

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND
NAVIGATION SERVICES**

RFQ REFERENCE NUMBER:	ATNS/FACT/RFQ002/2021/22_ OHAS_TRAINING
CLOSING DATE:	30 November 2021
CLOSING TIME:	15h00, CAT
COMPULSORY BRIEFING SESSION:	N/A
QUOTATION VALIDITY PERIOD:	90 Days
DESCRIPTION:	APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER TO PROVIDE OHAS TRAINING SERVICES AT ATNS CAPE TOWN INTERNATIONAL AIRPORT-FACT FOR A PERIOD OF FIVE (5) YEARS.
RFQ DOCUMENTS MAY BE ADDRESSED TO:	<p>Procurement Officer: Thabo Maribe ATNS Company Limited, Eastgate Office Park, Block C, South Boulevard Road, Bruma, 2298</p> <p>OR</p> <p>Email address: Thabom@atns.co.za</p> <p>NB: Please note our emails can only receive documents that are less 5MB, if documents are more, please send them in separate emails</p>
REQUIRED RETURNABLE DOCUMENTS	<ul style="list-style-type: none"> • VALID TAX PIN STATUS • VALID BEE CERTIFICATE OR SWORN AFFIDAVIT - CERTIFIED • CSD REPORT • COMPLETED SBD FORMS • PRICING SCHEDULE QUOTATION ON THE COMPANY LETTERHEAD • CK DOCUMENTS

<p>MANDATORY RETURNABLE DOCUMENTS: <i>FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</i></p>	<ul style="list-style-type: none"> • PROVIDE THREE (3) PROOF OF PREVIOUS OHAS TRAINING SERVICES CONTACTABLE REFERENCES. 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 5 YEARS BY CLOSING DATE OF THIS RFQ. • PROVIDE PROFESIONAL BODIES REGISTRATION DOCUMENTATION: SAIOSH/IOSH/ANY TRAINING RELATED PROFESSIONAL BODY • PROVIDE ACCREDITATION DOCUMENTATION: LGSETA/HWSETA/merSETA • PROVIDE A COMPANY PROFILE INDICATING AT LEAST 2 YEARS IN RENDERING OHAS TRAINING.
<p><u>PLEASE NOTE:</u></p> <p>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</p>	
<p>PROCUREMENT OFFICER:</p>	<p>Thabo Maribe</p>
<p>TELEPHONE:</p>	<p>011 607 1475</p>
<p>E-MAIL:</p>	<p>thabom@atns.co.za</p>
<p>The ATNS requests your proposal on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late and incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.</p>	

This RFQ will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the ATNS' Procurement Policies and Procedures.

BIDDING STRUCTURE

Indicate the type of Bidding/Tendering 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	

1. Purpose of the Request for Quotations

ATNS invites suitable suppliers to submit Quotations to provide for OHAS Training Services for a period of 5 years at ATNS Cape Town International Airport- FACT.

2. CONTRACT DURATION:

2.1. The duration of the contract will be 5 years; and A legally binding contract will be concluded by the ATNS and the successful service provider (s), which will outline each of party's performance rights and obligations

SCOPE OF WORK

1. ROLE AND OBJECTIVES

- 1.1. The role of the **Occupational Health and Safety (OHS) Training** service provider will be to assist ATNS accomplish its risk management objectives by ensuring that ATNS Cape Town International Airport Control Centre personnel are provided with adequate Occupational Health And Safety (OHS) Training.
- 1.2. The objective of this bid is to appoint a suitable **Occupational Health And Safety (OHS) Training** service provider that can provide assurance to ATNS Management in discharging its responsibilities regarding air traffic management service provision. The bidder must demonstrate the capability to deliver the required services in accordance with all legal and statutory requirements.

2. GENERAL

- 2.1. Provide own training facilities, and accredited facilitators to complete training. In the event where Training is conducted at ATNS premises, provide own Transport.
- 2.2. Provide quoted prices which is inclusive of all items (Training Manuals, Meals and practical exercises).
- 2.3. Provide quoted price which Include VAT and be valid for 180 days from closing date of the quotation.
- 2.4. Must Comply with Occupational Health and Safety Act 1993.
- 2.5. ATNS may request AD-HOC training using the pricing hereto as Appendix B, table **Table 1**.

3. DELIVERIES OF SERVICES/GOODS

- 3.1. The service provider shall at all times remain fully and solely responsible for the timeous delivery of service/goods to ATNS.

- 3.2. In an event where training is conducted at ATNS Premises, the address is **ATNS Control Complex Gate F3 Tower Road (Off Michigan Street) Airport Industria Matroosfontein Cape Town International Airport.**
- 3.3. An official purchase order must be issued before any delivery may be made; Unless in an emergency.

4. QUALITY

4.1. Quality Standards

- 4.1.1. ATNS may from time to time assess the quality of the products and services, non-compliance may result in the termination of the contract.
- 4.1.2. ATNS may visit the training facility to assess compliance, non-compliance may result in the termination of the contract

5. CONTRACTORS' RESPONSIBILITIES

5.1. The Contractor shall

- 5.1.1. Provide all the necessary skills, resources, tools, equipment and experts, to carry out OHAS Training;

Conduct any other reasonable work required to successfully deliver the services to ATNS on time, on budget, at the accepted quality

SPECIFICATIONS

For detailed Specifications please see Appendix B and Costing schedules are listed in Appendix C.

APPENDIX B – SPECIFICATIONS

TECHNICAL SPECIFICATIONS

1. Training courses

Below table is a list of all courses required by ATNS

Basic Fire Fighting
First Aid Level 1
First Aid Level 2
Combined First Aid Level 1-2
Fire Marshall

Table A 1.1: Training courses

2. Additional Services (As and when required)

Below table is a list of all additional services required by ATNS

Indoor Luminescence Quality Tests
Water Quality Tests
Defensive Driving
4 x 4 Drivers Training
First Aid Kits (Supply and deliver of kits and replenishment)

Table A 2.1: Additional Services

APPENDIX C – COSTING TABLE

The costing provide indicative prices, ATNS may place an order lesser that the quantities on the costing schedule depending on the needs at that time. But ATNS may not exceed the quantities as stipulated on the costing tables below:

Suppliers are to provide cost per unit over 5 years. The pricing must be inclusive of VAT.

A. CAPE TOWN AIRPORT TOWER

Course Name	Minimum candidates per course	Price per individual candidate
Basic Fire Fighting		R
First Aid Level 1		R
First Aid Level 2		R
Combined First Aid Level 1-2		R
Fire Marshall		R

Estimate Price Incl VAT for Year 1	R
Estimate Price Incl VAT for Year 2	R
Estimate Price Incl VAT for Year 3	R
Estimate Price Incl VAT for Year 4	R
Estimate Price Incl VAT for Year 5	R

Total Price	R
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Table A 1.1: Training courses

3. Additional Services (As and when required)

Below table is a list of all additional services required by ATNS. These services can be outsourced and quoted for when required. A maximum of 15% mark-up will be allowed. Proof of outsourced quote shall be provided.

Item Description	Unit Price per Individual Candidate
Indoor Luminescence Quality Tests	R
Water Quality Tests	R
External OHAS Audit	R
Defensive Driving	R
4 x 4 Drivers Training	R
First Aid Kits (Supply and deliver of kits and replenishment)	R

Estimate Price Incl VAT for Year 1	R
Estimate Price Incl VAT for Year 2	R
Estimate Price Incl VAT for Year 3	R
Estimate Price Incl VAT for Year 4	R
Estimate Price Incl VAT for Year 5	R

Total Price	R
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Table A 2.1: Additional Services

TOTAL COSTING

Total Year 1 (VAT Inclusive)	R -
Total Year 2 (VAT Inclusive)	R -
Total Year 3 (VAT Inclusive)	R -
Total Year 4 (VAT Inclusive)	R -
Total Year 5 (VAT Inclusive)	R -
Total Over 5 Years (VAT Inclusive)	R -

APPENDIX D: CONTROL CENTRE UNITS ADDRESSES

AIRPORT	DELIVERY ADDRESS
CAPE TOWN AIRPORT CONTROL TOWER	ATNS Control Complex Gate F3 Tower Road (Off Michigan Street) Airport Industria Matroosfontein Cape Town International Airport

NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

The Evaluation of the RFQ:

Stage 1	Acquisition strategy (BBBEE Level 1 to 4)
Stage 2	Mandatory Requirements
Stage 3	Price

STAGE 1

Preferential Procurement Reform:

The Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy which states that ATNS shall deal with suppliers in accordance with the B-BBEE Codes of Good Practice will be taken into consideration. In particular, ATNS shall deal with local B-BBEE suppliers with a B-BBEE contribution of level **1 to level 4**.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African BBBEE compliant

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enterprises and which could result in significant Transfer of Technology and Skills development. Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favourably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of functionality and scoring system for Price and B-BBEE. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

REFERENCE	REQUIREMENT	YES	NO
1	Does the Bidder meet the Preferential Procurement requirements? (if Yes, indicate by tick below, if No complete section 2 below)		
1.1	Suppliers with BEE contribution: Level 1- 4 (this requirement is a must for local suppliers)		

STAGE 2: MANDATORY REQUIREMENTS

FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED

Mandatory Criteria	Proof Required
Provide three (3) proof of previous OHAS Training Services contactable references. 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 RFQ.	Yes
Provide Profesional bodies registration documentation: • SAIOSH/IOSH/Any Training related Professional body	Yes
Provide Accreditation documentation: • LGSETA/HWSETA/merSETA	Yes
Provide a company profile indicating at least 2 years in rendering OHAS training.	Yes

STAGE 3: PRICE AND BBBEE:

Evaluation for Price and BBBEE

PRICE	80
B-BBEE COMPLIANCE	20

B-BBEE rating certificates are applicable and points allocated in terms of the BBBEE Codes of Good Practice guideline as indicated in the table below. Bidders must submit valid BBBEE Certificates and Statements which will be verified.

BBBEE Status Level of Contributor	Number of Points (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4

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8	2
Non-compliant contributor	0

CONTRACT TERMS

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 representations made. Tenderer should accept that their tender 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. If any variation does take place tenderer will be advised as soon as possible in writing.

The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers 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.

All designs and documentation submitted by the tenderer will be treated as confidential.

ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ATNS/FACT/RFQ002/2021/22_ OHAS_TRAINING	CLOSING DATE:	30 November 2021	CLOSING TIME:	15h00
DESCRIPTION	Appointment of an experienced service provider to provide OHAS Training Services at ATNS Cape Town International Airport-FACT for a period of five (5) years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
RFQ can be sent by email to: Thabom@atns.co.za or Hand Delivered at ATNS head Office:					
Eastgate Of3ice Park, South Boulevard					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thabo Maribe		CONTACT PERSON		
TELEPHONE NUMBER	011 607 1475		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Thabom@atns.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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]					

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE: