

**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>GAAL100/2022/23</b>	CLOSING DATE:	<b>26 MAY 2023</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>PROVISION OF AIRPORT BUILDING MAINTENANCE GENERAL SERVICES</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>NKhangweni NETSHIFHEFHE</b>	
TELEPHONE NUMBER	<b>087-291-1088</b>		TELEPHONE NUMBER	<b>087-291-1060</b>	
FACSIMILE NUMBER	<b>015-288-0125</b>		FACSIMILE NUMBER	<b>015-288-0122</b>	
E-MAIL ADDRESS	<a href="mailto:scmgroup@gaal.co.za">scmgroup@gaal.co.za</a>		E-MAIL ADDRESS	<a href="mailto:nkhangweni.netshifhefhe@gaal.co.za">nkhangweni.netshifhefhe@gaal.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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	
<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>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
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>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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: .....

## BIDDER'S DISCLOSURE

## SBD 4

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>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.

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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.

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**

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 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.

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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.

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
<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.
- 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:

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

Where

- 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

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

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

**80/20**                      **or**                      **90/10**

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.)***

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	
Enterprises located in rural/township areas	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 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
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

## **SPECIFICATION FOR THE PROVISION OF AIRPORT BUILDING MAINTENANCE GENERAL SERVICES FOR A PERIOD OF 36 MONTHS.**

### **1. INTRODUCTION**

Gateway Airport Authority Limited (GAAL) seeks to appoint suitably qualified, reputable, and experienced service provider for the provision of building general maintenance at Polokwane International Airport for a period of 36 months.

### **2. SCOPE OF WORK**

**2.1 The scope of work related to building general maintenance includes the following services.**

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QUANTITY /AREA</b>
1.	Evaluation of the condition of the roofs and their related fittings, for the terminal building and other related buildings such as Admin building, old terminal building, and the tower.	Approximately 3000 square meters
2	Minor maintenance of roofs and their related fittings, for the terminal building and other related buildings such as Admin building, old terminal building, and the tower.	Approximately 3000 square meters
3.	Repairs and or replacement of tiling and flooring of buildings as mentioned above.	On demand
4.	Painting of walls and doors.	On demand
5.	Repairing and or replacing and fitting doors and handles.	On demand
6.	Repairs, replacement, and fitting of cupboards, and sink.	On demand
7.	Remove, replace and disposal of broken glasses	On demand
8.	Minor construction and improvements to building	50 square meters



9.	Repair, Service, Supply and install independent air-conditioning systems (refer to attached Annexure A).	On demand
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## 2.2 Pricing schedule

Description of work	Pricing (including all applicable taxes) excluding supplies
Repairs and maintenance of, roofs and their related fittings, for the terminal building and other related buildings such as Admin building, old terminal building, and the tower (rate per m <sup>2</sup> ).	R
Repairs and or replacement of tiling and flooring of buildings as mentioned above (rate per m <sup>2</sup> ).	R
Painting of walls and doors (rate per m <sup>2</sup> )	R
Repairing and or replacing and fitting doors and handles – rate per hour	R
Repairs, replacement, and fitting of cupboards, and sink – rate per hour	R
Removal of broken glasses and fitting of new glasses – rate per hour.	R
Minor construction and improvements to building (rate per m <sup>2</sup> )	R
Repair, Service, and install independent air-conditioning systems (refer to Annexure A) – rate per hour	R
<b>Total</b>	<b>R</b>
Mark-up on supply of required material	%
Travelling – rate per km	R
Accommodation – rate per night	R

## 3. EVALUATION CRITERIA

All bids will be evaluated in terms of administrative 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 3.1 (Table 1) below.  Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 60 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).

### 3.1 : 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.**

<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.
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> <li>▪ Proof of address not older than three (3) months</li> </ul>
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).
Proof of valid registration with National Home Builders Registration Council and or any other building construction related regulating bodies	YES	Supplier must submit proof of registration with National Home Builders Registration Council (NHBRC) or any relevant regulating body.
Construction Industry Development Board: General Building (GB) Grade 3 /or higher	YES	Supplier must submit proof of valid CIDB certificate.
Pricing Schedule / Quotation	YES	Pricing structure must be completed in full for all service quotations. 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.

### 3.2. Gate 1: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only bidders that have met the administrative requirements in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 60 points to proceed to Gate 2 for Price and Specific goals evaluations; and

**Evaluation Criteria for Functionality is as Follows:**

CRITERIA	POINTS	SCORING CRITERIA
Experience of the company in general building maintenance. (Attach contactable reference letters stipulating number of years of experience).	25	1 – 3 year(s) = 5 4 -5 years = 10 Years 6 and more = 25
Number of projects completed for the general building maintenance. (Attach contactable reference letters)	25	1 – 3 project(s) = 5 4 – 5 projects = 10 Project 6 and more = 25
Number of years of experience of team leader in similar project (attach CV's and certified copies of qualifications),	25	1 – 3 year(s) = 10 4 – 5 years = 15 Years 6 and more = 25
Established Operation offices in RSA (attach proof of address as indicated and appears on SBD 1 and on CSD) for example Municipal Bill Account / Lease Agreement / Chief Letter not older than three (3) months.	25	Outside Limpopo Province = 10 Limpopo Province = 15 Capricorn District = 25
<b>TOTAL</b>	100	
Minimum threshold (failure to meet this threshold your bid will not be evaluated further)	60	

**The maximum points that can be scored on functionality equals to 100.**

**Bidders scoring less than 60 points will be disqualified.**

Bidders that fail to meet the minimum threshold for functionality will be disqualified.

Thereafter, **only the qualifying bids will be evaluated in terms of the 80/20.**

### 3.2 Gate: 1 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
<b>TOTAL</b>	<b>100</b>

### 4. BID SUBMISSION

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

REQUIRED DOCUMENTS	PRICE & SPECIFIC GOALS
<b>Exhibit 1:</b>  Administrative and mandatory documents <i>(Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1))</i>	<b>Exhibit 2:</b>  Pricing Schedule/Quotation
<b>Exhibit 3:</b>  Functionality Responses and Bidder Compliance Checklist for Technical Evaluation Supporting documents for technical responses. <i>(Refer to Section 3.2 - Gate 1: Functionality Evaluation Criteria)</i>	<b>Exhibit 4:</b>  SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022.

## **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.

### **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 19 May 2023. 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.

## **5.6 Permit**

5.6.1 Bidders must take into consideration the provision of Personnel Permit of R120.00 per person and R550.00 per motorised equipment /or motor vehicle to be used.

## **5.7 Required Airside Personal Protective Equipment**

**5.7.1 Hearing Protection** shall conform to OHS ref: SANS 1451 Parts 1 -2. Hearing Protection can be any approved product of Earmuffs, Earpieces, Ear Plugs and can be of the disposable or reusable type.

**5.7.2 Safety Shoes/ boots** shall conform to EN345 SB standards as a minimum requirement.

**5.7.3 High Reflective Jacket**

### **5.7.4 Head Protection**

- SABS Approved.
- Adjustable easy snap-on ratchet headband fixed to four anchoring points located on the inner shell of the hard hat.
- Foam cushion front sweatband in the front of the helmet provides extra comfort with sweat absorption for the forehead area.
- SANS 1397: 2003.

## **5.8 Safety**

5.6.1 Bidders must provide Occupational Health and Safety File that is suitable for site.



## 5.10 Training requirements (as per SACATS PART 139-02-34 to 35)

5.10.1 Bidders are expected to undergo for the following trainings at their own cost by recognised Aviation Training Organisation.

- 5.10.1.1 Airside Induction Training (AIT)
- 5.10.1.2 Airside Vehicle Operator's Permit (AVOP)
- 5.10.1.3 Security Awareness

### ANNEXTURE A

OFFICE	DESCRIPTION	QUANTITY
CAR RENTAL OFFICE	PANASONIC 48000BTU CEILING CASSETTE	2
AVIS BUDGET MANAGER'S OFFICE	THERMOCOLD 9000BTU SPLIT UNIT - REGAS	1
MAIN OFFICE	THERMOCOLD 18000BTU SPLIT UNIT	1
ADMIN	SAMSUNG 9000BTU SPLIT UNIT	2
ADMIN	PANASONIC 48000BTU CEILING CASSETTE	1
WAITING AREA	CARRIER 48000BTU CEILING CASSETTE	1
HR OFFICE	SAMSUNG 9000BTU SPLIT UNIT	2
BOARDROOM	PANASONIC 48000BTU CEILING CASSETTE	2
REGISTER OFFICE	PANASONIC 48000BTU CEILING CASSETTE	1
CAR RENTAL	PANASONIC 48000BTU CEILING CASSETTE	2



SERVER ROOM 045 (POLICE)	CARRIER 18000BTU SPLIT UNIT -	1
TOWER	TLC 36000BTU CEILING CASSETTE	2
SERVER ROOM	TLC 24000BTU SPLIT UNIT	2
SERVER ROOM	JET-AIR 24000BTU SPLIT UNIT	1
CCR ROOM	JET-AIR 32000BTU SPLIT UNIT	2
JOC /ECC	TLC 36000BTU CEILING CASSETTE	2
CHIEF SAFETY OFFICER OFFICE	YORK 18000BTU CEILING CASSETTE	1
SERVER ROOM SECURITY	GOLDAIR 12000BTU SPLIT UNIT	2
TERMINAL MAIN DISTRIBUTION BOARD MINI SUB 2	YORK 36000BTU SPLIT UNIT	1
CEO OFFICE	JET-AIR 32000BTU SPLIT UNIT	1
HOME AFFAIRS	SAMSUNG 12000BTU SPLIT UNIT	1
OLD CHARGE OFFICE	YORK 36000BTU SPLIT UNIT -	2