

Request for Quotations for procurement of ISO 14001:2015 Certification Auditor Services at Airports Company South Africa's Corporate office.

Requisition Number: : 51542 _____

Issue Date : 01 November 2024 _____

Closing Date : 15 November 2024 @ 12:00pm _____

Briefing Session : N/A _____

Bidding Company Name	
Representative Name	
Signature	
Date	
Email Address	

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1. SECTION 1: INSTRUCTIONS TO BIDDERS

1.1. Submission of Quotations

The email subject heading containing bid documents must have RFQ number and the RFQ title. The documents must be signed and completed by a person who has been given authority to act on behalf of the bidder. The bottom of each page of the quotation pack must be initialed or stamped with the bidder's stamp as proof that the bidder has read the quotation pack. Quotation pack must be submitted on or before **closing date and time** using the following method either,

1.1.1. Email submissions:

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

Helen.mahangu@airports.co.za

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

Bidders must ensure that the subject line for email submission is the RFQ Number and RFQ Title

- Bidders must not email their submission as one big attachment. Kindly break your submission in at least (04) four or more attachments of 4mb each.
- Bidders are requested to submit all quotations in the format instructed, no other format will be acceptable

1.2 Late Quotations

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

1.3 Clarification and Communication

Name:	Helen Mahlangu
Designation:	Buyer
Tel:	N/A
Email:	Helen.mahlangu@airports.co.za

Request for clarity or information on the RFQ may only be requested.

Any responses to queries for clarity sought by a bidder will also be sent to all the other entities which have been invited to the Request for Quotation invitation.

Bidders may NOT contact any AIRPORTS COMPANY SOUTH AFRICA employee on this RFQ other than those listed above. Contact will only be allowed between the successful bidder and AIRPORTS COMPANY SOUTH AFRICA Business Unit representatives after the approval of a recommendation to award this RFQ. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this RFQ.

1.4 RFQ Responses

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

1.5 Disclaimers

It must be noted that Airports Company South Africa may:

- a) Award the whole or a part of this RFQ;
- b) Split the award of this RFQ;
- c) Negotiate with all or some of the shortlisted bidders;
- d) Award the RFQ to a bidder other than the highest scoring bidder where objective criteria allows;
- e) Reject the lowest quotation submission received; and/or
- f) Cancel this RFQ.

1.7 Validity Period

AIRPORTS COMPANY SOUTH AFRICA requires a validity period of thirty 120 business/working days for this RFQ. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where AIRPORTS COMPANY SOUTH AFRICA would accommodate a proposal to change the price.

1.8 Confidentiality of Information

AIRPORTS COMPANY SOUTH AFRICA will not disclose any information disclosed to AIRPORTS COMPANY SOUTH AFRICA through this RFQ process to a third party or any other bidder without any written approval from the bidder whose information is sought.

Bidders may NOT disclose any information given to the bidders as part of this RFQ process to any third party without the written approval from AIRPORTS COMPANY SOUTH AFRICA. In the event that the bidder requires

to consult with third parties on the RFQ, such third parties must complete confidentiality agreements, which should also be returned to AIRPORTS COMPANY SOUTH AFRICA with the quotation pack.

1.9 Hot – Line

AIRPORTS COMPANY SOUTH AFRICA subscribes to fair and just administrative processes. AIRPORTS COMPANY SOUTH AFRICA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

Airports Company South Africa TIP-OFFS ANONYMOUS Free Call: 0800 00 80 80 or 086 726 1681

Email: office@thehotline.co.za

2. SECTION 2: SCOPE OF WORK

The scope of work includes the following;

Detailed Scope of Works for ISO 14001 Certification Auditor

1. General

The ACSA Environmental Management Policy stipulates the commitment from the CEO for all airports to maintain an Environmental Management System based on the Environmental Management Standard: ISO 14001. During the last three years all nine airports have been certified to the updated version of the ISO 14001 standard which was published in 2015. In order to remain certified to this standard each airport needs to be audited by an external certification body. The auditing cycles operate in a three-year phased manner, with a re-certification audit, then two surveillance audits.

The successful bidder will be required to perform the certification/surveillance audits for all nine airports, once per year, for a period of three years.

2. Deliverables

Twenty-seven (27) audits in total, including but not limited to the following:

- Pre-planning in terms of document requirements
- Opening and closing meetings
- Site inspection and document review
- Audit reports identifying any deficiencies/non-conformances, as well as opportunities for improvement.
- Provision of a valid ISO 14001:2015 Certificate for each airport that meets the requirements of the standard.
- A close out report at the end of the three-year end cycle that covers risks and opportunities to improve the environmental management systems run by Airports Company South Africa.

3. Audit schedule

The airports have been certified in a phased manner, so that there are groups of audits that need to be undertaken throughout the year. The table below indicates when the audits need to be completed by. The successful bidder will be required to arrange with each airport for the most suitable date to conduct the audit, so as to minimise operational disruption while ensuring maximum exposure to relevant personnel.

Table 1: Audit Schedule

Airport	Number of permanent staff	Audits must be completed by the following date		
		Re-certification	Surveillance audit 1	Surveillance audit 2
Bram Fischer International Airport	60	25 February 2025	25 February 2026	25 February 2027
Cape Town International Airport	378	25 February 2025	25 February 2026	25 February 2027
Chief Dawid Stuurman International Airport	98	25 February 2025	25 February 2026	25 February 2027
George Airport	61	25 February 2025	25 February 2026	25 February 2027
King Phalo Airport	58	25 February 2025	25 February 2026	25 February 2027
King Shaka International Airport	341	25 February 2025	25 February 2026	25 February 2027
Kimberley Airport	31	25 February 2025	25 February 2026	25 February 2027
OR Tambo International Airport	996	25 February 2025	25 February 2026	25 February 2027
Upington International Airport	28	25 February 2025	25 February 2026	25 February 2027

4. Pricing Schedule

Bidders are required to fill in the pricing schedule for the audits and disbursements. Please note that the costs inputted must cover all the required activities to undertake the deliverables in Section 2. No extra costs can be invoiced outside of those stated in the pricing schedule (this includes items such as report writing, travel, airport shuttle transfers, etc). It must be noted that no lunch will be provided to the auditors/audit teams.

Table 2: Pricing Schedule

Description	Cost (Year 1)	Cost (Year 2)	Cost (Year 3)	Total
Bram Fischer International Airport				
-Audit				
-Disbursements				
Kimberley Airport				
-Audit				
-Disbursements				
King Shaka International Airport				
-Audit				
-Disbursements				
George Airport				

-Audit				
-Disbursements				
OR Tambo International Airport				
-Audit				
-Disbursements				
East London Airport				
-Audit				
-Disbursements				
Port Elizabeth International Airport				
-Audit				
-Disbursements				
Upington International Airport				
-Audit				
-Disbursements				
Cape Town International Airport				
-Audit				
-Disbursements				
			Total (Excluding VAT)	
			Vat Portion (15%)	
			Total (Including VAT)	

SECTION 3: EVALUATION CRITERIA

2.1. Evaluation Stages

AIRPORTS COMPANY SOUTH AFRICA will use three stage evaluation criteria when considering received quotations. The evaluation criteria will consider the Mandatory Documents, Functionality, Price, and Preference.

During the evaluation of received quotation packs AIRPORTS COMPANY SOUTH AFRICA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents may be disqualified from the RFQ process.

Confidentia

The requirements of any given stage must be complied with prior to progression to the next stage. AIRPORTS COMPANY SOUTH AFRICA reserves the right to disqualify bidders without requesting any

outstanding document/information.

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

Refer to SECTION 4 below for a list of mandatory documents and form.

2.2. Functionality Criteria

Description	Total points	Minimum score	Actual score																
Methodology Methodology/plan of action to be submitted including: • Actions to address the need of the scope (10 points) • Timelines per year (20 points) • Human Resource allocation (10 points) (This should not be a simple repetition of the scope) Each of the three sections will be rated according to the following scoring system: <table><tr><th>Description</th><th>Points</th></tr><tr><td>Not addressed</td><td>0%</td></tr><tr><td>Partially addressed</td><td>50%</td></tr><tr><td>Fully addressed</td><td>100%</td></tr></table> The explanation of the rating above are as follows: <table><tr><th>Description</th><th>Explanation</th></tr><tr><td>Not addressed</td><td>There is nothing concrete in the document that covers the need. If there is simply a heading or a statement saying it will be covered will not suffice.</td></tr><tr><td>Partially addressed</td><td>There is some evidence in the document that covers the need. This could include a brief proposal on how to address a requirement</td></tr><tr><td>Fully addressed</td><td>There is a proposal with full information and substantiation on how the requirement will be addressed.</td></tr></table>	Description	Points	Not addressed	0%	Partially addressed	50%	Fully addressed	100%	Description	Explanation	Not addressed	There is nothing concrete in the document that covers the need. If there is simply a heading or a statement saying it will be covered will not suffice.	Partially addressed	There is some evidence in the document that covers the need. This could include a brief proposal on how to address a requirement	Fully addressed	There is a proposal with full information and substantiation on how the requirement will be addressed.	40	30	
Description	Points																		
Not addressed	0%																		
Partially addressed	50%																		
Fully addressed	100%																		
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Partially addressed	There is some evidence in the document that covers the need. This could include a brief proposal on how to address a requirement																		
Fully addressed	There is a proposal with full information and substantiation on how the requirement will be addressed.																		

ence Company (Provide a maximum of three reference letters from the 5 years. These must include the following: - The nature of service rendered. - The rating of service (positive/neutral/negative) - Contactable reference *NOTE THAT IF ONLY A LIST OF PROJECTS IS SUBMITTED, THIS WILL SCORE ZERO POINTS* <table><tr><th>Description per letter of reference</th><th>Points (Max 4)</th></tr><tr><td>Nature of service is specific to project (ISO 14001 certification within the Transport Sector)</td><td>4</td></tr><tr><td>Nature of service is related to project (ISO 14001 certification)</td><td>2</td></tr><tr><td>Nature of service is irrelevant to project</td><td>0</td></tr></table> <table><tr><th>Description per letter of reference</th><th>Points (Max 4)</th></tr><tr><td>Rating of service is positive</td><td>4</td></tr><tr><td>Rating of service is neutral</td><td>2</td></tr><tr><td>Rating of service is negative</td><td>0</td></tr></table> <table><tr><th>Description per letter of reference</th><th>Points (Max 2)</th></tr><tr><td>Contains contact details of reference</td><td>2</td></tr><tr><td>Contains no contact details of reference</td><td>0</td></tr><tr><td></td><td></td></tr></table>	Description per letter of reference	Points (Max 4)	Nature of service is specific to project (ISO 14001 certification within the Transport Sector)	4	Nature of service is related to project (ISO 14001 certification)	2	Nature of service is irrelevant to project	0	Description per letter of reference	Points (Max 4)	Rating of service is positive	4	Rating of service is neutral	2	Rating of service is negative	0	Description per letter of reference	Points (Max 2)	Contains contact details of reference	2	Contains no contact details of reference	0			30	10	Letter 1 Letter 2 Letter 3
Description per letter of reference	Points (Max 4)																										
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Description per letter of reference	Points (Max 2)																										
Contains contact details of reference	2																										
Contains no contact details of reference	0																										
Experience of Lead Auditor (Proof will be in the submission of CV of the lead auditor) <table><tr><th>Description</th><th>Points (Max 30)</th></tr><tr><td><5 years' experience in performing an ISO 14001 certification audit within the transport industry</td><td>10</td></tr><tr><td>Between 5- and 6-years' experience in performing an ISO 14001 certification audit within the transport industry</td><td>20</td></tr><tr><td>>6 years' experience in performing an ISO 14001 certification audit within the transport industry</td><td>30</td></tr></table>	Description	Points (Max 30)	<5 years' experience in performing an ISO 14001 certification audit within the transport industry	10	Between 5- and 6-years' experience in performing an ISO 14001 certification audit within the transport industry	20	>6 years' experience in performing an ISO 14001 certification audit within the transport industry	30	30	20																	
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Between 5- and 6-years' experience in performing an ISO 14001 certification audit within the transport industry	20																										
>6 years' experience in performing an ISO 14001 certification audit within the transport industry	30																										
Total	100	60																									

Bidders are required to score a minimum of 60 out of 100 points, as well as scoring at least the minimum in each subsection, to be deemed functional.

2.3. Price and Preference

This is the final stage of the evaluation process and will be based on the PPPFA preference point system of **80/20**. Price will amount to 80 points, whilst preference will be 20 points. The award of business will be made to a bidder which has scored the highest overall points for this stage of the evaluation, **unless objective criteria exists**, justifying an award to another bidder or ACSA splits the award or cancels the bid, etcetera. ***Standard Bidding Document 6.1***

3.3.1 PRICING SCHEDULE / FORM OF OFFER

Fee Schedule	Description	Price	Qty	Total
Total Fees (Excl. Vat) –				R
VAT at 15%				R
Total Fees (Incl. Vat) –				R

Declaration:

I/We the undersigned _____ (Name) herby certify that the information furnished in this bid submission is true and correct. I declare that I am duly authorized to act and sign on behalf of the bidding company. We further certify that we understand that where it is found that we have made a false declaration or statement in this RFQ submission, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this RFQ process.

Signature

Date

Name of Bidder

Position

3.3.2 Objective Criteria

In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals (Preference) justify the award to another bidder or ACSA splits the award or cancels the bid, or commercial risks *etcetera*. After price and Preference evaluation, the Bids must be checked to determine compliance with prescribed objective criteria. Objective criteria that will be used in the evaluation of this Bid must be disclosed in the published Bid document and evaluated, failing which ACSA will be bound to award the Bid to the highest points earner on Price and Preference.

Prescribed objective criteria for this bid.

The objective criteria chosen and advanced in this RFPs is as follows:

N/A

3. SECTION 4. RETURNABLE DOCUMENTS AND FORMS

Mandatory Returnable documents

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

MANDATORY RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>Priced offer as per Pricing Schedule contained in Section 3</i>	
<i>SBD 4 Bidder's Disclosure Form – Annexure C</i>	
<i>Accreditation to ISO 17021: Conformity assessment — Requirements for bodies providing audit and certification of management systems for the auditing of ISO 14001:2015 Environmental Management Systems</i>	

Other Returnable Documents and information

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

OTHER RETURNABLE DOCUMENTS AND INFORMATION	SUBMITTED [Yes or No]
<i>BBBEE Certificate or Sworn BEE Affidavit</i>	
<i>SARS Tax Compliance Status CSD Unique Number (ACSA will not award to a bidder whose tax affairs have not been declared to be in order by SARS)</i>	
<i>CIPC and Share Certificates</i>	
<i>Names and identity numbers of Directors / Trustees / Members / Shareholders and Senior management CSD Unique Number</i>	
<i>Declaration of Politically Exposed Persons in Annexure A</i>	
<i>SBD 1 – Annexure B</i>	
<i>SBD 6.1 – Price and Preference— Annexure D</i>	

at

that stage and after reasonable efforts were made to request the document from the bidder. The documents are as follows:

4.1 Validity of submitted information.

Bidders must ensure that any document or information which has been submitted in pursuance to this bid remains valid for the duration of the contract period (in the event where any of such document expires an updated document must be submitted). The duty is on the bidder to provide updated information to ACSA immediately after such information has changed.

ANNEXURE A

BIDDER'S DISCLOSURE AND POLITICALLY EXPOSED PERSONS DECLARATION FORM

Making a Declaration

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

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

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

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity

formed by or for the benefit of any such individual;

- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

4.2 All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of
The bidding entity

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 conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

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

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

Full Name	Identity Number	Personal Income Tax Reference Number

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

Declaration:

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

Signature

Date

Position

Name of Bidder

ANNEXURE B (SBD 1) - INVITATION TO BID
PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIRPORTS COMPANY SOUTH AFRICA							
BID NUMBER:	51542		CLOSING DATE:	15 November 2024		CLOSING TIME:	12:00pm
DESCRIPTION	ISO 14001:2015 Certification Auditor Services						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON				CONTACT PERSON	Helen Mahlangu		
TELEPHONE NUMBER	N/A			TELEPHONE NUMBER	N/A		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	Helen.mahlangu@airports.co.za			E-MAIL ADDRESS			
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO			
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER 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.
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:

ANNEXURE C**SBD 4: BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

employed by the state?

YES / NO

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

Full Name	Identity Number	Name of State institution

- 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**

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition

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

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

ANNEXURE D

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or

b) The _____ preference point system will be applicable to this bid

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
PREFERENCE	
Total points for Price and Preference must not exceed	

1.5 Failure on the part of a bidder to submit proof of Preference supporting documents together with the bid, will be interpreted to mean that preference points are not claimed.

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

2. DEFINITIONS

- (a) **B-BBEE** broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- (b) **Bid** a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of works, goods or services, through price quotations, advertised competitive bidding processes or proposals
- (c) **BBBEE Act** Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)
- (d) **EME** Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (e) **Functionality** the ability of a bidder to provide works, goods or services in accordance with specifications as set out in the bid documents
- (f) **Prices** includes all applicable taxes less all unconditional discounts
- (g) **QSE** a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
- (h) **Rand Value** the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes
- (i) **Proof of B-BBEE Status Level Of Contributor** B-BBEE Status level certificate issued by an authorized body or personA sworn affidavit as prescribed by the B-BBEE Codes of Good PracticeAny other requirement prescribed in terms of the B-BBEE Act

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR PREFERENCE

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for being in accordance with the table below:

5. BID DECLARATION

5.1 Bidders who claim points in respect of Preference must complete the following:

6. PREFERENCE CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 Preference: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of audited Shareholders Certificated, the BEE Scorecard, or Sworn BEE Affidavit.

Specific Goals	Score	Bidder's Score
	20	
51% owned by Black male and/or Black women and Black youth and People living with disabilities	20	
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
51% owned by Black male or Black women or Black youth or People living with disabilities	10	
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
Other	0	