

TERMS OF REFERENCES AND SPECIAL CONDITIONS OF THE BID

GAAL/072/2024/2025

**APPOINTMENT OF THE QUALIFIED AVIATION SECURITY COMPANY TO
PROVIDE AVIATION AND CRITICAL INFRASTRUCTURE SECURITY
SERVICES AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF
THREE (3) YEARS**

A COMPULSORY BRIEFING SESSION TO BE HELD ON

15 NOVEMBER 2024 AT 10H00

POLOKWANE INTERNATIONAL AIRPORT CONFERENCE CENTRE

CLOSING DATE AND TIME OF BID

6 DECEMBER 2024 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

**APPOINTMENT OF THE QUALIFIED AVIATION SECURITY COMPANY TO PROVIDE AVIATION AND
CRITICAL INFRASTRUCTURE SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT
FOR A PERIOD OF THREE (3) YEARS**

1. INTRODUCTION

- 1.1 Gateway Airport Authority Limited ("GAAL") wishes to appoint security services provider to render Aviation Security and National Critical Infrastructure Security to Polokwane International Airport for a period of Three (3) years.

2. PURPOSE

- 2.1 Gateway Airport Authority Limited ("GAAL") requires the prospective service provider to offer and deliver general security services, Baggage Screening Services, Screening of Passengers and Baggage, and other associated services deemed associated and relevant as approved by GAAL.
- 2.2 The deliverables shall be in relation to Polokwane International Airport pursuant to the mandate set out in the National Key Point Act/Critical Infrastructure Protection Act (CIPA) 8 of 2019 (as amended), National Aviation Security Program and to safeguard civil aviation facilities, aerodromes, aircrafts and airports. For this purpose, the Bidders shall achieve the deliverables and perform the services described in this scope of works in conformity with:
- a) The terms and condition of this bid.
 - b) The services and related requirements processes, procedures and operations prescribed in the Standard Operating Procedures as may be amended by GAAL and/or relevant stakeholder from time to time by amending notice.
 - c) The minimum requirements for Bidders prescribed in the service and/or screening Standards as may be amended by GAAL from time to time by amending notice and.
 - d) The Bidders shall employ security personnel to perform security services at Polokwane International Airport.

3. SPECIAL TERMS AND CONDITIONS

- 3.1** The bidder must be accredited by the South African Civil Aviation Authority (SACAA) as Aviation Security Screening Organisation (ASSO) and must be SACAA compliant at all times.
- 3.2** The Bidders shall manage the performance of their security personnel and assigned obligations, activities and responsibilities while being accountable to GAAL as a concession client in delivering security, screening and other related services and deliverables that are effective, efficient, and consistent and in the public interest. GAAL's terms and conditions shall apply in accordance with the distinct agreements which shall be concluded with the preferred service provider(s) once the contract(s) is awarded.
- 3.3** The Bidders shall be obliged to adhere to the terms and conditions of the tender as stipulated below:
- Bidders must provide the names, physical and postal addresses, telephone and fax numbers of their regional or provincial offices and control rooms and head office.
 - Bidders must provide the names, identity numbers and street addresses of all directors, stakeholder and members or partners of, their companies or close corporations or partnerships, respectively as the case may be.
 - The prospective service provider must be a South African registered entity and controlled entity, and all its security officers must be South African citizens in possession of valid South African identity (ID) document or smart card.
 - Provide South African State Security Agency and South African Police Services criminal status Clearances of the security officers who will be placed at the GAAL's concession facilities.
 - Provide proof of school/tertiary, qualifications, firearm training and PSIRA qualifications of site manager and security officers. Certificates are to be verified and examined by GAAL officials and to be produced for inspection as and when required.
 - On award bidders must consent to signing a Declaration of Confidentiality or Oath of Secrecy regarding any of GAAL and/or concession clients' information handled by the service provider.
 - Additional security officers who will be utilised for ad hoc situations at GAAL concession facilities shall also undergo the necessary security record checks conducted by the State Security Agency (SSA) and/or South African Police Services (SAPS).
 - Security officers assigned to GAAL concession sites must be eighteen (18) years and older but not older than 60 years with the relevant qualification.
 - Security officers assigned to the GAAL concession must be in possession of Grade 12 (Matric) certificate or equivalent and.
 - Security officers must undergo medical assessment which must be done by the service provider prior to their appointment/recruitment or as and when required by GAAL and/or as per legislative requirements.

- GAAL reserves the right to conduct site visits to all short-listed bidders.

3.4 In the event the prospective security services provider is unable to fulfil their contractual obligation, the following penalties shall apply and shall be deducted by the GAAL from the Security Service Provider:

No.	Description	Penalty
1.	Late posting of security officers	Applicable shift rate per hour times the number of hours/minutes security officer posted late.
2.	Short posting of security officers	Applicable shift rate times the number of security officers absent.
3.	Security officer sleeping on duty	Applicable shift rate times the number of security officers sleeping on duty.
4.	Security officer under the influence of liquor/drug	Applicable shift rate times the number of security officers under the influence of liquor/drug and the security officer will be removed from the site.
5.	No communication equipment on sites	Applicable shift rate times two. Also written warning- thereafter termination of contract may be considered.
6.	Losses to the GAAL assets.	Service provider to reimburse the value of loss and one written warning. If same type of incident re-occurs, termination of contract may be considered.
7.	Non-attendance of monthly meetings	Written warning times three- thereafter termination of contract may be considered.
8.	Non submission of monthly reports and supporting documentation	Applicable shift rate times one and a written warning.
9.	No shift supervisory service	Applicable shift rate times one and a written warning.
10.	No occurrence book, Registers	Applicable shift rate times two and a written warning.
11.	No occurrence book entries made	Applicable shift rate times one and a written warning.
12.	Incorrect occurrence book entries.	Applicable shift rate times two and a written warning.
13.	Failure to report an incident	Applicable shift rate times two and a written warning.
14.	Post desertion/absconding	Applicable shift rate times the number of security officers affected and a written warning.
15.	Security officer without pocketbook	50% of applicable shift rate per hour times the number of security officers affected and a written warning.
16.	Posting of guards not registered with PSIRA	Material breach of contract.

4. SCOPE OF WORK

4.1 The service provider shall provide security personnel that will render aviation security services on a 24/7 basis at Polokwane International Airport for a fixed term of three (3) years. Below herein is the detailed scope of work **(SECURITY SERVICES MINIMUM REQUIREMENTS)** which the prospective service provider must comply with.

4.2 Manpower Requirements

4.2.1 The contract requires 53 security officers, 02 security supervisor, and 01 Project/Site Manager to cover the two shifts.

Day Shift		
Quantity	Level/Grade	Positions
01	Grade A	Project / Site Manager
01	Grade B	Site Supervisor
30	Grade C	Security Officers
Total: 32		

Night Shift		
Quantity	Level/Grade	Positions
01	Grade B	Site Supervisor
23	Grade C	Security Officers
Total: 24		

4.3 Equipment Requirements

Items	Description	Quantity
Communication Devices	Appropriately certified 2-way radios rechargeable	19 Radios per shift
Cell phone	In good working condition with airtime and data	2
Portable laptop with Printer	With data (With connectivity)	1
Vehicle	A bakkie dedicated for the airport with beacon lights on top and company branding on the sides not older than 2 years. (4X2)	1
Firearm	With valid licence	8
Firearm Safe	Lockable	1
Digital Patrol System	With clocking points	30
	Clocking Devices	4
Torches	Rechargeable spotlight range 200 – DC12V	19
Batons	With Handle Grip	19
Vehicle Search mirrors	Standard	2
Handheld metal detectors (Super Scanner) rechargeable ISO 9001 Certified	Fully serviceable	4
Hand cuffs	Standard	19
Pepper spray	Standard	19
Pocket book	Supply for the entire period of contract	36 months
Rotation Register	Supply for the entire period of contract	36 months
Prohibited Item Register	Supply for the entire period of contract	36 months
X-Ray Machine Test Register	Supply for the entire period of contract	36 months
AMD Test Register	Supply for the entire period of contract	36 months
Occurrence Book	Supply for the entire period of contract	36 months
Assets Control Register	Supply for the entire period of contract	36 months

4.4 Occurrence books, Equipment Registers, Firearm Registers, Visitors Access Control Registers, Patrol Registers and Security Breaches Register, AMD Test Register, Prohibited Items Register, Car park inspection registers, Screening Rotation Register, HBS Screening Register, Perimeter Patrol Register, Manager/Supervisor Visits Register, Posting Sheets for Security Officers (certified and non- certified).

4.5 Contract management from the date of acceptance of award:

- The prospective service provider shall provide SACAA approved organisational manual of Procedures (MOP) and Aviation Security Screening Organisation certificate (ASSO), (CARs Part 110)
- Conduct the recruitment and training of staff in compliance with CARs Part 92,109 and 110 requirements
- Sign MOU with accredited training organisations. Provide proof that the training provider is accredited by SASSETA and SACAA.

4.6 Aviation Security training for staff performing security functions

4.6.1 Personnel will undergo training required in terms of Part 109 of the Civil Aviation Regulations as follows.

- a) Designated Official for Security, Project/Site Manager
 - Level 3 Security Manager (Airport and Cargo)
 - Dangerous Goods CAT 6
 - Simulation in practical screening methods
 - X-Ray Image Recognition training
 - Simulation training in detection of Dangerous Goods
 - Personnel will undergo refresher training every 24 months.
- b) Security Supervisor
 - Level 2 Screening Supervisor (Airport and Cargo)
 - Level 1 Aviation Security Screener (Airport and Cargo)
 - Dangerous Goods CAT 6
 - Simulation in practical screening methods
 - X-Ray Image Recognition training
 - Simulation training in detection of Dangerous Goods
 - On-the-job training (OJT)
 - Personnel will undergo refresher training every 12 months.

- c) Screeners
- Level 1 Aviation Security Screener (Airport and Cargo)
 - Dangerous Goods CAT 12
 - Simulation in practical screening methods
 - X-Ray Image Recognition training
 - Simulation training in detection of Dangerous Goods
 - On the Job training for new Screeners conducted per the requirements of SA-CATS 110
 - Personnel will undergo refresher training every 12 months

4.7 Security Awareness Training for Non-security staff in line with Part 109

- a) An accredited ATO will perform Part 109 aviation security awareness training.
- b) All staff are required to attend refresher training every 24 months.
- c) All training is done in a training facility approved by the SACAA.
- d) The correct syllabi and training material shall be provided by the ATO.
- e) Attendance registers and certificate copies are held at Airport.

4.8 Training for all staff involved in the implementation of security measures for landside areas

4.8.1 All staff involved in the implementation of security measures for landside areas are required to undergo the following training:

- a) AvSec Initial Awareness; and
- b) Recurrent AvSec Awareness every second year.

4.9 Certification of security screeners in line with Part 110 SA-CATS-110.03.1 (9)

4.9.1 The certification of Screeners as required by SA-CATS 110.03.1(9) shall be controlled by the following process:

- a) The qualification of a candidate with prerequisites for certification is verified by the Screener Supervisors and the Security Manager.
- b) The certification qualification of a candidate is controlled by site management who records that a candidate has qualified for certification including:
 - Proof of completion of Background Check and SAPS Clearance.
 - Certified copy of Identity Document on record.
 - Medical certificate.
 - Certified copy of matric certificate.
 - Level 1 Security Screener qualification issued by a training organisation approved by the SACAA.

- Dangerous Goods CAT 12 qualification.
 - X-Ray image recognition training report.
 - On the Job Training skills test report for new Screeners; and
 - Confirmation that the Screener has been employed as a Screener for a period of at least 90 days prior to application for certification.
- c) Following confirmation of the qualification of the candidate for certification, application for certification will be made to the SACAA on the prescribed forms.
- d) Certification will be scheduled to comply with the certification schedule of the SACAA.
- e) If a special non-scheduled certification examination is required written application will be made to the Part 110 Training and Certification Department of the SACAA for a special examination.
- f) Candidates who are not successful in the certification examination will undergo refresher training before being allowed to attempt the certification examination again.

4.10 Training of Development

4.10.1 The prospective service provider shall provide a detailed plan for training skills and development. Bidders should submit the following written processes on screener certification program regarding CAR 108 & 110 and Dangerous Goods:

- Screener certification programme
- Refresher Training programme
- On Job Training
- Proof that training provider to be utilized is accredited by SASSETA and SACAA (organizational accreditation to be submitted) and that
- The instructors are qualified in terms of SASSETA (Provide proof of qualifications
- Provide proof of accredited computer-based aviation security training software licence certificate and or proof of agreement with accredited training provided.

4.11 Supply and Maintenance of Equipment and Registers

4.11.1 All equipment including handheld metal detectors, extend-eye mirrors, radios and other communication equipment, vehicles, arms and ammunition and any other equipment necessary to execute this contract in accordance with the specification, shall be supplied and maintained by the prospective service provider to the satisfaction of the Employer and in accordance with the requirements of the National Key Point Act No. 102 of 1980 where applicable.

4.12 Service Categories

4.12.1 The prospective service provider shall perform the Services, including without limitation the following, each of which is a specific service required by GAAL without limitation to any objective or deliverable or any related obligation, activity or responsibility described in this Scope of Work or the Contract:

- a) Passenger and Baggage Screening.
- b) Cargo and Post Office Mail Screening.
- c) Hold Baggage Screening.
- d) Landside and Airside Security and.
- e) Additional Critical Infrastructure Security Services.

4.12.2 The services involve provisions of aviation security services to ensure compliance with the respective legislation to protect the national key point and civil aviation against acts of unlawful interference as detailed below:

4.12.3 Passenger and Baggage Screening

- a) Ensure that competent and SACAA accredited Screeners are deployed at the screening points.
- b) Inspecting passengers' identification documents and boarding passes to confirm that they are valid.
- c) Checking carry-on bags for explosive materials using x-ray machines or manual searches.
- d) Performing pat downs and metal detector scans of passengers to check for concealed weapons or explosives.
- e) Interacting with passengers to answer questions about screening procedures or concerns about privacy or discrimination.
- f) Conducting routine screenings of luggage using x-ray machines or handheld.

4.12.4 Cargo and Post Office Mail Screening

- a) Ensure that all cargo and mail are screened and/or complies with the prescribes of CAR's Part 108.
- b) Secure cargo and mail whilst in their custody until loaded on board aircraft.
- c) Ensure that cargo is adequately labelled an "Known" once screened and it is accompanied by appropriate documentation which identifies the screening status of such cargo.

4.12.5 Hold Baggage Screening

- a) Ensure that 100% of Hold Baggage is screened using appropriate method as prescribed by GAAL.

4.12.6 Airport Security and.

4.12.7 Additional Critical Infrastructure Security Services

The service provider must supply security officers accredited to work at a National Key Point sites as outlined below:

- Provide access and egress control services at the sites.
- Prevent unauthorised access and egress of persons, vehicles, assets, and any other prohibited unauthorised goods or objects.
- Safeguard the property of GAAL at the sites.
- Provide parking management services.
- Provide patrol services.
- Notify GAAL of any impending security threat at the sites.
- Inform GAAL of any security related incident at the sites.
- Assist in investigations pertaining to all security issues at the sites.
- Continually assess the security condition of GAAL and recommend any necessary corrective action.
- When required, provide additional physical security services (per contingency plan);
- Keep and maintain various security registers prescribed by GAAL; and
- Provide any other physical security related service.

5. EVALUATION CRITERIA

5.1 Bidders should note that the tender evaluation will be based on **three Gates** approach. The approach will be as follows:

- **Gate 1:** will be the Pre-qualification and Mandatory Administrative Requirements (checking if all the documents have been received) and;
- **Gate 2:** will be the Functionality/Technical Evaluation Criteria (evaluating the technical ability of all bidders in respect of this bid).
- **Gate 3:** Will be the Price and Preference.

Administrative (mandatory) Criteria (Gate 1)	Evaluate Functionality and Technical aspect of the bid (Gate 2)	Price and Specific Goals Evaluation Criteria (Gate 3)
Suppliers must submit all documents as outlined Table 1 below. Only bidders that comply with all these criteria will proceed to Gate 2.	The functional / technical evaluation will be based on two phases, where bidders who fail to achieve a minimum of 75 points out of a total of 100 points will not be considered for Gate 3.	Supplier(s) will be evaluated on price (weighted price) as per scope of work and specific goals claimed points as stipulated on SBD 6.1 (paragraph 4.2).

5.2 Gate 1: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). Correction fluid is not allowed and any cancellation on the bid document must be initialled 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) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements.

Document that must be submitted	Non-submission will result in disqualification.		
Invitation to Bid – SBD 1	YES	NO	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Declaration of Interest – SBD 4	YES	NO	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	NO	Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three months.
Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA.... on SBD1	YES	NO	Supplier must be registered as a service provider on the Central Supplier Database (CSD).
Proof of valid accreditation with the South African Civil Aviation Authority (SACAA)	YES	NO	Supplier must be registered with the SACAA as Aviation Security Screening Organisation (ASSO) - This correspondence must be valid at the bid closing date.
Proof of valid registration with the Private Security Industry Regulation Authority.	YES	NO	Supplier must be registered with PSIRA as Security Service Provider - This correspondence must be valid at the bid closing date.
Valid letter of good standing from PSIRA	YES	NO	The Supplier should be in good standing with PSIRA. This correspondence must be valid at the bid closure date.
Valid Public Liability Insurance Cover	YES	NO	The Supplier should provide proof of Public Liability Insurance Cover of R100 000 000. (Copy to be submitted with the bid by closing dates)
Valid proof of registration with the National Key Point/Critical Infrastructure	YES	NO	The Supplier should be registered with the NKP/Critical Infrastructure Secretariat. This correspondence must be valid at the bid closing date. Certified copy of a valid letter from the SAPS – NKP Secretariat indicating company's valid registration to offer services at the NKP Site
Valid letter of good standing from Compensation Commissioner	YES	NO	The Supplier should be registered with Compensation Commission. PSIRA List, HR and Payroll List should be provided with proof COIDA contributions. Attach valid letter of good standing
Pricing Schedule / Quotation	YES	NO	Pricing structure must be completed in full for all service quotation. 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.

5.3 Gate 2: Technical / Functionality Criteria

The Bidder's experience, staffing, operational and logistic capacity will be evaluated. Each bid will be assessed and awarded points for functionality. The Bidder should achieve a minimum of 75 points out of a total of 100 points in order to be considered for in-loco evaluation process.

Only Bidders that score the specified minimum number of percentage points for Functionality will be deemed to be acceptable and carried forward to the next stage. The rest will be disqualified. The points for functionality will not be carried forward to the remainder of the evaluation.

Table 2A: Bidders scoring less than 75 points will be disqualified

Evaluation Area	Evaluation Criteria	Maximum number of points	Self-Assessment
Company experience in the rendering Security Services. Provide reference letters	Less than 2 years' experience	2	
	2 to 4 years' experience	5	
	>4 to 6 years' experience	10	
	Over 6 years	15	
Company experience in the rendering Aviation Security Services. Provide reference letters	Less than 2 years' experience	3	
	2 to 4 years' experience	5	
	>4 to 6 years' experience	10	
	Over 6 years	15	
Number of projects completed for rendering Security Services. Provide reference letters.	1 to 3 letters	5	
	4 to 5 Letter	10	
	6 or more Letters	15	
Ownership of Handgun (9mm Para) available for site deployment.	8 or more	5	
	Less than 8	0	
Provide Certified copies of qualifications for a Key Personnel	Designated Official		
	Personnel Responsible for the implementation of AVSEC operations and control		
	Diploma: AVSEC	10	
	Valid AVSEC Level 3 (Management)	5	
	Total Score	15	
	Quality Assurance Official		
	Responsible Person for Compliance and Quality Management System		

	Diploma: AVSEC	10	
	Valid AVSEC Level 3 (Management)	5	
	Total Score	15	
	Site Manager Person responsible for the day-to-day management of Site		
	Valid AVSEC Level 3 (Management)	4	
	Matric / NQF 4	3	
	PSIRA Grade A	3	
	Total Score	10	
	Site Supervision Minimum of three (3) Supervisor's Qualifications should be provided		
	Valid AVSEC Level 2 (Supervisor)	4	
	Matric / NQF 4	3	
	PSIRA Grade B	3	
	Total Score	10	
	Scores	Total Score	Bidder Score
		Self-Score	
		100	

The maximum points that can be scored on functionality equals 100. Bidders scoring less than 75 points will be disqualified.

4.2 Gate 3: Preference Point System,

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

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
TOTAL	100

All quotations and supporting documents must be placed in the bid box OR couriered to the address OR emailed to scmgroupp@gaal.co.za on or before the stipulated closing date and time as indicated in the SBD1.

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

Suppliers are required to submit their quotations and supporting documents in a clearly marked envelopes as follows.

REQUIRED DOCUMENTS	PRICE & SPECIFIC GOALS
Exhibit 1: Administrative and mandatory documents <i>(Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1))</i>	Exhibit 3: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy 2022.
Exhibit 2: Pricing Schedule/Quotation	

PRICING SCHEDULE

DESCRIPTION		Grade	Quantity	Unit Price per Grade/month	Total Amount per month
Project/Site Manager – Grade A	Day	A	1		
Supervisor – Grade B	Day	B	1		
	Night	B	1		
Security Officers – Grade C	Day	C	30		
	Night	C	23		
Total Price					
Training					
Type of Training	Qty	Unit Price	Consolidated Price over 36 Months	Price Per Month	
AVSEC for Screeners (Level 1)	53				
AVSEC for Supervisors (Level 2)	2				
AVSEC for Managers (Level 3)	1				
Dangerous Goods Cat 12	56				
Dangerous Goods Cat 6	1				
SACAA Examination for screeners by CAA (theory and practical)	53				
Medical examinations prior to the appointment	53				
Airside Vehicle Operator's Permit (AVOP)	56				
Airside Induction Training (AIT)	56				
NKP Training	56				
Regulation 21 Training	56				
Itemiser (ETDS)	10				
Total Costs					

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Operational Equipment	Qty	Unit Cost	Total Cost per Month
Communication Devices	18		
Cell phone	2		
Portable Laptop with Printer	1		
Vehicle	1		
Firearm	8		
Firearm Safe	1		
Digital Patrol System	8		
Clocking Points	30		
Torches	17		
Batons	17		
Vehicle Search mirrors	1		
Handheld metal detectors (Super Scanner) rechargeable ISO 9001 Certified	3		
Hand cuffs	17		
Pepper spray	17		
Pocket book	2000		
Rotation Register	100		
Prohibited Item Register	5		
STP Register	648		
AMD Test Register	648		
Occurrence Book	1800		
Assets Control Register	35		

CONSOLIDATED PRICING SCHEDULES		
YEAR ONE (1)		
Item No:	Description	Total Price
1.	Manpower Requirements	
2.	Training Requirements	
3.	Operational Equipment	
SUB-TOTAL AMOUNT EXCL		
VAT @15%		
TOTAL COSTS ALL INCLUSIVE		
YEAR TWO (2)		
1.	Manpower Requirements	
2.	Training Requirements	
3.	Operational Equipment	
SUB-TOTAL AMOUNT EXCL		
VAT @15%		
TOTAL COSTS ALL INCLUSIVE		
YEAR THREE (3)		
1.	Manpower Requirements	
2.	Training Requirements	
3.	Operational Equipment	
SUB-TOTAL AMOUNT EXCL		
VAT @15%		
TOTAL COSTS ALL INCLUSIVE		

TOTAL CONSOLIDATED BID PRICE (Year 1, 2, 3) ALL INCLUSIVE	
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Escalation % costs per year over 36 months (As per Gazetted PSIRA) should be included in total costing

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL/072/2024/2025		CLOSING DATE:	6 DECEMBER 2024	
			CLOSING TIME:	11H00	
DESCRIPTION	APPOINTMENT OF THE QUALIFIED AVIATION SECURITY COMPANY TO PROVIDE AVIATION AND CRITICAL INFRASTRUCTURE SECURITY SERVICES AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ADMIN BLOCK					
N1 NORTH TO MAKHADO					
GATEWAY WEG					
POLOKWANE, 0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	JULIUS RAMATJIE		CONTACT PERSON	KGABO MANAMELA	
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER	087-291-1054	
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER	015-288-0122	
E-MAIL ADDRESS	scmgroupp@gaal.co.za		E-MAIL ADDRESS	kgabo.manamela@gaal.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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/072/2024/2025
Closing Time 11:00	Closing date: 6 DECEMBER 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

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- 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 interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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 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.

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

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

- 4.3. Name of company/firm.....
- 4.4. Company registration number:
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....
.....
.....
.....