

AIR TRAFFIC AND NAVIGATION SERVICES SOC. LTD**REPUBLIC OF SOUTH AFRICA****REQUEST FOR PROPOSALS: ATNS/ATA/RFP02/2022/23/CANTEEN****APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CANTEEN AND
CATERING SERVICES AT THE ATNS AVIATION TRAINING ACADEMY FOR
A PERIOD OF THREE (3) YEARS****JULY 2022**

The information contained within this document is confidential to ATNS in all respects and it is hereby acknowledged that the information as provided shall only be used for the preparation of a response to this document. The information furnished will not be used for any other purpose than stated and that the information will not directly or indirectly, by agent, employee or representative, be disclosed either in whole or in part, to any other third party without the express written consent by the Company or its representative.

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CANTEEN AND CATERING SERVICES AT THE ATNS AVIATION TRAINING ACADEMY FOR A PERIOD OF THREE (3) YEARS

| | |
|--|--|
| RFP REFERENCE NUMBER: | ATNS/ATA/RFP03/2022/23/CANTEEN |
| CLOSING DATE: | 11 th August 2022 |
| CLOSING TIME: | 13h00, CAT (no late, electronic and or facsimile responses will be accepted) |
| COMPULSORY SITE INSPECTION | <p>DATE: 26th July 2022</p> <p>VENUE: ATNS, Aviation Training Academy Gate 14 Bonaero Drive, Bonaero Park, Kempton Park, 1619</p> <p>TIME: 10h00-12:00h00</p> <p>Bidders who are interested to attend must send an email to tenders@atns.co.za and BusisiweMo@atns.co.za to get an access to the premises.</p> |
| BID VALIDITY PERIOD: | 180 days (Commencing from the closing date) |
| RETURNABLE DOCUMENTS | <ul style="list-style-type: none"> • VALID TAX COMPLIANCE REPORT AND AND SARS PIN • VALID B-BBEE CERTIFICATE (SANAS APPROVED) OR SWORN AFFIDAVIT • LATEST CSD REPORT • FULLY COMPLETE AND SIGNED SBD FORMS. |
| MANDATORY REQUIREMENTS | <ul style="list-style-type: none"> • Public liability cover . • Letter of Good Standing (COID) • Health Certificate (Certificate of Acceptability)-to ensure compliance with Occupational Health and Safety Act - Provision of a valid certificate of acceptability from the local municipality |
| DESCRIPTION: | Appointment of a service provider to provide canteen and catering services at the ATNS Aviation Training Academy (ATA) for a period of three (3) years |
| DEPOSITED IN THE BID BOX SITUATED AT: | <p>ATNS Company Limited, Eastgate Office Park, Block C, South Boulevard Road, Bruma,2298 OR</p> |

| | |
|--------------------------------|---|
| | Should a bidder require to submit their documents online, they must send an email to tenders@atns.co.za to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description. |
| PROCUREMENT SPECIALIST: | Busisiwe Molapisi |
| TELEPHONE: | (NB due to COVID 19 Pandemic, only contact via e-mail. |
| E-MAIL: | BusisiweMo@atns.co.za |

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)

BIDDING STRUCTURE

| | |
|--|--|
| Indicate the type of Bidding/Biding Structure by marking with an 'X' | |
| Individual Bidder | |
| Joint Venture | |
| Consortium | |
| With Sub-Contractors | |
| Other | |

| | |
|-------------------------|--|
| If Individual: | |
| Name of Bidder | |
| Registration Number | |
| VAT Registration Number | |
| Contact Person | |
| Telephone Number | |
| Fax Number | |
| Cell Number(s) | |
| E-mail Address | |
| Postal Address | |
| Physical Address | |

| | |
|--|--|
| If Joint Venture or Consortium, indicate the name/s of the partners: | |
| Company Name | |
| Registration Number | |
| VAT Registration Number | |
| Contact Person | |
| Telephone Number | |
| E-mail Address | |
| Fax Number | |
| Postal Address | |
| Physical Address | |

| | |
|---|-----------|
| HAS AN ORIGINAL VALID TAX COMPLIANCE REPORT AND PIN REPORT BEEN SUBMITTED FOR CONSORTIUM, JOINT VENTURE AND/OR SUB CONTRACTORS | |
| YES | NO |
| | |

| | |
|---|--|
| PLEASE INDICATE THE TYPE OF YOUR COMPANY E.G. PRIVATE COMPANY OR CLOSED CORPORATION OR OTHER | |
| Indicate the Type of Company | |

SIGNATURE OF BIDDER:

..... DATE:

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

IMPORTANT NOTICE

The information contained herein, is given without any liability whatsoever to Air Traffic & Navigation Services Company Limited (ATNS) and no representation or warranty, express or implied, is made as to the accuracy, completeness or thoroughness of the content of this Request for Bid (RFB).

This RFB is for the confidential use of only those persons/companies who are participants of this RFB. Each recipient acknowledges that the contents of this RFB are confidential and agrees that it will not without the prior written consent of ATNS, reproduce, use or disclose such information in whole or in part, to any other party other than as required by law or other regulatory requirements.

The Bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.

The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

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1 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

1.1 *Background and Introduction*

The Air Traffic and Navigation Services (ATNS) Company of South Africa is the major provider of air traffic management, communication, surveillance, navigation and associated services (including training) within South Africa. ATNS manages 10% of the world's airspace.

Standing strong with over 1100 employees, ATNS strives to continuously provide safe airspace, orderly, expeditious and efficient management of Air Traffic Management services. The company operates at 21 aerodromes within the country, including OR Tambo, Cape Town and King Shaka International Airports.

In the rest of the African Continent, ATNS provides amongst others the Aeronautical Satellite Communication (VSAT) networks.

This service extends from Cape to Cairo interconnecting more than 33 states in Africa and Middle East. Other services include ATS and technical training, WGS 84 surveys, airspace design, AIP documentation, billing and consultancy services.

Vision

ATNS's Vision is to be the preferred supplier of air traffic management solutions and associated services to the African continent and selected international markets.

Mission

Our Mission is to provide safe, expeditious and efficient air traffic management solutions and associated services, whilst ensuring long-term economic, social and environmental sustainability.

- Our business is driven through our embedded Values, being:
- Accountability
- Safety and customer service
- Continuous improvement and innovation
- Employee engagement and development
- Fairness and consistency
- Open and effective communication

The Air Traffic and Navigation Service Company Limited (ATNS) is a State-Owned Company (SOC), established in 1993 in terms of the ATNS Company Act (Act 45 of 1993) to provide air traffic management solutions and associated services on behalf of the State. These services accord with International Civil Aviation Organisation (ICAO) standards and recommended practices, and the South African Civil Aviation Regulations and Technical Standards. As an air navigation services provider (ANSP), ATNS is governed by the nation's legislative and administrative framework.

ATNS is also a commercialised ANSP operating on the "user pays" principle that relies on current revenues and debt funding for its operational and capital expenditure requirements.

Our business offerings are divided into Regulated and non-regulated activities:

Regulated Business

At present 90% of ATNS's revenue is facilitated through its regulated business:

Air navigation services and infrastructure

The principal activities of ATNS's regulated business encompass the planning, operating and maintenance of safe and efficient air traffic management services in the airspace for which the State is responsible. Airspace infrastructure consists of the following main components:

- Communications, navigation and surveillance (CNS) infrastructure.
- Auxiliary aviation services, such as aeronautical information publications, flight procedure design and aeronautical surveys.
- Air traffic management.

ATNS's infrastructure development is informed by user expectations and regulatory requirements at a global level; as well as the needs of the air traffic management (ATM) community and new enabling technologies.

Air traffic service charges

As a monopoly service provider, ATNS is regulated economically by the Economic Regulating Committee (RC) that is a statutory body formed and appointed by the Shareholder, the Department of Transport (DoT). The RC is empowered by the ATNS Company Act (Act 45 of 1993) to issue permission to ATNS. The permission regulates the increase in specified tariffs that ATNS can issue and lays down minimum service standards requirements for the regulated business. ATNS is, through the permission, authorised to levy air traffic service charges on users (aircraft operators) for the use of air navigation infrastructure and/or the provision of an air traffic service. The permission has a five-year life span.

Training institution

ATNS runs a successful training institution as a division within the Company, namely: the Aviation Training Academy (ATA). The ATA provides a full range of air traffic services training, technical support training and related training to delegates in South Africa and the broader African continent in the disciplines of engineering, air traffic services and management. The ATA is an ISO9001:2000 accredited institution and has international cooperation agreements in place with partners, enabling the academy to maintain mutually beneficial partnerships in the presentation and accreditation of international courses in air traffic services (ATS). The ATA is a world-renowned academy, and in both 2012 and 2013 was formally recognized as the International Air Transport Association (IATA) Worldwide Top Regional Training Partner.

Non-Regulated Business

ATNS's non-regulated business currently contributes 10% of the Company's revenue. The non-regulated business encompasses a long-term strategy to facilitate regional expansion through a subsidiary vehicle presently known as "ATNS International". ATNS International will enable the Company to take a more robust and agile stance in the non-regulated business market without posing undue risks to its regulated market and Shareholder. It will also enable ATNS to enter into joint ventures and partnerships with

external suppliers so that the Company can harness more valuable market opportunities and extend its regional influence and reach.

Additional information is available on ATNS website – www.atns.co.za

1.2 **Purpose of the Bid**

ATNS invites Bidders to tender for appointment of a service provider to provide canteen and catering services at the ATNS Aviation Training Academy for a period of three (3) years

2 **PURPOSE OF THE BID**

- ATNS Aviation Training Academy (the Company) invites Bidders to tender for appointment of a service provider to provide the ATNS Aviation Training Academy with canteen and catering services for period of three (3) years. The purpose of this document is to detail the scope of work, incorporating the tasks and responsibilities of the Service Provider, required by ATNS Aviation Training Academy for Canteen and Catering Services.

3 **BACKGROUND:**

ATNS Aviation Training Academy which is based in Bonaero Drive, Bonaero Park intends to outsource the Canteen and Catering Services to qualified and experienced Service Provider to discharge the subject responsibilities the company intends to enter into a Service Level Agreement with a Service Provider who is to provide the required services. The services to be rendered will be at the Service Provider's own account, taking responsibility for all risks including profit/loss, of stock and cash control. the company's core business is Aviation Training. Students trained at the Aviation Training Academy are local and international students. Catering will be provided for approximately 70 students or more a month and a staff compliment of approximately 130.

4 **REGULATORY REQUIREMENTS**

Bidders must provide Canteen and Catering services in compliance with, notwithstanding any worded clause or stipulation contained in any applicable Law or Regulations, the following;

- 4.1.1.1 Food Handlers Regulations, Abattoir Regulations and the Occupational Health and Safety Act 85 of 1993. as well as rules set out by SASHON and the Medical Professions Health Counsel.
- 4.1.1.2 Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972
- 4.1.1.3 Health Act 63 of 1977
- 4.1.1.4 Agricultural Products Standards Act 119 of 1990.
- 4.1.1.5 Meat Safety Act 40 of 2000 (Dept of Agriculture).
- 4.1.1.6 The International Health Regulations Act 28 of 197.
- 4.1.1.7 All applicable SABS Food preparation standards.
- 4.1.1.8 The bidder will also ensure that he/ she complies with all relevant local authority by-laws in terms of trading licenses.
- 4.1.1.9 Occupational Health and Safety Act and any Regulations.

5 SCOPE OF WORK

Currently the Canteen Services are rendered to approximately 150 maximum (including students and employees, clients and freelancers with a varying number of visitors of diverse cultural, ethnic and religious groups who regularly use the canteen, for services ranging from a cup of coffee to a full student lunch on daily basis.

Bidders will be required to provide various options in terms of, food options, catering service etc, as described in section 1.3 (Scope of Operations), below.

THE SERVICE PROVIDER SHALL ENSURE THAT:

- 5.1.1.1 A dedicated Canteen Supervisor / Manager should always be provided to manage the service and quality on site.
- 5.1.1.2 All Canteen Staff to always be attired in the Service chef gear , with ID tags. These uniforms must clearly identify the wearer and must bear the name of the company for whom the wearer is working.
- 5.1.1.3 Replacement staff are to be provided with suitable uniform that will be agreed upon with the Facilities Management.
- 5.1.1.4 The room that is dedicated as a storeroom is used for storage of Groceries and Kitchen utensils and crockery by canteen staff.
- 5.1.1.5 The kitchen and eating area must always be kept in a neat and tidy condition to the satisfaction of the ATA Facilities Management.
- 5.1.1.6 ATA will provide the service provider with food warmers, plates, fridges, oven, hot drinks preparation appliances, toaster, etc. (Full list will be provided to an appointed service) for use to serve ATA employees and should it happen during stock counting that some of these items are missing, it will be the service provider's responsibility to replace such at no cost to ATA.
- 5.1.1.7 On completion of the contract the service provider will be responsible for the security of the works until completion and hand-over.
- 5.1.1.8 The service provider will be liable for breakages, loss of provided equipment, cutlery and crockery.
- 5.1.1.9 The service provider to make own arrangements for security and safekeeping of their belongings and ATA property assigned to them by ATA.
- 5.1.1.10 All relevant signage relating to safety i.e. (slippery when wet) must always be visible during the cleaning process.
- 5.1.1.11 Electrical equipment conforms to SABS standards and shall be subjected to inspection by ATA's Health and Safety Representative and Quality Auditors.
- 5.1.1.12 Canteen Manager to provide overall supervisory services.
- 5.1.1.13 Immediate Reporting of all faulty equipment to facilities Management.
- 5.1.1.14 Ensure cleanliness of floor, table, chairs, kitchen equipment, Cups, cutlery and plates and removal of waste from the building.

5.1.2 THIS TENDER ENCOMPASSES THE PROVISION OF THE FOLLOWING:

The average number of people utilising the ATA canteen daily range between 50 to 150 (Including students and the remaining number depending on adhoc requirements). All Students attending courses at the ATA are entitled to Hot beverages (Tea and Coffee) and Lunch (Seated and Take away). There is a swipe card system and daily lunch-order format that will be discussed with the successful service provider. The ATA staff, ATNS employees and other guests pays the service provider directly for their orders on cash basis **(CASH SALES ONLY OR SPEED POINT)**.

The service provider will be required to serve Breakfast **(CASH SALES ONLY)**, Lunch and Snacks within the times of 7am to 5 pm.

- 5.1.2.1 Breakfast (cash sales only) from 07h00 to 10h00 for the rest of the operation a standard menu will apply.
- 5.1.2.2 Serving of fresh and healthy balanced nutritious meals and beverages to ATA management, employees, students and other clients as per agreed upon menu.
- 5.1.2.3 Serve food for meetings, as per received orders from ATA/ATNS or Guests and External Clients (A formal agreed ordering plan with quotations and invoicing, will be agreed with a successful bidder).
- 5.1.2.4 Serve food for Course Graduations and Course Ending Functions, as per received orders from ATA/ATNS or Guests and External Clients (A formal agreed ordering plan with quotations and invoicing, will be agreed with a successful bidder).
- 5.1.2.5 Food to be always prepared on-site and to be served hot and fresh.
- 5.1.2.6 Toasted sandwiches and other light food such as salads to be prepared on site.
- 5.1.2.7 Preparation and supply of different menus to accommodate various ethnic groups.
- 5.1.2.8 Lunch must be served from 11:30 until 14:00 (seated or take-away).
- 5.1.2.9 Lunch service or menu to include three meal options per day. The menu must include a variety of dishes which cater for customer preferences. All variations to be considered inclusive of a standard cost price per meal.
First meal option - hot items: minimum two (2) proteins (lamb, mutton, chicken or fish) including one (1) starch / carbohydrates, one (1) vegetable, one (1) salad,
Second meal option - of one (1) salad, loose seasonal fruit salad with yogurt or assorted protein salad dish.

Coffee Bar must operate from 07:00 until 17:00.
- 5.1.2.10 Free from removable marks and spillages The Coffee Bar will be located in the canteen and must serve all hot beverages such as coffee and teas.

5.1.3 HALAAL FOOD:

- 5.1.3.1 No accumulation of dirt. All halaal food must be prepared in a separate kitchen with separate utensils.
- 5.1.3.2 All halaal meat must be purchased from certified halaal butchery.
- 5.1.3.3 If the bidder is choosing to outsource the halaal food requirement, the bidder must ensure that a Service Level Agreement / contract / memorandum of agreement is in place with the halaal service provider. Please provide details of the proposed halaal service provider/service providers for consideration and acceptance by ATA

5.1.4 PROJECT DELIVERABLES

NB: Tenderers must ensure that the above is taken into consideration when preparing price schedules

- 5.1.4.1 The selected service provider will share in the mission and business objectives of ATNS.
- 5.1.4.2 These mutual goals will be met by meeting contract requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications.
- 5.1.4.3 In this spirit of partnership, ATA and its Supplier will study the current ways they do business to enhance current practices and support processes and systems. Such a relationship will allow ATA to reach higher levels of quality, service and profitability.

5.1.5 SPECIFICALLY, ATA SEEKS TO BENEFIT FROM THIS RELATIONSHIP IN THE FOLLOWING WAYS:

Receiving food

Perishable foods supplied must be transported in a refrigerated food vehicle or refrigerated containers. The temperature of deliveries should be checked. Food that need refrigeration must be transported at below 5°. Dry goods being delivered need to be checked for unbroken packaging such as bread and cans.

Preparing food

Use separate utensils, chopping boards and other equipment for raw and ready-to-eat foods to avoid cross-contamination. If this is not possible, thoroughly wash and sanitise equipment between uses. Thoroughly wash all fruit and vegetables before use. Only guaranteed for freshness food must be served.

Handling food

Raw foods, which are to be cooked, can be safely handled with bare hands (provided hands are clean). Cooked or ready-to-eat foods should be handled with utensils such as tongs, spoons, spatulas or disposable gloves.

Hygiene

If gloves are worn, they must be changed at least hourly or sooner if they become torn or if there is a change in task e.g. when changing from raw to ready-to-eat food.

Always wash hands before putting on gloves. Never touch food with gloves that have been used for cleaning.

Cooking and heating food

Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards. Never refreeze food that has been thawed. All food must be thoroughly cooked, especially those of animal origin and ensure the juices run clear. If food can be cooked from a frozen state extra care must be taken to ensure the food is cooked right through. If reheating food ensure that it is brought to the boil and simmered for at least five minutes.

Storage and display

If food is not stored, displayed or transported correctly the naturally forming bacteria can multiply to dangerous levels. One of the most important factors for growth is temperature with the known danger zone being between 5° and 60°. High risk foods such as meat, dairy products and seafood must spend only the minimum possible time in this zone. These same foods produced in the form of dried food powders in their original packaging, jars, cans and other containers of which have been processed by heat are not categorised as high-risk foods. Safety can be maintained by correctly storing food and controlling the temperature of high-risk foods.

Important: keep cold food cold (below 5°). Keep hot food hot (above 60°)

- 5.1.5.1 Checking equipment, particularly the operating temperatures of refrigerators and freezers including:
- 5.1.5.2 Buying a thermometer and monitor temperatures.
- 5.1.5.3 Immediately reporting malfunctioning equipment to ATA Facilities Management.
- 5.1.5.4 Keeping frozen food frozen.
- 5.1.5.5 Defrosting freezers regularly and not overloading them.
- 5.1.5.6 Covering food with lids, foil or plastic film at all time.
- 5.1.5.7 Once a can is opened any remaining food should be transferred to a suitable container and labelled with the date. Do not store in the cans.
- 5.1.5.8 Ensuring food does not remain in storage too long.
- 5.1.5.9 Storing chemicals, cleaning equipment and personal belongings away from food preparation and food storage areas.
- 5.1.5.10 Food that is displayed must either be wrapped or covered.
- 5.1.5.11 Bain-marie's (or hot holding devices) are to keep hot foods (above 60°) and are not to be used to:
- 5.1.5.12 Reheat foods; or Stack food above the level of the trays or else it will not remain sufficiently hot.
- 5.1.5.13 ATA must receive reduced cost of acquisition and improved service benefits resulting from the Supplier's economies of scale and streamlined service processes.
- 5.1.5.14 ATA must achieve appropriate availability that meets user needs while reducing costs for both ATA and the chosen Supplier.

- 5.1.5.15 ATA must receive proactive improvements from the Supplier with respect to provision of Services and related processes.
- 5.1.5.16 ATA's overall competitive advantage must be strengthened by the chosen Supplier's leading-edge technology and service delivery systems.
- 5.1.5.17 ATA end users must be able to rely on the chosen Supplier's personnel for service enquiries, recommendations and substitutions.

5.1.6 SERVICE PROVIDER'S OBLIGATIONS

LIST OF DESCRIPTION

5.1.6.1 Kitchen and all serving areas

The kitchen and all serving areas must always:

- Be kept clean, neat and tidy
- To be swept and mopped daily
- Counters, table and chairs to be disinfected and cleaned with SABS (SANS 1827/2017) approved chemicals.
- Clean and disinfect kitchen sinks with SABS (SANS 1827/2017) approved chemical
- Clean and disinfect all drains.
- Keep cupboards and storage rooms clean and tidy all the times
- Items of personal nature must not be stored in the kitchen
- All chemicals used in the ATA premises by the bidder must comply with ATA's Health and Safety Standard

5.1.6.2 Kitchen Equipmen

- Fridges to be always cleaned.
- Deep freezers to be defrosted and cleaned as and when it is needed.
- Stoves, Microwave, Ovens, Toasters to be cleaned daily.
- Comply with and complete ATA's Health and Safety Standard.
- Kitchen bins to be always kept clean.
- All waste collected from kitchens to be deposited into waste containers parked at the rear of the building.
- Organic waste must be separated from normal waste and disposed of in respective waste containers.
- Waste should not be discarded down drainpipes to avoid blockage. External Fat-trap must be cleaned frequently to avoid blockage.

5.1.6.3 Employees and Cleanliness

- Provide appropriate chef gear with company branding
- Identification Cards, always wearing head and beard covering caps
- Always neat and clean

5.1.6.4 Entrances

- Canteen staff to utilise assigned entrances to kitchen/canteen for security check and receiving deliveries as well as accessing the building always.
- ATA Reserves the Right to check all deliveries that are being received and despatched through our premises.

5.1.6.5 **ADDITIONAL:**

- To ensure the canteen décor (table cloths, centre piece etc) is changed on a weekly basis or when necessary.
- To ensure there is sufficient crockery and cutlery (plates, cups, knives, forks, spoons, teaspoons and glasses) for functions and meals served at the canteen, , including Take away utilities.

5.2 **SCOPE OF OPERATIONS**

Times

Operating hours for the canteen/ kitchen will be as follows at the ATA.

| Type of Service | Estimated No |
|-------------------------------|--------------|
| Lunch: 11:30 – 14:00 | +/- 20 |
| Tea and Coffee: 07:00 – 17:00 | +/-130 |

Monday to Friday five days a week excluding weekends and public holidays
Kitchen and Canteen Area are to be kept clean at all time and service provider should always have but also not limited to the following: **mops, Refuse bags, brooms, Signage, Hand Paper towel.**

5.3 **MEAL SUGGESTIONS**

Below is only an example of lunch meals to be prepared or served, but not limited to.

BASIC MEALS (Western)

All meals must be served or include a starch, veggies and 2 x 30-gram salads.

Lunch menus may include, grilled chicken, Fish and chips, vegetable lasagne, chicken lasagne, beef lasagne, chicken shawarma, beef shawarma, grilled steak, chicken or

beef wraps, lamb chops, vegan meals, pasta dishes, fruit and yogurt salad, chicken salad, tuna salad, beef salad, ect.

Other Special (Ethnic) food suggestions or examples served with starch, vegetables and salad

Beef curry or stew, lamb or mutton curry/stew, chicken curry/ stew, lamb/chicken/ mutton biryani, livers, trotters, mogodu and pap, samp and beans, ect.

Standard/Single serving required for the above, regard less of the meat type*

STANDARD MEAL GUIDELINE SA INDUSTRY STD

| ITEM | WEIGHT |
|--------------------------------------|---------------|
| Stews – boneless | 200 grams |
| Meat with bones | 280 grams |
| Ethnic Meals | 150 grams |
| Chicken with bones | 200 grams |
| Beef | 280 grams |
| Brisket | 150 grams |
| Boerewors | 200 grams |
| Fish | 80 grams |
| Salad portion | 100 grams |
| Vegetable portion | 150 grams |
| Rice Putu / Stiff pap | 150 grams |
| Vegetable meal | 80 grams |
| Samp and beans | 150 grams |
| Potatoes (normal/chips/mashed/salad) | 140 grams |

Salad/side dish suggestions for lunch / meal servings.

Coleslaw, beetroot and butternut, chakalaka, Sambal (chutney), potatoes and egg, spinach with feta, three bean salads, carrot, green or Greek salad, etc.

6 ATNS – Company Culture and Values – CONDITIONS

- Conduct business in a courteous and professional manner.
- Provide excellent quality of meals and maintain a high level of customer service.
- All canteen staff should have been trained or attended a customer service course and have a customer service certificate.
- Provide the necessary documentation as requested prior to the Catering Service contract being awarded.
- Ensure that all personnel working under this contract are in good health and pose no risk to any students and personnel at ATNS Aviation Training Academy.
- Comply with ATNS Aviation Training Academy security and emergency policies, procedures and regulations.
- Ensure that all personnel working under this contract are adequately trained prior to the commencement of the contract.
- All canteen personnel preparing the meals should at all times wear the catering gloves and caps.
- Provide all personnel working under this contract with uniforms, which state the names of the Service Provider and that can be clearly identified by ATNS and personnel, ect.
- Provide all personnel working under this contract with adequate appropriate Personal Protective Equipment (PPE) and clothing and ensure these items are worn at all times.
- Provide an on-site manager, available at all times.
- Ensure that management at the Aviation Training Academy is informed of any removal or replacement of management at the canteen.
- Issue and circulate weekly the menu to management for the next week ahead.
- For evaluation purposes Service Providers are required to provide detailed pricing.
- All other pricing assumptions, excluded and unknown costs must be clearly documented.

7 POSSIBLE ADDITIONAL CUSTOMER SERVICES

The service provider to supply basic meals, beverages and other items daily, to students and to on-site personnel, as and when required.

- Canteen- To offer South African cuisine as well as a range of Global or International dishes ideally suited to the many students and ATNS visitors.
- Coffee area- 'a buy and go" concept with limited seating located in the canteen area. The major emphasis will be on a counter service as we envisage a substantial movement of people through the area.

8 COMPLIANCE

Prepare meals, snacks, coffee and other beverages to acceptable food industry standards whilst also ensuring that no food preparation other than specified takes place on the premises.

- ATNS reserves the right to compare the rendered prices to prices in the area and other Service Providers for the provision of food and refreshments to meetings, graduations, course end functions, workshops, events and dinners.
- The service Provider shall maintain a stock of consumables in the stores, at his/her own risk, provided that all local council By-laws and the Occupational Health and Safety Act are adhered to.

9 GENERAL BID INSTRUCTIONS AND ADMINISTRATIVE REQUIREMENTS

9.1 *Correspondence during Bid Period*

All correspondence, in the “Form of Questionnaire” with the Company during the Bidding period in connection with the Bid Documents, shall be made as follows:

- 9.1.1** All correspondence to ATNS shall be in writing and addressed to:
Procurement Specialist: Busisiwe Molapisi - BusisiweMo@atns.co.za

ATNS SOC Limited,
Eastgate Office Park, Block C,
South Boulevard Road,
Bruma
2298
South Africa

- 9.1.2** All correspondence shall be made as follows:

Ref No: **ATNS/ATA/RFP02/2022/23/CANTEEN**

Date : Day Month Year
To : ATNS SOC Limited
From : Name of Bidder

Subject: Appointment of a service provider to provide canteen and catering services at the ATNS Aviation Training Academy for a period of three (3) years.

All correspondence may be sent by email to BusisiweMo@atns.co.za or tenders@atns.co.za.

9.2 Failure to Adhere to Instructions

FAILURE TO ADHERE TO THE FOLLOWING BID SUBMISSION INSTRUCTIONS SHALL RESULT IN THE BID BEING RENDERED NONRESPONSIVE AND ELIMINATED FROM FURTHER EVALUATION.

9.2.1 Preparation of Bid

The Bid shall be delivered as one complete submission, which shall comprise of:

- **Parcel A - Commercial Proposal; Financials and Pricing Structure (Response to Volume 1A, 1B and 1C);**

Parcel A - Commercial Proposal; Financials and Pricing Structure. - labelled and tabbed as per index.

| Reference | Requirement | Comply | Do not comply |
|-----------------------|--|--------|---------------|
| Volume 1 A | <ul style="list-style-type: none"> • South African companies should submit original or certified copies of valid B-BBEE Status Level Verification Certificates from SANAS/EME Sworn Affidavit. • Partnership/JV agreement (Where applicable). • Work share split between the parties. (Where applicable). | | |
| Volume 1 A | Bidders shall submit a complete and comprehensive response on all aspects of the tender issued in order to provide ATNS with a solution required. | | |
| Volume 1 A | South African companies shall submit their central supplier database summary reports, Tax Compliance Report and PIN, ID copies, Banking Details and company registration docs. | | |

| | | | |
|-----------------------|--|--|--|
| Volume 1 C | Pricing Schedule (on a separate envelope). | | |
| Parcel B | Response to the Technical Requirements. | | |

Parcel B Functional Proposal: Response to the Scope – labelled and tabbed as per Volume 1A, 1B and 1C.

10 BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

10.1 FRAUD AND CORRUPTION

10.1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

10.2 BRIEFING SESSION

| Activity | Date | Location / Nearest Town | Time / meeting or Site Visit Duration |
|-------------------------------------|-----------------------------|--|---------------------------------------|
| Site Inspection and site inspection | Date: 26th July 2022 | Venue: ATNS Aviation Training Academy (ATA), Bonaero Drive, Gate 14, Bonaero park | Time: 10:00-12:00 CAT |

10.3 CLARIFICATIONS/ QUERIES

Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing by completing Form of Questionnaire and email to busisiwemo@atns.co.za or tenders@atns.co.za not later than 12:00 CAT on the 08th August 2022. A reply will be published on the ATNS website www.atns.co.za under the Tenders section. The bid reference number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

10.4 SUBMITTING BIDS

10.4.1 Bidders are now permitted to submit their documents either online or hard copies. Should a bidder require to submit their documents online, they must send an email to tenders@atns.co.za/BusisiweMo@atns.co.za to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description. In case submitting hard copies, Bids shall be submitted in two separate Parcels. Parcel A shall be Response to Volume 1A, 1B and 1C. Each parcel shall contain; 1 (one) original and Two (2) copies i.e. 3 (Three) Documents and soft copy (PDF format) on a movable storage medium (USB, each sealed and addressed in accordance with the following requirements:

- The name and address of the Bidder;
- The Bid Number;
- The closing date of the Bid indicated on the envelope;
- A Cover Letter, signed by the authorised representative of each member of the Bidding Entity, Consortium or Joint Venture, which shall contain:
 - List of Bid Proposal Documents and an Index of the contents therein;
 - Particular points to which the Bidder wishes to draw the Company's attention in his Commercial Proposal and Technical Proposal.
- The parcels shall not contain documents relating to any Bid other than that shown on the envelope.

10.4.2 Within each parcel, each document shall be individually packaged in a sealed envelope, assigned an identification number and clearly marked with either the designation "Original" or "Copy", as applicable. When referencing another related document this identification number shall be indicated. Each document which is a copy shall be marked and numbered as "Copy 1/3".

10.4.3 All Bid Response documents to be submitted shall be hand delivered to the Company not later than the time and date specified on this document.

10.4.4 No Bids forwarded by telegram, telex, facsimile, e-mail, or similar medium will be considered.

10.4.5 Bidders are now permitted to submit their documents either online or hard copies. Should a bidder require to submit their documents online, they must send an email to tenders@atns.co.za to express their interest to do so. On the email Bidders must specify on the subject line – the tender number and description.

10.4.6 Pricing must be submitted in a separate sealed envelope in Parcel A as Volume 1C.

10.4.7 The original copy **MUST BE SIGNED IN BLACK INK** by an authorised employee, agent or representative of the Bidder and initialized on each and every page of the Bid Response.

10.4.8 Bid responses sent by post or courier must reach this office at least 36 hours before the closing date as specified, to be deposited into the Bid Box. Failure to comply with this requirement will result in the proposal/Bid response being treated as a “late proposal/response” and will not be entertained. Such proposal will be returned to the respective bidders.

10.5 SUBMISSION OF BID:

10.5.1 The Bid Documents shall be hand delivered to:

ATNS SOC Limited,
Eastgate Office Park, Block C,
South Boulevard Road,
Bruma,
2298
South Africa.

10.5.2 No later than **13:00 CAT on 11th August 2022**, Central African Time at which time the Bid Proposals will be collected.

10.5.3 Bidders should allow time to access the premises due to security arrangements that need to be observed.

10.6 LATE BIDS

10.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after closing time or any time thereafter. The tender (bid) box shall be locked at exactly 13:00 CAT and bids arriving late will not be considered under any circumstances.

10.6.2 Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be delivered allowing enough time for any unforeseen events that may delay the delivery of the bid.

10.7 NEGOTIATION AND CONTRACTING

10.7.1 ATNS have the right to enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract.

10.7.2 ATNS shall not be obliged to accept the lowest of any quotation, offer or proposal.

10.7.3 A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement signed by the designated responsible person of both parties. The designated responsible person of ATNS is the Chief Executive Officer (CEO) or his written authorised delegate.

10.7.4 Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.

10.8 REASONS FOR REJECTION

- 10.8.1** ATNS shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 10.8.2** ATNS may disregard the bid of any bidder if that bidder, or any of its directors:
- 10.8.2.1 Have abused the SCM system of ATNS.
 - 10.8.2.2 Have committed proven fraud or any other improper conduct in relation to such system.
 - 10.8.2.3 Have failed to perform on any previous contract and the proof exists.
- 10.8.3** Such actions shall be communicated to the National Treasury.

10.9 CANCELLATION OF PROCUREMENT PROCESS

- 10.9.1** This procurement process can be postponed or cancelled at any stage provided that such cancellation or postponement takes place prior to entering into contract with a specific service provider to which the bid relates.

11 CONTRACT TERMS

- 11.1 Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representation made. Bidder should accept that their Bid response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document although variation is not anticipated at this time. If any variation does take place Bidder will be advised as soon as possible.
- 11.2 The successful Bidder will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given in Volume 1B. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the Bidder to have adequate professional indemnity insurance. All Bidders must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.
- 11.3 All designs and documentation will be the property of ATNS.

12 DISCLAIMER

- 12.1 The Bidder shall bear all costs incurred by him in connection with the preparation and submission of his Bid Response and for finalisation of the contract and the attachments thereof. ATNS will in no case be responsible for payment to the Bidder for these costs.
- 12.2 The Company reserves the right to reject any or all Bids, to undertake discussions with one or more Bidders, and to accept that Bid or modified Bid which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

13 EVALUATION PROCESS

13.1 COMPLIANCE WITH MINIMUM REQUIREMENTS CRITERIA

- 13.1.1 All bids duly lodged as specified in this Request for Bid will be examined to determine compliance with bidding requirements and conditions. Bids with deviations from the requirements / conditions, will be eliminated from further consideration.

13.2 FUNCTIONALITY AND PREFERENCE POINTS AND PRICE

- 13.2.1 All remaining bids as per 17.13 will be evaluated as follows:

13.2.2 **The First stage**, bids will be evaluated first for **Pre-Qualification Criteria (Preferential Procurement Requirements)** prescribed in Preferential Procurement Regulations. Only bids that meet Preferential Procurement requirements will be considered for further evaluation.

13.2.3 **The Second stage**, Bids will be evaluated for **Mandatory Technical Requirements**. During this stage, Tender response documentation will be evaluated against compliance to the Mandatory documents required. Failure to submit Mandatory documents will result in disqualification.

13.2.4 **The Third stage**, Bids will be evaluated for **Functionality** of which 100 points shall be awarded for functionality. Bidders will be considered further if they achieve the minimum prescribed qualifying score for functionality. Bidders that fail to achieve the minimum qualifying score of 80% will be disqualified and not evaluated further

13.2.5 **The Fourth stage**, bids will be evaluated in terms of the **80/20 preference point system**. Only bids that provide all documentation requested for **Technical and Functional requirements including the presentation** will be evaluated in accordance with the **80/20** preference point system.

13.3 PREFERENTIAL PROCUREMENT REFORM:

THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 PERTAINING TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000.

Black Economic Empowerment is one of the essential objectives of ATNS. In accordance with government policy, ATNS insists that the Bidders demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices, (SMME Development) etc.

All responsive Bid offers shall be evaluated in terms of **80/20 Preference Point System in accordance with the Preferential Procurement Framework Act (No.5) of 2000 as amended.**

13.4 Bid Response Evaluation

13.4.1 The evaluation of responsive Bids shall be conducted by a panel appointed by the Company following a three-stage process as follows:

13.4.2 First Stage: Initial Screening (Pre-Qualification Criteria).

13.4.2.1 During this stage Bid response documents will be reviewed to assess adherence to submission instructions.

13.4.2.2 Second Stage: Mandatory evaluations

During this stage Bid response documentation will be evaluated against compliance to the Technical Specifications. The Technical Mandatory Requirements are listed below, it is important that you submit all the documentation requested below or you will be disqualified and not be evaluated further.

| Mandatory Criteria | Proof Required |
|---|----------------|
| <ul style="list-style-type: none"> Public liability cover | YES |
| <ul style="list-style-type: none"> Health Certificate (Certificate of Acceptability)-to ensure compliance with Occupational Health and Safety Act- Provision of a valid certificate of acceptability from the local municipality | YES |
| <ul style="list-style-type: none"> compliance with COID (Compensation for Occupational Injuries and Diseases) and provide certificates (Letter of Good standing) | YES |

13.4.2.3 Third Stage: Functionality Evaluation

During this stage Bid response documentation will be evaluated against compliance to the Technical Specifications. Bidders will be considered further if they achieve the minimum prescribed qualifying score for functionality. Bidders that fail to achieve the minimum qualifying score of 85% will be disqualified and not evaluated further.

FIRST PHASE OF EVALUATIONS

The relative weighting of the Functional and Technical Evaluation criteria is summarised below:

| TECHNICAL EVALUATION | Submitted [Yes or No] |
|---|--------------------------------------|
| Technical Criteria: | |
| <p>ORGANISATIONAL EXPERIENCE AND CAPABILITY</p> <p>A Catering services experience in an environment similar to ATNS Aviation Training Academy based on the following:</p> <p><u>REFERENCES</u></p> <p>Four (4) reference letters from contactable companies that a bidder is currently providing or have provided with a similar service (canteen and catering services) References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this Tender.</p> <ul style="list-style-type: none"> • 4 letters – 30% • 3 letters- 20% • 2 letters – 15% • 1 letter -10% • No letter-0% | 30% |
| <p><u>Staff to be deployed at Aviation Training Academy only:</u></p> <ul style="list-style-type: none"> - Canteen Chef CV with the minimum Two (02) years' experience within the canteen operation environment and Chef certificate from accredited institution. (15%). - CV of Supervisor to have a minimum Two (2) years' experience (10%) - First-aid certificate (5%) | 30% |
| <p>Service Provider must provide plan to cater for Halaal, Kosher and Vegetarian dietary requirements, including proof for Halaal Certification.</p> <ul style="list-style-type: none"> • Service provider is Halaal certified (15%) • Service provider to provide Halaal, Kosher and Vegetarian dietary Plan (5%) | 20% |
| Bidder must achieve 65% of the above technical criteria in order to proceed second phase (Food testing). | |

SECOND PHASE OF EVALUATIONS

- Successful bidders who meet the above technical requirements and qualify to the next evaluation phase (Site and food tasting inspection) will be notified accordingly in order to prep for the five (5) star food tasting menu.

| SITE AND FOOD TASTING INSPECTION | Submitted [Yes or No] |
|--|--------------------------------------|
| Premises should be in the Gauteng Provinces | 10% |
| Food tasting including presentation of food and company, punctuality and hosting | 10% |
| Bidder must achieve 15% of the above technical criteria in order to proceed to next evaluation phase. | |

13.5 PRICING SCHEDULE

The following minimum portion specification shall be used for the duration of this agreement for STANDARD MEAL portions see paragraph 1.2.3.23, unless otherwise agreed between the parties and consist of one (1) protein portion (lamb, mutton, beef, chicken or fish), one (1) starch portion, one (1) salad and one (1) vegetable portion. These options **MUST** also include, Halaal, kosher, vegan (as and when requested) and a protein salad or fruit salad, as part of the lunch menu for students.

| Description | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Tea and coffee per cup. | R | | |
| One (1) Meal/Plate per student including a cold drink, water or juice. | R | | |
| One (1) Halaal Meal/Plate per student, including a cold drink, water or juice. (on request only) | | | |

NB: The management fee must be included in the meal and must **NOT** be as a separate line item. Service providers must be responsible for the cost of gas. When quoting consider the following table below, as an example for lunch menus.

Students should have an option of three (3) choices/selections (as per below) for lunch meals, which should include or consist of one (1) price when quoting.

NB. Halaal, kosher and vegan as and when requested and quoted separately.

| | | |
|------------------------------|--|--|
| Fruit salad or protein salad | Protein meals (either fish, chicken or meat) | Protein meals (either fish, chicken or meat) |
|------------------------------|--|--|

13.5.1 Third Stage - Price/B-BBEE Evaluation

Bidders who meeting all mandatory requirements in terms of the 80/20 preference point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in respect of the level of B-BBEE contribution of the Bidder.

13.5.2 Points are allocated in terms of the B-BBEE Codes of Good Practice guideline as indicated in the table below. Bidders must submit valid B-BBEE Certificates which will be verified.

| B-BBEE status Level of Contributor | Number of Points (80/20 system) |
|------------------------------------|---------------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-Compliant contributor | 0 |

13.5.3 bidder shall not be awarded points for B-BBEE status level of contributor if the Bid documents indicate that the Bidder intends subcontracting (JV or Consortium) more than 30% of the value of the contract to any other person not qualifying for at least the points that the Bidder qualifies for, **unless the intended subcontractor (JV or Consortium) is an EME that has the capability to execute the subcontract.**

In accordance with the Preferential Procurement Policy Framework Act (PPPFA) and the Code of Good Practice of the Republic of South Africa, this Bid will be adjudicated in terms of functionality and a scoring system for Price and B-BBEE using the 80/20 scoring system. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof and or Original B-BBEE affidavit certified by the commissioner of Oath, together with their Bid responses, to substantiate their B-BBEE rating claims. Failure to submit a valid B-BBEE certificate will result in the Bidder not qualifying for preferential points.

14 FORM OF BID

CLOSING TIME: ON BID NO.

VALIDITY: **180 DAYS** NAME OF BIDDER:

.....

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY BID PRICE MUST <u>INCLUDING VALUE-ADDED TAX</u> |
|----------|----------|-------------|--|
|----------|----------|-------------|--|

Total Bid Price R

Alternative Offers (Bidder to advise) R

Is the offer strictly to specification? YES / NO

If not to specification, state deviations

Contract period excluding guarantee period

Is the price quoted fixed? YES / NO

Is the delivery and installation period fixed? YES / NO

Are the supplies/services guaranteed as required in the Bid specification? YES / NO

If a guarantee is not specifically required in the Bid specification, are the Supplies/ services guaranteed? YES / NO

Are you the accredited agent for the manufacturers of the equipment offered? YES / NO

Where in the Republic of South Africa can a machine/equipment of the type offered by you be inspected under working conditions?

What are the names and addresses of the factories where the supplies will be manufactured?

What is the approximate value of spares carried in stock in the Republic of South Africa for the equipment offered? R.....

Furnish full particulars (separately if necessary) of the arrangements which can be made by you for

the efficient servicing/maintenance of the supplies/services locally

In respect of supplies to be specially imported, indicate -

- (i) Whether a special import permit is required? YES / NO

- (ii) The name and address of the person or company to whom payment is to be made abroad

- (iii) The amount in foreign currency to be paid by you abroad

- (See **Volume 1B**, paragraph 2.16.15.1)

- (iv) What ruling rate of exchange (at date of Bid) was applied in the conversion of this amount to South African currency (See Volume 1B, paragraph 2.16.15.1 and what was the date when this rate applied)

PART A

INVITATION TO BID

| | | | | | |
|---|--|--|--|---|------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
| BID NUMBER: | | CLOSING DATE: | | CLOSING TIME: | |
| DESCRIPTION | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| ATNS SOC Limited, Eastgate Office Park, Block C, South Boulevard Road, Bruma,2298 | | | | | |
| | | | | | |
| | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | | CONTACT PERSON | | CONTACT PERSON | |
| TELEPHONE NUMBER | | TELEPHONE NUMBER | | TELEPHONE NUMBER | |
| FACSIMILE NUMBER | | FACSIMILE NUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | | E-MAIL ADDRESS | | E-MAIL ADDRESS | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | | CODE | NUMBER | NUMBER | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | | CODE | NUMBER | 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 <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |

| | | | |
|---|--|---|--|
| <p>1.1.1.1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p> | | <p>1.1.1.2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> | <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p> |
|---|--|---|--|

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: |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p> |
| 2. TAX COMPLIANCE REQUIREMENTS |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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.”</p> |

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:



CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING

NB!! PLEASE TAKE NOTE THAT ALL STANDARD BIDDING (SBD) FORMS MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE YOUR BID

| NB: Has the following forms been completed, signed and submitted with your proposal? | | |
|---|--------------------------|--|
| Documentation | Checked by Bidder | Checked by Procurement Specialist |
| Declaration of interest – SBD 4 | | |
| Preference point claim – SBD 6.1 | | |
| Contract Form (rendering of services) – SBD 7.1 | | |
| ID Documents of Directors/Shareholders | | |
| Central Supplier Database Summary Report | | |
| Company Profile | | |
| Submitted One (1) original, three (3) hard copies and one (1) electronic copy (on USB) in PDF | | |
| Form D - Shareholding Disclosure Form: Bidders. | | |
| POPIA | | |



DISCLOSURE OF GROUP/COMPANY STRUCTURE

1. In view of possible allegations of favouritism, it is required by ATNS that the bidder or his/her authorised representative declare the group structures if any and submit information of group directors / members / shareholders / trustees or subsidiary companies and positions held in the group /companies.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

3. **The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, must be indicated in paragraph 3.1 below.**

3.1 Full details of Group / directors / trustees / members / shareholders.

| Name of Group / Company / Trust | Full Name and Surname | Identity Number | Personal Tax Reference Number |
|---------------------------------|-----------------------|-----------------|-------------------------------|
| | | | |
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3 DECLARATION

I, THE UNDERSIGNED (NAME).....

Declare that the information furnished in paragraphs two (2) and three (3) above is correct. I accept that ATNS may reject the bid or act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....
 Signature Date

.....
 Position Name of bidder

June 2022



TAX COMPLIANCE REPORT AND PIN.

It is a condition of the bid that the taxes of the successful bidder must be in order or those satisfactory arrangements have been made with the Receiver of Revenue to meet his /her tax obligations.

1. In order to meet this requirement bidders are required to **Tax Compliance Report and Pin** obtainable from any SARS branch office nationally. The Tax Compliance Report and Pin. Requirements are also applicable to foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Compliance Report and Tax Pin that will be valid for a period of 1 (one) year from date of approval.
3. The original Tax Compliance Report and Pin must be submitted together with the bid. Failure to submit the **original and** valid Tax Compliance Report and Pin will result in the invalidation of the bid. Certified copies of the Tax Compliance Report and Pin will not be acceptable.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved each party must submit a separate Tax Compliance Report and Pin.
5. Copies of the TCC001“Application for Tax Compliance Report and Pin” forms are available at any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Compliance Report and Pin may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za



SBD 4

BIDDER'S DISCLOSURE

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 |
|-----------|-----------------|---------------------------|
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| | | |

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.



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 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.
- 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

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.



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 REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | |
| Total points for Price and B-BBEE must not exceed | 100 |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.



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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ Where}$$

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid



5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor:= (maximum of 20)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....



- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(**Tick applicable box**)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at last Level 1 to 4 owned by: | EME | QSE |
|--|------------|------------|
| | √ | √ |
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |



9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name _____ of company/firm:.....

9.2 VAT _____ registration number:.....

9.3 Company _____ registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.



WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



1. CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

2. PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.



6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

| WITNESSES | |
|-----------|-------|
| 1 | |
| 2. | |
| --- | --- |



CONTRACT FORM - PURCHASE OF GOODS/WORKS

3. PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| ITEM NO. | PRICE (ALL APPLICABLE TAXES INCLUDED) | BRAND | DELIVERY PERIOD | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|----------|---------------------------------------|-------|-----------------|-------------------------------------|--|
| | | | | | |

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE



OFFICIAL STAMP

WITNESSES

1.
....
2.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

—
(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Institution)

Do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of:

that:

(Name of Bidder)



1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - 5.1 Has been requested to submit a bid in response to this bid invitation;
 - 5.2 Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3 Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

³ 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.



7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 7.1 prices;
 - 7.2 geographical area where product or service will be rendered (market allocation)
 - 7.3 Methods, factors or formulas used to calculate prices;
 - 7.4 The intention or decision to submit or not to submit, a bid;
 - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6 Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....

.....

Signature

Date

| | | |
|--------------------------------|---------------|-----------|
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|--------------------------------|---------------|-----------|



.....

Position Name of the Bidder

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFP document, please refer your enquiries, in writing, to the contact person(s) listed below. ATNS reserves the right to place responses to such queries on the website.

| | |
|--------------------------------|--|
| PROCUREMENT SPECIALIST: | Busisiwe Molapisi |
| TELEPHONE: | (011) 607 1325 |
| E-MAIL: | busisiwe@atns.co.za |