address	
Postal address (also each member of the JV)	
Physical Address (also each member of the JV)	

Unincorporated/Incorporated JV /Consortium Requirements:

Please include the following in your submission or proof of application

	YES	NO
Consolidated CSD JV/Consortium DOCUMENT		
Consolidated JV/Consortium VAT REGISTRATION		
Consolidated JV SARS TAX PIN CERTIFICATE		
CIPC Documents for all entities in the JV/Consortium		
Consolidated BBBEE Certificate		
Bank confirmation not older than 3 months in the name of the JV/Consortium		

AIRPORTS COMPANY SOUTH AFRICA

Form A5. 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: **COR10932/2026/RFP**

Bidder's Name and Contract Details

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

Proposal Certification

We hereby submit a Proposal in respect of the _____ 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.

_____ _____

Respondent's Signature Date & Company Stamp

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AIRPORTS COMPANY SOUTH AFRICA

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		2026

Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

_____ _____

Respondent's Signature Date & Company Stamp

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AIRPORTS COMPANY SOUTH AFRICA

FORM A6. 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.

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

Yes	No

If you have answered yes to the above question, please provide the following:

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 VAT registration certificate attached? Yes/No

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

We recommend that the supplier warrants and represents that, where applicable, it is duly registered for VAT under the VAT Act.

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.

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:

_____ _____

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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

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

The Law

Section 51 of the VAT Act states that:

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-

such body shall be deemed to carry on such enterprise as a person separate from the members of such body;

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;

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

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.

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, is 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.

_____ _____

Respondent's Signature Date & Company Stamp

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AIRPORTS COMPANY
SOUTH AFRICA

FORM A7. Schedule of the Tenderer's Recent Experience (Completed or Ongoing Projects)

Bidders are requested to submit a comprehensive portfolio of relevant (value and complexity) projects successfully completed.

Complete table below and attach compliant reference letters or completion certificates – print and attach reference letters for the listed projects for each discipline. Reference Letters will be used for evaluation of the Tenderers experience.

Note: When completing the below schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11

Projects	Name of Client	Project Name/ Description (Refer to functionality)	Professional Services rendered	Construction Value (Excl. VAT)	Performance Period (Date)		Reference (Client/ Consultant Lead contact details)	Reference letter provided (yes or no)
					Construction Start Date	Construction End Date		
Project No. 1							Name: …… Tel: …….. Email: ……..	
Project No. 2							Name: …… Tel: …….. Email: ……..	

_____ _____

Respondent's Signature Date & Company Stamp

The Tenderer must complete Form A7. Failure to complete may result in disqualification.
Contactable references must be provided.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

FORM A8. Copies of Completion Certificates of Previous Projects Completed

Alternative to the clients' reference letters, the completion certificate may be attached.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form A9. Client Reference Letters of Previous Projects Completed

Refer Functionality Criteria for Information that must be contained in the Client Reference Letters.

Please attach Client Reference Letters of Previous Projects Completed, as listed in Form A7 above, to this page.

A valid Client Reference letter may typically indicate the following:

The information shall contain the following as a minimum.

- Project Name
- Service Provider Name
- Scope of services rendered by the tenderer.

Ensure referees are contactable.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY
SOUTH AFRICA

Form A10. Proof of Contract Values of Previous Construction Projects Completed- Not Aplicable

Note: Please attach to Form A7 proof of contract values of completed construction projects listed by the Tenderer in the Table located in Form A7.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form A11. KEY PERSONNEL EXPERIENCE (Refer Clause C3.11 for more information)

Key Personnel Summary CV Schedule: Complete table below and attach relevant detailed CV and a Copy of Valid Professional Registration.

Bidders are referred to clause C.3.11 which indicates the maximum possible score for information requested under this schedule.

LEAD PROJECT MANAGER

Current designation at tendering enterprise:	□			
First Name				
Surname				
Nationality		Date of Birth		
Current Residence (City/ Town)				
Education (Qualification)		NQF Level		
Number of Years' Experience				
Professional Body				
Registration No.				
Personal Project Experience:				
Project 1	Company worked for (Consultant)			
	Description of Project			
	Services Rendered:			
	Position Held			
	Construction Value (excl. VAT)			
	Commencement Date			
	Completion Date			
	Contactable Reference Details	Client/ Principal Consultant		
		Reference Person Name		

_____ _____

Respondent's Signature Date & Company Stamp

		Contact Number	
Project 2	Company worked for (Consultant)		
	Description of Project		
	Services Rendered		
	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	

Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project. Should the person stated above not be available for the Contract (for a bona fide reason), a person of at least the same experience and qualifications will need to be submitted for approval prior to taking up the position.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

LEAD ELECTRICAL ENGINEER

Current designation at tendering enterprise:	□			
First Name				
Surname				
Nationality		Date of Birth		
Current Residence (City/ Town)				
Education (Qualification)		NQF Level		
Number of Years' Experience				
Professional Body				
Registration No.				
Personal Project Experience:				
Project 1	Company worked for (Consultant)			
	Description of Project			
	Services Rendered:			
	Position Held			
	Construction Value (excl. VAT)			
	Commencement Date			
	Completion Date			
	Contactable Reference Details	Client/ Principal Consultant		
		Reference Person Name		
		Contact Number		
Project 2	Company worked for (Consultant)			
	Description of Project			
	Services Rendered			

_____ _____

Respondent's Signature Date & Company Stamp

	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	
Project 3	Company worked for (Consultant)		
	Description of Project		
	Services Rendered		
	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	
		Reference Person Name	
		Contact Number	

Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project. Should the person stated above not be available for the Contract (for a bona fide reason), a person of at least the same experience and qualifications will need to be submitted for approval prior to taking up the position.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

LEAD CIVIL ENGINEER

Current designation at tendering enterprise:	□			
First Name				
Surname				
Nationality		Date of Birth		
Current Residence (City/ Town)				
Education (Qualification)		NQF Level		
Number of Years' Experience				
Professional Body				
Registration No.				
Personal Project Experience:				
Project 1	Company worked for (Consultant)			
	Description of Project			
	Services Rendered:			
	Position Held			
	Construction Value (excl. VAT)			
	Commencement Date			
	Completion Date			
	Contactable Reference Details	Client/ Principal Consultant		
		Reference Person Name		
		Contact Number		
Project 2	Company worked for (Consultant)			
	Description of Project			
	Services Rendered			

_____ _____

Respondent's Signature Date & Company Stamp

	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	

Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project. Should the person stated above not be available for the Contract (for a bona fide reason), a person of at least the same experience and qualifications will need to be submitted for approval prior to taking up the position.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

HEALTH AND SAFETY AGENT

Current designation at tendering enterprise:	□			
First Name				
Surname				
Nationality		Date of Birth		
Current Residence (City/ Town)				
Education (Qualification)		NQF Level		
Number of Years' Experience				
Professional Body				
Registration No.				
Personal Project Experience:				
Project 1	Company worked for (Consultant)			
	Description of Project			
	Services Rendered:			
	Position Held			
	Construction Value (excl. VAT)			
	Commencement Date			
	Completion Date			
	Contactable Reference Details	Client/ Principal Consultant		
		Reference Person Name		
		Contact Number		
Project 2	Company worked for (Consultant)			
	Description of Project			
	Services Rendered			

_____ _____

Respondent's Signature Date & Company Stamp

	Position Held		
	Construction Value (excl. VAT)		
	Commencement Date		
	Completion Date		
	Contactable Reference Details	Client/ Principal Consultant	
		Reference Person Name	
		Contact Number	

Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project. Should the person stated above not be available for the Contract (for a bona fide reason), a person of at least the same experience and qualifications will need to be submitted for approval prior to taking up the position.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY
SOUTH AFRICA

Form A12: Schedule of Current Commitments

The tenderer shall list below all projects with which the proposed key personnel are currently involved

In the event of a joint venture enterprise, details of all the members of the joint venture shall similarly be attached to this form

Employer, contact person and telephone number	Consultant/ Principal Agent, contact person and telephone number	Description of contract	Value of work inclusive of VAT (rand)	Completion Date

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form A13. Key Personnel's Professional Registrations

Please attach certified copies of Professional Registration of Key Personnel as listed under Form A9 above to this page.

PROFESSIONAL REGISTRATION SUPPLIED	YES	NO	PROFESSIONAL REGISTRATION NUMBER:
Lead Project Manager (Pr. CPM)			
Lead Project Manager (Pr. Eng/ Pr. Tech Eng)			
Lead Electrical/Electronic Engineer (Pr. Eng/ Pr. Tech Eng)			
Lead Civil Engineer (Pr. Eng/ Pr. Tech Eng)			
Health and Safety Agent			

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form A14: Project CPG Approach Not Applicable

Transformation Framework and Specification form

Airports Company South Africa aims to contract predominantly with Empowering Suppliers per the definition in P010 004P (ACSA internal transformation policy) were this relates to:

- an increase in local production,
- raw material beneficiation
- retention and employment of black people
- the transfer of skills to black owned EME's and QSE's.

Contract Participation Goals (CPG)

CPG refers to the extent to which the contracted resources achieve predetermined transformation objectives, expressed as a percentage (%) of the contract value. Bidders are expected to achieve this target by the end of the project. CPG target for this contract is 30%.

Bidders are to submit a transformation proposal meeting the CPG target for this contract.

CPG for this contract will be at 30% which will consist of the following elements:

Enterprises that are women owned, youth owned, PWPDO, or allocate to EME, QSE that are 51% black owned entities.

To facilitate achievement of targets set out in 3, and transfer of skills, the tenderer may subcontract a minimum of 5% of the contract value to contractors that are black women owned, black youth owned, PWPDO, or allocate to EME, QSE that are 51% black owned entities.

The above is in line with the CIDB Implementation of the Standard for Enterprise Development through Construction works Contracts, published in Gazette Notice No. 36190 of 25 February 2013.

In the event that the Contractor/consultant fails to substantiate that any failure to achieve the contract participation goal relating to the granting of a preference was due to quantitative underruns, the elimination of items, or any other reason beyond the Consultant's control which may be acceptable to the Employer, the Contractor/Consultant shall be liable to pay to the Employer a financial penalty calculated in the following manner:

$P = (0,15 \times (D - Do) \times CA)/100$

where D is the tendered contract participation goal percentage;

Do is the contract participation goal which the Employer's representative, certifies based on the credits passed, as being achieved upon completion of the contract;

CA is the contract amount.

P is the monetary value of penalty payable

_____ _____

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No financial award is due for over performance on CPG.

In addition to acknowledging the below, Tenderers must submit a proposal indicating how the targets stated in three (3) and/or four (4) above will be achieved.

Acceptance:

I/We _____ acknowledge that I/we have read and understood the contents of this section and we affirm our commitment to achieve the Contract Participation Targets stated above per clause four (4) of this section by the end of this project.

Signed: …… Date: ……

Name: …… Position: ……

Tenderer:
……

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

SBD 4

FORM A15. Bidder's Disclosure (SBD4)

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.

Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,

employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

Respondent's Signature

Date & Company Stamp

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**

If so, furnish particulars:

……

……

DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

Respondent's Signature Date & Company Stamp

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

AIRPORTS COMPANY SOUTH AFRICA

SBD 6.1

FORM A16. Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022

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

GENERAL CONDITIONS

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).

The applicable preference point system for this tender is the 90/10 preference point system.

The applicable preference point system for this tender is the 80/20 preference point system.

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.

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

Price; and

Specific Goals / Preference .

To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

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

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.

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.

DEFINITIONS

"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;

"price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

"rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

"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

"the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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:

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

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

POINTS AWARDED FOR PRICE

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

80/20 or 90/10

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

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

POINTS AWARDED FOR SPECIFIC GOALS

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:

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—

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

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.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

_____ _____

Respondent's Signature Date & Company Stamp

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 claimed (80/20 system) (To be completed by the tenderer)*
B-BBEE Status Level 1	***5***	
B-BBEE Status Level 2	***4.5***	
B-BBEE Status Level 3	***4***	
B-BBEE Status Level 4	***3***	
B-BBEE Status Level 5	***2***	
B-BBEE Status Level 6	***0.5***	
B-BBEE Status Level 7	***0.3***	
B-BBEE Status Level 8	***0.1***	
Black youth majority-owned entities	***5***	
Black women majority-owned entities	***5***	
Entity located in provincial/municipal/ district where services or assets are procured.	***5***	
Non- compliant contributor	***0***	

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm……

Company registration number: ……...

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]

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:

The information furnished is true and correct;

_____ _____

Respondent's Signature Date & Company Stamp

The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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;

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 –

disqualify the person from the tendering process;

recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

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;

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 audit alteram partem (hear the other side) rule has been applied; and

forward the matter for criminal prosecution, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……

ADDRESS: ……

_____ _____

Respondent's Signature Date & Company Stamp

Form A17. 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]

_____ _____
Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

1. **INTERPRETATION**

In this agreement -

"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, -

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 an confidential nature of the disclosing party, in whatever form it may be;

the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;

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;

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;

all other matters of a confidential nature which relate to the disclosing party's business;

generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;

all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below; but does not include information which -

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;

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;

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;

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".

""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;

"disclosing party" – the party disclosing confidential information in terms of this agreement and being Airports Company;

"receiving party" – the party receiving confidential information in terms of this agreement;

"the parties" – the Airports Company and _____.

INTRODUCTION

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.

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.

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.

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;

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;

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 -

unless it is strictly necessary for the purposes referred to in 2.1 above; and

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.

_____ _____

Respondent's Signature Date & Company Stamp

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

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.

If the receiving party requires the use of such Company IP, a request must be sent to the Brand Custodians Office, via email to brandcustodian@airports.co.za. Each single request by the same receiving party shall be treated as a new request.

Should the Company provide its consent in terms of clause **Error! Reference source not found.** above, the r eceiving 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.

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.

7. DURATION

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.

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

All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:

to be proprietary to the disclosing party; and

not to confer any rights to the receiving party of whatever nature in the confidential information.

9. RELATIONSHIP BETWEEN THE PARTIES

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

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.

The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

AIRPORTS COMPANY SOUTH AFRICA

10. **ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

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.

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.

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.

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**

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.

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.

Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.

Any notice given and any payment made by one party to the other ("the addressee") which:

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;

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;

_____ _____

Respondent's Signature Date & Company Stamp

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**

No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.

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.

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.

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.

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.

Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.

This agreement may be executed in several counterparts that together shall constitute one and the same instrument.

In this agreement, clause headings are for convenience and shall not be used in its interpretation.

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___

_____ _____

Respondent's Signature Date & Company Stamp

_____

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. _____

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form A18. Declaration Of Interest and Politically Exposed Person

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

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.		
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:		

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

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) herby 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

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY
SOUTH AFRICA

Form A19. Insurance Commitment

Bidder Acknowledgement

The bidder hereby acknowledges that, in the event of their bid being successful, the necessary insurance requirements shall be met prior to signing of the contract (refer contract document for more insurance information).

The bidder/contractor shall ensure that all potential and appointed Sub-Contractors are aware of ACSA's insurance requirements and enforce the compliance by sub-contractors where applicable.

Proof of insurance must be submitted by the bidder to the satisfaction of ACSA, upon award.

Signed		Date	
Name		Position	
Tenderer			

AIRPORTS COMPANY SOUTH AFRICA

Documents B1 to B8: Attach Here

Attach the following documents here:

Valid Letter of Good Standing issued in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA).
SARS Pin issued by the South African Revenue Services.
Bank Letter: Letter of Good Standing from Bidder's Bank preferably with bank rating for tender sum.
Central Supplier Database (CSD) proof of registration.
Letter of Solvency: Bidder to provide a Letter of Solvency from auditors or accountants
CIPC Registration documents, Partnership Agreement, JV Agreement or Registered Trust Document
Identity documents of all Shareholders, Directors, Members, Trustees or Partners

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form C1. Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: CSD number:

Section 5: Particulars of sole proprietors and partners in partnerships:

Name*	Identity Number*	Personal Income Tax Number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 6: Particulars of companies and close corporations

Company registration number:

Close corporation number:

Tax reference number:

Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

authorizes the employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;

confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;

confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and

iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Enterprise name			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form C2. Proposed Subconsultants (If Applicable)

We notify you that it is our intention to employ the following Subconsultants for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subconsultant	**Nature and extent of work**	**% of work to be submitted (not more than 30%)**

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY
SOUTH AFRICA

Form C3. Subconsultant's Supporting Documents (If Applicable)

DISCIPLINE TENDERED FOR: _____

List supporting documents required for sub-consultants:

Sub-consulting Agreement between Main Consultant **(LEAD)** and Sub-consultant specifying percentage that will be set aside for the sub-consultant and the scope of work that will be executed by the sub-consultant.

- Central Supplier Database (CSD) Report
- CIPC certificate
- Share Certificate
- Valid B-BBEE Certificate.
- CIDB Certificate.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form C4. Plant and Equipment – N/A

The following are lists of major items of relevant equipment that we (bidder/contractor) presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

FORM C5. B-BBEE – PREFERENCE POINTS

Provide original or certified copy of Valid sworn B-BBEE Affidavit OR

SANAS Accredited B-BBEE Certificate

If bidder is a Joint Venture (JV) – a consolidated B-BBEE certificate from a SANAS accredited agency must be provided

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

PROOF/SUPPORTING INFORMATION THAT IS RELEVANT TO THE FOLLOWING SPECIFIC GOALS.
Refer Table below:

Specific Goals	***Number of points (80/20 system)***
B-BBEE Status Level 1	***5***
B-BBEE Status Level 2	***4.5***
B-BBEE Status Level 3	***4***
B-BBEE Status Level 4	***3***
B-BBEE Status Level 5	***2***
B-BBEE Status Level 6	***0.5***
B-BBEE Status Level 7	***0.3***
B-BBEE Status Level 8	***0.1***
Black youth majority-owned entities	***5***
Black women majority-owned entities	***5***
Entity located in provincial/municipal/ district where services or assets are procured.	***5***
Non- compliant contributor	***0***

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

FORM C8. Project Plan/Program - Not Applicable

Signed		Date	
Name		Position	
Tenderer			

Respondent's Signature

Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form C9. Occupational Health and Safety Questionnaire

1.	SHE POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT	YES	NO
1.1	Do you have a SHE Policy?		
	Is this signed by the senior executive?		
	Please supply copy of this policy		
1.2	Does a She structure exist in your company?		
	Please provide details		
1.3	Are senior and middle management actively involved in the promotions of SHE?		
	Please provide details e.g.		
	• Periodical work area inspection		
	• Regular Health and Safety meetings with personnel		
1.4	Are the SHE responsibilities of managers clearly defined?		
	Please provide details		
1.5	Are annual SHE objectives included in your business plan?		
	Please provide example		
1.6	Is your company registered with the Compensation Commissioner? (COID Act)?		
	If so, please provide registration number		
1.7	Do you have a copy of good standing certificate, confirming that your registration is paid up?		
	If so, please provide copy thereof		
2.	**SHE TRAINING**	**YES**	**NO**
2.1	Is training provided to employees at the following stages?		
	• When joining the company		
	• When changing jobs within the company		
	• When new plant or equipment needs to be operated		
	As a result of experience of and feedback from an accident/ incident reports		
	Are you able to provide proof of specialist training provided?		
	Please state how this can be achieved		
2.2	What formal SHE training is provided specifically to		
	• First line supervisors		
	Middle and top management		
	Please describe		
2.3	Are all employees (including sub-contractors) instructed as to the application of rules and regulations?		
	When is this done and how is it achieved?		

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

2.4	Does this training include the selection, use and care of personal protective equipment?				
2.5	What refresher training is provided and at what intervals?				
	Please list examples				
	Course Title	Target audience	Interval		
2.6	Has the person(s) allocated as your SHE advisor followed specific SHE training?				
	Please list most recent courses				
	Does this include refresher training?				
3.	**PURCHASE OF GOODS, MATERIALS AND SERVICES**			**YES**	**NO**
3.1	Do you have a system for establishing SHE specifications as part of the assessment of goods, materials and services?				
	Please describe				
3.2	Do you have a system which ensures that all statutory inspection of plant and equipment are carried out?				
	Please give examples of plant /equipment covered				
3.3	Is there record of inspection?				
	Where is it kept?				
	Are you able to supply copies of these inspection records if required?				
3.4	How is plant and equipment, which has been inspected identifies as being safe to use?				
3.5	Do you evaluate the SHE competence of all sub-contractors?				
	Please describe how this is achieved and how the results are monitored				
4.	**SHE INSPECTIONS**			**YES**	**NO**
4.1	Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?				
4.2	Are records of these inspections kept and available?				
4.3	During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to?				
4.4	Are unsafe acts and conditions reported and remedial actions formally monitored?				
	Please provide examples of the above				
5.	**RULES AND REGULATIONS**			**YES**	**NO**
5.1	Do health and safety rules and regulations exist for personnel and sub-contractors?				

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

	Do these cover		
	• General rules		
	• Project rules		
	• Specific task rules		
5.2	Do these rules include permit to work system (as applicable)		
5.3	Do you have experience of project SHE plans?		
	Please give examples of where these have been used		
5.4	Do you have a formal company guideline for holding pre-contract health and safety meetings with the client?		
6	**RISK MANAGEMENT**	**YES**	**NO**
6.1	Have the following, involved in the execution of your work, been identified?		
	• Hazards affecting health and safety?		
	• The groups of people who might be affected?		
	• An evaluation of the risk from each significant hazard?		
	• Whether the risks arising are adequately controlled?		
6.2	Are these findings and assessments recorded?		
6.3	How often are they reviewed?		
	Please list the time frame e.g. years		
6.4	For what processes/risk is personal protective equipment issued?		
	Process/Risk | Type of PPE		
	Do you have a copy of the issue lists for PPE available on request?		
7	**EMERGENCY ARRANGEMENTS**	**YES**	**NO**
7.1	How do you manage your arrangements for dealing with emergencies?		
	Are these communicated to your sub-contractors?		
7.2	What provision have you made for first aid? E.g. Trained First Aiders		
7.3	What training do you provide to employees in Safety/Fire Fighting?		
	Please list institutions used for these training		
8	**RECRUITMENT OF PERSONNEL**	**YES**	**NO**
8.1	Are health and Safety factors considered when hiring personnel?		
8.2	Are medical examinations carried prior to employment?		
	In all cases		

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

	Where type of work requires medical examination		
8.3	Do you cover exit medical examination?		
8.4	How do you assess the competence of staff before an appointment is made?		
	E.g. Via trade testing, reference checks		
9.	**REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS**	**YES**	**NO**
9.1	Do you have a procedure for reporting, investigating and recording accidents and incidents?		
	Please supply a copy		
9.2	Is there a standard report/investigation form used?		
	Please supply a copy		
9.3	Do you have a formal system for reporting situations/near misses etc.?		
	Please provide a copy		
9.4	Please provide the following statistic for the last five years		

	YEAR1	**YEAR 2**	**YEAR 3**	**YEAR 4**	**YEAR 5**
Lost time accidents per 100 employees					
Major/ Reportable injuries per 100 employees					
Number of dangerous occurrences					
Lost man day due to accidents					

10	**HEALTH AND SAFETY COMMUNICATION AND CONSULTATION**	**YES**	**NO**
10.1	Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?		
10.2	Are the results of these meetings communicated to all employees?		
	If Yes please describe method		
10.3	Are Health and Safety meetings held?		
	At what frequency?		
	Chaired by whom?		
10.4	Do you carry out SHE promotions / campaigns?		
	If Yes please provide examples		

The following documentation should also be provided with the tender:

1. Management Structure including organogram
2. Human Resource Plan
3. Letter of Good Standing from the Compensation Commissioner or licensed compensation insurer
4. COID Insurance

_____ _____

Respondent's Signature Date & Company Stamp

Declaration

I/we ……declare that the above information provided is correct.

Signed		**Date**	
Name		**Position**	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY SOUTH AFRICA

Form C10. Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause C.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed		Date	
Name		Position	
Tenderer			

_____ _____

Respondent's Signature Date & Company Stamp

AIRPORTS COMPANY
SOUTH AFRICA

THE CONTRACT

REFER CONTRACT ATTACHED SEPARATELY.

BIDDER TO COMPLETE CONTRACT IN IT'S ENTIRETY (Form of Offer, Pricing Schedules etc), SIGN AND RETURN TOGETHER WITH THIS COMPLETED & SIGNED TENDER DOCUMENT.

Volume 2 –
CIDB PROFESSIONAL SERVICES CONTRACT DOCUMENT

NAME OF BIDDER: ……

_____ _____

Respondent's Signature Date & Company Stamp