



**REQUEST FOR QUOTATION FOR THE SUPPLY AND DELIVERY OF ATTENDANCE REGISTER BOOKS AT ATNS - CAPE TOWN INTERNATIONAL AIRPORT**

<b>RFQ REFERENCE NUMBER:</b>	<b>ATNS/FACT/RFQ14/02/12/2022/23</b>
<b>ISSUE DATE:</b>	<b>2 December 2022</b>
<b>CLOSING DATE:</b>	<b>8 December 2022</b>
<b>CLOSING TIME:</b>	<b>15h00, CAT</b>
<b>COMPULSORY BRIEFING SESSION:</b>	<b>N/A</b>
<b>QUOTATION VALIDITY PERIOD:</b>	<b>90 Days</b>
<b>DESCRIPTION:</b>	<b>APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER ATTENDANCE REGISTER BOOKS AT ATNS - CAPE TOWN INTERNATIONAL AIRPORT</b>
<b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b>	<p><b>Procurement Officer: Simphiwe Qwabe</b></p> <p><b>Email address: <a href="mailto:Simphiweq@atns.co.za">Simphiweq@atns.co.za</a></b></p> <p><b>NB: Please note our emails can only receive documents that are less 5MB, if documents are more, please send them in separate emails</b></p>
<b>REQUIRED RETURNABLE DOCUMENTS:</b>	<ul style="list-style-type: none"> <li>• <b>VALID TAX PIN STATUS</b></li> <li>• <b>VALID BEE CERTIFICATE OR SWORN AFFIDAVIT - CERTIFIED</b></li> <li>• <b>CSD REPORT</b></li> <li>• <b>COMPLETED SBD FORMS</b></li> <li>• <b>PRICING SCHEDULE QUOTATION ON THE COMPANY LETTERHEAD</b></li> <li>• <b>CK DOCUMENTS</b></li> </ul>
<b>MANDATORY RETURNABLE DOCUMENTS:</b>	<b>N/A</b>



**PLEASE NOTE:**

**ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDER**

<b>PROCUREMENT GRADUATE:</b>	<b>Simphiwe Qwabe</b>
<b>TELEPHONE:</b>	<b>011 607 1475</b>
<b>E-MAIL:</b>	<b>Simphiweq@atns.co.za</b>

**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.**

**This RFQ will be evaluated on the basis of the 80:20-point system as stipulated in the ATNS' Procurement Policies and Procedures.**



## BIDDING STRUCTURE

<b>Indicate the type of Bidding/Tendering Structure by marking with an 'X'</b>	
<b>Individual Bidder</b>	
<b>Joint Venture</b>	
<b>Consortium</b>	
<b>With Sub-Contractors</b>	
<b>Other</b>	
<b>If Individual:</b>	
<b>Name of Bidder</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Cell Number(s)</b>	
<b>E-mail Address</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	
<b>If Joint Venture or Consortium, indicate the name/s of the partners:</b>	
<b>Company Name</b>	
<b>Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Contact Person</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>Fax Number</b>	
<b>Postal Address</b>	
<b>Physical Address</b>	



## ANNEXTURE A – SPECIFICATION

### 1. Purpose of the Request for Quotations

ATNS invites suppliers to supply and deliver Attendance Register Books at ATNS - Cape Town International Airport.

#### i. Detailed Specifications

Items	Item Description		
	Equipment	Qty	Specification
Attendance Register Book	100	<ul style="list-style-type: none"> <li>1 month per page</li> <li>Book with 24 pages</li> <li>Size: 425mm x 305 mm</li> <li>Quarter cloth binding</li> <li>Design layout will be provided</li> </ul>	
Carbon paper sheets	1 x 100 sheets	<ul style="list-style-type: none"> <li>Size: A4</li> <li>Color: Black</li> <li>High quality carbon paper, clean and easy to use, can be used up to 50 times each</li> </ul>	

#### ii. General information

- Pictures in this RFQ document serves as a representation of the required goods for ease of reference only. They are meant to complement the descriptions in keeping with the ATNS's envisaged requirements.



- All goods offered must comply with applicable South African National Standards (SANS) and South African Bureau of Standards (SABS) requirements. Proof of certification in this effect must be included with the bid.

### iii. Rejection

- If the supplier fails to comply with his/her obligations under the order/contract, ATNS may reject any part of the items by giving written notice to the supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.
- In the case of items delivered, ATNS may return the rejected items to the supplier at the supplier's risk and expense.



## ANNEXTURE B – COSTING TABLE

Items Description		Quantity	Unit Price	Total Price
1.	Attendance Register Books	100		
2.	Carbon Paper	1 x 100 sheets		
			Sub-Total	
			VAT @15%	
			VAT Incl.	

- All Prices must be quoted in South African Rand, exclusive of VAT
- To facilitate like-for-like comparison, bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being disqualified.
- Provide quoted prices which is inclusive of all items (preparation, material, labor and transport costs).

**NB: The pricing schedule must be fully completed (100%) and submitted. Failure to comply with this instruction will result in the bid being disqualified.**



### ANNEXTURE C: DELIVERY ADDRESS

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

NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....



**The Evaluation of the RFQ:**

<b>Stage 1</b>	<b>Acquisition strategy (B-BBEE Level 1 to 4)</b>
<b>Stage 2</b>	<b>Price and BBEE</b>

**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 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	
ATNS/FACT/RFQ14/02/12/2022/23			





			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 B-BBEE contribution: Level 1- 4 (this requirement is a must for local suppliers)		

**STAGE 2: PRICE AND B-BBEE:**  
**Evaluation for Price and B-BBEE**

<b>PRICE</b>	<b>80</b>
<b>B-BBEE COMPLIANCE</b>	<b>20</b>

B-BBEE rating certificates are applicable, and points 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 and Statements which will be verified.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (80/20 System)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
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 Quotations/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**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	ATNS/FACT/RFQ14/02/12/2022/23	CLOSING DATE:	08 December 2022	CLOSING TIME:	15h00
DESCRIPTION	Appointment of a suitable service provider to supply and deliver Attendance Register Books at ATNS - Cape Town International Airport				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
RFQ can be sent by email to: <a href="mailto:Simphiweq@atns.co.za">Simphiweq@atns.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Simphiwe Qwabe		CONTACT PERSON		
TELEPHONE NUMBER	011 607 1475		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Simphiweq@atns.co.za">Simphiweq@atns.co.za</a>		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<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**

<b>1. BID SUBMISSION:</b>
<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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<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: .....

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## 1 PROTECTION OF PERSONAL INFORMATION

- 1.1 The Service Provider shall ensure that its employees, representatives, and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to a foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 1.2 The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorization, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or during the performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 1.3 Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
- 1.3.1 process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information.
- 1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate,



reasonable technical and organizational measures shall be taken by it/them to prevent –

- 1.3.2.1 the unauthorized or unlawful processing of such Personal Information; and
  - 1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and
  - 1.3.2.3 promptly notify the Company when it becomes aware of any unauthorized, unlawful, or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.
- 1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives, or employees) for any breach of its obligations or warranties in terms of clause.
- 1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
- 1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.
- 1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss because of the Service Provider's breach of this clause.



## 1. POPIA CONSENT

1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:

1.1.1 The information is voluntarily supplied, without undue influence from any party; and

1.1.2 The information is necessary for the purposes of the engagement with ATNS.

1.2 The tenderer acknowledges that he /she is aware of his/her right to:

1.2.1 Access the information at any reasonable time for the purposes of rectification thereof.

1.2.2 Object to the processing of the information.

1.2.3 Lodge a complaint with the Information Regulator.