

AIR TRAFFIC AND NAVIGATION SERVICES SOC. LTD
REPUBLIC OF SOUTH AFRICA



REQUEST FOR PROPOSAL - ATNS/TPQ/RPF46/2024/25/ HF
REPLACEMENT

VOLUME 3

PROJECT MANAGEMENT & SYSTEMS ENGINEERING
REQUIREMENTS

JANUARY 2025

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.

TABLE OF CONTENTS

GENERAL INSTRUCTIONS TO BIDDERS 6

1 GENERAL 7

2 PROJECT MANAGEMENT PLAN 9

3 PROJECT STATUS REPORTS 10

4 MASTER PROJECT SCHEDULE 11

5 PROJECT REVIEW MEETINGS 13

 5.1 WORK BREAKDOWN STRUCTURE 16

 5.2 STATEMENT OF WORK (SOW) 16

 5.3 RESOURCE ALLOCATION PLAN 17

 5.4 CONTRACT DATA REQUIREMENTS LIST 17

 5.5 RESUMES OF KEY PERSONNEL 18

 5.6 TECHNICAL REVIEWS AND MEETINGS 18

6 RISK MANAGEMENT PLAN 19

 6.1 RISK POLICY AND PROCEDURES 19

 6.2 RISK ABATEMENT 19

 6.3 RISK REPORT 20

 6.4 DELIVERY OF PROJECT RISK MANAGEMENT PLAN 20

7 SYSTEMS ENGINEERING 21

 7.1 SYSTEMS ENGINEERING MASTER PLAN 21

 7.2 SYSTEM DESIGN REVIEW 22

8 TEST AND EVALUATION MASTER PLAN 23

 8.1 GENERAL 23

 8.2 INSTALLATION, TRANSITION AND COMMISSIONING (ITC) PLANS 24

9 QUALITY ASSURANCE 24

9.1	QA POLICY AND PROCEDURES.....	24
9.2	RESPONSIBILITY FOR QUALITY	25
9.3	AUDIT REPORTS	25
9.4	COMPANY QUALITY INSPECTIONS.....	26
9.5	DELIVERY OF PROJECT QA PLAN.....	26
10	OCCUPATIONAL HEALTH AND SAFETY PLAN	26
10.1	SAFETY FILE	26
11	SITE SURVEY.....	31
11.1	REQUIREMENTS.....	31
12	ENVIRONMENTAL MANAGEMENT PROGRAMME	32
12.1	DOCUMENTATION.....	32
13	ACSA PERMITS	33
13.1	PERSONAL PERMIT	33

ABBREVIATIONS

ACSA	Airports Company South Africa
ATC	Air Traffic Controller
ATNS	Air Traffic and Navigation Services Company
COTS	Commercially off the shelf
FAJO	Johannesburg Oceanic
FAOR	O.R. Tambo International Airport
FIR	Flight Information Region
HF	High frequency
INO	Indian Ocean
LRU	Line Replacement Unit
OJT	On the Job Training
PC	Personal Computer
QA	Quality Assurance
RCMMS	Remote Control, Maintenance and Management System
RFP	Request for Proposal
RX	Receiver
SAT	South Atlantic Ocean
SELCAL	Selective Calling
SLA	Service Level Agreement
SEMP	System Engineering Management Plan
TEMP	Test and Evaluation Master Plan
WBS	Work Breakdown Structure

DEFINITIONS

Acquisition Phase	means the period from Effective Date to the end of PBU
Implementation Phase	means period from installation, integration, testing and commissioning until the final site acceptance.

GENERAL INSTRUCTIONS TO BIDDERS

The Bidder shall submit all responses, diagrams, documentation and drawings according to the GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS document and in the English language.

To assist Bidders only, each paragraph or article has been appended throughout with the letters “(M)”, “(D)”, “(O)” or “(I)”, to indicate whether the requirement is **Mandatory**, **Desirable**, **Optional** or for **Information only**.

ALL RESPONSES TO THE REQUIREMENTS IN THIS DOCUMENT SHALL BE PROVIDED AS FOLLOWS:

BIDDERS SHALL RESPOND IN FULL TO EACH ITEM IN THE FORMAT PROVIDED AND REFERENCES (CHAPTER, SECTION, PAGE NUMBER, PARAGRAPH NUMBER) TO DOCUMENTS AND RELEVANT INFORMATION SUPPORTING THE RESPONSES SHALL BE INDICATED IN THE SPACE PROVIDED. THIS INFORMATION WILL BE THE **ONLY RESPONSE USED FOR THE EVALUATION AND ASSESSMENT**.

Responses, provided in the space allowed, that are not clear or inadequate or the lack thereof shall be interpreted as **“Not Compliant”** even though the compliance column is declared as “Comply” and/or the Bidder’s offer meets the requirement. Bidder’s shall ensure that each response correctly addresses the requirement stated. Responses not addressing the requirement of the specific paragraph shall be interpreted as **“Not Compliant”**.

Bidders shall declare compliance to each and every paragraph of this document, based on the paragraph classification, in the response block provided opposite the column labelled “Compliance”. Bids will be evaluated as follows:

C:	fully compliant	=	2 points:
PC:	partly compliant	=	1 point;
NC:	not compliant	=	0 points.

Noted: Noted and accepted (applicable to paragraphs marked as “I”, not containing requirements)

Bidder shall, for paragraphs declared “PC” or “NC”, include a statement as to the nature of the variation and may supply additional supporting information in the space provided to demonstrate how the proposal may still meet the needs of ATNS.

Paragraphs marked “(M)”, indicates that the requirement is mandatory and proposals that do not comply with the requirement **shall** be disqualified for further evaluation.

Paragraphs marked “(D)”, indicates that the requirement is desirable, and the Bidder is expected to declare their level of compliance, provide a formal response and reference supporting documents.

Paragraphs marked “(I)”, indicates that the requirement is for information, however the Bidder is still expected to respond and provide information if requested. Any information gathered herein may form part of the contractual terms.

Paragraphs marked “(O)”, indicates that the requirement is optional, and the Bidder may decide

1 GENERAL

[A] A project plan detailing the plan on how to execute the project as per the required quality, within budget and on time shall be provided.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[B] The project plan shall detail the management, performance, monitoring, and coordination of the whole project from the project kick-off until the completion of the contract.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[C] The project plan shall cover at least the following Project Plan documents for review and approval by ATNS:

- Project management.
- Resource management.
- Risk management.
- Quality management.
- Communication management.
- Installation, Transitioning and Commissioning.
- Environmental Management Programme.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[D] Project Management shall encompass the management of all the various facets of the project as defined in the Contract. These include design, development, production and supply of all equipment and its auxiliaries. Resource allocation and management of sub-contractors. On-site installation and construction. As well as all Integrated Logistic Support activities such as testing, transitioning, commissioning and transportation movements etc.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
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<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

2 PROJECT MANAGEMENT PLAN

[A] A detailed draft Project Management Plan (PMP) with the proposal response shall be provided. The Project Management Plan will be a formally accepted and approved document used to manage and control project executions throughout the project life-cycle phases. The PMP shall be comprehensive and detail the activities necessary to successfully complete the project.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[B] The Bidder shall include the draft milestones for this project, along with their estimated completion timeframe. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

3 PROJECT STATUS REPORTS

[A] The Contractor shall provide at monthly intervals (or at other such mutually agreed intervals) Project Status Reports to the Company, which documents project implementation performance to date, and makes recommendations for future implementation and changes. The project status shall be presented relative to the project schedule critical path and cost and shall also include a Risk Report. The Risk Report shall identify risks and the mitigation measures taken to either manage or avoid the risks. The Project status report shall also include the Master Project Schedule and Schedule Analysis. The Contractor shall promptly submit to the Company any Master Project Schedule which, when updated, shows a negative float or indicates a significant change to the delivery schedule. A submission of a project report template that addresses the above requirements shall be provided.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[B] The contractor shall provide project status reports at two-weekly intervals, this shall capture the project performance to date and make recommendations for future implementations and changes. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[C] The contractor shall provide the acceptance of the system once commissioning has been completed. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
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[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]

[D] The contractor shall provide as-built drawings of all systems on commissioning of the system. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

4 MASTER PROJECT SCHEDULE

[A] The contractor shall develop, maintain and track progress against the Master Project Schedule, which shall be organized to depict flow of work, task interdependencies and interrelationships necessary to accomplish the program objectives from contract award to completion. This Master Project Schedule shall be broken down to a sufficient level of detail and included in this bid. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

[B] A detailed Master Project Schedule for the entire management of the project shall be developed. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[C] Project Status shall be presented relative to schedule critical path and cost and shall include a Risk Report, which will identify risks and place measures in place to manage or avoid these risks. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[D] The project schedule includes all contractual specified milestones, identifies the critical path and is linked to the Work-Breakdown Structure. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

5 PROJECT REVIEW MEETINGS

[A] The Contractor shall attend Progress Review Meetings at monthly intervals (or at other mutually agreed intervals) to present the monthly Project Status Report to the company. The regular Progress Review meetings shall be held at the airport premises or at the Company’s Office, or any other mutually agreed locations. A copy of the written Project Status Report and meeting presentation material shall be submitted to the Company at least one week prior to the Progress Review Meeting.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[B] The Contractor shall be represented by appropriate key personnel in each significant area to be considered during the meeting to enable effective discussion of agenda items and the Progress Report. The Project Manager and relevant specialists and support personnel shall represent the Company. The Project Manager shall chair the Progress Review Meetings.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[C] The Contractor shall submit a draft Agenda for Company concurrence at least two weeks prior to a scheduled Progress Review Meeting. The Company may submit items for inclusion in the Agenda. The Contractor shall provide administrative support for the progress review and/or technical review meeting and prepare and distribute a draft record of the minutes of the meeting within one week of the meeting. The minutes are to include an Action Item List. The Company and the Contractor shall submit any updates to the Action Item List during the meeting. The Company and the Contractor prior to the next meeting shall review the draft minutes for accuracy.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[D] The Contractor and the Company will each meet their own related costs associated with attending Progress Review Meetings.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		

[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]

5.1 Work Breakdown Structure

[A] The Work Breakdown Structure enables the Company to maintain visibility of the project elements. A draft WBS for the project site shall be submitted. The WBS shall identify all activities and work packages required from contract award to successful completion and commissioning of the new HF system. The WBS shall be included in the draft Construction and Installation Management Plan to be submitted as part of the proposal response.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

5.2 Statement of Work (SOW)

[A] A SOW shall be provided, for each of the identified activities and/or work package which includes a detailed description of the methodology and resources required to implement and complete the work package. The Statement of Work will also be used as an input into the development of the Site Safety File. The SOW shall be included in the draft Installation Management Plan to be submitted as part of the proposal response.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

5.3 Resource Allocation Plan

[A] A Resource Allocation Plan, which identifies the resources, including sub-contract resources, to be applied to each element, activity and/or work package of the project shall be submitted. The Plan shall clearly identify all project related organisational breakdowns, responsibilities and work proposed. The Resource Allocation Plan shall be included in the draft Installation Management Plan to be submitted as part of the proposal response.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

5.4 Contract Data Requirements List

[A] Bidders shall submit a proposed Contract Data Requirements List (CDRL) which incorporates all data requirements stated in this RFT, together with a delivery schedule. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

[B] The CDRL shall identify the status of the CDRL item, i.e. draft, final. (I)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

[C] All CDRL items shall be delivered to the Company in draft format for Company concurrence prior to final delivery. The Contractor shall be responsible for

timely delivery of all CDRL items consistent with the overall project schedule.
(D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

5.5 Resumes of Key Personnel

a) The Contractor shall ensure that only appropriately qualified and experienced personnel will be employed on the tasks and/or work packages identified. The Company shall retain the right to direct the Contractor to remove from the project any personnel considered by the Company to be inappropriately qualified or experienced, or unacceptable to the Company. The response shall include as part of the resource allocation the resumes of key personnel to be dedicated to the project. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

5.6 Technical Reviews and Meetings

[A] The Contractor shall be required to conduct technical reviews and meetings with Company personnel either at the Company Headquarters or on-site at the airport. It is preferred that these reviews be held concurrently with Progress Review Meetings, where possible. The below requirements are representative requirements, certain alternative plans may or may not be offered. These plans must list and describe the Technical Reviews and Meetings they would propose for this project. The technical reviews and meetings should consist of at least a Site Survey and Acceptance Test Readiness Review. (I)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

6 RISK MANAGEMENT PLAN

6.1 Risk Policy and Procedures

[A] The proposal response has an outline of their risk policy and methodology for risk identification, assessment and abatement for all equipment and services to be supplied shall be submitted under this project.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

6.2 Risk Abatement

[A] The Contractor shall provide, during the execution of the contract, information which identifies risk, the estimated level of risk, the consequences of failure, and risk reduction strategies associated with:

- Construction and Installation objectives;
- Equipment and cables; and
- Construction and Installation schedules.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		

[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]

6.3 Risk Report

[A] The Contractor shall provide a Risk Report at each Progress Review Meeting to indicate the status and action associated with identified risk items. The format of the Risk Report shall be mutually agreed.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

6.4 Delivery of Project Risk Management Plan

[A] A detailed Project Risk Management Plan after contract award and completion of the site survey, before implementation shall be submitted.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]		
[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]		

7 SYSTEMS ENGINEERING

7.1 Systems Engineering Master Plan

[A] For the purposes of this project, the Systems Engineering process is defined as an integral set of activities, documentation control procedures and standards that enable and assist in the management of this project to progress through its various stages, including analysis of requirement, design, installation, setting to work, testing, operational evaluation, commissioning and maintenance, as well as the establishment of logistic support for the whole life cycle of the project. The bidder shall submit a draft Systems Engineering Master Plan.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER MAY INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		

[B] The Contractor shall be responsible for the total performance of the system. The Bidder shall indicate in their proposal how aspects of quality and performance will be managed and assured throughout the project lifecycle (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[C] The Contractor shall ensure that every subsystem and its interfaces will comply with all the requirements allocated to that subsystem. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[D] Bidders shall indicate what will be expected as customer-furnished information or equipment. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

7.2 System Design Review

[A] The Contractor after producing the site survey report will conduct a system design review and produce a report. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

8 TEST AND EVALUATION MASTER PLAN

8.1 General

[A] The Bidder shall prepare, implement and maintain a Test and Evaluation Master Plan (TEMP) that describes the Bidder’s plan for all Tests and Evaluations to be undertaken in demonstrating compliance with the technical, operational, contractual and performance requirements of the project. The Plan shall include an Acceptance Matrix, which identifies all deliverables, and methods of testing proposed by the Bidder, to demonstrate compliance. A draft Test and Evaluation Master Plan shall be submitted with the tender. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[B] The specific testing and evaluation procedures for the Acceptance Tests shall be defined and detailed in the Test and Evaluation plan for each project deliverable. The minimum test documentation templates required are the following: (D)

- [a] Factory Acceptance Test
- [b] Hardware Inspection Test
- [c] Site Acceptance Test

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

8.2 Installation, Transition and Commissioning (ITC) Plans

[A] The Bidder shall provide an Installation, Transitioning and Commissioning Plan to indicate the proposed methodology for the installation of the new systems, while the service being provided by the existing system continues uninterrupted. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

[B] The Plan shall indicate how the transition from the existing installation will be achieved, leading to the commissioning and acceptance of the new system. The Plans are required to indicate how the Contractor will plan and manage the installation and transition, including the cutover and commissioning procedures and the decommissioning and withdrawal from service of existing services. The Bidder shall submit a draft ITC plan that is specific to the project requirements and scope as part of the tender response. (D)

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

9 QUALITY ASSURANCE

The bidder shall submit the following required documentation:

9.1 QA Policy and Procedures

[A] The Contractor shall include in their details, the company quality assurance policy and procedures and relevant accreditations held by the company.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

9.2 Responsibility for Quality

[A] The Contractor shall be responsible for ensuring that the quality of equipment and installation materials are supplied in accordance with the terms of the Contract, and any construction and installation activity performed, fully conforms to the prescribed requirements. The Company will undertake a monitoring and audit role in relation to the Quality Plan and program to determine whether equipment, construction and installation deliverables meet the contractual requirements.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

9.3 Audit Reports

[A] The Contractor shall prepare monthly Audit Reports in respect of the project as part of his internal QA procedures and provide details of any corrective actions taken. Audit Reports shall be submitted for evaluation by the Company during Project Progress Review Meetings.

COMPLIANCE (C/PC/NC/Noted)	<i>Only responding C/PC/NC/Noted will not be accepted without proof.</i>	
<i>[THE BIDDER SHALL INSERT FULL RESPONSE FOR EVALUATION HERE]</i>		
<i>[THE BIDDER SHALL INSERT REFERENCE TO ADDITIONAL INFORMATION HERE]</i>		

9.4 Company Quality Inspections

[A] The Company reserves the right to perform inspections, conduct tests or perform audits at the Contractor’s or sub-contractors’ premises at any time when such actions are deemed necessary to ensure supplies and services conform to the specified requirements.

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9.5 Delivery of Project QA Plan

[A] A detailed Project Quality Assurance Plan after contract award and completion of the site survey shall be submitted. A draft delivery of project QA plan, shall be submitted by the bidder.

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10 OCCUPATIONAL HEALTH AND SAFETY PLAN

The bidder shall submit the following required documentation:

10.1 Safety File

[A] A Safety File shall be submitted as per the Occupational Health and Safety Act No. 85 of 1993, SABS 0142-1981 requirements for approval by ATNS before any construction work may commence at the site. The draft Safety File to be submitted shall address the minimum requirements of the Occupational Health and Safety Act No. 85 of 1993 as listed below. After contract award, the detailed Safety File shall be further developed by the successful Contractor.

Table: Minimum Requirements for a Draft Safety File

No	Item	Included in Draft SHE File	Comments
1.	Health and Safety Policy (signed)	Yes	
2.	Department of Labour - Valid Letter of Good Standing.(COID)	NO	To be submitted by the contractor as part of the final SHE file to be approved by ATNS.
3.	Public Liability Insurance Certificates (Valid)	No	To be submitted by the contractor as part of the final SHE file to be approved by ATNS.
4.	Scope of Works including the Company Organogram, resource allocation and individual OHS responsibilities	Yes	Based on proposal offered
5.	Method Statements	Yes	Based on proposal offered
6.	Notification of Construction Work (Where Applicable)	N/A	
7.	OHS 37(2) Mandatory Form <ul style="list-style-type: none"> • Agreement between ATNS and the Contractor 	No	Completed form where possible. Agreements will be included after contract award and completion of SHE File
8.	Mandatory Agreements – Between Principal Contractor and Sub-Contractors	Yes	Signed agreement, if any

No	Item	Included in Draft SHE File	Comments
4..	<p>Legal Letters of Appointments</p> <p>16.1 – CEO</p> <p>CR 8.5 – Construction Health and Safety Officer</p> <p>CR 8.1 - Construction Manager</p> <p>CR 8.7 - Construction Supervisor</p> <p>CR 9(1) - Risk Assessor</p> <p>GAR 9(2) - Incident Investigator</p> <p>CR 13.1(a) - Excavations Supervisor</p> <p>CR 23 - Construction Vehicle/Mobile Plant Supervisor</p> <p>All other Legal Appointees as applicable</p>	No	All appointment letters must be duly signed. To be submitted by the contractor as part of the final SHE file to be approved by ATNS.
5	Competency Certificates for all Legal Appointees.	Yes	Valid certificates for all Appointees included
6	ATNS OHS Specifications	No	ATNS Specifications to be provided after contract award for completion for SHE file finalization.
7	Health and Safety Plan	Yes	In draft format and must be based on work to be undertaken and in relation to the proposal offered

No	Item	Included in Draft SHE File	Comments
8	Risk Assessment	No	To be developed in conjunction with ATNS after contract award and during completion of the SHE File. A draft to be submitted as part of the tender submission.
9	Baseline Risk Assessment + Risk Matrix	No	To be developed in conjunction with ATNS after contract award and during completion of the SHE File
10	Medical proof of all employee's physical and psychological fitness to work ON SITE	No	Valid medical certificates will be submitted after contract award for inclusion in the SHE File
11	Airside Safety Plan	N/A	To be developed in conjunction with ATNS after contract award and during completion of the SHE File
12	Check Sheets and Registers Personal Protection Equipment Powered Mobile Plant Public Safety Site Establishment Trenching and excavation Backfilling and compaction Fire fighting Inspection	Yes	

No	Item	Included in Draft SHE File	Comments
	First Aid Box and Equipment Hand Tools Hygiene Facilities Daily Plant Environmental		
13	Incident Investigation and Reporting Procedures	Yes	Comprehensive Procedures and all forms for reporting
14	Toolbox talks	Yes	List of subject matters applicable and record keeping thereof
15	Emergency Plan	No	To be developed after contract award for inclusion in the SHE File
16	Waste Management Plan	Yes	Detailed Waste Management Plan

11 SITE SURVEY

11.1 Requirements

[A] A comprehensive site survey of the civil works, for the receiver and transmitter sites shall be provided. The site surveys shall be completed at the beginning of the project activities and at least before any equipment is ordered. The site survey shall include but not be limited to:

- Detail investigation of the status of the current generator’s electrical connections including remote monitoring interfaces
- Identification of the cable routing
- Actual measurements of route lengths
- Detail inspection of the available space on existing cable trays
- Photographs of all aspects identified

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[B] A draft detailed site survey and use of the information gathered to update planning, design, installation and implementation specifications shall be submitted.

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12 ENVIRONMENTAL MANAGEMENT PROGRAMME

12.1 Documentation

The bidder shall submit the following required documentation:

[A] The Contractor shall develop an Environmental Management Programme (EMPr) based on identified activities which may have potential or actual environmental impacts before the commencement of work in accordance to the National Environmental Management Act (No. 107 of 1998) and associated environmental legislation as well as ATNS’ environmental specifications. The bidder to submit a draft environmental management programme with their submission. (D).

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[B] A Draft Environmental Management Programme (EMPr) shall be provided, specific to the project scope. The environmental management programme shall address, without limitations, the following: (D)

- Energy efficiency pertaining to all aspects of the project;
- The use of Environmentally sustainable materials and products;
- Biodiversity management i.e. soil erosion, clearance of vegetation, rehabilitation of the site, all flora and fauna protection;
- Waste and water management;
- Air quality management i.e. dust suppression; and
- Visual and aural impacts.

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[C] A suitably qualified environmental officer or service provider shall render the services required as per EMPr activities associated with this project. (D)

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13 ACSA PERMITS

13.1 Personal Permit

[A] All Contractor’s staff that will be working at the Company’s FAOR complex will require a Personal Permit valid for the period that is envisaged for the works at the designated airport. Personal Permit application entails, but is not limited to (D):

- [a] Necessary application form to be completed.
- [b] Valid certified copy of ID or passport to be attached to application forms.
- [c] ACSA will conduct a police clearance on the applicant.
- [d] Applicant to indicate request to carry cell phone supported by necessary support documentation.

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[B] The Contractor shall register his company details with ACSA as all permit costs shall be for the account of the successful Bidder (D)

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[C] The Bidder shall submit a detailed process of how they will acquire ACSA permits for FAOR. The Bidders are urged to contact the ACSA Permit Offices (OR Tambo: 010-207-2899) for more information. (D)

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