



**REQUEST FOR PROPOSAL FOR THE PROVISION OF THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT E-AUCTIONING SERVICE FOR ACSA, OBSOLETE, OLD AND SCRAPPED ASSETS ON AN “AS AND WHEN” REQUIRED BASIS NATIONALLY, FOR A PERIOD OF FIVE YEARS AT AIRPORTS COMPANY SOUTH AFRICA**

**Reference Number:** : COR8119/2026/RFP

**Issue Date** : 11 May 2026

**Closing Date** : 09 June 2026 at 12:00pm

**Non-Compulsory Briefing Session Date and Time** : 20 May 2026 at 12:00pm ( MS TEAMS )

## BIDDER'S DETAILS

1.	NAME OF BIDDER (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	

**PART A****SBD 1: INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIRPORTS COMPANY SOUTH AFRICA</b>					
BID NUMBER:	<b>COR8119/2026/RFP</b>	CLOSING DATE:	<b>09 JUNE 2026</b>	CLOSING TIME:	<b>12:00pm</b>
DESCRIPTION	<b>REQUEST FOR PROPOSAL FOR THE PROVISION OF THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT E-AUCTIONING OF ACSA, SCRAPPED ASSETS "AS AND WHEN" REQUIRED NATIONALLY, FOR A PERIOD OF FIVE YEARS AT AIRPORTS COMPANY SOUTH AFRICA</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>TENDER BOX B,</b>					
<b>North Wing Offices, 3rd Floor</b>					
<b>O.R Tambo International Airport</b>					
<b>(En Route to the Aircraft Viewing Deck; ACSA Offices North wing, 3rd floor Terminal 'A' Building)</b>					
<b>Tender Box slots can be found on the wall</b>					
<b>(NB: Tender Deposit Register must be completed and signed by person depositing the bid documents)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Tondani Mtephe</b>		CONTACT PERSON	<b>Tondani Mtephe</b>	
TELEPHONE NUMBER	<b>N/A</b>		TELEPHONE NUMBER	<b>N/A</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>	
E-MAIL ADDRESS	<a href="mailto:Tondani.mtephe@airports.co.za">Tondani.mtephe@airports.co.za</a>		E-MAIL ADDRESS	<a href="mailto:Tondani.mtephe@airports.co.za">Tondani.mtephe@airports.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		

Tel +27 11 723 1400 Fax +27 11 453 9354  
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 P O Box 75480, Gardenview, Gauteng, South Africa, 2047  
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CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>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.</b>	

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER MUST ENSURE THEY HAVE A FULLY COMPLETED AND SIGNED WRITTEN CONTRACT POST AWARD.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p>

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

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## SECTION 1: INSTRUCTIONS TO BIDDERS

### 1.1. Submission of RFQ documents

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 tender documents. Bid documents must be submitted on or before **09 June 2026 @ 12:00** by means of email submission to the following address:

**TENDER BOX B,  
North Wing Offices, 3rd Floor  
O.R Tambo International Airport  
(En Route to the Aircraft Viewing Deck; ACSA Offices North wing, 3rd floor  
Terminal 'A' Building)  
Tender Box slots can be found on the wall**

### 1.2. Late Bids

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

### 1.3. Clarification and Communication

Name: Tondani Mtephe

Designation: Senior Buyer

Tel: 011 723 1400

Email: [Tondani.Mtephe@airports.co.za](mailto:Tondani.Mtephe@airports.co.za)

1.3.1. Request for clarity or information on the bid may only be requested until **26 May 2026 at 16:00pm**. Any responses to queries or for clarity sought by a bidder will also be sent to all the invited bidders.

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. Non- Compulsory Briefing date and time

20 May 2026 at 12:00pm ( MS TEAMS )

**Bidders are requested to use the below link to join the meeting**

### Microsoft Teams meeting

#### Join:

<https://teams.microsoft.com/meet/31275051824178?p=fahLRgE4NNN9QzRxF8>

Meeting ID: 312 750 518 241 78

Passcode: Fs7wb7JH

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[Need help?](#) | [System reference](#)

#### Dial in by phone

[+27 21 834 0841,85260372#](tel:+2721834084185260372) South Africa, Cape Town

[Find a local number](#)

Phone conference ID: 852 603 72#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

[Privacy and security](#)

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#### 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;

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- 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.
- 1.6.7. This bid document must be changed or altered any manner, any change to the content of the bid document will lead to disqualification as it will be changing the terms and conditions of the tender.

## 1.7. Validity Period

- 1.7.1. The validity period of the tender is 120 working days

## 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 from the bidder whose information is sought.
- 1.8.2. Furthermore,
  - 1.8.2.1. ACSA will not disclose the names of bidders until the bid process has been finalised.
  - 1.8.2.2. Bidders may not disclose any information given to the bidders as part of this bid process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the bid, such third parties must complete confidentiality agreements, which should also be returned to ACSA with the bid.
- 1.9. ACSA is a National Key Points therefore has to comply with the laws prescribed by the security cluster of the Country. Bidders may be subjected to security vetting depending on the goods and/or services being provided. ACSA will not contract with a bidder that does not comply with the security vetting requirement.

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

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

The Airports Company South Africa (ACSA) SOC Limited through its aviation, maintenance seeks to appoint a registered professional Service Provider to provide e-auctioneering services for the disposal of the Company's fleet vehicles, equipment, furniture and IT equipment located at the various ACSA owned and operated Airports within South Africa.

The e-auction contract will assist with the disposal of, amongst others, scrap stock items, movable plant and equipment.

The e- auction disposal mechanism has proven extremely effective in reducing the risk associated with stockpiling of highly sought after scrap resulting in generation of revenue for ACSA.

Assets Disposal forms part of the business's ecosystem and carries a bountiful benefit for every organization, provided it is managed properly. ACSA stands to gain enormously from this process, from risk management to compliance management and the return on sales of assets.

In October 2024, ACSA Executive Committee made a decision that all asset disposals will be conducted through Supply Chain Management for all disposals in the organization. This standardization was created as an effort to streamline the disposal process and to curtail all risks associated therewith.

ACSA is calling for proposals from experienced service providers with a proven track record for the appointment to conduct e-auctioning of ACSA's - assets located nationally, that are no longer required due either being replaced, become obsolete or scrapped on an "as and when" required basis, over a period of five years. The Service Provider shall perform E-auctioneering services by advertising auctions

- Must have a proven digital online platform for provision of the e-auctioning services.
- Arranging lots by cataloguing the items with photographs, providing detailed descriptions and location of the items,
- Conducting market pricing analysis to assist ACSA with the setting of reserve prices, formulating the terms of sale, invoicing buyers and ensuring payment collection, timeous payment to ACSA, providing buyers with collection documents, updating of collection details, and other related activities in order to realise the optimum value from an E-auction for ACSA.
- The assets that would normally be sold on the E-auction are distributed across the entire operational area within which ACSA operates, and the successful bidder must have resources to travel to each of the various sites to catalogue assets identified for sale. Responsiveness for 'quick' cataloguing is crucial to post such assets as quick as possible for sale. Such travel expenses will be for the account of the successful bidder and ACSA will not be liable for any costs associated with the entire process.

When required to do so, at its own cost, the Service Provider must hire equipment such as forklifts, grabs etc. to assist ACSA with the placement of scrapped assets for sale. All arrangements must be done in collaboration with and be approved by an appropriate contract manager of ACSA.

The Service Provider must display professional skills in order to substantiate that the scrapped assets and/or other material are sold to the best advantage of ACSA. The Service Provider must be in a position to propose

market-related reserve prices. Reserve price setting is to be done in collaboration with ACSA representatives, which will be shared with the successful respondent.

Where applicable, the Service Provider must subscribe to Global Service Provider on related scrap commodities for pricing.

The Service Provider must be able to invoice the buyers within 48 hours upon closing the E-Auction and ensure that the buyers pay so as to allow the Service Provider to pay over all funds from the auction within 7 days after the auction closure. All auction proceeds shall be collected by the appointed Service Provider and paid over to ACSA, less of the agreed buyers commission charged directly to the winning bidder.

On conclusion of the E-Auction, the Service Provider must produce electronic spread sheets reflecting the detailed results of the sale in the form of reports e.g., per lot, per buyer, per asset number, where applicable, Airport, etc. The Service Providers must also be able to generate and provide multi parameter reports, including but not limited to sales achieved per auction, per Airport, for periods requested by ACSA and / or Airports', etc. ACSA will review reports and requires the Service Provider to be flexible and be able to include any other data that ACSA deems to be crucial.

3.1 The Company's fleet vehicles and equipment requiring disposal and comprise of the following categories but not limited to;

3.1.1 Light commercial vehicles such as bakkies, sedans and hatchback vehicles.

3.1.2 Minibuses, MPV and panel vans.

3.1.3 Fire trucks and All Terrain vehicles.

3.1.4 Tractors and trailers; and

3.1.5 Other vehicles and equipment.

3.2 The Information Communication Technology equipment comprises of the following;

3.2.1 Desktop Computers

3.2.2 Notebook Computers

3.2.3 Display Screens

3.2.4 Other ICT equipment

3.3 Electrical, Mechanical, Civil, Security, Fire & Rescue equipment including;

3.3.1 UPS;

3.3.2 Generators

3.3.3 Some specialised equipment (Security, Fire & Rescue, etc)

3.4 Other Office and Kitchen Equipment including;

3.4.1 Office Chairs, Tables; doors,

3.4.2 Kitchen Chairs, Microwaves, Gas Burner, Oven, Ice Makers, Sink many other related equipment.

3.5 The Company's assets are located nationwide within South Africa at the following airports/sites;

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- 3.5.1 Airports Company Head Office in Kempton Park, Johannesburg;
- 3.5.2 OR Tambo International Airport in Kempton Park, Johannesburg;
- 3.5.3. Cape Town International Airport in Airport Industria, Cape Town;
- 3.5.4. King Shaka International Airport in La Mercy, Durban;
- 3.5.5. Chief Dawid Stuurman International Airport, Gqeberha(former name Port Elizabeth);
- 3.5.6. King Phalo Airport in Green fields, East London (former East London Airport);
- 3.5.7. George Airport, George;
- 3.5.8. Kimberly Airport in Diskobolos, Kimberly;
- 3.5.9. Bram Fischer International Airport, Bloemfontein; and
- 3.5.10. Uppington International Airport, Uppington.

This RFP shall cover aspects relating to the sale of the abovementioned assets which are identified and earmarked for sale, solely at ACSA's discretion. The electronic package offered by respondents must be comprehensive in meeting all the requirements of ACSA.

### 3.8 Administration and services required

3.8.1 The Service Provider will be responsible for providing a comprehensive E-auctioning platform as required by ACSA and managing and facilitating the entire administration process for the auctions.

3.8.2 Provide a consolidated solution to dispose of the Company Assets by E-auction for the multiple categories of ACSA's assets.

3.8.3 The Service Provider must evaluate/assess each asset and provide the Company with a written fair market value inclusive of 15% VAT prior to the disposal sale process.

3.8.4 The assessment or valuation certificate where applicable to be provided for each asset must be on the Service Provider's official company letterhead and signed.

3.8.5 Where applicable, the Service Provider to provide a draft deed of sale with terms and conditions for the sale of each asset sold, in consultation and agreement with the Company.

3.8.6 In case of fleet, the Service Provider must provide an official document for each of the Company's fleet motor vehicle sold including the following information;

3.8.6.1 The registration, Vin numbers, serial or identification number of the vehicle or equipment;

The disposal of the Company Assets should be actioned as follows.

3.8.1 The SP must charge a reasonable auction registration fee that market related and refundable to bidders if no assets are bought.

3.8.2 The full description of the make & model of the vehicle or equipment;

3.8.3 The location/site where that the vehicle belongs to;

3.8.4 The full names of the buyer including their South African identification and Company employee number ;

3.8.5 The fair market value amount as provided in the valuation certificate; and

3.8.6 The total amount inclusive of 15% VAT paid in full by the purchaser for the vehicle or equipment.

3.8.7 The Service Provider must provide the supporting proof of the payment document reflecting the name of the purchaser and amount paid.

3.8.8 Submit a final detailed statement of all items sold for both the internal and external auctions

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3.8.9 The handling of all licensing documentation (such as motor vehicle registration certificates, deregistration and other required Natis documents required for handover at conclusion of sale, etc) in consultation with the ACSA fleet proxies on site. The Company will provide a list of all assets for sale at each respective location/site which may be subject to change due to business requirements.

3.8.10 The Service Provider will be responsible to register potential bidders and the collection of the total amount payable for items sold.

3.8.11 The Service Provider will be responsible to remove all company logos, branding and asset tags on the fleet vehicles, equipment and assets sold prior to handing over to the successful bidder.

3.8.12 The Service Provider will be required to remove specific auxiliary equipment from the fleet vehicles or equipment as advised by the Company prior to the disposal or auction process.

3.8.13 The Service Provider will consult with the Company prior to final acceptance of the bid by the Company.

### 3.9 Logistic requirements and related services

3.9.1 The Service Provider will be responsible for the entire logistics processes required for the auctions at all the specified locations/sites.

3.9.2 The logistical arrangements will require the relocation of fleet vehicles, equipment and assets to a dedicated area within the airports precinct or site locations as prescribed by the Company.

3.9.3 The Service Provider will be responsible to arrange and manage the physical viewing at the respective sites/locations in consultation and agreement with the Company.

3.9.4 The Service Provider is responsible at the physical viewing to jumpstart vehicles where required, deflated tyres to be inflated and cleaning of interior and exterior and any other requirements for any category of asset on sale, in readiness for the onsite viewing or auctioning process.

3.9.5 Company fleet vehicles and equipment are located at all the respective airports/sites managed by the Company and at various locations, mostly in access-controlled areas. It is crucial for the Service Provider to note that all the Company's Airports are National Key Points and governed as such and must ensure adherence to the security requirements for all its employees including the prospective buyers attending the physical auctions.

3.9.6 The Service Provider is responsible to clean up at the auction sites once the auction process is completed.

Note: due to the contract being purely revenue generating with no expense to ACSA, Bidders will need to indicate the commission percentage that Buyers will pay to the auctioneer. In order to ensure that there is maximum participation in the Auctions, the price evaluations will be based on the lowest percentage commission payable by Buyers which bidders will indicate in their bid submissions on the applicable pricing table provided.

## SECTION 2: EVALUATION CRITERIA

### 2.1 Evaluation Criteria

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

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

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

#### 2.2.1. Stage 1: Mandatory Requirements

1. Bidder must be registered with the South African institute of auctioneers ( Provide certification / proof of membership)
2. A Completed and fully signed pricing schedule / Form of offer

#### 2.2.2 Stage 2 Functionality

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall threshold of **66 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and Preference (80/20 split).

Functionality Criteria:

CRITERIA	DESCRIPTION	Maximum Score
Preliminary project programme	<p>The bidder's proposal is addressing the following elements covered in the scope of the RFP requirements:</p> <p><b>Administration services:</b></p> <ul style="list-style-type: none"> <li>- Covers all six of the requirements listed = <b>12 points</b></li> <li>- Covers five of the requirements listed = <b>10 Points</b></li> <li>- Covers four of the requirements listed = <b>8 Points</b></li> <li>- Cover less than four of the requirements listed = <b>0 Points</b></li> </ul>	12
	<p><b>Disposal actions:</b></p> <ul style="list-style-type: none"> <li>- Covers all thirteen of the requirements listed = <b>26 points</b></li> <li>- Covers all twelve of the requirements listed = <b>24 points</b></li> <li>- Covers all eleven of the requirements listed = <b>22 points</b></li> <li>- Covers ten of the requirements listed = <b>20 points</b></li> <li>- Cover less than ten of the requirements listed = <b>0 Points</b></li> </ul>	26
	<p><b>Logistic requirements:</b></p> <ul style="list-style-type: none"> <li>- Covers all six of the requirements listed = <b>12 points</b></li> <li>- Covers five of the requirements listed = <b>10 points</b></li> <li>- Covers four of the requirements listed = <b>8 points</b></li> <li>- Cover less than four of the requirements listed = <b>0 Points</b></li> </ul>	12
References	<p>Bidders must provide reference letters confirming the execution of e-auctioneering services provided for the disposal of company assets and equipment within the past five (5) years.</p> <p>NB; The reference letter must confirm the types of assets sold ,the year in which the services were rendered and must be on a letterhead with contact details i.e. contact number and email address.</p> <p>3 or more 3 reference letters = <b>50 points</b></p> <p>2 references letters = <b>40 points</b></p> <p>&lt;2 reference letter = <b>0 points</b></p>	50
<b>Total</b>	Minimum Threshold	66
	Total	<b>100</b>

Note: Bidders who meet the minimum threshold of 66 points will proceed to the live simulation requirements as listed in the below table. Bidders must meet the minimum of 15 of the below requirements (Yes) to be eligible to proceed to Price and Preference

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Item	Key criteria	Comply (Yes/No)	Comments
1.	The product offered by the bidder functions fully through the Internet		
2.	The bidder must demonstrate that it has the capability of offering the potential buyer's assistance in registration		
3.	The bidder must show the capability of setting up special conditions of sale as dictated by ACSA and obtain signed proof of acceptance from the buyers.		
4.	The bidder must show the process used to obtain, retain and refund participation deposits		
5.	The product offered by the bidder reflects the full catalogue on the sale website together with relevant photographs of the items on auction and has the ability to attach downloadable documents, as and when necessary		
6.	The product offered by the bidder reflects the full details of the items/materials in lots and gives GPS co-ordinates to allow potential buyers to visit the site/s		
7.	The bidder must demonstrate how reserve prices are set		
8.	The bidder must demonstrate the ability to remove a catalogue lot during the auction (withdrawal of a lot)		
9.	The bidder must demonstrate that specific data may be added / edited during the auction		

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10.	The e-auction must be able to be conducted by the bidder from any office nominated by ACSA		
11.	The bidder must demonstrate what measures are in place to ensure participation confidentiality		
12.	The bidder must indicate what Internet securities are used to prevent unauthorised access to the software used (Hacking?)		
13.	The bidder must demonstrate that the system is fully integrated / automated, from catalogue, through auction closure to post auction invoicing (manual capturing would be an integrity concern)		
14.	The bidder must demonstrate and explain the progress of the event as it happens		
15.	The bidder must demonstrate and explain the process of closing off the auction		
16.	The bidder must demonstrate and explain the process post auction (invoicing, remittance and issuing of the release note)		
17.	The bidder must demonstrate specifically the invoicing process and method of recovering the buyer's payments and in dealing with buyers that do not pay / decline to conclude the purchase		
18.	The bidder must confirm that the buyer lot payments will be paid over, via EFT, to ACSA within 7 days post closure of the auction		
19.	The e-auction must be open for at least a 7-day period or as required by ACSA		

20.	The bidder must demonstrate that immediately post-auction closing, that a spread sheet (to be designed in collaboration with ACSA) can be provided to ACSA immediately after each sale, providing a summary of the closed auction and also supply an annual summary of data reports desired by ACSA and that such may, from time to time, be amended at the request of ACSA		
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### 2.2.3 Stage 3 Price and Preference

This is the final stage of the evaluation process and will be based on the Preferential Procurement Regulations 2022. preference point system. Bidders will be ranked by applying the preferential point scoring *80/20 for bids with the rand value equal to or below R50 million and 90/10 for bids with the rand value above R50 million*. A maximum of 80 or 90 points is allocated for price based on the following formulae (delete formula not applicable):

$$80/20 \quad \text{or} \quad 90/10$$

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

Where:

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

#### Evaluation of Preference

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

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

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

<b>Specific Goals</b>	<b>Number of points (80/20 system)</b>	<b>Number of points (90/10 system)</b>
<b>B-BBEE Status Level 1</b>	<b>5</b>	<b>5</b>
<b>B-BBEE Status Level 2</b>	<b>4.5</b>	<b>4.5</b>
<b>B-BBEE Status Level 3</b>	<b>4</b>	<b>4</b>
<b>B-BBEE Status Level 4</b>	<b>3</b>	<b>3</b>
<b>B-BBEE Status Level 5</b>	<b>2</b>	<b>2</b>
<b>B-BBEE Status Level 6</b>	<b>0.5</b>	<b>0.5</b>
<b>B-BBEE Status Level 7</b>	<b>0.3</b>	<b>0.3</b>
<b>B-BBEE Status Level 8</b>	<b>0.1</b>	<b>0.1</b>
<b>Black youth majority-owned entities</b>	<b>5</b>	<b>5</b>
<b>Black women majority-owned entities</b>	<b>5</b>	<b>5</b>
<b>Sub-contracting of South African EMEs and/or QSEs 51% owned by black people, youth, women or disabled people.</b>	<b>5</b>	<b>5</b>
<b>Non-compliant contributor</b>	<b>0</b>	<b>0</b>

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

- a) Provide original or certified copy Valid sworn Affidavit OR
- b) B-BBEE Certificate from a SANAS accredited rating agency
- If bidder is a Joint Venture (JV) – a consolidated B-BBEE certificate from a SANAS accredited agency must be provided  
as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice
- a) Any other supporting information..

## SECTION 4: MANDATORY AND ADMINISTRATION DOCUMENTS

### 4.1. Mandatory returnable documents

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

### 4.2. Other Returnable documents

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

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

RETURNABLE DOCUMENTS AND INFORMATION	MANDATORY	ADMINISTRATIVE	SUBMITTED [Yes/No]
<i>SBD 3.3: PRICING SCHDEULE</i>	X		
<i>Bidder must be registered with the South African institute of auctioneers (Provide certification /proof of membership)</i>	X		
<i>Declaration of Interest Form and Politically Exposed Persons</i>		X	
<i>SBD 4 Bidder's Disclosure Form</i>		X	
<i>SBD 6.1 Preference Points Claim Form</i>		X	
<i>Confidentiality and Non-Disclosure Agreement</i>		X	
<i>BEE Certificate and Scorecard or BBEE QSE/EME Affidavit</i>		X	
<i>Verifiable medical certificate of report as proof of disability (For preference claims)</i>		X	
<i>Tax Pin number (ACSA may not award to a bidder whose tax affairs have not been declared to be in orders by SARS)</i>		X	
<i>Certificate of Incorporation of the bidding entity showing ownership split</i>		X	
<i>Central Supplier Database Report (CSD)</i>		X	

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<i>VAT Questionnaire</i>		X	
<i>ACSA Terms and Conditions</i>		X	

## 2. Validity of submitted information

Bidders must ensure that all conditions, documents, and information which has been submitted in pursuance to this bid remains valid for the duration of the contract period. In the event where a validity document expires an updated document must be submitted. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

## SECTION 3: PRICE AND PREFERENCE

### SBD 6.1

#### 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**

#### 1. GENERAL CONDITIONS

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

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

#### 1.2 To be completed by the organ of state

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

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

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

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS / PREFERENCE	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- 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.  
(Bidder to circle the claimed points)**

<i>Specific Goals</i>	<i>Number of points (80/20 system)</i>	<i>Number of points (90/10 system)</i>
<i>B-BBEE Status Level 1</i>	<i>5</i>	<i>5</i>
<i>B-BBEE Status Level 2</i>	<i>4.5</i>	<i>4.5</i>
<i>B-BBEE Status Level 3</i>	<i>4</i>	<i>4</i>
<i>B-BBEE Status Level 4</i>	<i>3</i>	<i>3</i>
<i>B-BBEE Status Level 5</i>	<i>2</i>	<i>2</i>
<i>B-BBEE Status Level 6</i>	<i>0.5</i>	<i>0.5</i>
<i>B-BBEE Status Level 7</i>	<i>0.3</i>	<i>0.3</i>
<i>B-BBEE Status Level 8</i>	<i>0.1</i>	<i>0.1</i>
<i>Black youth majority-owned entities</i>	<i>5</i>	<i>5</i>
<i>Black women majority-owned entities</i>	<i>5</i>	<i>5</i>
<i>Sub-contracting of South African EMES and/or QSEs 51% owned by black people, youth, women or disabled people.</i>	<i>5</i>	<i>5</i>
<i>Non-compliant contributor</i>	<i>0</i>	<i>0</i>

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

### SBD 3.3 Pricing Schedule

ITEM	DESCRIPTION	UNIT OF MEASURE	% PERCENTAGE SELLERS COMMISSION CHARGED AS A "BUYERS COMMISSION" ON FINAL HAMMER PRICE APPLICABLE FOR EACH ITEM SOLD (15% VAT inclusive)
1.	Inclusive of all costs of management, administration services, documentation fees, advertising, marketing, travel, logistics services provided and any other related costs of the auctioneering/disposal process applicable to all locations/sites.	EACH	-----%

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

ACSA requires a turnkey solution and all line items to be quoted for, failure to price will be disqualify your bid.

1. The service Provider to incorporate ALL costs related to the services provided above which will be the agreed percentage charged as a "buyers commission" payable for each asset sold in the E-Auction.
2. The Service provider is to charge the agreed percentage "buyers commission" as reflected in the pricing table above, directly to the bidder for all sold assets and has no right to claim same from ACSA.
3. The Service Provider shall pay all the proceeds due (as per final hammer price) from the sale to the Company within seven (7) days after conclusion of the auction process per site,
4. The Company will provide confirmation of their banking details for payment by the Service Provider for the revenue generated from the proceeds of sale processes, as agreed in this Services Agreement.
5. Prices must be quoted as a percentage of the selling price in South African Rand, exclusives of VAT
6. Percentage quoted must be held firm for 180 days post closure of RFP.
7. Respondents must tender on a percentage of the Buyer's Premium/ Commission basis.
8. ACSA, in conjunction with the contractor, will impose a reserve price per lot at each auction.
9. All charges incurred be the respondent to conduct an auction sale and to undertake the appraisal, valuation services, cataloguing and to conclude the auction are to be included in the Buyer's Premium/ Commission fee charged.

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**SECTION 4: DECLARATION OF INTEREST AND POLITICALLY EXPOSED PERSONS FORM**

**Making a Declaration**

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

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

Politically Exposed Persons or DPIP are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

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

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

Full name of the bidder or representative of the bidding entity

---

Identity Number

---

Position held in the bidding entity

---

Registration number of the bidding entity

---

Tax Reference number of the bidding entity

---

VAT Registration number of the bidding entity

---

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

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:

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**PEP/DPIP Declaration**

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

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

**Declaration:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder

**SECTION 5: BIDDER’S DISCLOSURE FORM**

**SBD 4**

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder’s declaration in respect of employees of the State**

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

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

Full Name	Identity Number	Name of State institution

### 3. Bidders' disclosure in respect of independent bidding

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

- 3.1 I have read and understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT AND ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS INFORMATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position/ Designation

.....  
Name of bidder

## SECTION 6: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

between

**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

(Registration No. 1993/004149/30)

**(“Airports Company”)**

of

Western Precinct, Aviation Park

O.R. Tambo International Airport

1 Jones Road

Kempton Park

1632

**AND**

**[NAME OF SERVICE PROVIDER]**

(Registration No: \_\_\_\_\_)

(“\_\_\_\_\_”)

of

[Service Providers Address]

### 1. **INTERPRETATION**

In this agreement -

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

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

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

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

## 2. **INTRODUCTION**

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

## 3 **USE OF CONFIDENTIAL INFORMATION**

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

## 4 **NON-DISCLOSURE**

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

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

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

## 5. **COPIES**

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

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

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

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7. **DURATION**

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

8. **TITLE**

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

9. **RELATIONSHIP BETWEEN THE PARTIES**

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

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

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

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11. **DOMICILIUM**

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

12. **GENERAL**

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

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12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

\_\_\_\_\_  
**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

the signatory warranting that he is duly authorised thereto.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**AS WITNESSES**

1. \_\_\_\_\_

2. \_\_\_\_\_

SIGNED at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

\_\_\_\_\_  
**[NAME OF SERVICE PROVIDER]**

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**AS WITNESSES**

1. \_\_\_\_\_

2. \_\_\_\_\_

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**SECTION 7: ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER'S PARTICULARS**

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

Proposal No: 53442

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

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

**2. Proposal Certification**

We hereby submit a Proposal in respect of the COR8119/2026/RFP in accordance with Airports Company South Africa's requirements.

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

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- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *one hundred and twenty (120) days* calculated from the closing date for Proposal submission.
- 

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

For and behalf of:

Bidding entity name:	
Capacity:	

**SECTION 8: VAT QUESTIONNAIRE**

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

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

<b>Yes</b>	<b>No</b>
------------	-----------

2. If you have answered yes to the above question, please provide the following:  
 2.1 A VAT registration certificate in the name of the joint venture, partnership or consortium which includes the VAT registration number of the partnership/joint venture.

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

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

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

**The below definitions are in relation to the above requirement.**

1. Definitions
- 1.1 **Person**, as defined in section1(1) of the Value Added Tax Act No 89 of 1991(“the VAT Act”) – includes a public authority, any municipality, any company, any body of persons (corporate or unincorporated), the estate of any deceased estate or any insolvent person and any trust fund.
- The below terms are not defined in the VAT Act and as such, the ordinary meaning has been taken into account:
- 1.2 **Consortium or Joint Venture** - an arrangement between two or more persons based on an agreement to generally operate a single, limited or defined project. The parties to such an agreement will generally share control of the arrangement and share the product or output of the venture
- 1.3 **Partnership** - an arrangement between two or more persons based on an agreement. The parties to that arrangement should have the intention to be partners and the essential elements for a

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

## 2. The Law

Section 51 of the VAT Act states that:

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

## 3. Application of the Law

When a body of persons forms a joint venture, partnership or consortium, such a body is treated as a separate legal person for VAT purposes and, 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.