

GATEWAY AIRPORT AUTHORITY LIMITED

DESIGN, SUPPLY, AND INSTALLATION OF AERODROME SIGNAGE AT POLOKWANE INTERNATIONAL AIRPORT

1.1. SCOPE OF WORK

The Gateway Airport Authority Limited (GAAL) is mandated by the South African Civil Aviation Authority (SACAA) and other legislation to provide infrastructure and service the airport to ensure air traffic safety and security. To enable GAAL to execute its mandated the institution intends to execute the project and thus requires civil and electrical engineering contractors to assist with the construction works.

1.2. Background

The airport consists of taxi ways which is a strip of tar used by air crafts to take positions after landing or preparing to take off from the airport and runways are also a wider strip of tar used by aircrafts when arriving to the airports and when they take-off from the airport to different destinations across the world. There are different signs and markings on the runways and taxi ways which determines the movement, direction, speed and location of the aircraft when they arrive or depart from the airport.

The project consists of removal of the old signage on the sides of the taxi ways and runways and replacing with the new Trans illuminated signs meant for use by code 4 aircraft. The new signs shall be placed inside a light box which are situated on different positions on the runways and taxi ways facing directions of the aircraft. The light boxes shall be placed on an existing concrete slab mounted to the steel light boxes.

The light boxes shall be electrified to illuminate the light boxes signs especially during the night.

1.3. Description of Work

1.3.1. Overview of Works

The work involves mainly the removal of existing old signage's and replacing with new trans illuminated signs which are meant to be used by code 4 aircraft. The sign face sheets are of thin translucent plastic polypropylene or acrylic sheet. Most of the signages are to be back-to-back as specified.

The work involves mainly the replacement of existing aerodrome signs with new illuminated signs including electrical works. The work shall be carried out in terms of the ICAO – Annexure 14 Volume 1 (Aerodrome Design and Operations) and the South African Bureau of Standards, standardized specification for Civil Engineering Construction, SANS 1200.

1.3.2. Extent of Works

The works to be done on the runways and taxi ways shall include but not limited to the following:

- Site establishment.
- Provision of Safety, Health, Environment, and quality management team.
- Dismantling of existing mandatory signs (Red background and white lettering) and replacing with the same but new trans illuminated signs.
- Dismantling of existing Direction signs (Yellow background and black lettering) and replacing with the same but new trans illuminated signs.
- Dismantling of existing Location signs (Black background and yellow lettering with yellow borders) and replacing with the same but new trans illuminated signs.
- Installation of sign light boxes on the existing concrete base.
- Electrifying the sign light boxes to illuminate the signs.

N.B: BIDDER TO VERIFY ALL THE QUANTITIES PRIOR TO THE PRICING OF THE DOCUMENT.

1.4 Location of the Works

The site of works is located at:

Polokwane International Airport, site coordinates: **(23° 51' 34.95" S 29° 27' 12.50" E)**.

The entire works will be within the airport on the runways and taxi ways.

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1.5. DRAWINGS

1.5.1. CONTRACT DRAWINGS

The following is a list of contract drawings included in the Tender Document under part: C5 “Contract Drawings.”

| Drawing Number | Description |
|------------------------|---|
| PO9148/11/2020 –AS-001 | Site Layout Plan and Sign Light box details |

2. EVALUATION CRITERIA

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

| Pre-qualification Criteria (Gate 0) | Administrative (mandatory) Criteria (Gate 1) | Functionality Evaluation Criteria (Gate 2) | Price and B-BBEE Evaluation Criteria (Gate 3) |
|---|--|---|--|
| <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>Bidders must submit all documents as outlined in paragraph 2.2 (Table 1) below.</p> <p>Only bidders that comply with all these criteria will proceed to Gate 2.</p> | <p>Bidder(s) are required to achieve a minimum of 50 points out of 80 points to proceed to Gate 3 (Price and B-BBEE).</p> | <p>Bidder(s) will be evaluated on price (weighted price) and B-BBEE claimed points</p> |

2.1 Gate 0: 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.

2.1 Gate 1: 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.

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

| Document that must be submitted | Non-submission will result in disqualification. | |
|--|---|---|
| Original Bid Documents | YES | Duly completed and signed. |
| 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 (Firm price) – 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 2.1. |
| 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. |
| Proof of registration on Central Supplier Database (CSD) (CSD report or MAAA..... on SBD 1) | YES | The bidder must be registered as a service provider on the Central Supplier Database (CSD). |
| B-BBEE certificate (recognised by SANAS agency or CIPC/ Original signed Sworn Affidavit | YES | A bidder that fails to meet the pre-qualification criteria for preferential procurement mentioned in paragraph 2.1. shall be disqualified. |
| Proof of registration with Construction Industry Development Board (CIBD) | YES | Bidders are required to submit a valid certified copy of CIBD Grade 2EP or higher |
| Proof of registration as an electrical contractor with Department of Labour – Electrical Installation Regulation | YES | Bidders are required to submit proof of company registration. |
| 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. |

2.3 Gate 2: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria. Only Bidders that have met the mandatory requirements in (Gate 1) will be evaluated in Gate 2 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 80 points and are required to achieve minimum threshold of 50 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 |
|---|---|-----------|
| Bidder's previous experience in electrical services or similar as advertised (attach contactable reference letters with clear duration) | 1 year experience = 10 2 - 3 years' experience = 20 4 - 5 years' experience = 30 6 years (plus) = 40 | 40 |
| Number of electrical projects completed (attach contactable reference letters) | 1 Project = 10 2 - 3 Projects = 20 4 - 5 Projects = 30 6 (plus) Projects = 40 | 40 |
| TOTAL | | 80 |

The maximum points that can be scored on functionality equals to 80. Bidders scoring less than 50 points will be disqualified.

Bidders that fail to meet the minimum threshold for functionality will be disqualified. Thereafter, **only the qualifying proposals will be evaluated in terms of the 80/20.**

2.4 Gate 3: Preference Point System,

Only Bidders that have met the 50 points threshold in Gate 2 will be evaluated in Gate 3 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 |

3. SPECIAL CONDITIONS OF BIDDING AND BID SUBMISSION REQUIREMENTS

3.1. Terms and conditions:

3.1.1. 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.

3.1.2. 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.

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

3.1.4. 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.

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

3.1.6. 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.

3.1.7. 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.

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

3.1.9. 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.

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

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

3.1.12. 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.

3.1.13. Bidders may ask for clarification on this TOR or any of its Annexures up to close of business five (5) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person.

3.1.14. 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.

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

4. Proposal Submission

Bid 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.

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

Bidders are required to submit their bids in two clearly marked envelopes as follows:-

| ENVELOPE 1 (FUNCTIONALITY) | ENVELOPE 2 (PRICE & B-BBEE) |
|---|--|
| <p>Exhibit 1:</p> <p>Pre-qualification criteria <i>(Refer to Section 2.1 - Gate 0: Minimum B-BBEE status level of contributor.</i></p> <p>Administrative and mandatory documents <i>(Refer to Section 2.2 - Gate 1: Administrative requirements (Table 1))</i></p> | <p>Exhibit 1:</p> <p>Pricing Schedule <i>(Refer to Bill of quantity (BOQ) – Pricing Structure)</i></p> |
| <p>Exhibit 2:</p> <ul style="list-style-type: none"> • Functionality Responses and Bidder Compliance Checklist for Technical Evaluation • Supporting documents for technical responses. | <p>Exhibit 2:</p> <p>SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017.</p> |

| | |
|--|--|
| <i>(Refer to Section 2.3 - Gate 2: Functionality Evaluation Criteria)</i> | |
| Exhibit 3: General Conditions of Contract (GCC) | |
| Exhibit 4: <ul style="list-style-type: none"> • Company Profile • Any other supplementary information | |

5. Project Enquiries

For technical enquiries:

Contact person: Ms. Evelyn Magagane

E-mail address: evelyn.magagane@gaal.co.za

For administrative enquiries:

Contact person: Mr Julius Ramatjie

Email address: scmgroup@gaal.co.za