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APPOINTMENT OF MULTIPLE SERVICE PROVIDERS FOR PLUMBING SERVICES AT POLOKWANE INTERNATIONAL AIRPORT.

1. Introduction

Gateway Airport Authority Limited (GAAL) seeks to appoint suitably, qualified, reputable and experienced multiple service providers for rendering plumbing services for the period of three (03) years at Polokwane International Airport underground water infrastructure, properties and systems.

2. Background

A large portion of water pipes was installed long time ago and outlived their usefulness resulting in an ever growing of the water breaks that lose thousands of litres of water per annum at a high cost of repairs and maintenance.

The system includes firefighting booster pump station, hydrant and hose reels; water supply system which are required to always be fully functional as per the Civil Aviation Regulations Part (CAR) and CATS 139.02.15(i) ***The aerodrome operator shall ensure that there is rapid refilling capability at the aerodrome to ensure that the fire vehicles are rapidly replenished during an emergency.***

We also rely on the same water system for use in the buildings and tenants' spaces which is also vital for the business continuity.

3. Scope of work

- ❖ Responding to any emergencies calls within a maximum of four (4) hours from the time of logging a call.
- ❖ Unblocking of the system when the need arises.
- ❖ Correcting of all defects which are there as a matter of urgency.
- ❖ Replacement of all damages or broken items.
- ❖ Submit the cost in rate per call.
- ❖ Submit the cost per hour.

Pricing schedule

Description	Unit	Rate
The bidder will indicate what percentage markup will be added to material used	%	
The bidder indicate what percentage markup will be added for hire or use of his own specialist equipment (proof of cost per hour must be submitted within invoices)	%	
The bidder must tender his total cost per hour per artisan and labourer to perform plumbing service during normal working hours	Per Artisan	R
	Per Labourer	R
The bidder must tender his total cost per hour per artisan and labourer to perform plumbing service after normal working hours	Per Artisan	R
	Per Labourer	R
The bidder must tender his total cost per hour per artisan and labourer to perform plumbing service on Sunday and paid public holidays.	Per Artisan	R
	Per Labourer	R
The bidder must indicate travelling fee per kilometre	Rate per km	R



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The provision of materials will be addressed between the service provider and the airport. Since the service is of emergency importance, the service provider must indicate their response time.

4. Equipment and materials

The following are to be provided by the Service provider:

- ❖ All plumbing equipment and tools required for repairs and / or installations.
- ❖ Materials for repairs.
- ❖ Payment for access permit to restricted areas.

Below table includes the costs 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
Issue after loss	Rate
1 st issue	R 160.00
2 nd issue	R 300.00
3 rd issue is prohibited	

Vehicle Permit	Rate
Operational vehicle 12 months	R 550.00
Temporary Operational Vehicle	
1 day	R 35.00
2 – 3 days	R 70.00
4 – 30 days	R 100.00

5. EVALUATION CRITERIA

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

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Administrative (mandatory) Criteria (Gate 0)	Pre-qualification Criteria (Gate 1)	Functionality Evaluation Criteria (Gate 2)	Price and B- BBEE Evaluation Criteria (Gate 3)
<p>Bidders must submit all documents as outlined in paragraph 5.1 (Table 1) below.</p> <p>Only bidders that comply with all these criteria will proceed to Gate 1.</p>	<p>Pre-qualification criteria for preferential procurement applicable to this bid shall be to a bidder having a minimum B-BBEE status level of contributor of level 1 to 3.</p> <p>Any bidder not meeting this B-BBEE requirement will be disqualified.</p>	<p>Bidder(s) are required to achieve a minimum of 65 points out of 100 points to proceed to Gate 3 (Price and B-BBEE).</p>	<p>Supplier(s) will be evaluated on price (weighted price) and B-BBEE claimed points.</p> <p>Original certified copy of B-BBEE certificate (by SANAS recognised agency) or CIPC Original Sworn signed Affidavit</p>

5.1 Gate 0: Administrative (mandatory) requirements

Bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly 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) proposal 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.
Pricing Schedule (Non-firm prices) – SBD 3.1	YES	Complete (it must be submitted in a separate envelope) .
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on B-BBEE and will lead to elimination of the bid offer in terms of Clause 5.2.
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied pro forma document.
B-BBEE certificate/ Original signed Sworn Affidavit	YES	A bidder that fails to meet the pre-qualification criteria for preferential procurement mentioned in paragraph 5.2. shall be disqualified.
Proof of registration with Construction Industry Development Board (CIDB)	YES	Bidders are required to submit their proof of registration at closing date.
Proof of registration with Plumbing Industry Sector.	YES	Bidders are required to submit their proof of registration at closing date, for example, Institute of Plumbing South Africa (IOPSA)/Plumbing Industry Registration Board (PIRB)
Pricing Schedule	YES	Pricing structure must be completed in full for all service categories and be put in a separate envelope. 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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5.2 Gate 1: Pre-qualification Criteria

The pre-qualification criteria for preferential procurement applicable to this bid shall be to a bidder having a minimum B-BBEE status level of contributor of level 1 to 3. Any bidder not meeting this B-BBEE requirement will be disqualified.

Bidders must submit B-BBEE certificate (recognised by SANAS agency or CIPC)/or **Original** signed Sworn Affidavit.

5.3 Gate 2: Functionality Evaluation Criteria

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

Only Bidders that have met the Pre-Qualification Criteria in (Gate 1) will be evaluated in Gate 2 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 65 points to proceed to Gate 3 for Price and B-BBEE evaluations; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality is as Follows:

CRITERIA	RATING	WEIGHT
Relevant Experience of Key Personnel (attach comprehensive CVs)	1 – 2 years = 10 3 – 4 years = 20 5 – 6 years = 30 7 year and above = 40	40

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Number of plumbing projects completed (attach contactable reference letters)	2 - 4 Projects = 10 5 - 6 Projects = 20 7 - 8 Projects = 30 9 (plus) Projects = 40	40
Bidder's demographic (submit proof of business address that has been in existence for not less than 12 months, i.e. municipal water and rates letter, lease agreement, Chief / Council letter)	Any other municipality = 5 Limpopo based municipality = 30	20
TOTAL		100

The maximum points that can be scored on functionality equals to 100. Bidders scoring less than 65 points will be disqualified.

Bidders that fail to meet the minimum threshold for functionality will be disqualified. Thereafter, **only the qualifying bidders will form part of selected panel of plumbers.**

5.4. Gate 2: Preference Point System,

Only suppliers that have met the 65 points thresholds in Gate 1 will be evaluated in Gate 2 for price and B-BBEE

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for B-BBEE as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
B-BBEE	20
Total	100



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SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

6.1. Terms and conditions:

6.1.1. The individuals proposed for professional work on the project shall remain on the project unless the airport grants permission to charge the proposal. Such permission will only be granted in exceptional circumstances.

6.1.2. No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the airport, except where authorized in writing to do so. All information will be held strictly confidential. The successful service provider will be required to sign a confidentiality agreement with the airport.

6.1.3. Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment, shall vest in the airport.

6.1.4. The airport reserves the right to amend, modify or withdraw this TOR document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Prospective service providers.

6.1.5. Any briefing notes which may be issued by the airport to the Bidder/s should be considered as part of this TOR. Furthermore, in the event that the negotiations between the airport and the preferred Bidder/s fail with regard to the conclusion of a Service Level Agreement, the airport reserves its right



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not to appoint the Preferred Bidder/s without incurring any liability to compensate or reimburse the Preferred Bidder/s.

6.1.6. Neither the airport, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this TOR document. And nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

6.1.7. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.

6.1.8. A proposal submitted by a partnership must be accompanied by a written partnership agreement.

6.1.9. A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:

- a) the conditions under which the consortium will function;
- b) Its period of duration;
- c) The persons authorized to represent it;
- d) The participation of the several parties forming the consortium;
- e) The benefits that will accrue to each party;
- f) Any other information necessary to permit full appraisal of its functioning.



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6.1.10. The costs of preparing proposals and of negotiating the contract will not be reimbursed.

6.1.11. The preferred Bidder will be required to enter into a Service Level Agreement (SLA) prior to appointment.

6.1.12. The airport is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from short-listed bidders before final selection. The airport also reserves the right to call interviews with short-listed bidders before final selection, and to negotiate price.

6.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business seven (7) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person.

6.1.14. Bidders may not contact the airport on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effect by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.

6.1.15. Bid submission requirements must be completed in sections and appendices provided in the bid document.

7. 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.



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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 bids and supporting documents in a clearly marked envelopes as follows:

REQUIRED DOCUMENTS	PRICE & B-BBEE
Exhibit 1: Administrative and mandatory documents <i>(Refer to Section 5.1 - Gate 0: Administrative requirements (Table 1))</i>	Exhibit 3: Pricing Schedule/Quotation
Exhibit 2: <ul style="list-style-type: none"> • Functionality Responses and Bidder Compliance Checklist for Technical Evaluation • Supporting documents for technical responses. <i>(Refer to Section 5.3 - Gate 2: Functionality Evaluation Criteria)</i>	Exhibit 4: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017. Original certified copy of B-BBEE certificate (by SANAS recognised agency) or CIPC Original Sworn signed Affidavit

8. CONTACT DETAILS

Supply Chain Management: Julius Ramatjie

E-mail address: julius.ramatjie@gaal.co.za or scmgroupp@gaal.co.za

For Technical enquiries: Ludwick Nembambula

E-mail address: Ludwick.nembambula@gaal.co.za

9. Site visit of bidder's premises by GAAL

The airport may at its discretion, as part of its bid evaluation process, conduct a physical site inspection to ascertain

- (i) The physical location of the offices.



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- (ii) Whether company have staff under its payroll.
- (iii) If the minimum equipment is available.