

SPECIFICATION FOR SERVER ROOM UPGRADE WITH ENVIRONMENTAL CABINET, RAISED FLOORING, INVERTERS, FIRE DETECTORS AND CLIMATE CONTROL FOR UPS AND ICT EQUIPMENT WITH MAINTENACE AND SUPPORT AT GATEWAY AIRPORT AUTHORITY LIMITED FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/122/2024/2025

SERVER ROOM UPGRADE WITH ENVIRONMENTAL CABINET, RAISED FLOORING, INVERTERS, FIRE DETECTORS AND CLIMATE CONTROL FOR UPS AND ICT EQUIPMENT WITH MAINTENACE AND SUPPORT AT GATEWAY AIRPORT AUTHORITY LIMITED FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED

**A COMPULSORY BRIEFING SESSION TO BE HELD ON
01 NOVEMBER 2024 AT 12H00**

**CLOSING DATE AND TIME OF BID
15 NOVEMBER 2024 AT 11H00**

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

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1. INTRODUCTION

Gateway Airports Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider with an excellent track record for server room upgrade with environmental cabinet, raised flooring, invertors, fire detectors and climate control for UPS and ICT equipment. We also require the migration of our existing ICT and Server equipment to an environmental cabinet in a different building within the airport. The server upgrade and migration must include maintenance and support at Gateway Airports Authority Limited for a period of 36 months, as and when required.

The potential service provider/s shall make a compulsory assessment of the existing infrastructure where the server rooms will be upgraded, migrated and provide a methodology or project plan with timeframes on the delivery of the above services.

Detailed documentation of the project shall be provided by the appointed service provider upon completion and signing off the project. The documentation must include the network diagrams and schematic representation of the upgraded solution, test results, manuals with step-by-step procedures/phases as guidelines of the upgraded server rooms. Testing and quality assurance must be conducted prior to signing off the project and payment of any invoices.

Furthermore, provide on the job training or skills transfer to GAAL's officials that is managing the server room and the service provider that is managing server administration. The skills transfer and on the job training will assist with ensuring that the services provided fully belong to GAAL without interrupting any business operations or for business continuity.

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The appointed service provider shall ensure that there is an official transfer and handing over of the server rooms to the entity for business continuity, upon the completion of the project to minimize the risk of disruptions.

1.1 BACKGROUND AND PROBLEM STATEMENT

Polokwane International Airport has an existing server room that requires to be upgraded to meet newer standard. GAAL is looking to standardise the server infrastructure to meet the standard, whereby the main server room at Building A must be fitted with a new environmental cabinet and other equipment such as raised flooring and fire panels etc. The existing server equipment at Building B, requires to be migrated to the environmental cabinet at Building A. The server room at the Building B must be functional after migration of the server equipment.

2. SCOPE OF WORK

The potential supplier must be able to provide the server room upgrade services as follows:

GAAL SERVER ROOM		
ITEM	DESCRIPTION	QUANTITY
Raised floor (facility cable management and airflow control)	25cm Raised flooring interlock system w/tile lifter, Server Room Measurements = cm x cm Top to Bottom = cm	1
Cable tray (under raised floor to the upper ceiling)	200mm cable tray	1
Fire suppression	Fire Panel with 4Zone detection panel	1

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Fire extinguisher	Automated fire extinguisher/suppressor for the entire sever room.	2
Biometric Access Control	Biometric Access Control with maglock and door closer	1
Fireproof Door	Fireproof door	2
Fireproof Wall	Fireproof Walls	1
Network points (5)	CAT6 - network points on Power Skirting 2 Compartment	2
10Way PDU (2)	Cable: IEC 1.8m Size: 1.5U Material: Aluminium Shell Voltage: 220V-250V 50Hz-60Hz Maximum Current: 16A Mounting: Vertical Mounting in Network Cabinet Dimensions: 710 x 65 x 50mm	1
32A industrial 3pin plug and socket (Caravan Plug)	Pins: 3 Voltage: 230V AC Amperage: 32A IP rating: IP44.	1
Dedicated earth bar for server room	Single point grounding system	1
16A power points (5 Red +5 White)	16A dedicated power points on Power Skirting 2 Compartment	1
Skirting covers	Waterproof Skirting covers p/m	1
Distribution Board (DB)	12Way Distribution Board (DB) wired	1
2U blanking plates (15)	2U Blanking plate 483mm(W)x 89mm(H) - size to be measured for confirmation	2
INRAK (Computer Room Air-conditioner inside the RACK) unit	8.3kW INRAK Units	1
Uninterruptible Power Supply (UPS)	Smart-UPS 10kVA/10kW On-Line, Rackmount 6U, 230V/400V, 6x C13+4x C19 IEC outlets, Network Card + Smart Slot, Extended runtime, Rail kit included	1

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Environmental Rack 43U Cabinet with GSM module via SMS/Email (water, fire, temperature, humidity, door control)	• 43U cabinet with Climate control • Environmental monitoring - o GSM based system that will link to all cabinet facilities and alert via text or email - o Couple this with the PDU and UPS - o SAMIPTCP/IP web-based system to complete full monitoring - o Up to 5-day built-in UPS - o Alert on UPS, smoke, power, access, water leak, remote control of doors, emergency cooling - o Also monitors the environment outside the Cabinet • Biometric access control with remote control (GSM)) • Automated fire protection including: - o Fire Suppression - Double knock release system aerosol or gas • Backup power-Integrated UPS - o Unique design UPS with built in/removable bypass and DB combination - o Full SNMP/GSM/AS400 modules	1
	o Standard and extended battery backup	2

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CCTV Camera 4 Channel System	All in one system-DIY 4 Channel AHD kit with 1.3MP, 16" LCD screen & 500GB Hard drive Systems contains the follow: • 1x 4 channel H.264 AHD DVR • 4x 720p digital Cameras 4x 18m BNC to BNC Cable • 1x Power Supply Adaptor 1x 1 to 4 Power Splitter Cable • 1x USB Mouse • 1x Operating Manual • 1 x Ecco 16" LCD monitor • 1 x TB Hard drive • 1 x 1.5M HDMI cable Specs • CCTV System • 4 Channel H.264 HD-DVR Kit • With 4 pcs 720P cameras and 4x 18m cables • Support mobile phone remote viewing Day/Night waterproof camera's Motion detection • Real hexaplex operation - simultaneous record, playback, mobile phone live view, backup, control & remote access. -Support 720P real-time record Motion detection • Video: 4ch 1080P @25fps Recording • 4 x1080P @25fps Playback • 4ch Audio in/ 1ch Audio out - LCD Screen • Aspect Ratio 4:3 • Resolution 1024x768 • RF, HDMI, PC AUDIO, VGA, VIDEO, L/R AUDIO, USB AC100-240W • Consumption: 35W • 490x97x355mm (LxWxH)	2
Air conditioners (new Installation)	Maintain and Support 12000 Btu Air conditioner	2
Air conditioners (maintenance of existing air conditioner as and when required)	Maintain and Support 12000 Btu Air conditioner	2

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Managed Services

- ☐ Support and Maintenance 24/7 365, 7 days a week, as and when needed.
- ☐ Log support calls with helpdesk by email, phone and receive the allocated reference number for the logged call.
- ☐ Quick response times to prevent downtime (Acknowledgement of the logged call within 30 minutes or less and resolution within 2 hours or less.
- ☐ Suppose there is a need to acquire equipment response time shall be the next business day (NBD) or less.
- ☐ Monthly/Weekly/Daily reports on capacity, usage, and availability
- ☐ Project Management and customer support.
- ☐ Preventative maintenance, upgrades, first line support, maintenance and training.

2.1 SPECIFICATIONS

Bidders must adhere to the above scope of work and specifications on documenting and submission of their proposals, failure to adhere will lead to disqualification.

- Bidders are required to provide specifications that meet the solution requirement. The pricing schedule must cover labour, all the required accessories and equipment to enable functional server rooms and ICT infrastructure as per the sampled guideline and scope of work above.

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3. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative & mandatory requirements, functionality, and preference point system.

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
Bidders must submit all documents as outlined in paragraph 3.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 170 points out of 215 points to proceed to Gate 3 (Price and Specific goals).	Bidder(s) will be evaluated on price (weighted price) and Specific goals claimed points

3.1 Gate 0: Administrative (mandatory) requirements

Bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorized representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialed by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
GATE 0: ADMINISTRATION REQUIREMENTS EVALUATION				
	SBD 1 Invitation to Bid	Yes	Yes	
	Proof of authority must be submitted as per SBD 1 e.g. company resolution for the capacity under which this bid is signed.	No	Yes	
	SBD 3.1 Pricing Schedule	No	Yes	
	SBD 4 Bidders Disclosure	Yes	Yes	
	SBD 6.1 Preference Points Claim Form	Yes	Yes	
	Full updated CSD report	No	Yes	
MANDATORY REQUIREMENTS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
	The Bidder must be accredited by their ENVIRO OEM - ENVIRO OEM Accreditation. Submit a valid ENVIRO OEM Certificate or proof of OEM Accreditation/Partnership.	No	Yes	

¹ Table 1 is provided as guidance to assist bidders with documents that must be returned with the bid. The list is not exhaustive, and it is the responsibility of the bidder to provide all required documents as per the provision of each clause in this bid

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
	Bidder must submit proof of accreditation with ISO 27001.	No	Yes	
	Bidder must submit proof of accreditation with ISO 9001.	No	Yes	
	The Bidder must submit proof of accreditation with ISO 20000-1.	No	Yes	
	Bidder must submit proof of accreditation by a Cabling OEM e.g Krone/Molex or any other equivalent.	No	Yes	
	Bidder must submit proof of accreditation by a Server OEM.	No	Yes	
GATE 1: FUNCTIONALITY COMPLIANCE EVALUATION				
	Company Experience and Track Record Attach Contactable Reference Letters covering Datacentre/ Server Room Management.	No	Yes	
	Number of Completed Projects Attach Contactable Reference Letters covering completed projects in Datacentre/ Server Room Management.	No	Yes	
	Detailed project plan and methodology	No	Yes	

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
	Detailed Business Continuity Plan to be implemented to prevent downtime.	No	Yes	
	Project Manager required for the initial implementation of the project: Must have qualification certificates in Prince2/PMP certification, COBIT5, ITIL and a CV	No	Yes	
	Engineer1 required with Engineering qualification certificates, a Diploma/Degree in Computer Engineering and a CV	No	Yes	
	Engineer required with Trade Test, Wireman's Certificate and a CV	No	Yes	
	Valid bank rating letter or proof of funding from accredited financial institution.	No	Yes	
	Valid proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	No	Yes	
GATE 2: PRICE & SPECIFIC GOALS EVALUATION				
	Pricing Schedule (or bid offer/pricing)	No	Yes	

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#	Document Name ¹	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
OTHER DOCUMENTS REQUIRED				
	Bidders Company Profile	No	Yes	
	Bidders CIPC Company Registration Documents	No	Yes	
	General Condition of Contract	Yes	Yes	

GATE 0: ADMINISTRATIVE EVALUATION

Bidders are required to submit the legislative documents to comply with the policy to guide uniformity in procurement reform processes in the Government regarding the standardised bidding documents (SBDs) for the supply chain management. It is also a requirement for bidders to submit additional documents as detailed below:

SBD 1 – Invitation to Bid

Proof of Authority – This is a Company Resolution for the capacity under which this bid is signed.

SBD 3.1 – Pricing Schedule.

SBD 4 – Bidders Disclosure

SBD 6.1 – Preference Points Claim Form

Central Supplier Database (CSD) – A full updated CSD report

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MANDATORY REQUIREMENTS EVALUATION

During this gate, the bidders' responses will be evaluated based on the mandatory requirement.

Non-compliance to the mandatory requirement **will result in the disqualification** of the bid response.

Pricing Structure (or bid offer/pricing) and Schedule.

Bid price /pricing structure must be completed /or submitted in full for all services categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

Price structures that do not comply with this requirement will invalidate the Prices must be all-inclusive for the provision of parking management system with maintenance and support for 36 months period, this includes VAT (if registered for VAT), and any other costs that may influence the price.

3.2 Gate 1: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 215 points and are required to achieve minimum threshold of 160 points to proceed to Gate 2 for Price and Specific goals evaluations; and

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As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality is as Follows:

Criteria	Sub-Criteria	Weight of Criterion	Bidder Score
Company Experience and Track Record - Attach Contactable Reference Letters.	Reference letters covering Datacenter/ Server Room Management.	More than 6 Years = 40 Points >4 – 6 Years = 30 Points 2 – 4 Years = 20 Points Less than 2 Years = 10 Points 0 Year/s = 0 Points	
Number of Completed Projects – Attach Contactable Reference Letters or completion certificate (not older than 6 months)	Attach reference letters or completion certificate covering number of completed projects in Datacenter/Server Room Management.	3 Letters = 30 Points 2 Letters = 20 Points 1 Letter = 10 Points 0 Letters = 0 Points	
Financial Viability	Bidders must submit stamped proof of funding or Bank Letter from the accredited financial	Above R5m = 20 points Above R4m to R5m = 15 points	

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	institution confirming ability to execute project	Above R3m to R4m = 10 points Above R1m to R3m = 5 points Less than 1m = 0 points	
Detailed High Level Project Plan and Methodology	Plan and Methodology showing implementation of the server room without downtime. The plan should also show the timelines for the entire project.	Excellent = 10 (Must include Project Timelines, Methodology Type, Quality Assurance, Testing and Training) Moderate = 5 (Only Three of the above) Poor = 0 (Only Two or below)	
Detailed Business Continuity Plan to be implemented to prevent downtime.	Detailed Business Continuity Plan showing implementation of the datacentre/server room without downtime. The BCP must show how downtime will be prevented.	Detailed BCP with downtime of NBD = 10 BCP with more than one working day = 0	

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Project Manager CV	Project Manager required for the initial implementation of the project: Must have Prince2 / PMP (Project Management Professional) or equivalent Project Management certification, COBIT5, and ITIL (Control Objectives for Information and Related Technology, and Information Technology Infrastructure Library)	All 3 Certificates = 30 Points 2 Certificates = 20 Points 1 Certificate = 10 Points No Certificates = 0 Points	
Engineer 1 CV and certificate/accreditation	Submit Engineer certificate/accreditation or Engineering qualification in Computer Engineering	1 Certificate = 10 Points No Certificate = 0 Points	
Engineer 2 CV and certificate/accreditation	Submit Electrical Engineer's certificate/accreditation in Trade Test + Wireman's Certificate	2 Certificates = 20 Points 1 Certificate = 10 Points No Certificate = 0	

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Technicians x 3	Submit 3 x Technician installers that are certified by a Cabling OEM (e.g. Krone or Molex).	3 Technicians with certificates = 30 Points 2 Technicians with certificates = 20 Points 1 Technician with certificate = 10 Points No Technicians = 0	
Company Demographic address/Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	Provide a valid Company's proof of address/residence (e.g. Municipal bill document for rates and taxes, letter from traditional council/Chief authority/lease agreement or any other valid proof of address not older than 6 months.	Outside of Limpopo Province = 5 Outside Capricorn District = 10 Capricorn District = 15	
Total		215	

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The maximum points that can be scored on functionality equals 215. Bidders scoring less than 160 points will be disqualified.

Bidders that fail to meet the minimum threshold for functionality will be disqualified.

Thereafter, **only the qualifying bid(s) will be evaluated in terms of the 80/20.**

Qualifying bidders may be invited for negotiations (price/any necessary negotiation) and presentation.

3.3 Gate 2: Preference Point System,

Only Bidders that have met the 160 points thresholds in Gate 1 will be evaluated in Gate 2 for price and specific goals.

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
Total	100

4. SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

4.1. Terms and conditions:

4.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to change the proposal. Such permission will only be granted in exceptional circumstances.

4.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held

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strictly confidential. The successful service provider will be required to sign a non-disclosure and confidentiality agreement with the airport.

4.1.3. Copyright of all documents and electronic aids, software programs prepared or developed in terms of the appointment, shall vest in the airport.

4.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.

4.1.5. Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

4.1.6. Neither the airport, nor any of its respective, officers, or employees may make any representation or warranty, expressed, or implied in this TOR document. And nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

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4.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

4.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.

10.1.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a) the conditions under which the consortium will function;
- b) Its period of duration;
- c) The persons authorized to represent it;
- d) The participation of the several parties forming the consortium;
- e) The benefits that will accrue to each party;
- f) Any other information necessary to permit full appraisal of its functioning.

4.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.

4.1.11. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.

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4.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate prices.

4.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person. Copies of questions and answers will be published on the entity's website, without revealing the identity of the source of the questions.

4.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.

4.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

5. Bid Submission

Bid documents must be placed or couriered in the bid box on or before the stipulated closing date and time as indicated in the SBD1.

Bid documents will only be considered if received by the entity on or before the closing date and time.

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Bidders are required to submit their bids in two clearly marked envelopes as follows:-

ENVELOPE 1 (ADMINISTRATIVE AND/OR MANADATORY & FUNCTIONALITY)	ENVELOPE 2 (PRICE & SPECIFIC GOALS)
Exhibit 1: Administrative and mandatory documents (<i>Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1)) and Detailed Pricing Schedule (Pricing Submission)</i>	Exhibit 4: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.
Exhibit 2: Functionality Responses and Bidder Compliance Checklist for Technical Evaluation. Supporting documents for technical responses. (<i>Refer to Section 3.2 - Gate 2: Functionality Evaluation Criteria</i>)	Exhibit 5: General Conditions of Contract (GCC) Company Profile Any other supplementary information
Exhibit 3: Electronic submission (USB/Memory card/External hard drive) – clearly marked.	

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**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL/122/2024/2025	CLOSING DATE:	15 NOVEMBER 2024	CLOSING TIME:	11H00
DESCRIPTION	SERVER ROOM UPGRADE WITH ENVIRONMENTAL CABINET, RAISED FLOORING, INVERTERS, FIRE DETECTORS AND CLIMATE CONTROL FOR UPS AND ICT EQUIPMENT WITH MAINTENACE AND SUPPORT AT GATEWAY AIRPORT AUTHORITY LIMITED FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ADMIN BLOCK					
N1 NORTH TO MAKHADO					
GATEWAY WEG					
POLOKWANE, 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	JULIUS RAMATJIE		CONTACT PERSON	MONICCA MNISI	
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER	087-291-1054	
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER	015-288-0122	
E-MAIL ADDRESS	scmgroupp@gaal.co.za		E-MAIL ADDRESS	monicca.mnisi@gaal.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
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

SPECIFICATION FOR SERVER ROOM UPGRADE WITH ENVIRONMENTAL CABINET, RAISED FLOORING, INVERTERS, FIRE DETECTORS AND CLIMATE CONTROL FOR UPS AND ICT EQUIPMENT WITH MAINTENACE AND SUPPORT AT GATEWAY AIRPORT AUTHORITY LIMITED FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED

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]
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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 WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

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- 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.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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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SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: **GAAL/122/2024/2025**

Closing Time **11:00**

Closing date: **15 NOVEMBER 2024**

OFFER TO BE VALID FOR 150 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:

- At:

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)? *YES/NO

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- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

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BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

² 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.

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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- 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 consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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.

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	20
Total points for Price and Specific Goals	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(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.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black	5	
Enterprises with ownership of 51% or more by person/s who are women	5	
Enterprises with ownership of 51% or more by person/s who are youth	4	
Enterprises with ownership of 51% or more by person/s with disability	2	

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Small, Medium and Micro Enterprises (SMMEs and QSEs)	4	
Total	20	

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

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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

SIGNA TURE(S) OF TENDERER(S)

SURNAME AND NAME:

DA TE:

ADDRESS:

.....

.....

.....