



• GATEWAY TO THE REST OF AFRICA •

Reg No: 1995/002792/06

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

**GAAL/115/2024/2025**

### **PROVISION FOR SERVICES, MAINTENANCE AND REPAIRS OF THE ELECTRICAL INFRASTRUCTURE WORKS AT POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE YEARS**

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

**30 AUGUST 2024 AT 10H00**

**VENUE: AIRPORT CONFERENCE HALL**

**CLOSING DATE AND TIME OF BID**

**13 SEPTEMBER 2024 AT 11H00**

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

**INVITATION FOR PROVISION OF ELECTRICAL SERVICES, MAINTENANCE AND REPAIRS  
OF THE ELECTRICAL INFRASTRUCTURE FOR THIRTY-SIX (36) MONTHS AT POLOKWANE  
INTERNATIONAL AIRPORT.**

## **1. PURPOSE:**

The purpose is to invite bids for provision of services, maintenance, and repairs of the electrical infrastructure at Polokwane International Airport.

## **2. BACKGROUND:**

GAAL electrical infrastructure was installed years ago of which it requires repairs and maintenance on regular basis including possible new installations requirements.

Electrical installations and equipment shall comply with SANS 10142-1 The wiring of premises Part 1 (Low – Voltage Installation), SANS 10142 - 2 and Occupational Health and Safety Act and Regulations (85 of 1993) and other relevant regulations and standards. Operating Regulations of High Voltage Systems (ORHVS) compliance.

## **3. REQUIRED SERVICES**

### **3.1 The services required are as follows:**

- ❖ The service provider will be expected to provide the airport with the qualified Electricians who are in possession of a recognized trade test certificate.
- ❖ Installation Electrician in possession of Wireman's license for those who will be issuing Certificate of Compliance (COC) three phase electrical installation.
- ❖ The service provider will be expected to attend to faults and electrical defects on Medium Voltage (MV) and Low Voltage (11kv/ 400v and 220v) as an when required.
- ❖ The service provider should be able to respond to any emergency call-out 24 hours and 7 days a week with a turnaround time of 2 hours.
- ❖ The service provider will be responsible for the supply and delivery of the required spares and/or material as the need arise. The supply of material will require prior written approval from GAAL in a form of quotation acceptance.
- ❖ Submit the cost in rate per call-out.
- ❖ Submit the rate per hour.
- ❖ It is a requirement that personnel performing/ overseeing works on site issued to the contractor be qualified in relevant trade.

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- ❖ The service provider should be qualified to do switching on the MV reticulation, ORHVS certified both the theory and practical and general maintenance and repairs to MV reticulation.

### **3.2 COMPLIANCE WITH THE OCCUPATIONAL HEALTH & SAFETY ACT 85 OF 1993**

The bidder undertakes to ensure that they and/or their subcontractors if any and/or their respective employees will always comply with the following conditions:

- 3.2.1 All work performed by the bidder at Polokwane International Airport premises must be performed under the close supervision of the bidder's employees who are qualified, competent and understand the hazards associated with any work that the bidder performs at the airport.
- 3.2.2 The bidder shall be assigned the responsibility in terms of Section 16(1) of the OHS Act 85 of 1993, if the bidder assigns any duty in terms of Section 16(2), a copy of such written assignment shall immediately be forwarded to the airport.
- 3.2.3 The bidder shall ensure that he/she familiarise himself/herself with the requirements of the OHS Act 85 of 1993 and that s/he and his/her employees and any of his subcontractors comply with the requirements.
- 3.2.4. The bidder shall ensure that a baseline risk assessment is performed by a competent person before commencement of any work in the airport's premises. A baseline risk assessment document will include identification of hazards and risk, analysis and evaluation of the risks and hazards identified, a documented plan and safe work procedures to mitigate, reduce or control the risks identified, and a monitoring and review plan of the risks and hazards.
- 3.2.5. The bidder shall appoint competent persons who shall be trained on any Occupational Health & Safety aspect pertaining to them or to the work that is to be performed.
- 3.2.6. The bidder shall ensure that discipline regarding Occupational Health & Safety shall be strictly enforced.
- 3.2.7. Any personal protective equipment required shall be issued by the bidder to his/her employees and shall be always worn.

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- 3.2.8. Written safe working practices/procedures and precautionary measures shall be made available and enforced and all employees shall be made conversant with the contents of these practices.
- 3.2.9. No unsafe equipment/machinery and/or articles shall be used by the bidder or contractor on the airport's premises.
- 3.2.10. All incidents/accidents referred to in OHS Act shall be reported by the Mandatary to the Provincial Director: Department of Labour as well as to the airport.
- 3.2.11. No user shall be made by the bidder and/or their employees and or their subcontractors of any of the airport's machinery/article/substance/plant/personal protective equipment without prior written approval.
- 3.2.12. The bidder shall ensure that work for which the issuing of permit is required shall not be performed prior to the obtaining of a duly completed approved permit.
- 3.2.13. The bidder shall ensure that no alcohol or any other intoxicating substance shall be allowed on the airport's premises. Anyone suspected to be under the influence of alcohol, or any other intoxicating substance shall not be allowed on the premises. Anyone found on the premises suspected to be under the influence of alcohol or any other intoxicating substance shall be escorted off the said premises immediately.
- 3.2.14. Full participation by the bidder shall be given to the employees of the airport when they inquire into Occupational Health & Safety.

### **FURTHER UNDERTAKING**

- a. Only a duly authorised representative appointed in terms of Section 16.2 of the OHS Act is eligible to sign this agreement on behalf of the Bidder. The signing power of this representative must be designated in writing by the Chief Executive Officer/Director of the Bidder. A copy of this letter must be made available to the Client.
- b. The bidder confirms that he has been informed that he must report to the airport's Electrical Technician, in writing anything he/she deems to be unhealthy and /or unsafe. He has versed his employees in this regard.

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- c. The bidder warrants that he/she shall not endanger the health & safety of the airport's employees and other persons in any way whilst performing work on the airport's premises.
- d. The bidder understands that no work may commence on the airport's premises until this procedure is duly completed, signed and received by the airport.
- e. Non-compliance with any of the above clauses may lead to an immediate cancellation of the contract.

**ACCEPTANCE BY THE BIDDER**

In terms of section 37(2) of the Occupational Health & Safety Act 85 of 1993 and section 5.1(k) of the Construction Regulations 2014, I ..... a duly authorized      Appointee      acting      for      and      on      behalf      of ..... (company name) undertake to ensure that the requirements and the provision of the OHS Act 85 of 1993 and its regulations are complied with.

Bidder – Employers No.....

Expiry date .....

\_\_\_\_\_  
SIGNATURE ON BEHALF OF BIDDER      DATE  
(Warrant his authority to sign)

\_\_\_\_\_  
SIGNATURE ON BEHALF OF THE AIRPORT      DATE  
GAAL

**PRICING SCHEDULE**

Description	Unit	Rate/ Year 1	Rate/ Year 2	Rate/ Year 3
The bidder will indicate what percentage markup will be added to material used	%	%	%	%

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The bidder indicate what percentage markup will be added for hire or use of his own specialised equipment (proof of cost per hour must be submitted with invoices)	%	%	%	%
The bidder must provide cost for the single-phase certificate of Compliance COC per the installation	Per Installation	R	R	R
The bidder must provide cost for the three-phase Certificate of Compliance COC per the installation	Per Installation	R	R	R
The bidder must tender his total cost per hour per Electrician and Labourer to perform electrical services during normal working hours	Per Electrician  Per Labourer	R  R	R  R	R  R
The bidder must tender his total cost per hour per Electrician and Labourer to perform electrical services after normal working Hours	Per Electrician  Per Labourer	R  R	R  R	R  R
The bidder must tender his total cost per hour per Electrician and a Labourer to perform electrical	Per Electrician  Per Labourer	R  R	R  R	R  R

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services on Sunday and public holidays				
The bidder must indicate travelling fee per kilometre	Rate per km	R	R	R
Consolidated rate for three years				

## EQUIPMENT AND MATERIALS

The following are to be provided by the service provider,

- All electrical equipment and tools required for repairs and/ or installations.
- Material/ spares required.
- Payment for access permit to restricted areas.

Below table includes the cost of access permit which are reviewed as and when the need arises.

Personal Permit	Rate
Visitor permit (Valid for a day)	Free
Temporary permit 1 to 3 days	R 20.00
Permanent permit 4 days to 24 months	R 80.00

Vehicle Permit	Rate
Operational vehicle 12 months	R 500.00
1 day	R 35.00
2 - 3 days	R 70.00
4 - 30 days	R 100.00

- Electrician and Labourer will be required to attend Airside Induction and AVOP training which is offered by South African Civil Aviation Authority (SACAA) recognized training provider/s.
- All employees and/or manager and any person involved must all attend Security Awareness training offered by SACAA recognized training provider

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#### 4. EVALUATION CRITERIA

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

<b>Administrative (mandatory) Criteria (Gate 0)</b>	<b>Functionality Evaluation Criteria (Gate 1)</b>	<b>Price and Specific Goals Evaluation Criteria (Gate 2)</b>
Suppliers must submit all documents as outlined in paragraph 4.1 (Table 1) below.  Only bidders that comply with all these criteria will proceed to Gate 1.	Supplier(s) are required to achieve a minimum of 70 points out of 100 points to proceed to Gate 2 (Price and Specific Goals).	Supplier(s) will be evaluated on <b>price</b> (weighted price) as per scope of work and <b>specific goals</b> claimed points as stipulated on SBD 6.1 (paragraph 4.2).

##### 4.1 Gate 0: 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.**

<b>Document that must be submitted</b>	<b>Non-submission will result in disqualification.</b>	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.

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Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> <li>▪ Full CSD Report</li> <li>▪ Medical certificate for disability</li> </ul>
Proof of registration on Central Supplier Database (CSD) (detailed CSD report) or MAAA... on SBD1	YES	Bidder must be registered as a service provider on the Central Supplier Database (CSD).
Construction Industry Development Board (CIDB) EP Grade 2 or higher.	YES	Bidder must be registered with the Construction Industry Development Board
Proof of registration as an electrical contractor in terms of Electrical installation regulations issued by the Department of Labour.	YES	Bidder must submit proof of valid registration as and electrical contractor (Installation Electrician IE)
Operating Regulations of High Voltage Systems (ORHVS)	YES	Bidder must have a valid ORHVS certification both theory and practical, and competent to perform switching and work on MV reticulation
Pricing Schedule / Quotation	YES	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.

#### 4.2 Gate 1: Functionality and Technical Evaluation criteria

All suppliers are required to respond to the functionality evaluation criteria. A brief description of the scoring system is given below. A tabulated score sheet which will be used in the evaluation is as shown below.

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<b>CRITERIA</b>	<b>POINTS</b>	<b>SCORING CRITERIA</b>
Experience of similar work in services, maintenance and repairs for the infrastructure electrical 11kV/400V. (Attach contactable reference letters, stipulating years of experience)	25	1 – 3 year(s) = 5 >3 – 5 years = 15 >5 years and more = 25
Number of completed projects of electrical services, maintenance and repairs for the infrastructure electrical 11kV/400V. (attach client reference letters).	25	1 – 3 project(s) = 5 4 – 5 project(s) = 15 6 and more projects = 25
Electrician experience and qualifications in similar work (attach CV`s) Recognised Electrical Trade test.	20	1 – 3 years = 5 >3 – 5 years = 10 More than 5 years = 20
Installation Electrician with Wireman's License and experience to issue Certificate of Compliance COC (attach CV`s)	20	1 – 3 years = 5 >3 – 5 years = 10 More than 5 years = 20
Labourer qualifications in Electrical Engineering certificate	10	N2 – N4 = 5 N5 – N6 or NQF Level 6 or higher = 10
<b>TOTAL</b>	100	
Minimum threshold (failure to meet this threshold your bid will not be evaluated further)	70	

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

#### **4.3 Gate 2: 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.

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<b>FINAL EVALUATION CRITERIA</b>	<b>POINTS</b>
Price	80
Specific goals	20
<b>TOTAL</b>	<b>100</b>

All bids and supporting documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1.

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

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

<b>REQUIRED DOCUMENTS</b>	<b>PRICE &amp; SPECIFIC GOALS</b>
<p><b>Exhibit 1:</b></p> <p>Administrative and mandatory documents <i>(Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1))</i></p>	<p><b>Exhibit 2:</b></p> <p>Pricing Schedule/Quotation</p>
<p><b>Exhibit 2:</b></p> <p>Functionality Responses and Bidder Compliance Checklist for Technical Evaluation</p> <p>Supporting documents for technical responses. <i>(Refer to Section 4.2 - Gate 1: Functionality Evaluation Criteria)</i></p>	<p><b>Exhibit 3:</b></p> <p>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy 2022.</p>

#### **4. BID SUBMISSION**

All bids and supporting documents must be placed or couriered in a bid box situated at N1 North to Makhado, Gateway Weg, Polokwane – Admin Block on or before the stipulated closing date and time as indicated in the SBD1.

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Bids 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
<p><b>Exhibit 1:</b> Administrative and mandatory documents <i>(Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1))</i></p>	<p><b>Exhibit 2:</b> Pricing Schedule/Quotation</p>
<p><b>Exhibit 3:</b> SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022. The Entity will make use of CSD report as a means of verification for point allocation except for disability points that require medical certificate.</p>	

## **5. TERMS AND CONDITIONS**

### **5.1 Supplier Due Diligence**

5.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

### **5.2 Counter Conditions**

5.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

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### **5.3 Negotiation**

5.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post award.

### **5.4 Bid Enquiries**

5.4.1 All enquiries should be in writing to [scmgroup@gaal.co.za](mailto:scmgroup@gaal.co.za) . The closing date for receipt of all enquiries is 6 September 2024. All enquiries beyond the closing date will not be considered.

### **5.5 Communication and Confidentiality.**

5.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).

5.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

5.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

**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/115/2024/2025</b>	CLOSING DATE:	<b>13 SEPTEMBER 2024</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>PROVISION FOR SERVICE, MAINTENANCE AND REPAIRS OF THE ELECTRICAL INFRASTRUCTURE WORKS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.</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>CHRISTIAN MTSHWENI</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"><b>scmgroup@gaal.co.za</b></a>		E-MAIL ADDRESS	<a href="mailto:christian.mtshweni@gaal.co.za"><b>christian.mtshweni@gaal.co.za</b></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

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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
<p><b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b></p>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

- |   |
|---|
| <p><b>1. BID SUBMISSION:</b></p>  |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p>   |
| <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p>  |
| <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> |
| <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>   |
| <p><b>2. TAX COMPLIANCE REQUIREMENTS</b></p>  |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p>   |
| <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p>  |
| <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p>   |
| <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p>   |
| <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST</p>   |

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SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

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

DATE: .....

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SBD 3.1

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

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

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

Name of bidder.....	Bid number: <b>GAAL/115/2024/2025</b>
Closing Time <b>11:00</b>	Closing date: <b>13 SEPTEMBER 2024</b>

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

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**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>1</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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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**

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<sup>1</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.

2.2.1 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>2</sup> 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

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<sup>2</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.

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

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**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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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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	
<b>Total</b>	<b>20</b>	

#### 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

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for the preference(s) shown and I acknowledge that:

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

..... <b>SIGNA TURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DA TE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

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