

**SPECIFICATION FOR THE PROVISIONING, INSTALLATION, CONFIGURATION/COMMISSIONING AND DECOMMISSIONING OF PARKING MANAGEMENT SYSTEM FOR ACCESS CONTROL AND GENERATING REVENUE, WITH MAINTENANCE AND SUPPORT AT GATEWAY AIRPORT AUTHORITY LIMITED FOR A PERIOD OF 36 MONTHS.**

## **TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID**

**GAAL/112/2024/2025**

**RE-ADVERTISEMENT OF PARKING MANAGEMENT SYSTEM FOR ACCESS CONTROL AND GENERATING REVENUE, WITH MAINTENANCE AND SUPPORT AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS**

**A COMPULSORY BRIEFING SESSION TO BE HELD ON**

**30 SEPTEMBER 2024 AT 10H00**

**CLOSING DATE AND TIME OF BID**

**18 OCTOBER 2024 AT 11H00**

**BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE**

## 1. INTRODUCTION

Gateway Airport Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider with an excellent track record for provisioning, installation, and configuration/commissioning and decommissioning of parking management system for access control and generating revenue, with maintenance and support at gateway airport authority limited for a period of 36 months. The services shall be provided with fully comprehensive and inclusive maintenance and support that includes all the necessary parts, software, replacement of equipment/s at GAAL for a period of 36 months.

The potential service provider/s shall do a compulsory assessment of the existing infrastructure, and geographic locations where there boom gates, plinths, payment machines, and the entire parking management system will be placed/installed 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 solution to be installed, test results, manuals with step-by-step procedures and phases as guidance on how the parking management system were configured, login credentials, Job cards etc.

Furthermore, provide on the job training or skills transfer to GAAL's officials that will be managing the parking management system in-house as a 1<sup>st</sup> line of support and ensure that the provided services fully belong to GAAL without interrupting any business operations or for business continuity.

The appointed service provider shall ensure that there is an official transfer and handing over of the system to the entity for business continuity, upon the expiry of the contract to minimize the risk of disruptions. Testing and quality assurance must be conducted prior to signing-off the project and payment of any invoices.

## 1.1 EXECUTIVE SUMMARY

The key findings of the assessment of Parking Management Systems (PMS) at Polokwane International Airport (PIA) indicates that:

- GAAL does not have maintenance and support contract in place to ensure Service and Operational continuity;
- Disclaimer boards that seek to achieve the same broad objective i.e. seamless Parking Management; and
- Most of the Parking Management Systems have reached the end of their useful life span and are no longer reliable.

As a response to the non-existence of maintenance and support contracts at GAAL, sustainable solution to the preceding challenges is to comprehensively replace all Parking Management Systems at PIA with state-of-the-art systems with assistance of one Service Provider/Contractor consistent with the IT Strategy, the new Operating model, the Governance framework and Organisational vision in general.

Next is a deployment of cross cutting functional requirements for PIA's Parking Management System encompassing Pay on Foot system.

## 1.2 BACKGROUND AND PROBLEM STATEMENT

Polokwane International Airport has centurion electronic boom gates installed at various parking sections including at the entry and exit points. These installations are also supplemented by a parking ticket dispensing machines at the entry of the short-term parking section, as well as 2 pay stations. Some of these installations has been vandalised and will require an inspection by the prospective service provider prior to quotation and bid document submission. All these parking management system components has not been used for over 4 years and some requires to be completely removed as they reached their life span. Maintenance and support are non-existent and the service providers only support systems that are still under warranty.

Furthermore, several systems have reached end of useful life and need to be replaced due to obsolescence.

Summarily, the following challenges were uncovered:

- No maintenance and support contracts in place to support the Pay on Foot (POF) system or solution. Support is mainly based on warranty and not all machines qualify for this concession;
- No contract for Parking System consumables (spares) in place and there is no License Plate Recognition (LPR) System;
- Automatic Pay Stations together with associated or related infrastructure (Intercom, Booms) were plagued with intermittent and frequent operational and technical failures;
- Electronic payments (Chip and Pin (bank cards), mobile payments (tap and pay) as well as credit card functionality is non-existent or dysfunctional on the POF systems;
- Dealing with lost tickets is a challenge and verifying whether the motorist or customer is truthful regarding parking duration in cases of lost ticket is problematic. Staff depend on manual capturing of car registration numbers to establish the truth.
- The service provider installed the POF system without all related, key or associated functionality eg Credit Card, Chip and Pin, Bill to Bill, Note Safes etc. When these functionalities were later requested, GAAL was quoted separately;
- Rejection of some coins and bank notes by some pay stations with no alternative option;
- There were accessibility challenges with regards to the POF systems because they were never designed to cater for the disabled or physically challenged individuals; and
- GAAL has no service provider for Parking Management Systems.

## 2. SCOPE OF WORK

The potential supplier must be able to provide the following functions on the parking management system in the digital era:

- Configuration of all devices within parking management system
  - Integrating of parking guidance systems, readers and ERP systems

- Online help and Web portal, Database access for internal staff and tenants for extended statistics and operative dashboards.
  - Managed ethernet and switch system with fibre ports, server and intercom; ethernet interface for efficient system integration.
  - Linking barriers, entrance and exit lanes, and plinths for tickets dispensers, automated payment machine, cashier office and the server.
  - Linking plinths, barriers, and traffic light effects (Green and Red lights).
  - Automated Payment Machine with touchscreens, multiple payment options and data card (Cash – Bank notes, bank cards/credit cards, mobile payments – tap and pay/mobile pay).
  - A function that allows displaying of video content and advertisements through screen display in network pay stations as an opportunity to generate revenue.
  - Integrated digital intercom system (ethernet) with adjustable volume and microphone.
  - Disclaimer boards/warning signage to caution visitors, tenants and internal staff about the barriers, rates and any other relevant/important information to note about parking management system.
  - Cash validator for bank notes and coins.
  - Ticket processing, issuing and high coin storage capacity of self-refilling charge bins.
  - Cash register function and payment through the cash office/cashier.
  - Pay on Foot inclusive of Intercom.
  - Disclaimer boards that seek to achieve the same broad objective i.e. seamless Parking Management
  - Entrance and exit lanes installed and configured to prevent tailgating.
- Design, Supply, Installation, Commissioning of the new parking management system at Polokwane International Airport.
  - Provide fully comprehensive, inclusive and serviceability maintenance of the entire parking management system, with all the required consumables/parts, licenses, hardware and software, replacements of equipment/s for a period of 36 months.

- Parking consumables include tickets, receipt rolls, printer ribbons etc and any other spares required to operate parking system.
- Additional entrance/exit lanes, parts, licenses, hardware and software and equipment/s shall be installed/added as and when needed per request (The quotation must indicate the amount to be billed per additional devices, hardware, software, entrance and exit lanes, including maintenance and support for the remaining months in line with the contract).

### **Managed Services**

- Support and Maintenance 24/7 365, 7 days a week.
- 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 or alternatively the next day)
- Monthly/Weekly/Daily reports on capacity, usage, and availability
- Project Management and customer support.
- Preventative maintenance, upgrades, first line support, maintenance and training.

### **SPECIFICATIONS**

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

- Specifications is not system-specific however, rather solution-driven.
- GAAL requires an enterprise solution, therefore bidders are welcome to provide innovative solutions based on the specification requirements.
- Bidders are required to provide specifications that meet the solution requirement.

#### **2.1 PARKING MANAGEMENT SYSTEM SPECIFICATION – GENERAL**

The purpose of this section is to outline the specifications required for Parking Management System, for a reliable platform and the required functions. GAAL must be provided with a stable, reliable and

functional working solution that operates on an open platform and does not have scalability or model limitations.

Software updates shall be available free of charge from the bidder or his representative. The system shall allow for functional upgrades via simple software license installation and no recurring license fees will be applicable.

### **2.1.1 PLINTH FOR DISPENSING CARD/TICKET AND GAAL STAFF/TENANTS ACCESS**

- Unique aluminium base with integrated LED traffic light effects that will serve as an eye-catcher.
- Configuration, commissioning and integrated with traffic lights (Green and Red lights), card dispenser, loop detection, (Linking ticket dispenser and barriers).
- Weather-proof, Ethernet interface for outdoor use.
- Efficient system integration and ticket dispensing (Bar Code/Magnetic strips tickets).
- Efficient system integration with staff access permits/card.
- Intercom system with intercom call button, adjustable volume, and microphone, integrated digital intercom (ethernet).
- Ticket issuing for visitors, access card for staff and tenants.
- The ticket dispensers will require a VOIP intercom system, bar-code/magnetic stripe ticket dispenser with ability to print unique 1D and 2D bar codes, chip and pin card readers, tap and pay technology, a pinhole camera, a RFID reader incorporating Wi-Fi and Bluetooth functionality, and a voice guidance system. A cut-out display area covered in UV protected clear material to accommodate the entrance disclaimer signage;
- VOIP intercoms are mandatory for communication purposes in the event that the station has either swallowed a ticket, did not issue a ticket or for general issues that require communication with the respective control room operations staff;
- Pin-hole cameras, also called facial cameras will take an image of the driver and compare entry and exit data for authentication upon exit, preventing vehicle theft;
- The exit lanes will require a ticket reader, barriers and barrier arms.

- Voice guidance system or a sound byte that is installed into the intercom server that allows the intercom speaker to address the motorist customer when they activate/arm the entry station as the car drives up to the entry; and
- There must be an intercom at each entry and exit. The intercom subsystem must have audio recording and playback capabilities;
- Exit stations shall make use of latest applications and component technologies that comply with relevant national and international standards;
- Audit logs to include log of the name of operator logged in on the parking system when boom was manually opened. All doors to have a sensor to record all manual interventions, removal of ticket jams, etc. Exit and entry equipment to have an alarm. Audit logs to record all and be able to extract information on specific events;
- The numbering of tickets for all entries must be sequential;
- The system will use bar code/magnetic stripe tickets and have the ability to scan and read bar coded paraphernalia, issued to customers via the entry stations or in the event of bar codes, obtained from various approved sources, payable at the pay stations and used at the exit stations;
- The system must accept chip and pin cards, credit cards and tap and pay and RFID technology devices at the entrance and exit stations.
- The front panels of exit stations shall be made of high-quality vandal-resistant material and comprise clear and user-friendly interfaces with easy-to-follow instructions. It shall be possible to transmit exit lane data (e.g. event logs, transactions etc.) to the central server for verification, statistical analysis and storage;
- All entry and exit lanes are to cater for automated vehicle barrier systems;
- All exit stations shall have local off-line capabilities in the event of a communications failure.
- Configuration of all devices within parking management system.

### **2.2.2 BARRIERS/BOOM GATES**

High speed turbo barriers/boom gates/arms with LED light effects. Lane exits and lane entries shall be equipped with vehicle barrier systems to prevent unauthorised exits and entries. Vehicle barrier systems



shall incorporate electro-mechanical drive units to allow automatic and manual opening and closing of barrier arms.

- Linking barrier with loop detection, integrated traffic lights (Green and Red), ticket dispenser/plinth staff and tenants access card).
- Right hand configurations.
- Electrical interlocked to prevent forced tempering.
- Heavy duty industrial bearings and adjustable spring system.
- Configuration of all devices within parking management system.

### **2.2.3 AUTOMATED PAYMENT MACHINE (APM)**

- Automated payment machine with touch screen and multiple payment options and data card (bank notes, coins, bank card payments, credit cards and mobile payments/tap and pay options).
- Cash (bank notes and coins) carrier technologies.
- Space for digital advertising to assist the entity with generating revenue (digital marketing device that allows video content and advertisements through screen display in network pay to generate revenue).
- Steel-based design with high grade glass and plastics, and weather-proof for outdoor use.
- Large space for information label, e.g. tariff sheet and indemnity/disclaimer information.
- Push buttons and intercom system with adjustable volume and microphone.
- Card/paper tickets and change compartment.
- Cash validator for coins and bank notes.
- High coin storage capacity of self-refilling charge bins.
- Ticket processing.
- The ticket dispensers will require a VOIP intercom system, a bar code/ magnetic stripe ticket dispenser with ability to print unique 1D and 2D bar codes, chip and pin card readers, tap and pay technology, a pinhole camera, a RFID reader incorporating Wi-Fi and Bluetooth functionality, and a voice guidance system.

- VOIP intercoms are mandatory for communication purposes in the event that the station has either swallowed a ticket, did not issue a ticket or for general issues that require communication with the respective control room operations staff;
- A pinhole camera is to be installed into each pay-station to record the passengers face when concluding a payment and an image stored with the unique ticket information and accessible on demand;
- All transactions processed by pay stations shall reflect immediately in the POF system database. In the event that a customer requires assistance at a pay station, it shall be possible to contact system operator through a built-in VOIP intercom device;
- Pay stations shall be equipped with electronic monitoring devices to detect tampering and misuse. Incidents of tampering and misuse shall be automatically logged and reported to the central POF system immediately;
- All Pay stations must incorporate Bill to Bill (B2B) functionality. B2B is a component of the pay stations that uses bills paid with by previous customers to pay back change in bills to subsequent customers;
- All pay stations shall only be opened by authorised personnel using a two-method system of Key and a RFID card releasing a Mag-Lock mechanism. The authority levels are to be set on the main Server and only by an Administrator. Reports indicating opening activity must be available on the system reporting menu;
- Each pay station shall be equipped with a static label displaying a message (written in boldface letters) such as 'PAY-HERE'/' PAY STATION'. In addition, the solution must provide APS machines that have engraved signage like for example 'press for receipt', 'INSERT YOUR CREDIT', 'DEBIT CARD HERE';
- All pay stations shall have local off-line capabilities in the event of a communications failure The pay stations shall store no less than 50 000 transactions and upload transaction data to the appropriate processing system once communication is restored;
- Pay station must be able to issue vouchers if unable to dispense change;
- In every cluster of pay-stations, there should be one which is disabled-friendly, with a reduced height. In the event of a single installation, then it must meet the needs of people with disabilities;

- Regarding note acceptance, the payment stations must accept all notes as released by the South African Reserve Bank and acceptable in South Africa as legal tender. Upon a change of currency notes as may be decided upon by the Governor of the Reserve Bank, such changes must be successfully implemented into the parking payment stations nationally, within a period of 14 days from date of release of the new notes;
- Ease of installation and serviceability.
- Configuration of all devices within parking management system.

## **2.2.5 CASHIER'S OFFICER, SERVER MANAGEMENT, NETWORK DIAGRAMS/SCHEMATIC REPRESENTATION OF THE INFRASTRUCTURE AND GENERAL INFORMATION**

- Cash register function and processing of payments by cashier (for lost tickets and to avoid traffic flows).
- External printer for issuing receipts/invoices.
- Provision of network diagram and schematic representation of installed parking management solution and login credentials to managing the system.
- Preparing and retrieving daily/weekly/monthly reports.
- Intercom and integrated digital intercom.
- Video communication solution with camera hardware.
- Open to integration of parking guidance system, readers and ERP systems.
- Define, edit rates and terms.
- Define and editing of operating hours/days.
- Staff maintenance, registering and editing of users with specific permissions.
- Online help, customer administration (creating and editing of customers and end-user details).
- Managed switch and server, server intercom with fibre ports
- Web portal, database access for extended statistics and operative dashboards.
- Linking barriers and tickets dispensers, integrated LED traffic lights (green and red) with robots and loop detection.
- Software functions.
- Training, project management and customer support.
- Upgrades, preventative maintenance and first line maintenance.

- Disclaimer boards/warning to caution passengers about the barriers, and indemnifying the entity against damage that might be caused by the barriers.
- Configuration of all devices within parking management system.
- The contractor will be responsible for all equipment installation including structural reconfigurations, cabling (fibre, ethernet, and power), etc. as described in this document;
- The system will include control computers to be installed in the cashier's office to monitor activities in the parking in case of emergency and customer issues;
- Loss of data or Information should be retrievable on Server if memory is lost due to some malfunction of pay stations;
- The POF system shall have the functionality that facilitates the control room operator to see the content of the pay station e.g. change availability.
- The control room operator should be able to close or reset the entry/exit station and the pay station from remote.
- The Parking Management System will allow for the creation of customer accounts. The customers with accounts will be issued with wireless RFID cards. The RFID cards will allow entrance and exit to all parking areas connected to the POF system, with the accounts automatically updated with the associated fees. Customers with created accounts will also be able to add more vehicles and link to their accounts;
- Users will be issued with monthly account statements via e-mail. Account holders will be able to make payments to their accounts via EFT, payment at the cash registers, or by means of their RFID cards at the pay stations;
- Ticket dispensers shall use the latest components and applications that comply with relevant national and international standards. Components shall be of high quality and be able to withstand severe weather conditions. It shall be possible to integrate ticket dispensers with third-party devices at entry lanes to achieve a fully automated vehicle access control system;
- Pay stations and the cashier terminal shall issue replacement parking tickets for lost tickets and for tickets that become unreadable. Furthermore, bidders must provide a process for ticket re-issue that will avoid fraudulent activities and also avoid criminal activities, e.g. aimed at stealing cars;

- Printing and reprinting options from the control room of receipts shall be made possible at all designated pay points and exit points;
- The minimum information to be printed on the parking tickets shall be the Name of the Airport, Ticket Number, Entry Time, Entry Date and Name of the Entry Point;
- Additional information that may be considered mandatory to appear on the tickets shall be accommodated by the Service Provider;
- The minimum information to be printed on receipts shall be Name of the Airport, Location within the parking facility, Duration, the words 'tax invoice', Receipt date and time; License Plate Number (optional) and Transaction type i.e. cash, credit/debit card or contactless card, the value of the transaction;
- Receipts/invoices should have a VAT number;
- The central control room operator must be able to reprint receipts/invoices using a facility on the workstations in the control room to either a pay-station or to an exit station and have the option to e-mail the receipt directly from the workstation; There are a lot of system reports that are printed from the POF system to reconcile the revenue and other parking statistics. It would be preferred that the POF system be linked to the GAAL printers to print these reports as the printers supplied by the service provider use up the ink quite quickly and the cartridges are expensive. If the system reports are not linked to the GAAL printers for printing, the POF service provider must include the supply of printer cartridges as part of their monthly consumable list. Reports should be e-mailed via POF to dedicated e-mails and team viewer to remotely dial in and extract them.
- The proposed system should play a role of an intelligence system when integrated with critical airport systems (Pay on Foot, Access Control or any other State Agency Systems);
- The system should be able to integrate with any Pay on Foot System/Parking Management System/Pay per parking/Access Control and or State Agency systems;
- The system should be able to determine the car mark and brand;
- It should be able to integrate with multiple cameras including drive face camera, overview camera and number plate camera;
- It should be able to White list or Blacklist so that authorised vehicles can easily pass;
- **Exception: Credentials discrepancy**

Furthermore, a log must be automatically generated in an incident file and stored for auditing purpose.

- All equipment shall be installed and tested by system provider's technicians/personnel complying with manufacturers' recommendations;
- To the greatest extent possible and available open architecture shall be utilized for operational and maintenance support subsystems;
- The Servers shall provide capability to expand and upgrade the system to meet future parking requirements without having to replace major components;
- The system or solution must be connected to GAAL' network;
- The system will be web accessible and allow Operators and Managers access to the operation and reporting of the system through operator and manager accounts over the internet; and must be a sole asset of GAAL upon signing-off the project or termination of service.
- All functions of the POF must be accessible via web interface.
- The system must be flexible and adaptable in order to allow for customisation according GAAL's changing parking requirements;
- All data from the various sub-systems will be maintained in the main database on the central servers by unique data fields. The transaction data is to be accessed by Ticket number or transaction number or Date and Time or Equipment identification or Location within the parking facility or a combination of the aforementioned fields;
- All system transactions shall be recorded in such a manner as to allow an audit to be conducted on all transactions, customer, and facility levels. The intent is to allow all transactions to be linked back to the master records for reporting, analysis, data retrieval, and legal purposes;
- The system shall be an open system where all interfaces (hardware and software) conform to recognised national and international standards published from organisations such as International Standards Organisation (ISO);
- A backup, offsite data storage system will be provided by the service provider. The service provider will be required to transfer and hand over the entire parking management and backup storage systems. The backup storage system will be installed at one of the POF equipment/power buildings. The backup storage system will have capacity to store twenty-five (25) months of detailed event data and will automatically update/synchronise with the main storage system;

### **2.2.5.1 WORKSTATION OR CASHIER TERMINAL SPECIFICATIONS**

The workstations and System specification (Hardware and Software) will be provided by the service provider. The Operator in conjunction with the Parking System must comply to the minimum Workstation requirements expressed in the following paragraphs:

- Manual tolling of parking fees;
  - A RFID Card reader must be an integral part of the system;
  - Issuing of change in the form of coins and banknotes;
  - Perform parking ticket validations;
  - Printing of receipts and duplicate receipts at customer's request;
  - Processing of lost and damaged ticket transactions;
  - Generation of tariff structures;
  - Offer customer assistance through the voice service provided by intercom system throughout the parking facility;
  - Keep track of all transactional activities at all field devices;
  - Generate historical data reports and financial reports for all field devices and for each cashier unit. financial reports shall be for any shift (i.e. daily/weekly/monthly). Field devices shall include: exit stations and pay stations;
  - Ticket technology: Magnetic stripe paper ticket and 1D and 2D bar code:
  - Ticket validation speed: maximum of 1 second per ticket;
  - Cash handling: 1 cash drawer per cashier unit;
  - Compatible with Ethernet communication (TCP/IP); and
  - High brightness fee display Point of Sale printer

### **2.2.5.2 REPORT SPECIFICATIONS**

The entire Parking Management System must be able to generate the following minimum report specifications:

- Payments by time range;

- Daily statistics for pay stations: number of notes in safe, number of coins in safe, amount of notes removed etc;
- Current pay station statistics: number of notes in safe, number of coins in safe, etc;
- Wireless card and automatic licence plate transactions;
- Account holders with vehicles registered and cards issued;
- Number of entries and exits per day per entrance and exit area;
- Number of total entries and exits by hour, by week and by month;
- Failed entries and exits by hour, by week and by month;
- Lost entry tickets sold;
- Lost entry tickets usage;
- Manual boom openings indicating the boom that was opened;
- Midnight money statistics;
- Net fees by ticket dispenser station;
- Net fees by pay station;
- Park time by day (Occupancy), by day, by week, by month and by facility;
- Parker movement report;
- Ticket statistics;
- Validation by types: pay station, credit/debit card, cashier station, wireless access card etc;
- Cash audits;
- Note recycling and coin recycling removal report with content values;
- Payments by Chip and Pin, Tap and Pay, cash etc;
- Exception transaction reports. Exception transactions include but are not limited to:
  - Lost ticket;
  - Unreadable ticket;
  - Stolen ticket;
  - Backout ticket;
  - Handicap parking;
  - Validations (must be sortable by type);
  - Voids/Cancelled transactions;



- Towed and Impound vehicles;
- Non-revenue badges; and
- Disputed.
- Communication statistics summary by date by device (this key performance indicator indicates the overall health of the communication system);
- Communications statistics by date by device;
- Operator activity by date (an operator audit trail report);
- Current Operators;
- Offline history by device by date;
- Sensor errors by device by date;
- Current parking utilisation by zone;
- Parking utilisation summary by zone by date;
- Parking utilisation detail by zone by day, week, month, year;
- Current overstay violations by zone;
- Overstay violation by zone by date;
- Current reservations by zone;
- Parking duration by registration number;
- Current reservation overstay violation by zone;
- Estimated parking revenue;
  - Sensor failures;
  - Event logs for User and Admin accounts;
  - User verification list;
  - List of expired accounts; System, user or application Changes;
  - Attempt of unauthorised access on user accounts;
    - Standard reports can be filtered and sorted based on field data contained within the report including but not limited to:
      - Parking facility;
      - User type;
      - Lane(s);

- Device type;
  - Device ID;
  - User ID;
  - Transaction type;
  - Payment method; and
  - Date.
- Report Output Options:
    - Screen/Monitor;
    - Printer; and
    - Converted to a file for export.
  - The System must lend itself to customisation of reports according to GAAL requirements. A minimum of fifty (50) additional customised reports during the 3-year period must be provided for;
  - All reports generated must be time stamped to correspond to shift patterns;
  - The POF system credit card Service Provider must furnish GAAL with monthly or on demand detailed credit card reports for reconciliation and customer query purposes.
  - Holes to prevent damage.

#### **2.2.6 GENERIC REQUIREMENTS SPECIFICATION: REMOVAL OF EXISTING EQUIPMENT AND TRANSITION PLAN**

- All POF equipment removed from site will be handed over to GAAL immediately after removal. Existing asset management tags must always remain on the equipment. Equipment removed will be boxed and transported to a pre-determined location on the airport premises according to GAAL requirements. It is recommended that the supplier keeps a record with serial number information of existing equipment removed and handed over to GAAL;
- All decommissioning of old equipment should follow proper assets decommissioning procedures (as per Disposal policy) as instructed by GAAL from time to time;
- Care must be taken to minimise the impact of this undertaking to on-going operations in the facility. The bidder will include the change-over methodology in detail with a total projected plan as part of the overall project execution methodology, bearing in mind that all tickets extracted

from the old system must be able to be paid for at a pay-station and able to exit without any hindrance to the customer. A cut-over plan and method statement must be included in the document to accommodate the preceding;

- A comprehensive change management and training plan will be put in place to address the changes brought about by deploying the solution. The forgone will be mediated by GAAL and effected by the Service Provider. Furthermore, a risk assessment needs to be conducted to identify probable risks associated with this deployment. The risks should be logged with IT Risk Management in IT Governance and Resilience. There should be evidence of risk mitigation measures put in place in the form of a risk management plan;

### **2.2.7 GENERIC REQUIREMENTS SPECIFICATION**

- The service provider shall ensure that there is concurrent transfer of skills or on the job training to GAAL staff led by skills transfer plan for official transfer/handing over of the system to the entity to minimize the risk of disruptions and for business continuity.
- Despite any challenges or disputes, the service provider shall ensure that there are no disruptions to GAAL business operations.
- Full comprehensive testing and quality assurance of the system shall be conducted, and official documentation of the project shall be provided prior signing off the project.
- The service provider shall ensure that there is system availability and functionality without downtime (24hrs and 7 days a week), time availability and matrix penalties will be fully documented on the Service Level Agreement based on the system functionality, risk assessment and information classification.
- The service provider shall ensure that there is proper planning, building/developing, installation and operation of the system, inclusive of maintenance and support to close all the audit findings and internal risk assessment.

## 2.2.7 PRICING SCHEDULE/GUIDELINE

No	Gate Name/Number	Requirement	Price
1.	Main Entrance	<ul style="list-style-type: none"> <li>▪ 2 Barriers/Boom gates with barriers and LED light effects, loop detection, traffic lights (Green and Red), plinths with RFID card reader (for staff/tenant access) and card/ticket dispensing machine</li> <li>▪ 8 meters of the surface/area. Potential bidders are encouraged to do an assessment of the current infrastructure.</li> <li>▪ Pricing must be as per the specification requirements above.</li> </ul>	
2.	Main Exit	<ul style="list-style-type: none"> <li>▪ 2 Barriers/Boom gates with barriers and LED light effects, loop detection, traffic lights (Green and Red), plinths with RFID card reader (for staff/tenant access) and card/ticket dispensing machine</li> <li>▪ 8 meters of the surface/area. Potential bidders are encouraged to do an assessment of the current infrastructure.</li> <li>▪ Pricing must be as per the specification requirements above.</li> </ul>	
3.	Visitors Entrance and Exit (Visitors Parking)	<ul style="list-style-type: none"> <li>▪ 2 Barriers/Boom gates with barriers (one for entrance and the second one for exit) and LED light effects,</li> <li>▪ Loop detection, traffic lights (Green and Red), plinths with RFID card reader (for staff/tenant access) and card/ticket dispensing machine (as a pass by to change the parking rate for shaded parking and for staff/tenants).</li> <li>▪ 4,5 meters of the surface/area for entrance and 3,5 meters of the surface/area for exit. Potential bidders are encouraged to do an assessment of the current infrastructure.</li> <li>▪ Pricing must be as per the specification requirements above.</li> </ul>	
4.	Staff Entrance and Exit (Staff Parking)	<ul style="list-style-type: none"> <li>▪ 2 Barriers/Boom gates within the same area (entrance and exit barriers).</li> <li>▪ Loop detection, traffic lights (Green and Red), plinths with RFID card reader (for</li> </ul>	

		<p>staff/tenant access) and card/ticket dispensing machine (as a pass by to change the parking rate for shaded parking and for staff/tenants).</p> <ul style="list-style-type: none"> <li>▪ 7 meters of the surface/area for both entrance and exit. Potential bidders are encouraged to do an assessment of the current infrastructure.</li> <li>▪ Pricing must be as per the specification requirements above.</li> </ul>	
5.	Conference Centre Parking Entrance and Exit	<ul style="list-style-type: none"> <li>▪ 2 Barriers/Boom gates with barriers (one for entrance and the second one for exit) and LED light effects,</li> <li>▪ Loop detection, traffic lights (Green and Red), plinths with RFID card reader (for staff/tenant access) and card/ticket dispensing machine (as a pass by to change the parking rate for shaded parking and for staff/tenants).</li> <li>▪ 4,5 meters of the surface/area for entrance and 3,5 meters of the surface/area for exit. Potential bidders are encouraged to do an assessment of the current infrastructure.</li> <li>▪ Pricing must be as per the specification requirements above.</li> </ul>	
6.	Automated Payment Machine (APM), Cashiers Office and Server Room/Infrastructure	<ul style="list-style-type: none"> <li>▪ 2 X APM integrated with the boom gates and plinths devices for dispensing tickets and RFID card readers.</li> <li>▪ The entire parking management system must be integrated with all the devices/equipment including the server and cash office systems.</li> <li>▪ APM, cashier and server systems, plinths with RFID card dispensing machine and tickets must be integrated accordingly with no limitations to all installed devices/equipment.</li> <li>▪ Pricing must be as per the specification requirements above.</li> </ul>	
<b>Grand Total Amount:</b>			

### 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)
<p>Bidders must submit all documents as outlined in paragraph 3.1 (Table 1) below.</p> <p>Only bidders that comply with all these criteria will proceed to Gate 1.</p>	<p>Bidder(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 3 (Price and Specific goals).</p>	<p>Bidder(s) will be evaluated on price (weighted price) and Specific goals claimed points</p>

#### 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.

#	Document Name <sup>1</sup>	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
<b>GATE 0: ADMINISTRATION REQUIREMENTS EVALUATION</b>				
	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	
<b>MANDATORY REQUIREMENTS EVALUATION</b>				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
	The Bidder must be an OEM or partner/reseller or accredited with the OEM in installation and configuration of parking management system. Submit <b>valid ownership letter or reseller/partnership letter or accreditation certificate.</b>	No	Yes	
	The Bidder must be accredited with PSIRA. <b>Submit proof of valid registration.</b>	No	Yes	
<b>GATE 1: FUNCTIONALITY COMPLIANCE EVALUATION</b>				
	Contactable reference letters with company experience in installation and maintenance of parking management systems	No	Yes	

<sup>1</sup> 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

#	Document Name <sup>1</sup>	Included in the published bid document?	To be returned by the bidder?	Bidder may tick Yes if document is submitted
	<b>(signed)</b> from previous and existing client.			
	Valid bank rating letter.	No	Yes	
	Valid OEM accredited certifications for the brand/system to be installed.	No	Yes	
	Valid CV and qualification certifications.	No	Yes	
	Detailed project plan and methodology	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	
<b>GATE 2: PRICE &amp; SPECIFIC GOALS EVALUATION</b>				
	Pricing Schedule (or bid offer/pricing)	No	Yes	
<b>OTHER DOCUMENTS REQUIRED</b>				
	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

## **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 100 points and are required to achieve minimum threshold of 70 points to proceed to Gate 2 for Price and Specific goals evaluations; and

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
<b>Company Experience and Track Record in installation and maintenance of parking management systems (</b>  Attach Contactable Reference Letters stipulating number of years of experience <b>(signed/stamped)</b>	Reference letters covering installation and maintenance of parking management systems.	5 years' experience or more = 15 Points  Less than 5 to 3 years = 10 Points  Less than 3 to 1 years = 5 Points  Less than 1 year = 0 Points	
Number of projects completed for parking management systems.  Attach Contactable Reference/completion Letter/s <b>(signed)</b>	Reference letters for number of completed projects in parking management system.	5 or more Letters = 15 Points  3 - 4 Letters = 10 Points  1 - 2 Letters = 5 Points  0 Letter = 0 Points	
Financial Viability	Bidders must submit stamped Bank Letter Confirming funding ability to execute the project.	Above 3 million = 15 points  Above 2 to 3 million = 10 points	

		1 to 2 million = 5 points Below 1 million = 0 point	
<b>Detailed High Level Project Plan and Methodology</b> showing implementation within the entity/airport including site surveys. The plan should also show the timelines for the entire project.	Plan and Methodology on how to provide parking management system, configuration/Commissioning, implementation, maintenance, and support without downtime.	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)	
<b>Project Manager Certificate/accreditation.</b>	Project Manager required for the implementation of the project: Must have Prince2 / PMP (Project Management Professional) or equivalent Project Management certification,  Risk Management certificate /COBIT5 (Control Objectives for Information and Related Technology, and Information Technology Infrastructure Library) or equivalent Risk Management certification.	All 2 Certificates = 10 Points  1 Certificate = 5 Points  No Certificate = 0 Points	



<p><b>Technician with expertise, knowledge and experience in installation of parking management system. Technician to be onsite during the installation and implementation process.</b></p>	<p>Submit Technician certificate/accreditation or equivalent qualification in installation of parking management system.</p>	<p>1 Certificate = 10 Points No Certificates = 0 Points</p>	
<p><b>Compliance with relevant quality management standard (National or International) e.g ISO9001 /or SABS approved.</b></p>	<p>Provide proof of valid certification or accreditation in the name of the bidder.</p>	<p>Submitted = 10 Not submitted = 0</p>	
<p>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.</p>	<p>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.</p>	<p>Outside of Limpopo Province = 5 Outside Capricorn District = 10 Capricorn District = 15</p>	
<p><b>Total</b></p>	<p><b>100</b></p>		

**The maximum points that can be scored on functionality equals to 100. Bidders scoring less than 70 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 70 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

## **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 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.

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.

4.1.9. 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.

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 a bid box located at Admin Block, Polokwane International Airport 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.

### **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)
<p>Exhibit 1:</p> <p>Administrative and mandatory documents (<i>Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1)</i>) and Detailed Pricing Schedule (<i>Pricing Submission</i>)</p>	<p>Exhibit 3:</p> <p>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.</p>

<p>Exhibit 2: Functionality Responses and Bidder Compliance Checklist for Technical Evaluation. Supporting documents for technical responses. <i>(Refer to Section 3.3 - Gate 2: Functionality Evaluation Criteria)</i></p>	<p>Exhibit 4: General Conditions of Contract (GCC)</p>
	<p>Exhibit 5:</p> <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Any other supplementary information</li> </ul>





**PART A  
INVITATION TO BID**

**SBD 1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>GAAL/112/2024/2025</b>	CLOSING DATE:	<b>18 OCTOBER 2024</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>RE-ADVERTISEMENT PROVISIONING, INSTALLATION, CONFIGURATION/COMMISSIONING OF PARKING MANAGEMENT FOR ACCESS CONTROL SYSTEM, WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE YEARS.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>ADMIN BLOCK</b>					
<b>N1 NORTH TO MAKHADO</b>					
<b>GATEWAY WEG</b>					
<b>POLOKWANE, 0700</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>JULIUS RAMATJIE</b>	CONTACT PERSON	<b>MONICCA MNISI</b>		
TELEPHONE NUMBER	<b>087-291-1088</b>	TELEPHONE NUMBER	<b>087-291-1054</b>		
FACSIMILE NUMBER	<b>015-288-0125</b>	FACSIMILE NUMBER	<b>015-288-0122</b>		
E-MAIL ADDRESS	<a href="mailto:scmgroup@gaal.co.za">scmgroup@gaal.co.za</a>	E-MAIL ADDRESS	<a href="mailto:monicca.mnisi@gaal.co.za">monicca.mnisi@gaal.co.za</a>		
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	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]
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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.
- 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: .....



**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/112/2024/2025**

Closing Time **11:00** Closing date: **18 OCTOBER 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
- 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





**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 interest<sup>2</sup> 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

<sup>2</sup> 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 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;
- 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 consortium<sup>3</sup> will not be construed as collusive bidding.

<sup>3</sup> 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.



- 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

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

### GENERAL CONDITIONS

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

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

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

To be completed by the organ of state

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

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

Price; and

Specific Goals.

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

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

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

#### DEFINITIONS

“tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

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

“tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

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

#### FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

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

#### POINTS AWARDED FOR SPECIFIC GOALS

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

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm.....

Company registration number: .....

**TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

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

The information furnished is true and correct;

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

In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

disqualify the person from the tendering process;





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

cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

Recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

