



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

|  |   |
|--|---|
| <b>RFQ REFERENCE NUMBER:</b>                     | ATNS/FALE/RFQ019/2024/2025/Stationery   |
| <b>ISSUE DATE:</b>                               | 07 June 2024  |
| <b>CLOSING DATE:</b>                             | 19 June 2024  |
| <b>CLOSING TIME:</b>                             | 10h00, CAT  |
| <b>COMPULSORY BRIEFING SESSION:</b>              | N/A   |
| <b>QUOTATION VALIDITY PERIOD:</b>                | 60 Days   |
| <b>DESCRIPTION:</b>                              | APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY AT KING SHAKA INTERNATIONAL AIRPORT, VIRGINIA AIRPORT, PIETERMARITZBURG AIRPORT AND RICHARDS BAY AIRPORT FOR A PERIOD OF 24 MONTHS  |
| <b>RFQ DOCUMENTS MAY BE ADDRESSED TO:</b>        | Procurement Officer: Molete Makhutle<br>Email address: RFQs@atns.co.za<br><b>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails</b>   |
| <b>REQUIRED RETURNABLE DOCUMENTS</b>             | <ul style="list-style-type: none"><li>• Central Supplier Database (CSD) Report</li><li>• Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1)</li><li>• General conditions of contracts (GCCs) - Initialled and signed.</li><li>• ATNS Completed pricing schedule</li></ul> |
| <b>REQUIRED ADMINISTRATIVE PRE-QUALIFICATION</b> | <ul style="list-style-type: none"><li>• Valid Tax Pin Status</li><li>• Valid B-BBEE Certificate or Sworn</li></ul>  |



|   |   |
|---|---|
| <b>DOCUMENTS</b>  | <b>Affidavit – Certified</b> <ul style="list-style-type: none"> <li>• <b>Banking Details with a Bank Stamp</b></li> <li>• <b>Optional - Quotation on the Company Letterhead (aligned to ATNS pricing schedule)</b></li> <li>• <b>CIPC registration Documents</b></li> </ul> |
| <b>MANDATORY DOCUMENTS:</b>   | <ul style="list-style-type: none"> <li>• <b>N/A</b></li> </ul>  |
| <p><b><u>PLEASE NOTE:</u></b></p> <p><b>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</b></p>  |   |
| <b>PROCUREMENT OFFICER:</b>   | <b>Molete Makhutle</b>  |
| <b>TELEPHONE:</b>   | <b>011 607 1000</b>   |
| <b>E-MAIL:</b>  | <b><u><a href="mailto:RFQs@atns.co.za">RFQs@atns.co.za</a></u></b>  |
| <p><b>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.</b></p> <p><b>This RFQ will be evaluated on the basis of the 80:20 preference point system as stipulated in the ATNS’ Procurement Policies and Procedures.</b></p> |   |



## 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>  |  |



## 1. SECTION A: INTRODUCTION AND SCOPE OF WORK

### 1.1. INTRODUCTION

Air Traffic and Navigation Services SOC Limited (ATNS) provides air traffic, navigation, training and associated services within South Africa and a large part of the Southern Indian and Atlantic Ocean, comprising approximately 6% of the world's airspace.

ATNS operates from nine ACSA and 12 other aerodromes. As a globally competitive employer of choice, ATNS is committed to diversity and has achieved ranking within the top 10 companies in South Africa with regards to female representation at executive levels.

### 1.2. SCOPE OF WORK

The project calls for the suitable service provider to supply and deliver Stationery at the ATNS Kwazulu-Natal regional Airports King Shaka International Airport (FALE), Pietermaritzburg Airport (FAPM), Virginia Airport (FAVG), and Richard Bay Airport (FARB).

### 1.3. SUMMARY OF REQUIREMENTS

The table below is a summary of the stationery required

Table 1: shows the summary of the requirements

| Item                                     | Quantity |
|--|----------|
| A4 White Paper box                       | 1        |
| A2 White Paper box                       | 1        |
| A4 Laminating Pouches<br>(100 per pack)  | 1        |
| A3 White Paper box                       | 1        |
| A3 Laminating Pouches<br>(100 per pack)  | 1        |
| A4 180g White Board box of<br>500 Sheets | 1        |

|  |   |
|--|---|
| A4 180g Pastel (or equivalent) Green board                     | 1 |
| A4 180g Pastel (or equivalent) Blue board                      | 1 |
| A5 paper box   | 1 |
| A5 Page a notebook   | 1 |
| Bostik/Prestik(or equivalent)                                  | 1 |
| No.34/ B3 Rubber Bands 500g)                                   | 1 |
| A4 Light Blue Accessible e Files (20 per box)                  | 1 |
| A4 Red Accessible Files  | 1 |
| A4 Hard Cover Books Black (288 Pages Pages                     | 1 |
| 1200x 900mm Magnetic White Board                               | 1 |
| Maxiflo (or equivalent) White Board Marker(per pack of 6)      | 1 |
| Maxiflo (or equivalent) Permanent Marker Black (per pack of 6) | 1 |
| No. 56 (26/6 Rexel (or equivalent) Staples                     | 1 |
| 23/13 Staples  | 1 |
| Staple remover   | 1 |
| 0.7mm Gel Rollerball Pen Black                                 | 1 |
| 1.0mm BIC Ball Point Pen Black or                              | 1 |

|  |   |
|--|---|
| equivalent)  |   |
| 0.5mm Mechanical pencil  | 1 |
| 0.5 mm Mechanical Pencil<br>Lead (Tube)  | 1 |
| Correction Pen (tipex) or<br>equivalent  | 1 |
| 48mm x 12mm Assorted<br>Ne1on Flag Notes   | 1 |
| 48mm x 20mm Signature<br>Flag Notes  | 1 |
| 76mm x 76mm Yellow<br>Sticky/Postit notes or<br>equivalent                                 | 1 |
| 25mm Paper Clips (box)   | 1 |
| 50mm Paper Clips (box)   | 1 |
| Scissors Stainless Steel<br>Tortoise   | 1 |
| 12mm x 33m Small Core<br>Clear Tape  | 1 |
| 48mm x 100mm Clear<br>Packing Tape   | 1 |
| AAA Batteries 6 in a pack  | 1 |
| AA Batteries 6 in a pack   | 1 |
| A4 Note Pad  | 1 |
| A4 A Z PVC Dividers Pastel<br>(or equivalent)  | 1 |
| A4 10 Tab PVC Dividers   | 1 |
| Magnetic White Board<br>Eraser 145m m x 55mm<br>(With capability to change<br>refill pads) | 1 |



|  |   |
|--|---|
| Neon Yellow Highlighter<br>(Liquid Ink Reservoir)                                | 1 |
| Neon Green Highlighter<br>(Liquid Ink Reservoir)                                 | 1 |
| A4 40mm Bantex (or<br>equivalent)<br>Polypropylene Lever Arch<br>Files Blue      | 1 |
| A4 70mm Bantex (or<br>equivalent)<br>Polypropylene<br>Lever Arch Files Blue      | 1 |
| Lever arch file storage<br>box   | 1 |
| A4 Heavy Weight Filing<br>Pockets (100 Pack)                                     | 1 |
| A4 Polypropylene<br>Secretarial Folder<br>Open on 2 Sides with<br>Finger Cut Out | 1 |
| A4 10 Pocket Flip File   | 1 |
| 2 Hole Punch (20 Sheets)   | 1 |
| 5 Compartment Stow A<br>Way File<br>Holder                                       | 1 |
| A4 45mm Binding Rings<br>Black (50 Box)  | 1 |
| A4 32mm Binding Rings<br>Black (50 Box)  | 1 |
| A 4 Clear Binding Covers<br>200 micron Pack)                                     | 1 |

|   |   |
|---|---|
| A4 Self Adhesive Labels<br>(16 per page 105mm x 37mm)           | 1 |
| Bottle White Board<br>Cleaning Fluid                            | 1 |
| Traditional Pencil (Box)  | 1 |
| Pencil Sharpener  | 1 |
| 1000mm x 640mm Flip<br>Chart Paper                              | 1 |
| 30cm Ruler  | 1 |
| Drawing Pins  | 1 |
| 41mm Foldback Clips   | 1 |
| 9mm Brother (or<br>equivalent Black on<br>White Tape TZe 221)   | 1 |
| 24mm Brother (or<br>equivalent Black on<br>White Tape (TZe 251) | 1 |
| 450mm x 10m Decifix<br>Clear<br>Adhesive Roll                   | 1 |
| Strong Magnets for<br>Magnetic Boards                           | 1 |
| Replica (or equivalent)<br>Key Rings Hard Plastic<br>(50 Tub    | 1 |
| Battery MN 1500 AA<br>Duracell (or equivalent                   | 1 |
| Duracell 23A 12v (or<br>equivalent                              | 1 |



|  |   |
|--|---|
| Battery 9v 6LF22<br>Transistor E<br>Block MN1604 Duracell<br>(or equivalent) | 1 |
| Tape Brown Adhesive e<br>48 x 50mm   | 1 |
| Binding machine<br>Followers (or equivalent<br>Quasar 500                    | 1 |
| Econo (or equivalent<br>Adhesive tape (18 mm                                 | 1 |
| Econo (or equivalent<br>Adhesive tape (1 2mm                                 | 1 |
| Two Hole Punch   | 1 |
| Stapler No 56  | 1 |
| Staples No, 56   | 1 |
| Bubble wrap plastic 1 .25<br>mm x 100m                                       | 1 |
| Marker pen artline 70<br>black   | 1 |
| Monami (or equivalent<br>Jumbo highlighters<br>(different colours            | 1 |
| File Dividers PVC Asst<br>Jan- Dec   | 1 |
| Filing Pockets   | 1 |
| Carry folders  | 1 |
| Counter Hard Cover Book<br>2 quire   | 1 |



|                                   |   |
|-----------------------------------|---|
| Split binders                     | 1 |
| 3M - post-it-100 sheets per pad   | 1 |
| Gel support mouse pad             | 1 |
| Gloss photo paper A4 - 100 sheets | 1 |
| Gloss photo paper A3 - 100 sheets | 1 |
| Snapper frame (Silver) A2         | 1 |
|                                   |   |

#### 1.4 VALIDITY PERIOD

**1.4.1** The proposal provided to ATNS in terms of this request for quotations will be valid for a period of **60 days** from the date of submission except for the Tax and B-BBEE certificates which must still be valid at the time of award.

**1.4.2** Should there be a need to request extension of the finalisation of the award of the RFQ, the bidders will be duly informed, and the priced proposal will remain valid for the amended duration.

#### 1.5. Procedures For Submitting Quotations

**1.5.1** The closing date and time for submitting quotations is 19 June 2024 @ 10h00, CAT.

**1.5.2** All prospective bidders must send their bid/RFQ response submissions to ATNS before or on the closing date and time.

**1.5.3** Bidders must email a soft copy of their proposal to: [RFQs@atns.co.za](mailto:RFQs@atns.co.za) and copy (cc) [moletem@atns.co.za](mailto:moletem@atns.co.za)

## 2. SECTION B: BID EVALUATION PROCESS

### Bid Evaluation Process

The bid evaluation process for this RFQ will be conducted in two (2) distinct stages as follows:

ATNS/FALE/RFQ019/2024/2025

Page 10 of 35

05 June 2024

## 2.1. Stage 1: Required Returnable and Administrative Requirements

All prospective bidders must comply with the following administrative requirement:

- 2.1.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 2.1.2. Completed ATNS Pricing Schedule.
- 2.1.3. Tax clearance certificate and Pin, bank confirmation letter, BEE certificate or sworn affidavit, and CIPC registration documents

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

- i) Reject the bid and not evaluate it, or
- ii) 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

### iii) Stage 2: Price and Specific Goals

- (1) The 80/20 preference points system will be utilised for this RFQ. This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

| Criteria            | Means of Verification | Points        |
|---------------------|-----------------------|---------------|
| Price               | Proposed Bid Price    | 80,00         |
| Preference Points   | Specific Goals        | 20,00         |
| <b>Total Points</b> |                       | <b>100,00</b> |

## ANNEXURE B: PRICING SCHEDULES.

This section provides the tenderer with guidelines and requirements regarding the completion of the Price Schedule.

| Items              | Quantity | Year One Price | Year 2 Price |
|--------------------|----------|----------------|--------------|
| A4 White Paper box | 1        |                |              |
| A2 White Paper box | 1        |                |              |

|  |   |  |  |
|--|---|--|--|
| A4 Laminating Pouches (100 per pack)                           | 1 |  |  |
| A3 White Paper box   | 1 |  |  |
| A3 Laminating Pouches (100 per pack)                           | 1 |  |  |
| A4 180g White Board box of 500 Sheets                          | 1 |  |  |
| A4 180g Pastel 500 Sheets (or equivalent) Green board          | 1 |  |  |
| A4 180g Pastel (or equivalent) Blue board 500 Sheets           | 1 |  |  |
| A5 paper box   | 1 |  |  |
| A5 Page a notebook   | 1 |  |  |
| Bostik/Prestik(or equivalent)                                  | 1 |  |  |
| No.34/ B3 Rubber Bands 500g)                                   | 1 |  |  |
| A4 Light Blue Accessible Files (20 per box)                    | 1 |  |  |
| A4 Red Accessible Files  | 1 |  |  |
| A4 Hard Cover Books Black (288 Pages)                          | 1 |  |  |
| 1200x 900mm Magnetic White Board                               | 1 |  |  |
| Maxiflo (or equivalent) White Board Marker(per pack of 6)      | 1 |  |  |
| Maxiflo (or equivalent) Permanent Marker Black (per pack of 6) | 1 |  |  |
| No. 56 (26/6 Rexel (or equivalent) Staples                     | 1 |  |  |
| 23/13 Staples  | 1 |  |  |

|  |   |  |  |
|--|---|--|--|
| Staple remover   | 1 |  |  |
| 0.7mm Gel Rollerball Pen Black   | 1 |  |  |
| 1.0mm BIC Ball Point Pen Black or equivalent)                                    | 1 |  |  |
| 0.5mm Mechanical pencil  | 1 |  |  |
| 0.5 mm Mechanical Pencil Lead (Tube)   | 1 |  |  |
| Correction Pen (tipex) or equivalent   | 1 |  |  |
| 48mm x 12mm Assorted Neon Flag Notes   | 1 |  |  |
| 48mm x 20mm Signature Flag Notes   | 1 |  |  |
| 76mm x 76mm Yellow Sticky/Postit notes or equivalent                             | 1 |  |  |
| 25mm Paper Clips (box)   | 1 |  |  |
| 50mm Paper Clips (box)   | 1 |  |  |
| Scissors Stainless Steel Tortoise  | 1 |  |  |
| 12mm x 33m Small Core Clear Tape   | 1 |  |  |
| 48mm x 100mm Clear Packing Tape  | 1 |  |  |
| AAA Batteries 6 in a pack  | 1 |  |  |
| AA Batteries 6 in a pack   | 1 |  |  |
| A4 Note Pad  | 1 |  |  |
| A4 A Z PVC Dividers Pastel (or equivalent)                                       | 1 |  |  |
| A4 10 Tab PVC Dividers   | 1 |  |  |
| Magnetic White Board Eraser 145mm x 55mm (With capability to change refill pads) | 1 |  |  |

|   |   |  |  |
|---|---|--|--|
| Neon Yellow Highlighter (Liquid Ink Reservoir)                          | 1 |  |  |
| Neon Green Highlighter (Liquid Ink Reservoir)                           | 1 |  |  |
| A4 40mm Bantex (or equivalent) Polypropylene Lever Arch Files Blue      | 1 |  |  |
| A4 70mm Bantex (or equivalent) Polypropylene Lever Arch Files Blue      | 1 |  |  |
| Lever arch file storage box   | 1 |  |  |
| A4 Heavy Weight Filing Pockets (100 Pack)                               | 1 |  |  |
| A4 Polypropylene Secretarial Folder Open on 2 Sides with Finger Cut Out | 1 |  |  |
| A4 10 Pocket Flip File  | 1 |  |  |
| 2 Hole Punch (20 Sheets)  | 1 |  |  |
| 5 Compartment Stow A Way File Holder                                    | 1 |  |  |
| A4 45mm Binding Rings Black (50 Box)                                    | 1 |  |  |
| A4 32mm Binding Rings Black (50 Box)                                    | 1 |  |  |
| A 4 Clear Binding Covers 200 micron Pack)                               | 1 |  |  |
| A4 Self Adhesive Labels (16 per page 105mm x 37mm)                      | 1 |  |  |



|   |   |  |  |
|---|---|--|--|
| Bottle White Board Cleaning Fluid                                   | 1 |  |  |
| Traditional Pencil (Box) of 12                                      | 1 |  |  |
| Pencil Sharpener  | 1 |  |  |
| 1000mm x 640mm Flip Chart Paper                                     | 1 |  |  |
| 30cm Ruler  | 1 |  |  |
| Drawing Pins  | 1 |  |  |
| 41mm Foldback Clips   | 1 |  |  |
| 9mm Brother (or equivalent Black on White Tape TZ e 221)            | 1 |  |  |
| 24mm Brother (or equivalent Black on White Tape (TZe 251)           | 1 |  |  |
| 450mm x 10m Decifix Clear Adhesive Roll                             | 1 |  |  |
| Strong Magnets for Magnetic Boards                                  | 1 |  |  |
| Replica (or equivalent) Key Rings Hard Plastic (50 Tub              | 1 |  |  |
| Battery MN 1500 AA Duracell (or equivalent                          | 1 |  |  |
| Duracell 23A 12v (or equivalent                                     | 1 |  |  |
| Battery 9v 6LF22 Transistor E Block MN1604 Duracell (or equivalent) | 1 |  |  |
| Tape Brown Adhesive e 48 x 50mm                                     | 1 |  |  |

|   |   |  |  |
|---|---|--|--|
| Binding machine Fellowers (or equivalent Quasar 500         | 1 |  |  |
| Econo (or equivalent Adhesive tape (18 mm                   | 1 |  |  |
| Econo (or equivalent Adhesive tape (1 2mm                   | 1 |  |  |
| Two Hole Punch  | 1 |  |  |
| Stapler No 56   | 1 |  |  |
| Staples No, 56  | 1 |  |  |
| Bubble wrap plastic 1 .25 mm x 100m                         | 1 |  |  |
| Marker pen artline 70 black                                 | 1 |  |  |
| Monami (or equivalent Jumbo highlighters (different colours | 1 |  |  |
| File Dividers PVC Asst Jan- Dec                             | 1 |  |  |
| Filing Pockets  | 1 |  |  |
| Carry folders   | 1 |  |  |
| Counter Hard Cover Book 2 quire                             | 1 |  |  |
| Split binders   | 1 |  |  |
| 3M - post-it-100 sheets per pad                             | 1 |  |  |
| Gel support mouse pad                                       | 1 |  |  |
| Gloss photo paper A4 - 100 sheets                           | 1 |  |  |
| Gloss photo paper A3 - 100 sheets                           | 1 |  |  |
| Snapper frame (Silver) A2                                   | 1 |  |  |



|  |          |
|--|----------|
| <b>Total Price Inclusive of VAT Year 1</b> | <b>R</b> |
| <b>Total Price Inclusive of VAT Year 2</b> | <b>R</b> |

- 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 utilise 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, labour and transport costs).
- The bidder will be required to submit their product sheet

**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: CONTROL CENTRE UNITS ADDRESSES**

|   | <b>Delivery Address</b>  |
|---|--|
| <b>King Shaka International Airport</b> | <b>ATNS Control Tower Centre, International Trade Avenue, King Shaka International Airport, Tongaat 4407</b> |
| <b>Virginia Airport</b>                 | <b>27 Fairway Road, Beachwood, Durban, 4051</b>  |
| <b>Pietermaritzburg Airport</b>         | <b>2 Pharazyn Way, Oribi Village, Pietermaritzburg, 3201</b>   |
| <b>Richards Bay Airport</b>             | <b>30 Fish Eagle Flight, Birdswood, Richards Bay, 3900</b>   |

**NAME OF THE COMPANY**.....

**DESIGNATION**.....

**SIGNATURE**.....

**CSD NUMBER**.....

|                            |               |              |
|----------------------------|---------------|--------------|
| ATNS/FALE/RFQ019/2024/2025 | Page 17 of 35 | 05 June 2024 |
|----------------------------|---------------|--------------|



**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:**

|                |  |
|----------------|--|
| <b>STAGE 1</b> | <b>ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS</b> |
| <b>STAGE 2</b> | <b>PRICE AND ATNS SPECIFIC GOALS</b>                 |

**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**

|                            |               |              |
|----------------------------|---------------|--------------|
| ATNS/FALE/RFQ019/2024/2025 | Page 18 of 35 | 05 June 2024 |
|----------------------------|---------------|--------------|



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: 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.

|                            |           |
|----------------------------|-----------|
| <b>PRICE</b>               | <b>80</b> |
| <b>ATNS SPECIFIC GOALS</b> | <b>20</b> |

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.<br>(Section 2(1)(d)(i) of the PPPFA) | 10 | <b><i>(To be completed by the tenderer in SBD 6.1 attached)</i></b> |
|   |    |   |

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.***

**SBD 1**

|                            |               |              |
|----------------------------|---------------|--------------|
| ATNS/FALE/RFQ019/2024/2025 | Page 20 of 35 | 05 June 2024 |
|----------------------------|---------------|--------------|





**PART A  
INVITATION TO BID**

|   |  |               |  |  |       |
|---|--|---------------|--|--|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ATNS SOC LTD</b>   |  |               |  |  |       |
| BID NUMBER:   | ATNS/FAOR/RFQ010/2023/2024/Stationery  | CLOSING DATE: | 19 April 2024                                  | CLOSING TIME:  | 10h00 |
| DESCRIPTION   | APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY AT OR TAMBO INTERNATIONAL AIRPORT FAOR |               |  |  |       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>  |  |               |  |  |       |
| RFQ can be sent by email to: RFQs@atns.co.za  |  |               |  |  |       |
|   |  |               |  |  |       |
|   |  |               |  |  |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |  |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |  |       |
| CONTACT PERSON  | <b>Molete Makhutle</b>   |               | CONTACT PERSON                                 |  |       |
| TELEPHONE NUMBER  | <b>011 607 1000</b>  |               | TELEPHONE NUMBER                               |  |       |
| FACSIMILE NUMBER  | <b>N/A</b>   |               | FACSIMILE NUMBER                               |  |       |
| E-MAIL ADDRESS  | <a href="mailto:Moletem@atns.co.za">Moletem@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]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                   |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT            | TICK APPLICABLE BOX]<br><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<br>[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<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
|--|--|---|--|

**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>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 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>   |
| 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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 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: .....

|                            |               |              |
|----------------------------|---------------|--------------|
| ATNS/FALE/RFQ019/2024/2025 | Page 23 of 35 | 05 June 2024 |
|----------------------------|---------------|--------------|



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 interest<sup>1</sup> 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 institution | State |
|-----------|-----------------|---------------------|-------|
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |

<sup>1</sup> 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 consortium<sup>2</sup> 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

<sup>2</sup> 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.



- 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 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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state**

a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

### **1.4 To be completed by the organ of state:**

ATNS/FALE/RFQ019/2024/2025

Page 27 of 35

05 June 2024

**Air Traffic and Navigation Services Company SOC Limited**

Company Reg. No. 1993/004150/30  
ISO 9001 certified

Eastgate Office Park, Block C,  
South Boulevard Road, Bruma  
Private Bag X15, Kempton Park 1620  
Tel +27 11 607 1000 | Fax +27 11 607 1570  
www.atns.com

Directors: Zola Majavu CD (SA) (Chairman)  
Nozipho Mdawe (Chief Executive Officer)  
Matome Moholola (Chief Financial Officer) Ameen Amod CD (SA), Chris R Burger,  
Malindi Neluheni, Khulile Boqwana, Nhlahlhla Ngema, Nomathemba C S Kubheka,  
Precious Sibiyi CA (SA), Princess Mangoma, Siyabonga Kudumela

Company Secretary (Acting): Milicent Fatlane

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES



### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

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



**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

|                            |               |              |
|----------------------------|---------------|--------------|
| ATNS/FALE/RFQ019/2024/2025 | Page 31 of 35 | 05 June 2024 |
|----------------------------|---------------|--------------|



- fraudulent basis, be restricted 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, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

.....





## 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 the 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 authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper 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 organisational measures shall be taken by it/them to prevent –

1.3.2.1 the unauthorised 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 unauthorised, 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 as a result 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.