



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

RFQ REFERENCE NUMBER:	ATNS/FAPP/RFQ131/09/02/2022/2023 Refreshments
ISSUE DATE:	14 February 2023
CLOSING DATE:	28 February 2023
CLOSING TIME:	13h00, CAT
COMPULSORY BRIEFING SESSION:	N/A
QUOTATION VALIDITY PERIOD:	60 Days
DESCRIPTION:	APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER REFRESHMENTS AT POLOKWANE AIRPORT ATNS TOWER– FAPP FOR A PERIOD OF 12 MONTH AS AND WHEN REQUIRED.
RFQ DOCUMENTS MAY BE ADDRESSED TO:	Procurement Officer: Thoko Phukubye Email address: RFQs@atns.co.za NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails NB: All responses must be submitted on the above dedicated mailbox. No and delivery submissions will be considered.
REQUIRED RETURNABLE DOCUMENTS	<ul style="list-style-type: none"> • Central Supplier Database (CSD) Report • Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1) • General conditions of contracts (GCCs) - Initialled and signed. • ATNS Completed pricing schedule



<p>REQUIRED ADMINISTRATIVE PRE-QUALIFICATION DOCUMENTS</p>	<ul style="list-style-type: none"> • Valid Tax Pin Status • Valid B-BBEE Certificate or Sworn Affidavit – Certified • Banking Details with a Bank Stamp • Optional - Quotation on the Company Letterhead (aligned to ATNS pricing schedule) • CIPC registration Documents
<p>MANDATORY DOCUMENTS: <i>NB: 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) letters of proof of Previous Relevant experience on refreshment supply and delivering services. References must be in a form of a signed letters on a client’s business letterhead stating the scope and description of the services rendered, with contactable references, 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.
<p><u>PLEASE NOTE:</u></p> <p>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</p>	
<p>PROCUREMENT OFFICER:</p>	<p>Thoko Phukubye</p>
<p>TELEPHONE:</p>	<p>011 607 1000</p>
<p>E-MAIL:</p>	<p><u>RFQs@atns.co.za</u></p>
<p>The ATNS requests your quotations 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 submissions will not be considered. 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 preference point system as stipulated in 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	



ANNEXURE A - SCOPE OF WORK

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY OF REFRESHMENTS AT POLOKWANE AIRPORT ATNS TOWER

1. SCOPE OF WORK

- 1.1. To appoint a suitable Service provider to Provide Refreshments at **Polokwane Airport ATNS Tower**.

2. DURATION OF THE CONTRACT

- 2.1. Service providers are herewith invited to submit quotation for supply and delivering of refreshments at **Polokwane Airport ATNS Tower** for a period of 12 months.

3. COLLECTION AND DELIVERIES

- 3.1. Deliveries must take place within 7 working days of placing an official order, except in emergency circumstance; delivery must be immediate.
- 3.2. The service provider shall at all times remain fully and solely responsible for the timeous delivery of service/goods to ATNS.
- 3.3. Delivery of products must include the off-loading thereof at the service provider's own risk and cost to the designated delivery addresses as indicated above.
- 3.4. Service provider must supply and ensure their own labour for the offloading of the products at the designated ATNS sites.
- 3.5. An official order must be issued before any delivery may be made; Unless in an emergency.
- 3.6. Refreshments to be delivered at the Addresses listed here to as Annexure D.



4. QUALITY

4.1. Quality Standards

- 4.1.1. If, in the sole judgment of ATNS, the delivered items are determined not to be within SABS/SANS national specifications, the supplier will be requested to replace the items with the items that complies with SABS/SANS national specifications immediately at no additional cost to ATNS.
- 4.1.2. ATNS may from time to time test the quality of the products and services, non-compliance may result in the termination of the contract.
- 4.1.3. ATNS will only take delivery of goods subject to **expiry date verifications and if the product were acquired from credible outlets.**



ANNEXTURE B – SPECIFICATIONS

DETAILED SPECIFICATIONS

Find below details of the items to be delivered.

1. Consumables

Item Description
Brown Sugar 10kg (Selati)
Choice Assorted biscuits 2kg
Clover low fat milk (6 per case) 1 litre
Clover Milk – Full cream (6 per case) 1 litre
Cremora 1 kg
Five Roses 200 teabags
Joko Tea 200 teabags
Freshpak Rooibos Teabags (160 tea bags)
Jacobs coffee 200g
Nescafe Classic 1 Kg
Nescafe Gold 200g
Nestle Hot Chocolate 1 kg
Nestle Milo 2Kg
Oros 5L
Ricoffy 1.5 Kg Decaff
Ricoffy 1.5 Kg Instant coffee
Stevia canderel (1000 in a box)
Sweetener Selati (1000 in a box)
2-Ply White Toilet Paper – 48 rolls of toilet tissue
Black Refuse Bags (50pkt)
Handy Andy Hygiene Liquid 750ml (pack of 6) or Equivalent
Dish Cloth (caterers choice 10 in pack)
Dishwashing sponge (4 per pack)
Sunlight dish washing liquid 750ml or Equivalent (pack of 6)
Bathroom liquid Hand Wash Soap 300ml (pack of 6) - Manual Press on Bottles
Snowsoft or equivalent, Interfold hand towels (230mm x 240mm) / (1 box = 2000 individual sheets per box)



2. Accessories

Item Description
Plastic teaspoons
Ram pro heavy teaspoons
Heavy-duty stainless-steel butter knives
Harley Tablespoons
Mugs (600X 600) white



ANNEXTURE C – COSTING TABLE

The costing provides indicative prices, ATNS may place an order lesser than 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 12 months. The pricing must be inclusive of VAT.

A. POLOKWANE AIRPORT TOWER

Item Description	QTY	Unit price	Total amount
Brown Sugar 10kg (Selati)	1	R -	R -
Choice Assorted biscuits 2kg	1	R -	R -
Clover low fat milk (6 per case) 1 litre	1	R -	R -
Clover Milk – Full cream (6 per case) 1 litre	1	R -	R -
Cremora 1 kg	1	R -	R -
Five Roses 200 teabags	1	R -	R -
Joko Tea 200 teabags	1	R -	R -
Freshpak Rooibos Teabags (160 tea bags)	1	R -	R -
Jacobs coffee 200g	1	R -	R -
Nescafe Classic 1 Kg	1	R -	R -
Nescafe Gold 200g	1	R -	R -
Nestle Hot Chocolate 1 kg	1	R -	R -
Nestle Milo 2Kg	1	R -	R -
Oros 5L	1	R -	R -
Ricoffy 1.5 Kg Decaff	1	R -	R -
Ricoffy 1.5 Kg Instant coffee	1	R -	R -
Stevia canderel (1000 in a box)	1	R -	R -
Sweetener Selati (1000 in a box)	1	R -	R -
2-Ply White Toilet Paper – 48 rolls of toilet tissue	1	R -	R -
Black Refuse Bags (50pkt)	1	R -	R -
Handy Andy Hygiene Liquid 750ml (Pack of 6) or Equivalent	1	R -	R -
Dish Cloth (caterers choice 10 in Pack)	1	R -	R -
Dishwashing sponge (4 per pack)	1	R -	R -
Sunlight dish washing liquid 750ml (Pack of 6) or Equivalent	1	R -	R -



Item Description	QTY	Unit price	Total amount
Bathroom liquid Hand Wash Soup 300ml (Pack of 6) - Manual Press on Bottles	1	R -	R -
Snowsoft or equivalent, Interfold hand towels (230mm x 240mm) / (1 box = 2000 individual sheets per box)	1	R -	R -
Total Cost VAT Inclusive		R -	R -

B. ACCESSORIES

Item Description	Costing
Plastic teaspoons Set (250)	R
Ram pro heavy teaspoons Set (12)	R
Heavy-duty stainless-steel butter knives Set (6)	R
Harley Tablespoons Set (12)	R
Mugs (600X 600) white Set (24)	R
Total Costing VAT Inclusive	R

C. TOTAL COSTING

TOTAL POLOKWANE AIRPORT (VAT INCLUSIVE)	R -
OVERALL ACCESSORIES (VAT INCLUSIVE)	R -
TOTAL OVER 12 MONTHS (VAT INCLUSIVE)	R -

ANNEXTURE D: CONTROL CENTRE UNITS ADDRESSES

REGIONAL AIRPORTS	DELIVERY ADDRESS
POLOKWANE AIRPORT TOWER	Polokwane Airport ATNS Tower, Gateway St, Polokwane, 0700



- 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 pricing schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.

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



NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 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, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

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 B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably 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 Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.



THE EVALUATION OF THE RFQ:

STAGE 1	ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS
STAGE 2	MANDATORY REQUIREMENTS
STAGE 2	PRICE AND ATNS SPECIFIC GOALS

The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.

STAGE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

The bidder must comply with **ALL** of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if ATNS is unable to verify whether the pre-qualification requirements are met, then ATNS reserves the right to-

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

STAGE 2: MANDATORY REQUIREMENTS

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



Mandatory Criteria	Proof Required
<p>Provide three (3) letters of proof of Previous Relevant experience on refreshment supply and delivering services. References must be in a form of a signed letters on a client’s business letterhead stating the scope and description of the services rendered, with contactable references, 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.</p>	<p>YES</p>

STAGE 3: PRICE AND ATNS SPECIFIC GOALS:

Evaluation for Price and ATNS specific goals

Quotations will be evaluated in terms of the ATNS’ Procurement Policies and Procedures using the 80:20 point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

PRICE	80
ATNS SPECIFIC GOALS	20

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.



Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>

This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

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.