



• 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/118/2024/2025

**ROUTINE MAINTENANCE, SERVICE, REPAIRS AND STANBDY CALL OUTS
FOR THE STANBY DIESEL GENERATORS TO BE PROVIDED AT
POLOKWANE INTERNATIONAL AIRPORT FOR A PERIOD OF THREE
YEARS.**

A COMPULSORY BRIEFING SESSION TO BE HELD ON

30 SEPTEMBER 2024 AT 12H00

VENUE: POLOKWANE INTERNATIONAL AIRPORT, CONFERENCE HALL.

CLOSING DATE AND TIME OF BID

18 OCTOBER 2024 AT 11H00

BID VALIDITY PERIOD: 150 DAYS FROM THE CLOSING DATE

**INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE,
MAINTENANCE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT
POLOKWANE INTERNATIONAL AIRPORT.**

INVITE FOR THIRTY- SIX (36) MONTHS ROUTINE MAINTENANCE, SERVICE, REPAIRS AND STANDBY CALL OUTS FOR THE STANDBY DIESEL GENERATORS TO BE PROVIDED AT POLOKWANE INTERNATIONAL AIRPORT.

1. PURPOSE:

The purpose of this service request is to invite bids for the period of thirty-six (36) months for routine maintenance, service, repairs, and standby call outs of the standby diesel generators at Polokwane International Airport.

2. BACKGROUND:

GAAL seeks to appoint the services of reputable service provider for provision of routine maintenance, service, repairs, and standby call out of the standby diesel generators at Polokwane International Airport for the period of thirty-six (36) months.

It is a requirement that the airport secures reliable and prompt expert assistance for our generators should they fail and to also minimise operations interruption.

3. REQUIRED SERVICES

The services required are as follows:

- ❖ The provision of routine maintenance, service, repairs and standby for callouts for the standby diesel generators
- ❖ 24-hour availability on call out and turnaround time of 2 hours.
- ❖ Be able to respond to the airport's emergency calls with regards to the standby diesel generators anytime of the day/ night.
- ❖ Callouts and travel costs to be included.

Personnel Required

- Millwright or Diesel Mechanic trade tested
- Auto Electrician trade tested

N.B Please refer to the attached annexure for pricing and full details of specification requirements.

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4. EVALUATION CRITERIA

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

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and Specific Goals Evaluation Criteria (Gate 2)
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 120 points to proceed to Gate 2 (Price and Specific Goals).	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).

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.

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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	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	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	<p>Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals.</p> <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	Supplier must be registered as a service provider on the Central Supplier Database (CSD).
Construction Industry Development Board (CIDB) – EB Grade 2 or higher	YES	Supplier must be registered with the Construction Industry Development Board
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.

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4.2 Gate 1: Functionality Evaluation Criteria

All bidders 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.

CRITERIA	POINTS	SCORING CRITERIA
Experience of similar project of servicing, maintenance, and repairs of diesel standby generators. (Attach contactable reference letters, stipulating years of experience)	35	1 – 3 year(s) = 10 >3 – 5 years = 25 >5 years and more = 35
Number of completed projects of servicing, maintenance, and repairs of diesel standby generators (attach client reference letters)	25	1 – 3 project(s) = 10 4 – 5 project(s) = 15 6 and more projects = 25
Millwright or Diesel Mechanic qualifications in similar work (attach CV`s) (mechanical/ diesel generator engines, alternator and electrical control panel deep sea and others)	15	No qualification = 0 At least N 3 and SAQA Trade Test = 10 N 4 – N 6 and SAQA Trade Test = 15
Millwright or Diesel Mechanic (electrical components including controllers) experience in similar work (attach CV`s with references)	15	1 – 3 years = 5 >3 – 5 years = 10 >5 years and more = 15
Auto Electrician qualifications in similar work (attach CV`s) (Diesel generator alternator and electrical control panel deep sea and others)	15	No qualification = 0 At least N3 and SAQA Trade Test = 10 N4 – N6 and SAQA Trade Test = 15

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Auto Electrician (Fault finding on electrical components, troubleshooting, commissioning and servicing of large diesel generators) (attach CV's with references)	15	1 – 3 years = 5 >3 – 5 years = 10 >5 years and more = 15
TOTAL	120	
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 120. 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.

FINAL EVALUATION CRITERIA	POINTS
Price	80
Specific goals	20
TOTAL	100

4. BID SUBMISSION

All bids and supporting documents must be placed and 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.

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

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Bidders are required to submit their bids and supporting documents in a clearly marked envelopes as follows: -

REQUIRED DOCUMENTS	PRICE & SPECIFIC GOALS
<p>Exhibit 1:</p> <p>Administrative and mandatory documents <i>(Refer to Section 4.1 - Gate 0: Administrative requirements (Table 1))</i></p>	<p>Exhibit 3:</p> <p>Pricing Schedule/Bid offer</p>
<p>Exhibit 2:</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>Exhibit 4:</p> <p>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy 2022.</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 . The closing date for receipt of all enquiries is 11 October 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.

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ANNEXURE

Servicing, maintenance, and Repairs of Standby Generators at Polokwane International Airport.

1. Scope of work: The scope of the work / services to be provided by the contractor is as follows:

- Carry out preventative maintenance and corrective maintenance or repairs of Generators as listed in this Specification.
- The scope also includes a 24hr, Monday to Sunday emergency service as and when required by Polokwane International Airport.
- The contractor will ensure that the unit assigned to him/her works effectively and will point out all equipment defects to Polokwane International Airport.
- The contract duration will be for a period of 36 months.

2. The scope of work shall be Servicing, Repair & Maintenance of Standby Generators listed in the BOQ below, and shall include but not limited to the following:

- Provision of Servicing, Repair and Maintenance services
- Installation of spare parts for Generators as and when recommended by the contractor during semester review of repair & maintenance of Generators.
- Minor Service: All inspections, replacements, and procedures to be done during the minor service shall be carried out semesterly.
- Major Service: All inspections, replacements, and procedures to be done during the major service shall be carried out annually or every 250 hours which ever one come first.

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Normal Working Hours: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays.

3. Contractor, Successful bidder who is appointed by Polokwane International Airport and will be responsible to carry out the works as per this specification.

- Maintenance all planned work shall be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.
- The Contractor shall produce and issue to Polokwane International Airport a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight, the type of work or service done problems experienced, results of inspection, faults found and their priority thereof.
- Polokwane International Airport reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable.
- Possible modernisation quotations for any corrective work required shall be submitted to Polokwane International Airport and on the approval of such quotations the Contractor will correct or repair accordingly.
- The contractor will sign a Service Level Agreement with the Polokwane International Airport. The performance of the Contractor will be discussed on the quarterly basis at meetings scheduled to sit at Polokwane International Airport offices. Performance Items to be discussed will include:

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Services Measure and Expectations

- Contract Performance – the number of breakdowns for specific period.
- The turnaround time to attend to emergency callouts.
- Planned vs. actual progress.
- Submission of reports, invoices, and other administration duties.
- Payment of invoices

Response Times for:

- Emergencies – within 2hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

▪ General Information

- The whole service shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed shall be carried out to the satisfaction of Polokwane International Airport.
 - The contractor shall be or have in his employment an accredited person. Proof must be supplied of the above requirements.
 - The Contractor must have the capacity to be able to work on more than one area at any given time.
-
- Where day to day repairs is to be undertaken, the Contractor shall first estimate the labour and material cost based on the schedule of prices, before proceeding with the job.
 - All material removed to be returned to Polokwane International Airport unless otherwise stated.
 - Compliance certificates to be issued on completion of all new work done at no cost to Polokwane International Airport. Compliance certificates required for existing installations to be priced out at the prescribed set rate.

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4. SAFETY AND PROVISION OF MATERIALS: The contractor is responsible for supply of all material required to repair the faults.

- All material used shall be of high standard (SABS approved)
- The material item price shall be based on standard market related plus the percentage mark-up fee.
- Polokwane International Airport representative reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.

5. Quality Of Work and Workmanship:

- Works with poor workmanship will not be signed off and Polokwane International Airport reserve the right to hold payments until satisfied with the quality of the works.

Non-Compliance:

Safety – the contractor will always ensure that work is performed in accordance with all the prescribed legal prescripts.

- Proof of work done - the contractor shall provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- Qualified personnel - It is a requirement that personnel performing/overseeing works issued to the contractor be qualified in specific trade.

6. Safety Practices & Precautions General Safety.

- It is the responsibility of all parties involved to ensure that safety practices are adhered to the maximum to prevent personnel injury and equipment failure.

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- Safety Definitions and Requirements found in operation rules and procedures (OR&P) and Operation Maintenance Manual (O&MM) are designed to provide valuable source for safety. Use them to prevent injuries and illnesses resulting from unsafe acts or unsafe conditions.
- The service technician must understand the operation of the equipment and the safety measures required to service this equipment.
- Do not work on any equipment unless you understand how the equipment functions and you have been informed of potential hazards.
- Barricades are to be use around where a service will be performed.

7. Maintenance References:

- All electrical and mechanical work will be in accordance with the applicable publications and other relevant regulations and standards.
- OHS Act 85 of 1993 as amended, SABS standards and other applicable standards and regulations.

8. Preventative Maintenance:

- The service provider shall perform maintenance and part replacement in accordance with the Maintenance Service Schedules for Generators contained in this document, below, to ensure continued operation of the organization and compliance with the maximum downtime for all systems or equipment.
- The service provider shall report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the airport.
- The service provider shall arrange with the airport and obtain approval for date, time, and duration when equipment or systems shall be out of service for the purpose of performing preventive maintenance.
- In the event of emergency repairs having to be carried out, the need for such repairs shall be reported immediately to the airport for further instructions.
- The service provider shall furnish a report to the airport indicating the date and time of the failure, the reason for the failure, date, and time when corrective action

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was completed, details of corrective action taken, and results of any post maintenance testing performed to ensure satisfactory operation.

- The service provider shall draw up the necessary Job Cards from the Maintenance Programme, or in response to emergency call outs, or equipment failure, and hand the completed job cards to the airport for verification and acceptance that the work has been duly executed.
 - Record complaints and faults with date, time and details and corrective action taken.
 - Provide and maintain an up-to-date equipment inventory.
 - Preventative Maintenance every six months (Shall include but not limited to the following) check, clean, repair or replace if necessary.
- fan belt: Check condition of fan belt, check tension of fan belt and adjust if necessary and check pulleys of fan belt.
 - Clean radiator air passage and check that the coolant is at the correct level.
 - Pressure Test Radiator.
 - Check that oil cooler air passage is clear- clean/replace if necessary.
 - Check alternator and fan belts.
 - Check all radiator hoses and clamps.
 - Check oil level of fuel pump cam box and governor, Drain, and replace new engine oil if necessary.
 - Check fuel pump drive shaft and couplings.
 - Check oil levels and change oil if necessary.
 - Check fuel filters, primary fuel filters/water traps and replace if necessary.
 - Bleed fuel systems.
 - Replace air and oil filter.
 - Check engine crankcase breather.
 - Cooling system water temperature
 - Fuel injectors and valves.
 - Cooling system coolant

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- Cooling System Supplemental Coolant Additive (SCA) – Test and add.
- Engine Air Cleaner Element (Dual Element) – Replace
- Engine Air Cleaner Element (Single Element) – Replace
- Change lubrication and cooling system.
- All filters
- Check turbo for free rotation and bearing wear.
- Check seal faces of elements, air cleaner hoses and clamps for dust ingress.
- Fit new or clean air filters (washable air filters to be washed 3 times before discarding)
- Check jacket water heater is operating.
- Check that all gauges are in position and secured.
- Bearings
- Indicator lights, indicator lamps, gauges, switches, relays, contactors, solenoids, coils, voltage regulators, sensors, fuses, pressure sensing switches, transformers, power suppliers, battery cables and connections.
- A.C wirings
- Check control panel.
- Transfer panel.
- Circuit breaker panel
- Check battery.
- Check battery charger.
- Check log volts and log amps.
- Check battery water top up if necessary.
- Check battery cable lugs, clean and tighten as required.
- Start engine and run-on load for 20 minutes and record the following (Obtain permission before proceeding)
- Check voltage.
- Check amperage.
- Check Hz.
- Check oil pressure.

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- Check water temperature.
- Check oil temperature.
- Listen for unusual noises.
- Check for oil and water leaks and repair if necessary.
- Check alternator coupling and terminals.
- Blow dust out of alternator/generator.
- Check all air vents on alternator/generator are clean and secured.
- Check fuel tanks.
- Drain off water.
- Check level control switch.
- Check electric pump.
- Check hand pump.
- Check low fuel alarm.
- Check engine cut out alarm.

NOTE: REPORT FOR PREVENTATIVE MAINTENANCE SCHEDULED WORK MUST BE SUBMITTED TO THE AIRPORT FOR APPROVAL.

9. Terms Of Payment

- The terms of payment will be monthly and upon receiving the invoice, Polokwane International Airport shall pay the Contractor within 30 days. This is subject to the invoicing being both correct and free from anomalies.
- All pricing information shall be inclusive of VAT (if applicable).
- No sub-contracting shall be permitted.
- Invoices shall show the period, the lump sum for the maintenance work and the breakdown of all work for which the payment is being claimed for. All non-maintenance invoices shall be presented on a per maintenance unit basis and a fully itemized list of the work being charged for will be incorporated into the invoice. A photocopy of the worksheet which shall indicate entry and exit times from site

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which shall be signed by the Polokwane International Airport representative shall be attached to the invoice and any invoices submitted without this attachment and fully completed to the satisfaction of the Polokwane International Airport will be rejected.

- Additional works shall be separately invoiced, and these shall be submitted monthly. Where such works are covered by the Schedules of Rates the schedules shall be strictly adhered to in preparing the invoice. Works authorized by Polokwane International Airport representative which falls outside the scope of the contract and the Bill of Quantities shall be invoiced separately and fully detailed with the works involved and cross referenced to the issued order number. Polokwane International Airport reserves the right to request the invoice for the material or spare parts purchased by the Contractor on the works done.
- If invoices are presented which do not fully comply with the format as detailed, they will be rejected. All invoices shall portray the identity number of the maintenance unit involved and site location and VAT (if applicable) as a sum of money shall be included within the total monies being claimed. A schedule of accumulative costs shall be submitted each month showing the expenditure to date of non-contract repair works and misuse / vandalism as two separate totals. Polokwane International Airport will accept no liability and/or responsibility for the late payment of the invoices which have been incorrectly addressed by the Contractor.
- No payment shall be made by Polokwane International Airport for any unauthorized service performed by the Contractor.
- The Contractor shall familiarize himself/herself with the present conditions of the maintenance units and submit prices; accordingly, changes to the maintenance contract rates will not be accepted.
- The Contractor shall include for all costs associated with the works for his use to include plant, tools, test equipment, chemicals, sundry materials; temporary lighting, small plant and tools; temporary plant and equipment to maintain operations in breakdowns; off-loading, hoisting and handling of all materials and plant; access to the works, administration and security; transport for staff;

protecting the Works; safety, health and welfare of people; removing rubbish,
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protective casings and coverings away from the site and cleaning the works on completion; temporary screens, hoardings, guard rails, landing barriers, scaffolding and similar items; control of noise, pollution and all other statutory obligations; all necessary attendances in connection with examination and/or tests in compliance with OHS Act Regulations and all necessary management and supervision of the Works.

10. Types of Standby Generators at Polokwane International Airport are as follows,

- 10.1 Volvo, Model – TAD 732 GENERATOR, Code – D2OC183, Ser No – 5310749219, Kw -183,0 and 116 Kva
- 10.2 ROLLS ROYCE 2000 SERIES, Engine number – 8c26676u82506u, Designation - 2006 – TAG, Serial number – 189 and 220 Kva
- 10.3 IVECO, 793755, TIPO 8041 i0655 and 40 Kva
- 10.4 VOLVO PENTRA, Serial no – 53 10934477, Code – D2OC102 and KW – 102,0 KW and 116 Kva

11. Pricing

List rates (Rates to include testing and commissioning)

ITEM	DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	TOTAL
1.1	2 X Minor (Semesterly) Service for 4 Standby Generators	R	R	R	R
1.2	1 X Major (Annual) Service for 4 Standby Generators	R	R	R	R
Sub-Total		R	R	R	R
VAT (if applicable)		R	R	R	R
Total (A)		R	R	R	R

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MAINTENANCE AND REPAIRS SERVICES	YEAR 1	YEAR 2	YEAR 3	TOTAL
Labour rate p/h Mon – Fri (per Millwright/ Diesel Mechanic)	R	R	R	R
Labour rate p/h after hours (per Millwright/ Diesel Mechanic)	R	R	R	R
Labour rate p/h Sat (per Millwright/ Diesel Mechanic)	R	R	R	R
Labour rate p/h Sunday and/or Public Holidays (per Millwright/ Diesel Mechanic)	R	R	R	R
Labour rate p/h Mon – Fri (Auto Electrician)	R	R	R	R
Labour rate p/h Sat (Auto Electrician)	R	R	R	R
Labour rate p/h After Hours (Auto Electrician)	R	R	R	R
Labour rate p/h Sunday and/ or Public Holidays (Auto Electrician)	R	R	R	R
Sub-Total	R	R	R	R
VAT (if applicable)	R	R	R	R
Total (B)	R	R	R	R
Bid Total (A + B)	R	R	R	R
Profit mark-up % for supply of parts (as and when required)	<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>

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**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GAAL/118/2024/2025	CLOSING DATE:	18 OCTOBER 2024	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR THE STANBY GENERATORS 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	CHRISTIAN MTSHWENI	
TELEPHONE NUMBER	087-291-1088		TELEPHONE NUMBER	087-291-1054	
FACSIMILE NUMBER	015-288-0125		FACSIMILE NUMBER	015-288-0122	
E-MAIL ADDRESS	scmgroup@gaal.co.za		E-MAIL ADDRESS	christian.mtshweni@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)? 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 INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.

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 INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.

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/118/2024/2025
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

INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENACE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

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

INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.

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.

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.

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 INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENACE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.

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

INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.

- (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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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,

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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

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]

INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENACE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any 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:

INVITE FOR A THREE-YEAR CONTRACT FOR PROVISION OF INSPECTION, SERVICE, MAINTENANCE AND REPAIRS FOR THE DIESEL STANDBY GENERATORS AT POLOKWANE INTERNATIONAL AIRPORT.